

**BY ORDER OF THE COMMANDER  
ELLSWORTH AIR FORCE BASE**



**DEPARTMENT OF THE AIR FORCE  
INSTRUCTION 91-202**

**ELLSWORTH AIR FORCE BASE  
Supplement**

**29 SEPTEMBER 2025**

**Safety**

**THE DEPARTMENT OF THE AIR  
FORCE (DAF) MISHAP PREVENTION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Department of the Air Force Instruction (DAFI) 91-202, *The Department of the Air Force (DAF) Mishap Prevention Program*, 20 March 2020, Incorporating Change 1, 10 April 2024 and the associated Air Force Global Strike Command (AFGSC) Supplement, 2 December 2020, Incorporating Change 1, 18 March 2025, are supplemented as follows: The purpose of this instruction is to establish the Mishap Prevention Program for all personnel assigned to the 28th Bomb Wing (28 BW), associated units, and tenant units assigned to Ellsworth Air Force Base (EAFB). Commanders at all levels are responsible for implementing the DAF Safety Management System (SMS) within their units. Ensure that all records created because of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, 23 March 2020, Incorporating Change 1, 28 July 2021 and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Send comments and suggested changes to this supplement on AF Form 847, *Recommendation for Change of Publication* through channels to 2300 Vandenberg Ct, Suite 112, Ellsworth AFB, SD 57706.

***SUMMARY OF CHANGES***

The parent instruction, command supplement, and this supplement have been substantially revised and must be read in their entirety. This supplement enhances units' abilities to meet mishap prevention program requirements. This supplement adds additional guidance and may place more stringent requirements on units than those prescribed by the DAF or AFGSC.

1.6.22.13.1. **(Added)** Flying squadron safety officers will maintain and monitor privileged safety information non-disclosure agreements and training currency for authorized aviators assigned and/or attached to their flying units.

1.6.22.13.2. **(Added)** Unit-designated representatives within the Maintenance Group will maintain and monitor privileged safety information non-disclosure agreements and training currency for authorized aircraft maintenance members assigned to their units.

1.6.22.13.3. **(Added)** 28BW Safety (28 BW/SE) will maintain and monitor privileged safety information non-disclosure agreements and training currency for all other wing personnel who are authorized to access privileged safety information and not assigned or attached to a flying or aircraft maintenance unit.

**3.4. (Added) 28BW/SE normally conducts safety program assessments annually in conjunction with unit annual safety inspections.**

3.4.1. **(Added)** USRs and WorkCentre Supervisors will upload all safety program documents requested by 28 BW/SEG into their designated Safety SharePoint folders by the first day of the month of their units scheduled annual assessments.

3.6.2. **(Added)** Commanders, appointed ADWSRs, and USRs within 28 BW must establish and maintain an AFSAS account for the durations of their appointments to ensure uninterrupted access to safety reports. When creating or updating their accounts, all USRs, to include ADWSRs and SAFSOs, will use the office symbol “USR”.

3.6.2.3.1. **(Added)** USRs will enter corrective actions, interim controls, and required follow-ups, as specified in paragraph 3.6.1 into the AFSAS Hazard Management module.

3.7.1. **(Added)** All personnel below wing level will document spot inspections in the electronic continuity book located on the relevant safety discipline’s SharePoint site. USRs will document these inspections in the “USR Spot Inspection Log” available on the Occupational Safety SharePoint USR.

3.10.1. **(Added)** Owing organizations of playgrounds that are Real Property will coordinate annual inspections 15 May. Owing organizations of Real Property type equipment requiring repair will place the equipment off-limits and submit work orders to repair/replace the defective equipment.

3.10.2.1. **(Added)** The 28th Force Support Squadron (28 FSS) Youth Programs Director and the Fitness and Sports Manager will coordinate sports field inspections at least 15 days before the start of the relevant season. Any hazards identified during the pre-season inspection require a final inspection verifying all identified hazards are corrected prior to field use.

7.3.3.2.1. **(Added)** 28BW/SEF will designate all Airfields located near EAFB or near 28 BW-owned training airspace as either primary or secondary airfields based on the volume of civilian traffic that occurs at that airfield and its proximity to military operations. 28 BW/SEF will visit primary airports in person at least annually to conduct training on MACA and distribute MACA materials. 28BW/SEF will contact secondary airfields annually via mail, telephone, e-mail, or an in-person visit and provide MACA materials. 28 BW/SEF will coordinate with the EAFB airspace manager and airfield operations flight commander prior to MACA visits/correspondence to ensure inclusion of all applicable personnel and/or information. See [Attachment 5](#) for airfield designations.

