

**BY ORDER OF THE COMMANDER  
AIR MOBILITY COMMAND**

**AIR MOBILITY COMMAND  
INSTRUCTION 91-205**



**30 JANUARY 2025**

**Safety**

**THE AMC ENROUTE MISHAP  
PREVENTION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements guidance in Department of the Air Force Instruction (DAFI) 91-202, *The Department of the Air Force (DAF) Mishap Prevention Program*, and DAFI 91-204, *Safety Investigations and Reports*. This instruction applies to Air Mobility Command (AMC) Regular Air Force squadrons, operating locations, and detachments assigned or attached to the 515th and 521st Air Mobility Operations Wings (AMOW). It does not apply to the 43d Air Mobility Operations Group (43 AMOG), Air National Guard, Air Force Reserve Component, or United States Space Force units. Commanders are responsible for the unit's safety program. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*. The authorities to waive wing, and unit level requirements in this publication are identified with a tier number ("T-0, T-1, T-2, T-3") following the compliance statement. See DAF Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-tiered compliance items. This publication may not be supplemented or further implemented/extended. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

## ***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include clarifying on-site safety assessments and targeted Staff Assistance Visits (SAV) based on assignment of unit-level safety professionals. Enroute orientation scheduling processes are updated. Safety hazard and non-reportable mishap tracking transitions to Air Force Safety Automated System (AFSAS). Courtesy mishap investigation process for deployed enroute personnel is updated due to recent organizational and manpower changes.

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### **1. Overview.**

1.1. The purpose of the Air Force Mishap Prevention Program is to minimize the loss of Air Force resources and protect Air Force personnel from death, injuries or occupational illnesses by managing risks on and off-duty.

1.2. This Air Mobility Command Instruction (AMCI) prescribes Mishap Prevention Program requirements for OCONUS fixed enroute units defined by AMCI10-2102 Volume 1, *Presentation of Air Mobility Forces*, and not otherwise addressed or defined in other Air Force guidance.

### **2. Roles and Responsibilities.**

2.1. The Headquarters, Air Mobility Command Safety Operations Flight (HQ AMC/SEO) will:

2.1.1. Develop policy and guidance for management of enroute safety programs.

2.1.2. Serve as the wing safety function for the 515 AMOW, 521 AMOW, and all subordinate units.

2.1.3. Perform annual on-site safety visits on each squadron. Visits of squadrons without an assigned safety professional (1S0X1/GS-0018) will include a safety program assessments IAW DAFI 91-202. Squadrons with an assigned safety professional will receive a targeted Staff Assistance Visit (SAV) to ensure compliance with this instruction. Detachments and Operating Locations will be assessed on an as-needed basis or when requested by the chain of command. These SAVs may be accomplished virtually. The Division Chief, HQ AMC/SEO, may waive the frequency due to HQ AMC/SEO mission requirements. Visits or assessments may be combined with Wing Inspection Team inspections to reduce squadron interruptions. However, the visit or assessment is safety-

led, and reports will be written independently in accordance with DAFI 91-202. Reports will be provided to the unit commander.

2.1.4. Conduct Staff Assistance Visits (SAV) as requested by unit, group, or wing commanders, or as directed by HQ AMC/SEO Division Chief when programmatic/management indicators warrant on-site assistance. SAVs will not be conducted within 90 days prior to a scheduled assessment.

2.1.5. Prepare and brief wing commander's annual Air Force Safety Management System (AFSMS) Management Review/Annual Program Management Review (APMR) to determine AFSMS effectiveness and changes to the future program elements as a means of continual improvement. This brief will meet all requirements outlined in DAFI 91-202.

2.1.6. Conduct safety education and provide assistance to enroute safety staff in developing and maintaining safety programs.

2.1.7. Conduct an orientation with newly assigned enroute squadron commanders at wing conferences, Squadron Leader Orientation Courses (SLOC), in-person visits, or through DCS/teleconference.

