

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



**DEPARTMENT OF THE AIR FORCE
INSTRUCTION**

91-202

**AIR EDUCATION AND TRAINING
COMMAND
Supplement**

5 AUGUST 2025

Safety

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 42 ABW/SE

Supersedes: DAFI 91-
202_AETCSUP_MAXWELLAFB SUP,
10 May 2023

Certified by: 42 ABW/SE
Pages: 5

This supplement extends guidance and procedures in DAFI 91-202 and DAFI 91-202_AETCSUP. It establishes mishap prevention program requirements, assigns responsibilities for program elements, and contains program management information at Maxwell-Gunter AFB. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*, through your chain of command. Submit requests for waivers through the chain of command to 42 ABW/SE. Departure from safety standards must only result from operational necessity, and all risks associated with the departure must be completely understood and accepted by the appropriate approval authority. 42 ABW/SE must approve each unit supplement prior to publication. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Department of Air Force Instruction (DAFI33-322), *Records Management and Information Governance Program*, and disposed of in accordance with the Records Disposition Schedule (RDS) located within the Air Force Records Information Management System (AFRIMS). This supplement applies to all personnel—military, civilian, and contractor—assigned to Maxwell-Gunter AFB. It applies to AF Reserve personnel assigned to Maxwell-Gunter AFB; it does not apply to ANG personnel. Compliance with attachments is mandatory.

SUMMARY OF CHANGES

This document is substantially revised, paragraphs have been deleted, therefore it must be completely reviewed. This rewrite is revised to bring in line with the parent AFI.

1.6.22.14. 42 ABW/SE will coordinate with the Personnel Systems Management Office (42 FSS/FSMP) to receive a safety roster of potential safety board members and send the list to each identified unit for verification. Air University, 42d Air Base Wing, and mission partner units will identify and verify potential Safety Investigation Board members and send names to 42 ABW/SE bi-annually.

1.6.22.16. The unit mishap reporting procedures will be filed in Tab 3 of the Unit Occupational Safety Management Book, posted on safety bulletin boards, and briefed to all personnel during initial or changes to Safety, Fire Prevention, and Health On-The-Job Training.

1.6.26.2. Copies of Standard Forms 91, *Motor Vehicle Accident (Crash) Report*, for individuals involved in vehicle mishaps, Security Forces blotter entries and electronic driver records involving vehicle mishaps, injuries, workplace violence, weapons-related incidents or property damage significant to safety investigations.

1.6.28.10.1. **(Added)** The mishap person and supervisor will complete the DAF Form 978, *Supervisor's Mishap Report*, and send the completed form through the unit safety representative and commander to the 42 ABW/SE staff. This is in addition to any required civilian forms.

1.6.28.10.2. **(Added)** Organizations will ensure initial notification to 42 ABW/SE as soon as possible but no later than close of business the same day (telephone, email, etc.) of any assigned personnel being admitted to the hospital, placed on quarters, or on convalescent leave due to an on-duty mishap injury-producing mishap. Ensure a completed DAF Form 978 is forwarded to 42 ABW/SE within five working days from notification of the mishap. Off-duty mishaps involving serious injuries or hospitalization will be reported no later than close of business the next duty day.

2.6.1. The Energy, Environmental, Safety and Occupational Health Council (EESOHC) will be chaired by the 42 ABW Commander or Deputy Commander and meets semi-annually.

3.4. **Safety Program Assessments.** Holm Center Air Force Reserve Officers' Training Corps (AFROTC) will follow the Air Force Accessions Center guidance on the inspection of AFROTC Detachments using the guidelines of the AETC IG checklist.

3.7.1. The Chief of Safety has determined that at least one spot inspection will be conducted per month by each full-time safety professional and documented in the Air Force Safety Automated System. Unit Safety representatives will conduct at least one inspection per month and document in local database.

8.5.7. Each unit must have a minimum of one bulletin board established in a conspicuous location for displaying safety material. Bulletin boards displaying mishap prevention materials will be segregated and identified from other materials. The following are required to be posted on safety bulletin boards:

8.5.7.1. **(Added)** Maxwell AFB Installation Commander's Safety Message (Maxwell AFB VA 36-2601);

8.5.7.2. **(Added)** Unit mishap notification procedures;

- 8.5.7.3. **(Added)** MAXWELLAFBVA 91-202, *Mishap Reporting*;
- 8.5.7.4. **(Added)** DAF Forms 457, *USAF Hazard Report*, with instructions;
- 8.5.7.5. **(Added)** DAFVA 91-209, *Air Force Occupational Safety and Health Program*;
- 8.5.7.6. **(Added)** CA Form 10, *What a Federal Employee Should Do When Injured at Work* (if civilians are assigned);
- 8.5.7.7. **(Added)** Safety grams, safety education materials; general and seasonal safety posters.
- 8.5.10. **(AETC)** Establish and maintain a Unit Safety Continuity Book as outlined in **Attachment 2** and DAFI 91-202_AETCSUP with guidance from Wing Safety.

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Commander, 42 Air Base Wing

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

DAFI 91-202_AETCSUP, *The US Air Force Mishap Prevention Program*, 9 May 2025

MAXWELLAFBVA 36-2601, *Maxwell AFB Installation Commander's Policy Message for all Personnel*, 27 December 2024

MAXWELLAFBVA 91-202, *Mishap Reporting*, 16 July 2014

Prescribed Forms

None

Adopted Forms

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

SF Form 91, *Motor Vehicle Accident (Crash) Report*

DAF Form 847, *Recommendation for Change of Publication*

AF Form 457, *USAF Hazard Report*

Abbreviations and Acronyms

42 ABW—42d Air Base Wing

AETC—Air Education and Training Command

AFROTC—Air Force Reserve Officers' Training Corps

EESOHC—Energy, Environmental, Safety and Occupational Health Council

IG—Inspector General

Office Symbols

42 ABW/SE—42d Air Base Wing Safety Office

Attachment 2 (Added)**UNIT GROUND SAFETY MANAGEMENT BOOK CONTENTS****Figure A2.1. (Added) Unit Ground Safety Management Book Contents.****Tab 1 – Letters of Appointment and Documentation of Training**

- Appointment Letters
- Documentation of Training
- Unit Motorcycle Representative (as required)
- Unit Weapons/Explosive Safety Representative (as required)

Tab 2 – Instructions and Guidance

- USR Training Guide
- Unit OIs
- LOTO/Confined Spaces (as required)

Tab 3 – Mishap Reporting Program

- Mishap Reporting Procedures
- Investigation/Mishap Reports
- Mishap Log

Tab 4 – Safety Inspection Checklists for Facilities and Program Self-Inspection**Tab 5 – Workplace Locator**

- Building number/Recreational Areas

Tab 6 – Annual/Spot Inspections

- Copy of Unit's last 2 Inspection/Assessment conducted by 42 ABW/SE
- Copy of Spot Inspection Reports conducted by 42 ABW/SE
- Log of Spot Inspections
- Self-Inspection of Safety Program

Tab 7 – Recurring Safety Meetings

- USR Meeting Minutes

Tab 8 – Hazard Abatement Information

- (RAC) 1, 2, or 3 Hazard Identified in the Unit
- Log of RAC 4 and 5 Discrepancies Identified in the Unit

Tab 9 – Safety Information/Correspondence/Projects

- Supervisor Safety Briefs
- Unit Safety Training Program (JSTO) (Identify Location)
- AF Form 55 (Identify Location)
- Motorcycle Safety Program (can be separate)
- AETC High Risk Program (as applicable)
- Commander Newcomer's Orientation (if separate identify location)