



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE MATERIEL COMMAND  
WRIGHT-PATTERSON AIR FORCE BASE OHIO**

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MEMORANDUM FOR DISTRIBUTION C  
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FROM: HQ AFMC/SE  
4375 Chidlaw Road  
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SUBJECT: Air Force Materiel Command Guidance Memorandum Establishing the AFMC Supplement to the DAFMAN 91-223, *Aviation Safety Investigations and Reports*

RELEASABILITY: There are no releasability restrictions on this publication.

By Order of the Commander, Air Force Materiel Command (AFMC), this AFMC Guidance Memorandum (GM) is the first instance of a to-be published AFMC supplement to DAFMAN 91-223, *Aviation Safety Investigations and Reports*, in support of clarifying required qualifications for aviation safety investigations within AFMC. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other AFMC publications, the information herein prevails, in accordance with Department of the Air Force Instruction (DAFI) 90-160, *Publications and Forms Management*.

This guidance applies to all AFMC organizations. It applies to AFMC Regular Air Force (RegAF). This guidance does not apply to the Air National Guard (ANG), United Space Force (USSF) and the Air Force Reserve Command (AFRC) and their units. This GM adds an AFMC-specific Table 5.1 that provides additional notes to clarify the application of the requirement for a "Pilot or CSO" for aviation category mishap investigations (see attachment).

Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule which is located in the Air Force Records Information Management System.

The authorities to waive wing/unit level requirements in this GM are identified with a Tier ("T-0, T-1, T-2, T-3") number following each compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier designators. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the GM's OPR for non-tiered compliance items, as applicable.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon publishing of a new publication permanently establishing this guidance, whichever is earlier.

ERIC A. WINTERBOTTOM  
Colonel  
Director of Safety

Attachment:  
Supplemented Guidance

**Attachment**  
*Supplemented Guidance*

**Table 5.1. (AFMC) SIB Member Requirements and Duties.**

<b>BP</b>	<b>Required Training:</b> BPC (T-1)
	<b>Qualification/Grade Requirements:</b> Pilot or CSO (T-1) (Notes 1-4) (AFMC) Pilot or CSO (T-1) (Notes 1-4, 8) For fatalities must be O-7 (or O-7-select) (T-1) O-6 for Class A, O-5 for Class B (T-1)
	<b>Duties and Responsibilities:</b> Responsible for all activities of the SIB, is the final decision authority, and reports directly to the CA.
<b>IO</b>	<b>Required Training:</b> AMIC (T-1)
	<b>Qualification/Grade Requirements:</b> Pilot or CSO (T-1) (Notes 1-6) (AFMC) Pilot or CSO (T-1) (Notes 1-6, 8) Minimum SNCO (or E-6 when the individual is a trained Aviation Safety NCO) or civilian equivalent. (T-1) (Note 7)
	<b>Duties and Responsibilities:</b> Responsible for daily SIB activities, the investigation, and preparing of reports and messages. Directs and coordinates activities of other SIB members and works with the AFSEC Representative (if assigned) to manage the SIB. Additionally, performs duties as described above for the BP when no BP is assigned.
<b>AFSEC Representative</b>	<b>Required Training:</b> AMIC and BPC (T-1)
	<b>Duties and Responsibilities:</b> Process expert that guides the SIB investigation and report writing efforts. Conducts refresher training on SIB procedures and coordinates technical assistance resources.
<b>Maintenance</b>	<b>Required Training:</b> AMIC highly desired
	<b>Qualification/Grade Requirements:</b> Fully qualified maintenance officer, SNCO, or civilian equivalent. (T-1) Must have a minimum of 1 year flightline or quality assurance experience in the MDS involved. (T-1) (Notes 2, 3)
	<b>Duties and Responsibilities:</b> Analyzes maintenance factors, pre-mishap status of mishap aircraft, aircraft systems, records, and maintenance personnel qualifications, proficiency, and training. Evaluates depot and quality assurance actions, as well as possible design or engineering deficiencies.
<b>Pilot</b>	<b>Required Training:</b> None
	<b>Qualification/Grade Requirements:</b>

