

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

**TINKER AIR FORCE BASE
INSTRUCTION 91-201**



29 JULY 2025

Safety

**RECEPTION AND ESCORT OF US
DEPARTMENT OF LABOR
OCCUPATIONAL SAFETY AND
HEALTH INSPECTORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DAFI 91-202, *The US Air Force Mishap Prevention Program*, and DAFI 91-202, AFMCSUP, *The US Air Force Mishap Prevention Program*. This instruction establishes procedures to be followed by tasked organizations to receive and escort United States Department of Labor (DOL) Occupational Safety and Health Administration (OSHA) inspectors. It is applicable to the 72 Air Base Wing (72 ABW), and all tenant units located at Tinker Air Force Base (AFB). This instruction is not intended to prevent ready access by Federal safety and health officials, but to ensure proper reception and escort during their visit to Tinker AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all direct supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

There are no major changes to this publication; however, the previous version was published prior to the overhaul of publications; therefore, this has been formatted IAW current standards. There were changes to match the verbiage stated in DAFI 91-202. Organizational symbols and regulatory references have been updated.

Chapter 1

GENERAL INFORMATION

1.1. Overview. This instruction ensures that Federal Occupational Safety and Health Administration (OSHA) and Oklahoma Department of Labor Safety and Health inspectors are allowed access to Tinker AFB to determine the adequacy of Air Force (AF) and contractors' safety and health programs. This instruction also establishes procedures to ensure inspectors are escorted as required by AF and Air Force Materiel Command (AFMC) directives and specifies closing conference procedures.

1.2. Scope. This instruction defines the roles and responsibilities in the event an OSHA inspector arrives for an inspection or investigation. US Department of

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The installation safety office, 72 ABW/SE, will:

2.1.1. The 72 ABW/SE office is the host safety office and is responsible for all matters relating to visits by Occupational Safety & Health (OSH) inspectors and must be notified in a timely manner when such visits are known. The Installation Commander (72 ABW/CC) or Deputy Commander (72 ABW/CD) will chair OSH inspection opening/closing conferences and sign correspondence relative to OSH information requests and visits. If the 72 ABW/CC or CD is not available, the 72 ABW Chief of Safety will chair the meeting as their representative.

2.1.2. Notify 72 ABW/CC/CD, 72 ABW Judge Advocate (JA) and 72 ABW Inspector General (IG) of OSH visit.

2.1.3. Provide a Safety official to escort the Federal DOL OSH inspector.

2.1.3.1. For events outside the 72 ABW, 72 ABW/SE will coordinate with the appropriate organization for an escort IAW [paragraph 2.1.9](#).

2.1.4. Determine the nature of the visit and notify the affected unit commanders/directors or their safety office of the required opening conference attendance.

2.1.5. Notify Bioenvironmental Engineering (72 OMRS/SGXB), Fire Chief (72 ABW/CEF), tenant units with fully staffed Safety Offices, FES, Public Health, Civilian Personnel Office, Contracting office (AFSC/PK); as warranted by the nature of the inspection, and escort the inspector to the appropriate office. The opening conference will normally be held in the 72 ABW/SE office.

2.1.6. Provide copies of requested unclassified documentation for review.

2.1.6.1. Information marked "For Official Use Only (FOUO)" or "Controlled Unclassified Information (CUI)" may only be reviewed by OSHA personnel and not removed or otherwise retained.

2.1.7. For safety issues in all areas without full-time safety staff, stay with the inspector and further ensure proper clearance/escort into controlled/restricted areas.

2.1.8. Any required photography will be done by individuals with approved Tinker AFB photography letters. Provide photographic or video support, if required, IAW DAFI 91- 202, which states, "Videos or photographs taken on installations fall under the exclusive control of the installation commander. This video or photographic support might include processing the film taken by the inspector or gaining approval to take a picture or video from the commander's representative. Air Force officials may review negatives, photographs and videos before release if they suspect possible disclosure of classified information without the review."

2.1.9. For all fire, environmental and safety issues outside of the 72 ABW, 72 ABW/SE personnel will remain with the inspector until another escort from the appropriate area can be located.

2.1.10. Arrange a closing conference for concerned personnel and the 72 ABW/CC or the affected organizational chief/commander. Advise union representative (AFGE Local 916), Labor Relations Office (72 FSS/FSCAL) and the 72 ABW/JA before establishing the time and date of the closing conference.

2.1.11. Maintain a local OSHA RECEPTION PLAN CHECKLIST to facilitate all OSHA events at Tinker AFB. See [Attachment 2](#) of these instructions for the OSHA Reception Plan Checklist.

2.1.12. Start and update OSHA events in the Air Force Safety Automated System (AFSAS), when the OSHA event concerns organizations without full-time safety staff.