2.1.8. Provide safety orientation to all newly assigned enroute safety professionals. Training should be conducted prior to arrival at the assigned unit, but not later than (NLT) 30 days after assignment or conduct virtual orientations in lieu of an in-person orientation where it is not feasible to be in-person due to scheduling conflicts, travel restrictions, or for enroute locations with high turnover rates such as expeditionary mobility units. Orientation training consists of a multi-day orientation course at an AMC CONUS Main Operating Base (i.e. Travis AFB, Dover AFB, Joint Base McGuire-Dix-Lakehurst), or OCONUS enroute unit. Travel expenses incurred for training purposes will be funded by HQ AMC/SEO.

2.1.9. Serve as 515 AMOW and 521 AMOW Risk Management Instructor/Advisor per AFI 90-802, *Risk Management*, unless otherwise documented.

**2.2. Squadron Commander (SQ/CC).** In addition to the requirements set forth in DAFI 91-202, SQ/CCs will:

2.2.1. Serve as the reporting official for enroute safety professional IAW DAFI 91-202, Para 1.6.47. & 2.1.9. Duty titles for safety personnel will be Safety NCOIC for Technical Sergeants, Safety Superintendent for Master Sergeants, and Safety Specialist for GS-0018 personnel.

2.2.2. Appoint, in writing, additional duty safety representatives as follows:

2.2.2.1. For locations with an assigned safety professional, appoint a minimum of one Unit Safety Representative (USR) in writing to serve as the alternate to the safety professional to provide coverage during their absence. The alternate USR may be a local national who is familiar with host nation safety standards and laws and can facilitate understanding of local laws due to language barriers. Appointment of additional USRs is highly encouraged for continuity.

2.2.2.2. For locations without an assigned safety professional. appoint a primary and alternate USR to perform occupational safety functions as required by DAFI 91-202.

The USR may be a local national who is familiar with the host nation safety standards and laws and can facilitate understanding of local laws due to language barriers.

2.2.2.3. Appoint a primary and alternate Additional Duty Weapons Safety Representative (ADWSR) as required by DAFI 91-202.

2.2.3. Specify in writing the categories of unit equipment/purchase requests that require safety review.

2.2.4. Minimize assigning full-time safety personnel additional duties not directly associated with duties described in 91-series directives and their supplements.

2.2.5. Ensure enroute safety staff has ready access to vehicles and communication (two-way radio). The safety staff must be mobile to accomplish their program responsibilities on and off the installation to include mishap response. If the unit does not have a designated safety vehicle, the safety staff must have access to vehicles and priority to a vehicle during mishap response.

2.2.6. Ensure enroute safety staff have a private workspace, or access to a private workspace at all times, where safety privileged information can be protected IAW DAFI 91-204. There will be times where the enroute safety staff, especially safety professionals, will need privacy to handle/discuss privileged safety information. Privacy to protect privileged safety information may include the ability to provide private phone calls, private computer monitoring, in-person or live audio feed camera interviews, locked storage, and an ability to avoid monitoring or unauthorized use/release of a safety privileged information/conversations. Additionally, private workspaces create a safe environment for employees to interact with the enroute safety staff without fear of reprisal.

2.2.7. Encourage and support employee participation in safety and health program activities, committees, conferences, and/or campaigns.

2.2.8. Notify HQ AMC/SEO of scheduled/unscheduled Wing Inspection Team (WIT) or Inspector General (IG) visits. In accordance with DAFI 90-302, *The Inspection System of the Department of The Air Force*, any non-safety inspector who discovers potential safety hazards or deficiencies presenting safety risk will validate them with a qualified safety professional at the appropriate level before including them in the report and entering them into Inspector General Evaluation Management System (IGEMS). HQ AMC/SEO, functioning as 515 AMOW/SE and 521 AMOW/SE is the appropriate level for 515 AMOW/IG and 521 AMOW/IG led inspections.

**2.3. Enroute Safety Staff.** For purposes of this instruction, responsibilities for Enroute Safety Staff refer to both safety professionals and USRs assigned to enroute units. Specific safety professional and USR responsibilities are outlined later in this publication. At a minimum, Enroute Safety Staff responsibilities include:

2.3.1. Serve as the single point of contact for safety issues concerning the unit. Ensure significant safety issues are relayed through host base, home station, and command safety channels. In the event of a conflict between host and AMC requirements, contact HQ AMC/SEO for guidance. Any additional support or AMC-unique requirement will be addressed in a host-tenant agreement (or equivalent).