	<p>Current and qualified in the MDS involved. <b>(T-1)</b> Should be an instructor or flight examiner in the MDS involved. O-3 or higher <b>(T-1)</b> <b>(Notes 2, 3)</b></p>
	<p><b>Duties and Responsibilities:</b> Analyzes operations factors to include qualifications, proficiency, training, communications, aircrew actions, mission-specific concerns, performance data, flight-related publications, and aircrew stressors.</p>
<b>Flight Surgeon</b>	<p><b>Required Training: AMIP (T-1)</b></p>
	<p><b>Qualification/Grade Requirements:</b> Credentialed and privileged in aerospace medicine. <b>(T-1)</b> Familiarity with the MDS involved is preferred. <b>(Notes 2, 3)</b></p>
	<p><b>Duties and Responsibilities:</b> Analyzes medical records, medical histories, physical examinations, mechanisms of injury, human factors, medical standards, and other evidence. Advises the SIB on protected health information.</p>
<b>Recorder</b>	<p><b>Required Training: None</b></p>
	<p><b>Qualification/Grade Requirements: O-1, E-4, GS-5, or higher (T-1)</b></p>
	<p><b>Duties and Responsibilities:</b> Manages the work center and evidence inventory. Supervises all additional administrative assistants assigned to the SIB. Maintains a filing system to account for all evidence, testimony, and board proceedings, both electronically and physically, to ensure security and prevent loss. Assists with all safety report products as needed. Assists with evidence and wreckage handover.</p>
<b>Additional Crew Members</b>	<p><b>Required Training: None</b></p>
	<p><b>Qualification/Grade Requirements:</b> Current and qualified and should be an instructor or flight examiner in the MDS involved. At a minimum must be experienced as defined in MDSspecific Volume 1. <b>(T-1)</b> SNCO or O-3 or higher <b>(T-1)</b> <b>(Notes 2, 3)</b></p>
	<p><b>Duties and Responsibilities:</b> Analyzes crew position actions, other than the pilot, if they were central to the mishap. This could include CSO, air battle manager, flight engineer, loadmaster, sensor operator, etc. positions.</p>
<b>AF Flight Standards Agency</b>	<p><b>Required Training: None</b></p>

	<p><b>Qualification/Grade Requirements:</b> Minimum SNCO, officer, or civilian equivalent. (T-1)</p> <p><b>Duties and Responsibilities:</b> Analyzes instrument flight procedures or publications if they contributed to the mishap.</p>
AF Operational Test and Evaluation Center	<p><b>Required Training:</b> None</p>
	<p><b>Qualification/Grade Requirements:</b> Minimum SNCO, officer, or civilian equivalent. (T-1)</p>
	<p>Analyzes AF Operational Test and Evaluation Center personnel or equipment, AF Operational Test and Evaluation Center-managed test, assessment, or evaluation, or other test organizations if they contributed to the mishap.</p>
AFE	<p><b>Required Training:</b> Life Sciences Equipment Investigation Course (T-1)</p>
	<p><b>Qualification/Grade Requirements:</b> Minimum 7-level SNCO. (T-1) Should have experience in the type of AFE involved. (Notes 2, 3)</p>
	<p><b>Duties and Responsibilities:</b> Analyzes AFE systems and equipment to determine if they contributed to the mishap.</p>
Airfield Operations	<p><b>Required Training:</b> None</p>
	<p><b>Qualification/Grade Requirements:</b> Minimum 7-level SNCO, fully qualified officer, or civilian equivalent. (T-1)</p>
	<p><b>Duties and Responsibilities:</b> Analyzes air traffic control or airfield management issues if they contributed to the mishap.</p>
Crash Fire & Rescue	<p><b>Required Training:</b> None</p>
	<p><b>Qualification/Grade Requirements:</b> Minimum 7-level SNCO or fully qualified officer, or civilian equivalent. (T-1)</p>
	<p><b>Duties and Responsibilities:</b> Analyzes Crash Fire &amp; Rescue response, actions, or failures if they contributed to the mishap.</p>
Cyberspace	<p><b>Required Training:</b> None</p>
	<p><b>Qualification/Grade Requirements:</b> Minimum SNCO, officer, or civilian equivalent. (T-1)</p>
	<p><b>Duties and Responsibilities:</b> Analyzes cyberspace systems if they contributed to the mishap.</p>
Defense Contracting Management Agency	<p><b>Required Training:</b> None</p>

	<p><b>Qualification/Grade Requirements:</b> Minimum SNCO, officer, or civilian equivalent. <b>(T-1)</b></p> <p><b>Duties and Responsibilities:</b> Analyzes contract maintenance or operations and government oversight of contractor actions if they contributed to the mishap.</p>
<b>Human Factors</b>	<p><b>Required Training:</b> AMIP or AMIC <b>(T-1)</b></p> <p><b>Qualification/Grade Requirements:</b> Must be an Aerospace Physiologist, Psychologist. <b>(T-1)</b> Fully qualified officer or civilian equivalent. <b>(T-1) (Notes 2, 3)</b></p> <p><b>Duties and Responsibilities:</b> Analyzes human factors, human performance, ergonomics, and physiology and psychology issues. Collaborates with the Flight Surgeon on this analysis and assigns DoD Human Factors Analysis and Classification System (HFACS) codes.</p>
<b>Jumpmaster or Parachute Malfunction Officer</b>	<p><b>Required Training:</b> Current and Qualified Jumpmaster or Parachute Malfunction Officer trained and certified in accordance with AFI 13-210. <b>(T-1)</b></p> <p><b>Qualification/Grade Requirements:</b> Minimum 7-level SNCO or fully qualified officer. <b>(T-1) (Notes 2, 3)</b></p> <p><b>Duties and Responsibilities:</b> Analyzes parachuting operations if they contributed to the mishap.</p>
<b>Nuclear Expert</b>	<p><b>Required Training:</b> None</p> <p><b>Qualification/Grade Requirements:</b> Minimum SNCO, officer, or civilian equivalent. <b>(T-1)</b></p> <p><b>Duties and Responsibilities:</b> Analyzes nuclear reactors, nuclear power systems, or radioactive sources if they contributed to the mishap.</p>
<b>Special Warfare</b>	<p><b>Required Training:</b> None</p> <p><b>Qualification/Grade Requirements:</b> Special Tactics Officer, Tactical Air Control Party Officer/NCO, Combat Rescue Officer, Pararescueman, Combat Controller, and Special Reconnaissance personnel. <b>(T-1)</b> Minimum 7-level NCO or fully qualified officer. <b>(T-1)</b></p> <p><b>Duties and Responsibilities:</b> Analyzes special warfare operations if they contributed to the mishap.</p>
<b>Weapons</b>	<p><b>Required Training:</b> Weapons Safety Manager Course and be knowledgeable of the weapon(s) involved. <b>(T-1)</b></p>