2.1.13. Make telephonic notification to AFSC/SE, HQ AFMC/SEG, HQ AFMC/SGC or HQ AFMC/CEOO, as applicable, after notification of inspection of contractor activities on Tinker AFB.

2.1.14. In accordance with DAFI 91-202, prepare a message report on any official DOL OSH visit to Tinker AFB within two workdays. This requirement also applies when an installation receives a formal request from OSHA to self-investigate a fire, safety, or health matter on OSHA's behalf. If cited, 72 ABW/SE will transmit a report on investigations or inspection visits within two workdays after receiving the DOL OSH citation(s). This applies to AF workplaces or facilities, or operations performed by a contractor in which AF facilities, equipment or procedure deficiencies are identified in the citation.

2.1.15. All OSHA correspondence will be routed through 72 ABW/JAV and 72 ABW/SE before replying to OSHA.

2.2. The Bioenvironmental (72 OMRS/SGXB) will:

2.2.1. Provide a representative to accompany the inspector when health concerns are to be assessed.

2.2.2. Immediately advise the 72 ABW/SE, when notified of an OSH visit from sources other than 72 ABW/SE and ensure that the instructions in [paragraph 2.1.6](#) and [paragraph 2.1.8](#) are followed.

2.2.3. Attend the opening and closing conference when warranted.

2.3. Fire Protection Division (72 ABW/CEF) will:

2.3.1. Provide a representative to accompany the inspector when fire safety concerns are to be assessed.

2.3.2. Advise the 72 ABW/SE immediately when notified of an OSH visit from sources other than 72 ABW/SE and ensure that the instructions in [paragraph 2.1.6](#) and [paragraph 2.1.8](#) are followed.

2.3.3. Attend the opening and closing conference when warranted.

2.4. Tinker AFB organizations with a full-time Occupational Safety staff will:

2.4.1. Provide a representative to accompany the inspector when the organization's safety concerns are to be assessed.

2.4.2. Advise the 72 ABW/SE immediately when notified of an OSH visit from sources other than 72 ABW/SE and ensure that the instructions in [paragraph 2.1.6](#) and [paragraph 2.1.8](#) are followed.

2.4.3. Attend the opening and closing conference when warranted.

2.4.4. Start and update OSHA events in AFSAS, when the OSHA event concerns that organization.

2.5. Contracting Office (AFSC/PK) will:

2.5.1. Upon notification that a contractor is to be inspected by an OSH inspector, provide a contracting officer or contract administrator to accompany the OSH inspector, the safety officer/industrial hygienist/fire inspector, and the construction inspector or Quality Assurance Evaluator.

2.5.2. Have the contracting officer or contract administrator accompany the OSH inspector during the visit to the contractor's work site.

2.5.3. Have the contracting officer take all contractual action necessary to ensure government property and personnel are protected.

2.6. The 72 SFS will:

2.6.1. Notify 72 ABW/SE office when a representative from DOL arrives at the installation gate and request the DOL representative remain at the gate until 72 ABW/SE arrives to escort the individual. 72 SFS will not issue multi-day passes to OSHA personnel. If OSHA events extend over multiple days, a new pass must be obtained for each day. OSHA personnel who have access to DOD installations for other reasons, such as military retirees, will notify 72 ABW/SE by calling (405) 739-3263 if they are on the installation in an official OSHA capacity.

FENCISCO N. HARRIS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DAFI 91-202, *The US Air Force Mishap Prevention Program*, 12 March 2020

DAFI 91-202, AFMCSUP AFI 91-202 *US Air Force Mishap Prevention Program*, 12 March 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

Adopted Forms

AF847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFRIMS—Air Force Records Information Management System

AFSAS—Air Force Safety Automated System

DAFI—Department of the Air Force Instruction

DAFMAN—Department of the Air Force Manual

DOL—Department of Labor

IAW—In accordance with

OC-ALC—Oklahoma City Air Logistics Complex

OPR—Office of Primary Responsibility

OSH—Occupational Safety & Health

OSHA—Occupational Safety and Health Administration

RDS—Records Disposition Schedule

Attachment 2

TINKER AFB OSHA RECEPTION PLAN/CHECKLIST**Figure A2.1. Tinker AFB OSHA Reception Plan/Checklist.****TINKER AFB OSHA RECEPTION PLAN/CHECKLIST**

This reception plan/checklist is intended to provide supplemental guidance to what is already present in DAFI 91-202, *The US Air Force Mishap Prevention Program*, TAFBI 91-201, *Reception and Escort of State and U.S. Department of Labor Occupational Safety and Health Inspectors*, and the Occupational Safety and Health Administration's (OSHA) Field Operations Manual (FOM) and Compliance (CPL) Directive CPL-02-00-160 to address responsibilities and actions for OSHA and/or National Institute for Occupational Safety and Health (NIOSH) Events at Tinker Air Force Base.