2.3.2. Coordinate with the host wing safety office to receive mishap information involving AMC property/personnel. If unable to meet this requirement due to host nation privacy laws or sister service host instructions, justification will be documented in a Memorandum for Record and endorsed by the squadron commander.

2.3.3. Provide New Commander's Orientation within 60 days of a change of command. Maintain orientation completion documentation for current commander.

2.3.4. Brief squadron commanders, at least monthly, on the status of the unit's mishap prevention program. Documentation of the briefing will be maintained for one year. Briefings will consist of the following topics, at a minimum:

2.3.4.1. Status of open hazards, deficiencies, and inspection findings (including those identified during spot inspections), annual safety inspections, HQ AMC/SEO assessments, or any other inspection/assessment conducted by a qualified safety professional at squadron level or above.

2.3.4.2. Summary of inspection and assessment results.

2.3.4.3. Analysis of mishaps from the preceding month, to include any identified trends, causes, and actions taken to prevent recurrence, as applicable.

2.3.4.4. Current safety events (training opportunities, campaigns, etc.).

2.3.5. Develop and maintain a safety continuity book, or electronic equivalent, outlining the scope of duties and responsibilities, key issues/meetings, points of contact (POCs), procedures necessary to maintain oversight of the unit safety program, and any other items relevant for continuous program oversight or position turn-over.

2.3.6. Manage a unit safety awards program tailored to meet individual squadron needs. Squadron programs should align with AMOW, AMC, and Air Force awards guide, when possible, to allow for competition at higher levels.

2.3.7. Attend scheduled telecom DCS/teleconference meetings hosted by HQ AMC/SEO. Justification for non-attendance will be documented. DCS meetings will be scheduled on an as-needed basis.

2.3.8. Conduct spot inspections IAW DAFI 91-202. Document spot inspections via the AFSAS Inspection module.

2.3.9. Ensure unit personnel requiring annual safety privilege training, including the enroute safety staff, conduct/document training via the AMC/SE SharePoint® site. Examples of unit personnel who do/may require annual safety privilege training include Commander, Director of Operations, Squadron Superintendent, Commander's Secretaries, USRs, and/or specific QA/ATSEP individuals if used as subject matter experts during a mishap investigation. AMC/SEO will oversee AMOG and AMOW staff personnel who require/request annual safety privilege training.

2.3.10. Maintain ready access to the flight line. Coordinate with Public Affairs (or equivalent) to obtain photography authorization for inspection and mishap investigation purposes. Coordinate with Airfield Management (or equivalent) to procure line badge and flight line driver's license. Notify HQ AMC/SEO if unable to procure line badge and/or flight line driver's license. **Exception:** Local nationals filling USR duties may have Host

Nation restrictions with unescorted access to the flight line. In these situations, ensure escorted access is available at all times and notify HQ AMC/SEO of limitations/restrictions.

**2.4. Safety Professional (1S0X1/GS-0018).** Safety Professionals are trained to manage safety programs at all levels. They are expected to be proficient and perform all safety duties as outlined in AF guidance unless specific host tenant agreements (or equivalent) or this instruction state otherwise. They are assigned to manage their Commander's Mishap Prevention Program IAW HQ AMC/SEO's guidance. In addition to requirements outlined in parent regulations and above-mentioned **paragraph 2.3**, at a minimum the Safety Professional will:

2.4.1. Safety Professionals assigned to the 721st Aircraft Maintenance Squadron (AMXS), 721st Aerial Port Squadron (APS), 725th Air Mobility Squadron (AMS), 730th AMS, 732nd AMS, or 735th AMS will provide safety program assistance for their collocated AMOW and/or Air Mobility Operations Group (AMOG) and Mission Support Squadron (MSS) staffs, unless otherwise outlined within a host/tenant support agreement (or equivalent document). These duties shall not interfere with the Safety Professionals' responsibilities within their assigned unit. Responsibilities include assisting with safety training, investigating mishaps, conducting annual facility inspections, and at a minimum every 24 months conducting program assessments.