	<p><b>Qualification/Grade Requirements:</b> Minimum 7-level SNCO or fully qualified officer. <b>(T-1)</b></p> <p><b>Duties and Responsibilities:</b> Analyzes weapons or associated systems if they contributed to the mishap.</p>
<b>Weather</b>	<p><b>Required Training:</b> None</p> <p><b>Qualification/Grade Requirements:</b> Minimum 7-level SNCO or fully qualified officer. <b>(T-1)</b></p> <p><b>Duties and Responsibilities:</b> Analyzes weather or meteorological service issues if they contributed to the mishap.</p>
<b>Other Personnel</b>	<p><b>Required Training:</b> None</p> <p><b>Qualification/Grade Requirements:</b> Minimum SNCO, officer, or civilian equivalent. <b>(T-1)</b></p> <p><b>Duties and Responsibilities:</b> Determined by AF Chief of Safety or CA to be necessary and appropriate. May include foreign military representatives and other types of personnel.</p>
<p><b>Notes:</b></p> <p><b>Note 1:</b> For Class A and B mishaps the BP (including IO if no BP) must always be equal to or higher in rank than the highest ranking individual involved in the mishap. <b>(T-1)</b></p> <p><b>Note 2:</b> For Class A mishaps must be appointed from outside the wing/delta (or equivalent organization) experiencing the mishap and must not be attached to the mishap wing/delta (or equivalent organization) for flying (or maintenance) purposes or anticipating an assignment to the mishap wing/delta (or equivalent organization) within the next six months. <b>(T-1)</b></p> <p><b>Note 3:</b> For Class B mishaps must not be attached to the mishap squadron (or equivalent organization) for flying (or maintenance) purposes nor anticipating an assignment to the mishap squadron (or equivalent organization) within the next six months. <b>(T-1)</b></p> <p><b>Note 4:</b> For Aviation Ground Operations (AGO) mishaps with no operations involvement (e.g., no aircrew, no intent for flight) the BP may be a BPC-trained maintenance officer and the IO may be an AMIC-trained maintenance officer.</p> <p><b>Note 5:</b> For parachute mishaps the IO may be an AMIC-trained static-line or military freefall qualified special warfare officer.</p> <p><b>Note 6:</b> Minimum O-4 (O-3 for engine-confined damage mishaps) for Class A and B with no BP assigned. <b>(T-1)</b></p> <p><b>Note 7:</b> For AGO Class C-E mishaps or hazard investigations with no operations involvement (e.g., no aircrew, no intent for flight). <b>(T-1)</b></p> <p><b>(Added-AFMC) Note 8:</b> Current military rated Pilots (including rated RPA Pilots) or CSOs meet this requirement. Previous military personnel that separated or retired as a rated Pilot (including rated RPA Pilot) or CSO who are now employed as civilians meet this requirement. Civilian employees whose position descriptions require them to fly for the USAF in a Pilot or CSO capacity meet this requirement, provided they have been or are currently qualified in accordance with AFMAN11-202V2 standards. CAs will not use individuals to meet the “Pilot or CSO” requirement who do not fit in to at least one of the previously listed groups. <b>(T-2)</b></p> <p><b>Exception:</b> Personnel who possess an FAA Commercial Pilot Certificate or greater may be used to meet this requirement with written CA approval on a case-by-case basis (cannot be delegated). This option should only be used for mishaps involving non-standard situations such as those involving commercial derivative aircraft being flown using commercial or otherwise non-traditional USAF flight manuals and procedures, flights conducted using FAA qualifications, or mishaps involving sUAS operations. When this option is exercised, the CA safety staff will ensure the CA-signed approval to use an FAA Certificate to meet the Pilot or CSO requirement must be uploaded to the investigation Appointment Orders exhibit group in AFSAS. <b>(T-2)</b></p>	