In accordance with 29 CFR 1960.31 and 1960.35, OSHA and NIOSH officials (acting as representatives of the Secretary of Labor) are authorized to conduct announced or unannounced inspections and investigations of DoD workplaces where Air Force civilians and Air Force contractors who work in Air Force owned, and privately owned facilities are subject to enforcement authority. *Exception: military unique workplaces and operations, and nonmilitary-unique workplaces staffed exclusively by military personnel are excluded.* OSHA officials are granted access to these workplaces on Air Force installations without delay and at reasonable times during regular working hours.

NOTE: OSHA Compliance Safety and Health Officers (CSHO) follow the guidance of the FOM. Each Regional Office (RO) and subsequent Area Office (AO) may have additional guidance and direction CSHOs follow based on other CPLs and initiatives.

OSHA Reception Plan Elements.

72 ABW/SE is the POC for every OSHA event. There may be many installation agencies who need to be notified when OSHA visits an installation. These agencies may be the Office of Primary Responsibility (OPR) for the visit/event and or violation if any Notices of Unsafe or Unhealthful Working Conditions (Notices) are issued.

As applicable, notify the following agency/office to attend the Opening Conference:

- 72 ABW/CC/CD
- 72 OMRS/SGXB (*Bio Environmental Engineering and Public Health*)
- 72 ABW/JA (*Legal*)
- 72 ABW/IG
- *Civilian Personnel Office (Labor Relations)*
- *Contracting Office (AFSC/PK)*
- *Union Representative*
- *CEF (Fire Dept)*
- *Tenant Safety Office Personnel*

During the Opening Conference, the CSHO will share the reason for the visit, and depending on what area(s) they request to visit, some or all the above-mentioned agencies will attend the walk around. If the visit involves a contractor operation, the appropriate safety staff will escort the CSHO.

Effective OSHA Plan:

72 SFS require training on established actions/procedures prior to OSHA personnel entering the installation. Additionally, 72 SFS will need to understand what credentials are acceptable and the host Occupational Safety Manager (OSM) needs to be contacted upon OSHA's arrival. (See OSHA Reception checklist below).

As stated above, the installation location/agency the OSHA inspector requests to visit will determine what installation agency, in addition to 72 ABW/SE personnel, will attend the opening conference and accompany the inspector. For example, if the CSHO requests to visit Building 564 for possible mold exposure, 72 ABW/SE and 72 ABW/BEE personnel should escort the inspector. If the OSHA inspector wants to look at emergency exits in the Dining Facility, 72 ABW/SE and 72 ABW/CEF personnel should escort the inspector.

Unless prohibited by location or policy, take pictures of areas and/or equipment discussed with inspector. Additionally, as the inspector is taking pictures, try to get the same picture as the inspector.

Ensure the proper notification of the OSHA event IAW DAFI 91-202 by entering it into the AFSAS OSHA Event Module. *(See OSHA Event Action Plan, located on AFSEC SharePoint, for the next step in the process.)*

OSHA Reception Checklist:

- 1. 72 SFS check and verify credentials (bifold with Department of Labor emblem along with CSHO identification) of the OSHA Compliance Safety and Health Officer (CSHO). ---

 - a. Copies of their credentials are prohibited
 - b. You *may not* take possession of their credentials, but you can visually review their credentials for validity.
 - c. If there are questions as to the validity of credentials or CSHO, simply call the respective area office for further verification.

- 2. 72 SFS contacts 72 ABW/SE. (739-3263) -----
- 3. *72 ABW/SE contacts 72 ABW/CC/CD, 72 ABW/JA, 72 ABW/IG and appropriate agencies of CSHO arrival. -----

4. *Host SE personnel greets CSHO at installation gate, then escorts CSHO to Opening Conference location (Host SE is POC regardless of why CSHO is there). -----
 *(If Host SE manning allows, #3 and #4 should be done simultaneously.)