2.4.2. Annually perform facility inspections and program assessments that meet the requirements of DAFI 91-202. Detachments and operating locations will be visited every 24 months at a minimum.

2.4.3. Perform mishap investigations/reporting in accordance with DAFI 91-204 and discipline-specific safety manuals as applicable, and **paragraph 3** of this instruction. Assist qualified flight and weapons safety personnel with aviation and explosives safety investigations conducted in accordance with DAFMAN 91-223, *Aviation Safety Investigations and Reports*, & DAFMAN 91-221, *Weapons Safety Investigations and Reports*.

2.4.4. Perform hazard tracking and abatement measures to include DAF Form 457, *Hazard Report*, in accordance with DAFI 91-202 for hazards identified within their squadrons, detachments, and/or operating locations, unless otherwise specified in the host/tenant agreement (or equivalent). Utilize the AFSAS Hazard Management module to log/track all Risk Assessment Codes (RAC) 1, 2, and 3 within the unit, and notify HQ AMC/SEO when a new RAC is logged. Document spot inspections via the AFSAS Inspection module.

2.4.5. Maintain a confined space listing and provide oversight on permit-required confined space entry programs at locations owned and/or operated by the unit where permit-required entries are conducted. Assist in the development and coordination of Master Entry Plans.

2.4.6. Train the alternate USR to perform required safety duties during the safety professional's absence within 30 working days of the USR's appointment.

2.4.7. Review and update as necessary all unit-applicable written guidance for the inclusion of safety criteria, to include at a minimum:

2.4.7.1. Host/tenant support agreements (or equivalent).

- 2.4.7.2. Memorandums of understanding.
  - 2.4.7.3. Mishap response plans.
  - 2.4.7.4. Quick response checklists.
  - 2.4.7.5. Vehicle lesson plans.
  - 2.4.8. Review and coordinate on all squadron work requests (AF Forms 332, *Base Civil Engineer Work Request*, or local equivalent), squadron construction projects, and self-help projects. Assign an appropriate RAC as needed.
  - 2.4.9. Recommend categories of unit equipment/purchase requests that require safety review to the commander and ensure unit leadership and resource advisor are aware of the categories. Review and coordinate on applicable equipment requests to ensure the inclusion of applicable safety criteria.
  - 2.4.10. Provide safety education in accordance with DAFI 91-202, unless otherwise specified in the host/tenant agreement (or equivalent).
  - 2.4.11. Conduct safety meetings as appropriate with work center, flight, shop supervisors, and/or safety representatives (if designated). Staff meetings may be used to satisfy this requirement. At a minimum, the following topics will be addressed: **(T-3)**.
    - 2.4.11.1. Mishap trends and enroute safety cross-tell.
    - 2.4.11.2. Inspection findings.
    - 2.4.11.3. Open hazards.
    - 2.4.11.4. Current safety events.
  - 2.4.12. Act as the primary AMC representative and provide assistance to the host wing's safety office when investigating hazard reports associated with the airfield, Hazardous Air Traffic Reports (HATR) involving AMC aircraft, or Airman Safety Action Program (ASAP) submissions. This includes collection and submission of AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet*, to the owning organization's flight safety office and the AMC/SEO Org Box. **(T-3)**.
  - 2.4.13. Coordinate with the host flight safety office and airfield manager on construction projects involving the airfield. Relay information that could adversely affect operations through squadron leadership and HQ AMC/SEO for appropriate action. **(T-3)**.
  - 2.4.14. Ensure unit representation at installation Facility Utilization Board/Real Estate Working Group, Bird Aircraft Strike Hazard, Midair Collision Avoidance, Confined Space Program Team, and Foreign Object Debris/Dropped Object Program meetings as applicable. Attend equivalent host sponsored meetings if located with a foreign or sister service host. Justification for non-attendance will be documented. **(T-3)**.
- 2.5. **Unit Safety Representatives (USR)**. Locations without an assigned Safety Professional will have a USR appointed by the SQ/CC. The USR may be a local national who is familiar with host nation safety standards and laws and can facilitate understanding of local laws due to language barriers. In addition to requirements outlined in DAFI 91-202 and above-mentioned [paragraph 2.3](#), the USR will:

2.5.1. Obtain training from the host installation safety office within 30 working days of appointment.

2.5.2. Annually conduct a local self-assessment process to ensure requirements of this instruction and DAFI 91-202 are being met. The self-assessment can be a locally procured product, provided by the host safety office, and/or Management Internal Control Toolset (MICT) Self-Assessment Checklists (SACs) published/recommended by HQ AMC/SEO. **(T-3)**.

