

**BY ORDER OF THE COMMANDER  
OKLAHOMA CITY AIR LOGISTICS  
COMPLEX**

**OKLAHOMA CITY AIR LOGISTICS  
COMPLEX INSTRUCTION 91-201**

**11 SEPTEMBER 2024**

**Safety**

**MISHAP/INCIDENT  
REPORTING PROCEDURES**



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This instruction implements and extends the reporting requirements of Department of the Air Force Instruction (DAFI) 91-204, *Safety Investigations and Reports*. This instruction establishes reporting procedures and outlines responsibilities for all Oklahoma City Air Logistics Complex (OC-ALC) personnel when notifying management, safety, and other responsible agencies of mishaps and incidents occurring within the OC-ALC. Ensure that all records created because of the 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 located in the Air Force Records Information Management System (AFRIMS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. This publication may not be supplemented.

**SUMMARY OF CHANGES**

This instruction has been revised and should be completely reviewed. Changes include: updating publication numbering and content to meet requirements of Department of the Air Force Manual (DAFMAN) 90-161, *Publishing Processes and Procedures*, removing and relocating the instructions from Appendix 2 and 3, into **paragraph 3.**, Roles and Responsibilities for Reporting Mishaps and Incidents, updating references to Air Force parent instructions and manuals, removing URLs to electronic mishap/incident reporting sites, updating the information for

obtaining phone number lists for responsible safety personnel, and updating the definitions of a mishap and incident and when to report each type.

**1. Scope.** This document establishes standardized safety reporting procedures for all OC-ALC supervisors. Supervisors are required to immediately report mishaps and incidents involving OC-ALC personnel, property, or resources. The requirements within this OC-ALC instruction are the minimum amount of information required for immediate mishap/incident reporting purposes. This instruction does not take the place of any other organizational requirement to report situations other than mishaps or incidents, where the responsible commander requires a report on the matter. OC-ALC organizations are responsible for developing their own reporting and response procedures to accommodate these types of commander driven requests.

## **2. Definition and Examples of Mishaps and Incidents.**

**2.1. Mishap.** Mishaps are unplanned events that result in an occupational illness or injury, property damage, or damage to the natural environment.

**2.2. Mishap Examples.** The mishap examples listed below are provided as a guide to help employees determine what will be reported to responsible organizations via the electronic Mishap Incident Reporting System (MIRS).

2.2.1. Example: Any on-duty fatality or any injury/illness involving a civilian employee or military member where medical treatment is given at the work site or when the member is transported off base for medical treatment. Any off-duty fatality or injury/illness resulting in lost workdays for military members.

2.2.2. Example: Events involving government motor vehicles where damage to the vehicle occurs. Additionally, damage to Air Force equipment, real property (facilities), or aircraft components. (**Note:** Damage to government equipment or real property, that is considered normal wear and tear should **not** be reported as a mishap.)

2.2.3. Example: Privately owned vehicle accidents where damage to a government asset is incurred or where injury to an on-duty employee is involved.

2.2.4. Example: Damage caused by natural disasters, facility infrastructure failure (water pipes, sewer lines, electrical wiring etc.) and equipment malfunction.

2.2.5. Example: Foreign Object Damage (FOD) and Dropped Object (DO) Mishaps. After aircraft engine operation, if FOD is discovered, the damage is considered a mishap and shall be reported. A DO is any aircraft component that is lost during aircrew operations, unless intentionally jettisoned between engine start and engine shut down. All DO events shall be reported as a mishap.

2.2.6. Example: Environmental/Bioenvironmental Mishaps. Typical environmental mishaps that occur are fuel spills, oil spills and chemical spills, which are all required to be reported. An example of a bioenvironmental mishap is an unintentional hazardous dust release.

2.2.7. Example: Fires. All fires shall be reported.

2.3. **Incident.** An incident is a situation, which under slightly different circumstances, could have resulted in a mishap (Employee injury/illness or property damage). Additionally, incidents are sometimes the result of a “Near-Miss” event. Incidents are of interest to the Complex if the event impacts (or has the potential to impact) OC-ALC operations, equipment, or personnel. All incidents must be investigated, IAW DAFI 91-204 and DAFMAN 91-224, *Ground Safety Investigations and Reports* to determine the underlying cause(s) and identify failures of safety and health systems.

2.4. **Incident/Near-Miss Examples.** The incident/Near-Miss examples listed below are provided as a guide to help employees determine what will be reported.

2.4.1. Example: Incidents involving emergency conditions such as, but not limited to, utility failures or natural phenomena, which disrupt operations.