7.3.5.9. **(Added)** Each flying squadron will brief and document a minimum of two SEF-related topics each month. Briefings should last approximately five minutes and should cover recent mishaps or other SEF-related topics.

7.5.4.1. **(Added)** 28BW/SEF will contact the Military Personnel Flight (MPF) to run a query in Military Personnel Data System (MilPDS) monthly to identify personnel who have received formal safety training and may potentially serve as safety board members.

8.5.1.1. **(Added)** Flight/Weapons: Squadron CCs will determine the frequency with which the Squadron Assigned Flight Safety Officer (SAFSO)/Additional Duty Flight Safety Officer (ADFSO), and Additional Duty Weapons Safety Representative (ADWSR) will brief the CC on the status of their respective programs. Document this status briefing in the electronic continuity book on the respective safety SharePoint site. Documentation may include e-mail, meeting minutes/slides, or a separate unit-developed tracker.

8.5.3.1. **(Added)** Email mishap notifications unencrypted to [28bw.seg.segmishaps@us.af.mil](mailto:28bw.seg.segmishaps@us.af.mil). Mishap reports must be encrypted; contact 28 BW/SEG for a POC that will receive encrypted mishap reports.

8.5.7.1. **(Added)** USRs and/or supervisors will post safety information on unit bulletin boards in centrally located places where personnel have ready access. The minimum items posted are:

8.5.7.1.1. **(Added)** Ellsworth Air Force Base Temporary Visual Aid (EAFBTVA) 91-1, *Unit Occupational Safety Representatives*

8.5.7.1.2. **(Added)** Blank DAF Form 457, *Hazard Report*

8.5.7.1.3. **(Added)** Instructions for completing the DAF Form 457

8.5.7.1.4. **(Added)** Department of the Air Force Visual Aid (DAFVA) 91-209, *Air Force Occupational Safety and Health Program*, or Form CA-10, *What A Federal Employee Should Do When Injured At Work*, (for work centers with Appropriated Funds civilians assigned)

8.5.7.1.5. **(Added)** Form LS-242, *Notice for Employees*, (Only required in 28 FSS for work centers with Non-Appropriated Funds civilians assigned)

8.5.7.1.6. **(Added)** Unit mishap reporting procedures.

8.5.7.1.7. **(Added)** OSHA 3165, *Job, Safety, and Health: It's the Law*

8.5.7.1.8. **(Added)** EAFBTVA 91-2, *Wing Weapons Safety Representatives*, (in work centers with SEW-related responsibilities)

8.5.7.1.9. **(Added)** EAFBTVA 91-3, *Flight Safety Representatives*, (in work centers with SEF-related responsibilities)

8.5.7.1.10. **(Added)** 8th Air Force Mishap Prevention Bulletin (flight and/or maintenance, as applicable, in work centers with SEF-related responsibilities)

8.5.7.1.11. **(Added)** 8th Air Force Maintenance Safety Periodic Newsletter (in work centers with aircraft maintenance-related responsibilities)

8.5.7.1.12. **(Added)** Periodic FOD Flash and FOD prevention awareness poster (in work centers with SEF-related responsibilities)

8.5.10. **(Added)** USRs will maintain an electronic ground safety management book on the Occupational Safety SharePoint USR Portal and ensure it is current. Remove items older than two years if no longer needed; if retention of an item is questionable, contact the 28 BW/SEG staff for guidance. See [Attachment 4](#) for electronic USR management book requirements.

**9.5. (Added) ADWSRs will maintain an electronic SEW management book on the SEW SharePoint.** If retention of an item is questionable, contact the 28 BW/SEW staff for guidance. See [Attachment 5](#) for electronic ADWSR management book requirements.

9.5.2. **(Added)** Route explosive licenses through the 28 BW/SEW office PRIOR to routing for signatures.

9.5.5. **(Added)** Maintain documentation of 28 BW/SEW approval of all lesson plans, unit checklists, and local operating procedures in applicable tab of the ADWSR electronic management book (e.g., Electronic Staff Summary Sheet for unit Operating Instruction (OI) is kept in tab B with the OI.)

14.4.1.3.1. **(Added)** Applicants must complete a 5-duty day assessment period to be considered for a recommendation.