2.5.3. Coordinate with host safety office to ensure Risk Assessment Codes (RAC) 1-3 are logged/tracked in the AFSAS Hazard Management module and maintain a local log to track RACs 4 and 5. All open RACs must have status updates every six months until closure. Information on hazards can be obtained from the host safety office.

2.5.4. Review all squadron work requests, purchase requests, and written guidance for the inclusion of safety criteria. Work requests revealing potential safety hazards must be coordinated with the host safety office for assignment of an applicable RAC. Any questions about inclusion of safety criteria in any of these areas must be coordinated through the host safety office and/or HQ AMC/SEO.

**2.6. Additional Duty Weapons Safety Representative (ADWSR).** Weapons Safety Program Management at enroute units are governed/managed by their host weapons safety (SEW) office. ADWSRs will:

2.6.1. Obtain training from the host weapons safety office on location-specific program requirements in accordance with DAFI 91-202.

2.6.2. Maintain/execute host explosives safety program requirements in accordance with parent and supplemental guidance unless the host/tenant support agreement (or equivalent) specifies otherwise. Notify HQ AMC/SEO immediately of any command-specific requirements not supported by the host weapons safety office.

2.6.3. Manage the weapons safety self-inspection process as directed by the host weapons safety office. **(T-3)**.

### **3. Mishap investigations and reporting.**

3.1. Enroute units are accountable for mishaps involving personnel and equipment assigned to the respective squadron or staff and will be listed as the accountable organization in AFSAS. This includes the 8 EAMS and 721 MSS. Air Mobility Command is the Convening Authority for all enroute units and can delegate Convening Authority to appropriate levels IAW DAFI 91-204\_AMCSUP. Unless directed otherwise, enroute safety professionals will investigate and upload all reportable Class C – E mishap reports into the Air Force Safety Automated System (AFSAS). This renders DAFI 91-204, paragraph 2.13. obsolete for 1S0X1s deployed to AMC units. The host safety office for 8 EAMS (379 AEW/SE) and host safety office for 8 EAMS, OL-1 (386 AEW/SE) will investigate/report mishaps for their respective tenant AMC unit. Either 721 AMXS/SE or 721 APS/SE will investigate/report mishaps for 721 MSS, to include attached 10 EAEF personnel. The host safety offices shall ensure the Convening Authority for these mishaps is 521 AMOW, and the Accounting Organization is the respective tenant AMC unit. Upon report completion/final message submitted in AFSAS, the host safety office shall send an email to the 521 AMOW/SE org box, [AMC.SEO@us.af.mil](mailto:AMC.SEO@us.af.mil), to notify

them the AFSAS report is ready for review/release. Any questions regarding deployed AMC units or their Dets/OLs should be directed to 521 AMOW/SE, [AMC.SEO@us.af.mil](mailto:AMC.SEO@us.af.mil).

3.2. Enroute safety staffs will ensure reportable mishaps are logged in AFSAS:

3.2.1. Safety Professionals will log all reportable mishaps in AFSAS. Class A and B mishaps require immediate notification to AMC/SE in accordance with DAFI 91-204\_AMCSUP.

3.2.2. USRs will notify their host safety office and HQ AMC/SEO when a mishap occurs. The USR will provide any necessary information for the host to complete the investigation and ensure the host safety office identifies the respective AMOW as the Convening Authority for reportable mishaps in AFSAS.

3.3. Enroute safety professionals will ensure all on- and off-duty recordable (non-reportable) mishaps are logged in AFSAS, ensuring they are loaded as “incidents” and the accounting organization listed as the Convening Authority. This will ensure enroute safety professionals’ ability to open, manage, and close recordable mishaps.