2.4.2. Example: Incidents of command interest, such as personnel altercations, driving/working under the influence of alcohol or drugs, or other serious behavioral offenses, while on duty.

2.4.3. Example: Incidents involving OC-ALC personnel during temporary duty periods.

2.4.4. Example: Near-miss involving an employee who trips over an extension cord that lies across the floor but avoids a fall by grabbing the corner of a desk.

2.4.5. Example: Near-Miss involving an employee, who instead of using a ladder, places a box on top of a drum for additional height, loses balance and stumbles to the ground. Although the employee is shaken, there is no injury.

### 3. Roles and Responsibilities for Reporting Mishaps and Incidents.

#### 3.1. Supervisors will:

3.1.1. Immediately take action to prevent further injury to personnel or damage to government assets. Stop all work on the affected equipment, or in the affected area.

3.1.2. Call 911 to notify emergency response personnel, if necessary. **Note for 76 AMXG Personnel:** If a phone is not available use a radio to contact the 76 AMXG Maintenance Operations Center (MOC) and ask them to call 911 in the event a phone is not available.

3.1.3. Submit a mishap/incident report with-in 24 hours using the online mishap reporting system. **Note:** In the rare event the network is down, please notify the OC-ALC/SE office and try resubmitting the online report later.

3.1.4. Verbally notify the next level in your chain of command to facilitate notification to the highest levels in your command.

3.1.5. Notify designated POC for cost estimate and provide them a copy of the mishap/incident report for property damage mishaps.

#### 3.2. 76AMXG Maintenance Operations Center (MOC) (76 AMXG/MXDSO) will:

3.2.1. Immediately call 911, if emergency response personnel are necessary and have not already been contacted.

3.2.2. As soon as possible, call the appropriate safety office, the Base Command Post and, if necessary, Emergency Management (EM). Provide all information currently available.

3.2.3. During day shift duty hours, call the appropriate safety office if an electronic incident report has not been accomplished (all SE personnel receive electronic incident reports); the Command Post; and, if necessary, EM.

3.2.4. During swing shift, contact the on-duty swing shift safety person, or the on-call safety person (refer to the MOC copy of the safety on-call roster), and the Base Command Post.

3.2.5. If an actual event occurs that warrants immediate notification to group and squadron commanders, (mishaps, property damage, FOD/DO, etc.) during non-duty hours (hours other than day and swing shift), weekends, and holidays, contact the on-call safety person (refer to the MOC copy of the safety on-call roster) and the Base Command Post. **Note:** Direct person to person telecommunication with standby personnel must be accomplished. Leaving a message on voicemail or an answering machine does not constitute notification. If standby personnel cannot be reached and directly notified, call (in order) the management personnel on the on-call roster.

3.2.6. Call the appropriate group and squadron commanders if mishap/incident warrants their immediate notification.

**3.3. Group or Squadron Planning Offices will:**

3.3.1. For all property damage mishaps (excluding vehicle mishaps), the respective planning/financial organization must provide a property damage cost estimate to OC-ALC/SE after notification of the mishap. The necessary information is based on reporting requirements found in DAFI 91-204, paragraph 3.2. Mishap Costs.

**3.4. Employees will:**

3.4.1. Immediately take action to prevent further injury to personnel or damage to government assets.

3.4.2. Call **911** if emergency personnel are necessary.

3.4.3. Immediately report all mishaps and/or incidents to a nearby supervisor, regardless of severity.

BRIAN R. MOORE  
Brigadier General, USAF  
Commander

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

DAFI 91-204, *Safety Investigations and Reports*, 10 March 2021

DAFI 91-204 AFMC SUP, *Safety Investigations and Reports*, 6 January 2022

DAFMAN 91-224, *Ground Safety Investigations and Reports*, 21 January 2022

***Prescribed Forms***

None

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**76 AMXG**—76th Aircraft Maintenance Group

**AFMC**—Air Force Materiel Command

**DAF**—Department of the Air Force

**DAFI**—Department of the Air Force Instruction

**DAFMAN**—Department of the Air Force Manual

**DO**—Dropped Object

**EM**—Environmental Management

**EMS**—Emergency Medical Services

**FOD**—Foreign Object Damage

**MIRS**—Mishap Incident Reporting System

**MOC**—Maintenance Operations Center

**OC-ALC**—Oklahoma City Air Logistics Complex

**OC-ALCI**—Oklahoma City Air Logistics Complex Instruction

**OC-ALC/SE**—Oklahoma City Air Logistics Complex/Safety Office

**OPR**—Office of Primary Responsibility

**POC**—Point of Contact

**SE**—Safety Office

**URL**—Uniform Resource Locator