5. During the Opening Conference, ask the CSHO for a business card/contact information and a copy of complaint, if applicable. -----


If there is no business card, use the area below to capture Area Office, CSHO Name, and Contact Information:


6. **Opening Conference.** An Opening Conference is a **RIGHT** of every employer. The length or brevity of the Opening Conference is directly attributed to the complexity of OSHA’s visit. The CSHO will provide general terms and scope of the inspection. This may include the need for sampling, private employee interviews, physical inspection of the workplace and records, possible referrals, personnel rights during an inspection, discrimination complaints, and the Closing Conference. Have tenant units with assigned ISO/0018 been notified /invited? -----
 -----,

a. Record type of Inspection: i.e. Contractor Focus, Fatality, FEDTARG, FEDSAFE, Worker Complaint, Routine, Referral (news agency, other federal or state agencies etc.), Worker Injury (amputation, loss of consciousness, etc.), VPP, Targeted Inspection, Follow-up inspection or Follow-up sampling.-----


Note purpose of visit and specific activity:


b. Brief CSHO on any exposure they may encounter during their visit, i.e., PPE requirements, electrical, falls, thermal, etc. Do not allow the CSHO to endanger themselves. Make corrections as necessary and note any violations the CSHO may have inadvertently committed. -----


c. Inform CSHO of areas needing special access and/or clearance, proprietary and/or areas where photographs may not be taken. ----- 

d. Ask CSHO and record below if they have a schedule or timeframe for visit. Record below. (Use additional sheets if necessary). ----- 

7. Walk Around Inspection.

a. The CSHO will be accompanied, as a minimum, by 72 ABW/SE personnel, subject matter experts SME(s) of subject work area and process, employee representatives (local union), any employer legal representation, and as applicable, Bio and Fire personnel. Ensure CSHO is aware of any restrictions on whether security clearance will allow entry to a specific location or if it is a no photography video or cell phone area. **Statements made during the inspection may become official positions, used as employer knowledge, and possibly taken out of context. Take the names of everyone in attendance.** ----- 

b. Escort CSHO to the most direct and specific location based on scope of inspection. Anything in plain sight of CSHO may be subject to examination. **If CSHO asks to inspect an area not discussed during the opening conference, ask “are you expanding the inspection?”** Make notes and proceed to areas not discussed in the Opening Conference, if the new area falls within the permissible parameters permitted by the FOM. ----- 

c. Ensure CSHO is aware all photographs and videos shall be shared with the Host SE, as they are property of the installation commander IAW DAFI 91-202, 13.3.1.6. Mirror CSHO actions by taking your own photographs and video. ----- 

d. Are there any unusual circumstances such as negative employer or employee attitudes? Is the CSHO professional? Are there any unusual requests? What are the CSHO's observations? Make notes and proceed. -----



e. The CSHO may conduct private employee and employer representative interviews to establish exposure and knowledge. Union representatives may attend interviews, providing the employee being interviewed has approved the union representative's attendance. Make a list of all the personnel interviewed. -----



1. You may interview the same employee(s) and manager(s) to establish severity and probability of any noted [or potentially noted] hazardous conditions and to ensure conditions are adequately mitigated to an acceptable level or abated.


2. Interviews shall not violate employee rights (Whistleblower Act) for participating in safety and health inspections.

3. Employees in management positions are subject to employer representation during the visit. In other words, employees not covered by the union, i.e., division chiefs, commanders etc. In those cases, the employer has a right to be present during the interview but may not interfere or ask questions to the CSHO. Make note and proceed:

4. Provide, upon request, access to available safety, fire protection, and health information on workplaces unless prohibited by this instruction or DAFI guidance. Access to privileged safety information is prohibited by DoDI 6055.07 and DAFI 91-204. OSHA officials may review Air Force Forms 978, OSHA Forms 300 and 301 in the workplace during their inspection. Do not release "For Official Use Only" marked reports or materials to them. OSHA requests for copies of such reports or materials will be IAW DAFI 91-204. OSHA officials requesting access to additional information and records may obtain the information IAW the provision of DoDI 6055.01. -----



a. As the CSHO conducts their inspection, ask questions with the mindset of correcting any issues found on the spot. Make notes and proceed:

b. Note in detail any equipment or machines subject to examination. Include serial and model numbers, amperage, volts, pressure, guarding, etc. Detail the distance of work and employees (exposure) from equipment or machines. Was the equipment/machine used within the last 6 months? If no, during the informal conference, the affirmative defense would be there is no exposure. ----- 

8. CLOSING CONFERENCE NOTES: The CSHO will conduct a Closing Conference with wing leadership (as available and warranted), Host SE, fire, health, and other employer/employee representatives as applicable. This is not an opportunity to argue a point or make a case. The closing conference may be conducted on-site or by telephone as the CSHO deems it appropriate.

The CSHO should go over and explain:

- Alleged violations or violations observed. CSHOs will typically be noncommittal on whether Notices will be issued. Any Notices must be issued within six months of the opening conference.
 - Applicable standards.
- Employer rights and responsibilities following a federal OSHA inspection.
 - Strengths and weaknesses of the safety and health program.
 - Right to participate in informal conference and the right to contest.
 - Offered abatement assistance.

9. Proceed with the OSHA Event Action Plan (AFSEC SharePoint) to ensure proper documentation and responses at completed for all OSHA Events.