3.3.1. 8 EAMS and 724 AMS USRs will send completed AF Forms 978 to their host wing safety office through locally developed communication channels and 521 AMOW/SE by email, [AMC.SEO@us.af.mil](mailto:AMC.SEO@us.af.mil). 521 AMOW/SE will then log their recordable mishaps in AFSAS.

3.3.2. 721 MSS USRs will send completed AF Forms 978 to both 721 AMXS/SE and 721 APS/SE, who will then log the recordable mishaps in AFSAS. If either billet is vacant, email 521 AMOW/SE, [AMC.SEO@us.af.mil](mailto:AMC.SEO@us.af.mil).

3.4. Enroute safety staffs will immediately notify the host safety office of any mishaps involving joint property.

3.5. Enroute safety professionals will notify HQ AMC/SEO via email upon completion of mishap investigations in AFSAS NLT 25 calendar days after the mishap date. In the event of late reporting, submit a status message requesting an extension NLT 25 calendar days after the mishap date. USRs will be the liaison between their host safety office and HQ AMC/SEO. (T-3).

3.6. HQ AMC/SEO will coordinate the mishap message with the respective Convening Authority for final message approval and release. To comply with requirements set forth by DAFI 91-204, mishap messages will only be coordinated through HQ AMC/SEO and the Convening Authority prior to final message release.

3.7. Enroute safety staffs will immediately notify their host and owning organization’s flight safety offices for all mishaps involving transient aircraft/aircrew. Enroute units do not own any aircraft. In the event unit personnel cause damage to a transient aircraft, without injury to unit personnel, the mishap belongs to the owning organization of the aircraft. Formal investigation responsibilities IAW DAFI 91-204 rests with the organization responsible for the damaged asset (i.e. owning organization of the aircraft/aircrew). Therefore, the mishap will not be reported/logged as a 515 AMOW or 521 AMOW mishap. However, this should not prevent the enroute safety staff from conducting a local, informal, investigation if unit personnel were involved/contributory to the mishap in order to prevent mishap recurrence and provide guidance to the unit commander.

3.7.1. Enroute Safety Professionals typically are not flight safety trained or qualified. Therefore, they are not responsible for aviation mishap/incident investigation or reporting, to include Bird Aircraft Strike Hazard (BASH) events. Host SEF offices are responsible for properly investigating and reporting IAW DAFI 91-204 and DAFMAN 91-223. **Exception:** Class C - E, Aircraft Ground Operations (AGO) mishaps belonging to the unit can be investigated/reported by the unit safety professional if they are a graduate of Mishap Investigation Non-Aviation (MINA) course IAW DAFMAN 91-223. **Note:** BASH events belong to the owning organization of the aircraft, not the enroute unit it was reported at, therefore the host SEF office will initiate the BASH report and send remains to the Smithsonian.

3.7.2. Enroute Safety Professionals may be in a position where they are first to the scene for an aviation or explosives mishap and are expected to initiate mishap response procedures, and coordinate with the host SEF or SEW office until they can arrive. This can include securing the scene, protecting evidence, ensuring appropriate circuit breakers are pulled to prevent overwrite of aircraft Flight Data Recorder (FDR) and Cockpit Voice Recorder (CVR), gathering non-privilege witness statements, etc. Once the host safety office arrives on scene, the enroute Safety Personnel are expected to assist as needed.

3.8. Enroute safety staffs will e-mail a copy of all completed AMC Forms 97, AF Forms 853, *Air Force Wildlife Strike Report*, and aircrew orders to the owning organization's flight safety office, host flight safety office, and AMC/SEO.

#### 4. Training.

4.1. Enroute safety staff, if applicable to their location, will complete and document orientation training on at least the following topics from subject matter experts within the first 90 days of assignment: **(T-3)**.

4.1.1. Cargo processing.

4.1.2. Passenger terminal operations and passenger movement.

4.1.3. Fleet services.

4.1.4. Materials handling equipment used within the unit.

4.1.5. Forward supply points/locations.

4.1.6. Heavy aircraft familiarization.

4.1.7. General maintenance operations to include marshalling, towing, jacking, kneeling, engine runs, and refueling/defueling.