ERICK D. LORD, Colonel, USAF  
Commander, 28th Bomb Wing

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

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

AFVA 91-209, *Air Force Occupational Safety and Health Program Visual Aid*, 20 October 2020

DAFI 91-202, *The Department of the Air Force (DAF) Mishap Prevention Program*, 20 March 2020, Incorporating Change 1, 10 April 2024, Air Force Global Strike Command Supplement, 2 December 2020, Incorporating Change 1, 18 March 2025

DAFMAN 91-201, *Explosives Safety Standards*, 12 February 2024

EAFBTVA 91-1, *Occupational Safety Representatives*, 11 October 2022

EAFBTVA 91-2, *Wing Weapons Safety Representatives*, 1 October 2020

EAFBTVA 91-3, *Flight Safety Representatives*, 24 March 2025

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 457, *Hazard Report*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 2047, *Explosives Facility License*

CA Form 10, *What A Federal Employee Should Do When Injured At Work*

LS Form 242, *Notice to Employees*

OSHA 3165, *Job, Safety, and Health: It's the Law*

***Abbreviations and Acronyms***

**28 BW**—28th Bomb Wing

**28 FSS**—28th Force Support Squadron

**ADFSO**—Additional Duty Flight Safety Officer

**ADWSR**—Additional Duty Weapons Safety Representative

**AF**—Air Force

**AFGSC**—Air Force Global Strike Command

**AFRIMS**—Air Force Records Information Management System

**AFSAS**—Air Force Safety Automated System

**AFVA**—Air Force Visual Aid

**CC**—Commander

**CE**—Civil Engineering  
**DAFI**—Department of the Air Force Instruction  
**DAFMAN**—Department of the Air Force Manual  
**DESR**—Defense Explosives Safety Regulation  
**EAFB**—Ellsworth Air Force Base  
**IAW**—In Accordance With  
**MACA**—Midair Collision Avoidance  
**MilPDS**—Military Personnel Data System  
**MPE**—Military Personnel Element  
**OI**—Operating Instruction  
**OSHA**—Occupational Safety and Health Administration  
**PCS**—Permanent Change of Station  
**RDS**—Records Disposition Schedule  
**SAFSO**—Squadron Assigned Flight Safety Officer  
**SE**—Wing Safety  
**SEF**—Flight Safety  
**SEG**—Occupational Safety  
**SEW**—Weapons Safety  
**TDY**—Temporary Duty  
**USR**—Unit Safety Representative

**Attachment 2 (Added)****FLIGHT SAFETY CONTINUITY BOOK FORMAT****Table A2.1. Flight Safety Continuity Book Format.**

The Squadron Flight Safety continuity book will mirror the following format. All other information will be at Squadron discretion:

TAB A. Letters of Appointment/Record of Training.

TAB B. Applicable programs/Unit Continuity: Unit continuity folders are used to track corrective actions, demonstrate active risk management, and ensure compliance. The FSO shall use these folders for documentation of mishap prevention programs applicable to the unit, to include but not limited to:

- ▶ SAFEREP
- ▶ Awards
- ▶ BASH
- ▶ FOD
- ▶ HATR
- ▶ MACA

TAB C. Monthly Commander's Briefing Documentation.

**Attachment 3 (Added)**

**ELECTRONIC OCCUPATIONAL SAFETY MANAGEMENT BOOK REQUIREMENTS**

**Figure A3.1. Electronic Occupational Safety Management Book Requirements.**

TAB A. Letters of Appointment/Record of Training.

TAB B. Safety Briefing/Educational Material Dissemination Documentation.

TAB C. Quarterly Commander's Briefing Documentation.

**Attachment 4 (Added)****ELECTRONIC WEAPONS SAFETY MANAGEMENT BOOK REQUIREMENTS****Table A4.1. Electronic Weapons Safety Management Book Requirements.**

TAB A. Letters of Appointment/Record of Training.

TAB B. Explosive Operating Instructions.

TAB C. AF Form 2047, Explosives Facility License.

TAB D. Weapons Safety Lesson Plans, Test Documentation, and Annual Changes.

TAB E. Mishap Notification Procedures.

TAB F. Miscellaneous.

TAB G. Quarterly Commander's Briefing Documentation.

**Attachment 5 (Added)**

**MID-AIR COLLISION AVOIDANCE AIRFIELDS**

**A5.1. The following airports are located within 60 NM of Ellsworth AFB:**

**Table A5.1. Airport located with 60NM of ELLSWORTHAFB.**

a. EFC*	Belle Fourche Municipal Airport	Belle Fourche, SD*
b. SPF*	Black Hills Airport / Clyde Ice Field	Spearfish, SD*
c. HSR	Hot Springs Municipal Airport	Hot Springs, SD
d. ECS	Mondell Field	Newcastle, WY
e. 49B*	Sturgis Municipal Airport	Sturgis, SD*
f. RAP*	Rapid City Regional Airport	Rapid City, SD*

**A5.2. The following airports are located either inside or within 30 NM of the Powder River Training Complex:**

**Table A5.2. Airports located either inside or within 30 NM of the Powder River Training Complex.**

a.	BHK	Baker Municipal Airport	Baker, MT
b.	00U	Big Horn County Airport	Hardin, MT
c.	6V5	Bison Municipal Airport	Bison, SD
d.	BWW	Bowman Regional	Bowman, ND
e.	00F	Broadus Airport	Broadus, MT
f.	84D	Cheyenne Eagle Butte Airport	Eagle Butte, SD
g.	M46	Colstrip Airport	Colstrip, MT
h.	DIK	Theodore Roosevelt Regional Airport	Dickinson, ND
i.	97M	Ekalaka Airport	Ekalaka, MT
j.	Y71	Elgin Municipal Airport	Elgin, ND
k.	D07	Faith Municipal Airport	Faith, SD
l.	5U7	Fort Smith Landing Strip	Fort Smith, MT
m.	GCC	Northeast Wyoming Regional Airport	Gillette, WY
n.	D57	Glen Ullin Regional Airport	Glen Ullin, ND
o.	9D2	Harding County Airport	Buffalo, SD
p.	HEI	JB Lindquist Regional Airport	Hettinger, ND
q.	W43	Hulett Municipal Airport	Hulett, WY
r.	6U7	Hysham Airport	Hysham, MT
s.	3Y7	Isabel Municipal Airport	Isabel, SD
t.	BYG	Johnson County Airport	Buffalo, WY
u.	LEM	Lemmon Municipal Airport	Lemmon, SD
v.	3P3	Mott Municipal Airport	Mott, ND
w.	SHR	Sheridan County Airport	Sheridan, WY
x.	3U4	St Labre Mission Airport	Ashland, MT
y.	1S3	Tillitt Field Airport	Forsyth, MT
z.	D58	Timber Lake Municipal Airport	Timber Lake, SD
aa.	MLS	Frank Wiley Field Airport	Miles City, MT

**A5.3. The following airports are located within 30 NM of the IR-499 Low Level Route:**

**Table A5.3. Airports located within 30 NM of the IR-499 Low Level Route.**

a.	DGW	Converse County Airport	Douglas, WY
b.	HSG	Hot Springs County Airport	Thermopolis, WY
c.	LSK	Lusk Municipal Airport	Lusk, WY
d.	GEY	South Big Horn County Airport	Greybull, WY
e.	WRL	Worland Municipal Airport	Worland, WY

**A5.4. The following miscellaneous airports are in close proximity to where EAFB aircraft operate:**

**Table A5.4. Miscellaneous airports in close proximity to where EAFB aircraft operate.**

a.	BIL	Billings Logan International Airport	Billings, MT
b.	CPR	Natrona County International Airport	Casper, WY
c.	CDR	Chadron Municipal Airport	Chadron, NE
d.	GRN	Gordon Municipal Airport	Gordon, NE
e.	9V6	Martin Municipal Airport	Martin, SD
f.	9V5	Modisett Airport	Rushville, NE
g.	U68	North Big Horn County Airport	Cowley, WY
h.	PHP	Philip Airport	Philip, SD
i.	IEN	Pine Ridge Airport	Pine Ridge, SD

**A5.5. Airports marked with an asterisk (\*).** Constitute the main risk due to a combination of high traffic and/or close proximity to EAFB, the Powder River Training Complex, or IR-499 and are designated as primary airfields for MACA purposes. 28 BW/SEF will visit these airports in person at least annually. The remaining airports are designated as secondary airfields and will be contacted via mail, telephone, e-mail, or an in-person visit once per year. 28 BW/SEF will coordinate with the EAFB airspace manager and airfield operations flight commander prior to MACA visits/correspondence to ensure inclusion of all applicable personnel and/or information and then 28 BW/SEF will distribute the current EAFB MACA pamphlet and other pertinent information to all airfields listed in this attachment.