4.1.8. Local explosives safety requirements to include explosive cargo handling, approved Net Explosive Weight (NEW) limits in the work center, flare handling, explosives storage, aircraft placarding, explosives site plans to include NEW limits and approved Hazard Class Divisions (HD), explosives licensed facilities, compensatory measures, operating instructions, applicable deviations and waivers. Additionally, highly encourage enroute safety staff to receive ADWSR training from the host weapons safety office for their situational awareness. Note: There is no expectation the enroute safety staff shall be appointed as the unit's ADWSR.

4.1.9. Hazardous cargo storage.

4.1.10. Basic In-Flight Emergency response.

4.2. **Shadow training.** When possible, HQ AMC/SEO staff will invite Safety Professionals to accompany them during assessments for training and experience. TDY expenses for squadron safety professionals will be unit funded. The accompanying member will attend every aspect of the assessment to include the in-brief and out-brief. Upon return to the member's assigned unit, the member will provide the commander with a brief trip report highlighting the training received during the assessment, and any lessons learned/best practices that may be applicable to mishap prevention in their home unit.

## 5. Host Nation Directives.

5.1. All enroute locations will comply with host nation safety directives as applicable. In the event of a conflict between host nation directives and Air Force requirements.

5.2. Contact HQ AMC/SEO for guidance.

JOHN B. KELLEY, Colonel, USAF  
Director of Safety

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
AFI 90-802, *Risk Management*, 1 April 2019  
AMCI 10-2102V1, *Presentation of Air Mobility Forces*, 17 July 2020  
DAFI 90-160, *Publications and Forms Management*, 13 April 2022  
DAFI 90-302, *The Inspection System of the Department of the Air Force*, 15 March 2023  
DAFI 91-202, *The Department of the Air Force Mishap Prevention Program*, 11 March 2020  
DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021  
DAFI 91-204, *AMC Supplement, Safety Investigations and Reports*, 13 July 2021  
DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023  
DAFMAN 91-221, *Weapons Safety Investigations and Reports*, 12 September 2024  
DAFMAN 91-223, *Aviation Safety Investigations and Reports*, 20 September 2022  
DAFMAN 91-224, *Ground Safety Investigations and Reports*, 20 Jan 2022

***Prescribed Forms***

None

***Adopted Forms***

AF Form 332, *Base Civil Engineer Work Request*  
AF Form 457, *USAF Hazard Report*  
AF Form 847, *Recommendation for Change of Publication*  
AF Forms 853, *Air Force Wildlife Strike Report*  
AF Form 978, *Supervisor Mishap Report*  
AMC Form 97, *AMC In-Flight Emergency and Unusual Occurrence Worksheet*

***Abbreviations and Acronyms***

**ADWSR**—Additional Duty Weapons Safety Representative

**AF**—Air Force

**AFI**—Air Force Instruction

**AFSAS**—Air Force Safety Automated System

**AFSMS**—Air Force Safety Management System

**AGO**—Aircraft Ground Operations

**AMC**—Air Mobility Command  
**AMCI**—Air Mobility Command Instruction  
**AMOG**—Air Mobility Operations Group  
**AMOW**—Air Mobility Operations Wing  
**AMS**—Air Mobility Squadron  
**AMXS**—Aircraft Maintenance Squadron  
**APMR**—Annual Program Management Review  
**APS**—Aerial Port Squadron  
**ASAP**—Airman Safety Action Program  
**CVR**—Cockpit Voice Recorder  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**FDR**—Flight Data Recorder  
**HATR**—Hazardous Air Traffic Reports  
**HQ**—Headquarters  
**IAW**—In Accordance With  
**IGEMS**—Inspector General Evaluation Management System  
**MICT**—Management Internal Control Toolset  
**MINA**—Mishap Investigation Non-Aviation  
**NCOIC**—Non-Commissioned Officer in Charge  
**NLT**—No Later Than  
**OPR**—Office of Primary Responsibility  
**POC**—Point of Contact  
**RAC**—Risk Assessment Code  
**RM**—Risk Management  
**SAV**—Staff Assistance Visit  
**SE**—Safety  
**SEO**—Safety Operations Flight  
**SIB**—Safety Investigation Board  
**SLOC**—Squadron Leader Orientation Course  
**USR**—Unit Safety Representative  
**WIT**—Wing Inspection Team

*Office Symbols*

**379 AEW/SE**—379 Air Expeditionary Wing Safety Office  
**515 AMOW/IG**—515 Air Mobility Operations Wing Inspector General  
**515 AMOW/SE**—515 Air Mobility Operations Wing Safety Office  
**521 AMOW/IG**—521 Air Mobility Operations Wing Inspector General  
**521 AMOW/SE**—515 Air Mobility Operations Wing Safety Office  
**721 MSS**—721 Mission Support Squadron  
**8 EAMS**—8 Expeditionary Air Mobility Squadron  
**10 EAEF**—10 Expeditionary Aeromedical Evacuation Flight  
**HQ AMC/SEO**—Headquarters, Air Mobility Command Safety Operations Flight

*Terms*

**Air Force Safety Management System**—It is the framework upon which the USAF mishap prevention program is built. Provides organizations with an effective framework for continual improvement of safety performance. It enables organizations ability to minimize risks and reduce the occurrence and cost of injuries, illnesses, fatalities and property damage. The system requires goal setting, planning, executing, and measuring performance to be successful. It includes the annual program management review (APMR).

**Assessment**—Method of appraising the effectiveness of mishap prevention program management. Addresses the areas of commander supervisory support, compliance with program directives and the effectiveness of mishap prevention programs (performance).

**Aviation Ground Operations Mishap**—A DAF mishap that involves DoD aircraft with no intent for flight that results in reportable damage to the aircraft, injury, or fatality. Injuries or fatalities that occur where the aircraft is the injury mechanism (e.g., struck by/against, fell from) are considered Aviation Ground Operations mishaps. Injuries or fatalities that result while working in proximity to an aircraft, but the aircraft is not the injury mechanism, are investigated as Ground, Industrial & Occupational mishaps.

**Convening Authority**—The individual who has the authority to order a safety investigation. For additional guidance, refer to DAFI 91-204.

**Enroute Location**—A logistics-oriented organization consisting of aircraft maintenance and/or transportation activities with varying levels of command, control, and communications functions.

**Fixed Enroute Structure**—The enroute structure provides a baseline C2 infrastructure for conducting air mobility support operations at established locations. It also provides a mission monitoring and flight following capability to effectively manage mobility missions. This structure includes AMOWs and their subordinate GAMSS global network of personnel, facilities and equipment based on a fixed system supporting USTRANSCOM's worldwide airlift and air refueling operations.

**Hazard**—A condition, procedure, or practice that creates a potential for producing death, injury, illness, fire, property damage, equipment damage, or environmental damage.

**Hazard Reporting**—A process, by which any person assigned, attached or under contract to the Air Force, may report a hazard. This includes any event or condition that affects aviation, ground, weapons or space.

**High Interest Areas**—These areas have the greatest risk to life or property damage, experienced repeated mishaps, or in the judgment of the safety office, require added oversight. They can also be work areas or operations that need additional attention or inspections because of increased mishap potential due to the nature of work performed, physical conditions, or type of materials handled.

**Inspection**—The process of determining compliance with safety and health standards through physical surveys of workplaces, operations, and facilities.

**Mishap**—A mishap is an unplanned occurrence, or series of occurrences, that results in damage or injury and meets Class A, B, C, D, and E mishap reporting criteria IAW DAFI 91-204.

**Risk Management**—The application of a systematic process or thinking to detect, assess, and control risk to enhance total organizational performance.

**Safety**—The programs, RM activities, and organizational and cultural values dedicated to preventing injuries and accidental loss of human and material resources, and to protecting the environment from the damaging effects of DoD mishaps.

**Safety Investigation**—A thorough assessment of the hazards, cause(s), and outcome of circumstances leading to a mishap or event.

**Safety Investigator**—An individual authorized and qualified to investigate a safety mishap or event. Examples include members of an ISB or SIB, an SIO, and members of a safety staff.

**Unit Safety Representative**—General term for a person assigned to a unit who is not a 1S0X1/GS-0018 safety professional but is responsible for the additional duty safety programs.