

**BY ORDER OF THE
SUPERINTENDENT**



AIR FORCE INSTRUCTION 91-202

**HQ UNITED STATES AIR FORCE
ACADEMY
Supplement**

10 JANUARY 2019

Certified Current 19 OCTOBER 2022

Safety

**THE US AIR FORCE MISHAP
PREVENTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFA/SEG

Certified by: HQ USAFA/SEG
(MSgt Scott Yonushonis)

Supersedes: AFI91-202_USAFASUP, 8
June 2012

Pages: 7

Air Force Instruction (AFI) 91-202, *The US Air Force Mishap Prevention Program*, is supplemented as follows: This supplement provides procedures for the United States Air Force Academy (USAFA) Mishap Prevention Program. This instruction applies to all United States Air Force Academy (USAFA) personnel. It does not apply to Air National Guard or to Air Force Reserve units unless gained in a mobilized/activated status. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, 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. The waiver authority for non-tiered requirements in this publication is the (USAFA/SE). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This supplement has substantially changed and must be completely reviewed. Major changes include policy which delineates USAFA-unique organizational relationships regarding safety program management and execution. HQ USAFA/SE will perform the duties and functions of the installation safety office and for each Mission Element (ME) (1.8.12., 1.8.16.). Paragraph 1.8.15.8. discusses how the USAFA Environment, Safety and Occupational Health Council is managed. USAFA specific requirements for Unit Safety Representatives (8.5.) and Additional Duty Weapons Safety Representative (9.1.1.1.) are detailed further in the occupational and weapons safety chapters, 8 & 9 respectively. Management of the flight safety program by the 306th Flying Training Group (306 FTG) is outlined in paragraphs 1.6.7. and 7.1.2. to include the roles and responsibilities section, aviation safety chapter (7) and the USAF Aviation Safety Equipment Database Reporting, Attachment 2.

1.6. Mishap Prevention Program. HQ USAFA Director of Safety is responsible for overseeing and managing the safety programs at USAFA.

1.6.7. **(Added)** HQ USAFA/SE will oversee the management of HQ Staff, 10th Air Base Wing (10 ABW), Commandant of Cadets (CW), Dean of Faculty (DF), Department of Athletics (AD), and Preparatory School (PL) safety programs. HQ USAFA/SE will provide assistance to the 306 FTG safety program when requested. 306 FTG will support USAFA safety programs. HQ USAFA/SE is the program manager for the weapons safety program.

1.6.8. **(Added)** The 10 Medical Group Safety Officer (10 MDG/SGSM) will oversee and manage the 10th Medical Group (10 MDG) safety program.

1.6.9. **(Added)** As prescribed in the USAFA/Air Education Training Command (AETC) Memorandum of Agreement (MOA), 306 FTG Safety will implement, oversee and manage the flight safety program at the US Air Force Academy.

1.8.12. MAJCOM/DRU/FOA/NAF/Center Safety Staffs: For the purpose of defining roles and responsibilities under this supplement, USAFA Superintendent (HQ USAFA/CC) has designated the USAFA Safety Office (HQ USAFA/SE) as: the Direct Reporting Unit (DRU) safety office for Headquarters, United States Air Force Academy; and as the installation safety office for the USAFA Commandant of Cadets (USAFA/CW); the 10th Air Base Wing (10 ABW), the Dean of Faculty (USAFA/DF), the Athletic Department (USAFA/AD), the Preparatory School (USAFA/PL) and tenant units without an assigned safety staff.

1.8.12.12. For all reportable mishaps accountable to USAFA, HQ USAFA/SE will review, release investigation reports, and track mishap recommendations through to closure.

1.8.15. Installation Commanders: For the purpose of defining roles and responsibilities under this instruction, roles and responsibilities specified in the following subparagraphs apply to USAFA Mission Element commanders (USAFA/DF, USAFA/CW, USAFA/AD, 10 ABW/CC, and USAFA/PL) with the exception of paragraphs 1.8.15.8. and 1.8.15.17.

1.8.15.8. USAFA's Environment, Safety and Occupational Health Council (ESOHC) is a combined DRU and installation level ESOHC. It is jointly chaired by the Vice Superintendent (HQ USAFA/CV) and the 10th Air Base Wing Commander (10 ABW/CC).

1.8.16. Installation Safety Office (host). USAFA/SE will perform the duties of the Installation Safety Office for USAFA.

1.8.16.10.1. **(Added)** Coordinate airfield waiver packages with 306 FTG/SE.

1.8.19.8.1. **(Added)** If FES tactics or competency are at issue, the SIB should request support from the next higher fire emergency services competent authority at the HQ AF Civil Engineer Center (AFCEC), Readiness Directorate (AFCEC/CX), Fire Emergency Services Division (AFCEC/CXF).

2.6. Environment, Safety and Occupational Health Councils (ESOHC). This council convenes as a joint DRU and installation council and therefore also meets the requirements of AFI 90-801, *Environment, Safety, And Occupational Health Councils*, paragraphs 4.2. and 4.3. Membership will include those agencies prescribed in AFI 90-801, paragraphs 4.2. and 4.3. Clarified for USAFA as follows: USAFA two-letter offices/A-Staff, Mission Elements (USAFA/DF, USAFA/CW, USAFA/AD, 10 ABW/CC, and USAFA/PL), 10 MSG and 10 MDG. 10 ABW two-letter offices attend at the discretion of the 10 ABW commander. HQ USAFA/SE will brief occupational safety, explosives safety as appropriate and 306 FTG/SE will brief flight safety.

3.3.1. **(Added)** USAFA/SE will conduct an independent safety program evaluation every 24 months on the 10 MDG safety program.

3.4. Safety Program Assessments. The 10 MDG Safety Officer will conduct the Safety Program Assessment on the 10 MDG and its assigned squadrons.

3.6.1. The 10 MDG Safety Officer will conduct annual inspections on all 10 MDG facilities.

3.11. Staff Assistance Visits (SAV). HQ USAFA/SE does not routinely conduct SAVs. For entrenched, emerging or unique safety challenges, commanders may request a SAV. Send requests to HQ USAFA/SE with a description of the issue, requested support and preferred dates. SAVs will not normally be conducted within 120 days of a scheduled inspection/assessment.

7.1.2. HQ USAFA/SE does not have a Flight Safety Officer (FSO) authorization. Therefore the 306 FTG will implement, oversee and manage the flight safety program as prescribed in this chapter and the USAFA/AETC MOA.

8.5.9. **(Added)** Maintain an occupational safety continuity binder (or electronic equivalent) which will contain at a minimum the following:

8.5.9.1. **(Added)** Tab A - USR appointment and training memos.

8.5.9.2. **(Added)** Tab B - Workplace Identifier. USRs will maintain a list of all facilities where unit personnel are assigned to include building number and building name if applicable.

8.5.9.3. **(Added)** Tab C - The unit mishap reporting procedures (see AFI 91-204_USAFASUP, *Safety Investigations and Reports*, paragraph 2.19.).

8.5.9.4. **(Added)** Tab D - Copies of the current and previous year's annual safety assessments, inspections, and staff assistance visit (SAV) reports along with follow-up documentation, as applicable.

8.5.9.5. **(Added)** Tab E - USR Spot Inspection Log

8.5.9.6. **(Added)** Tab F - Miscellaneous. Additional safety information (e.g. AF Form 457, *USAF Hazard Report*, AF Form 4437, *Deliberate Risk Assessment Worksheet*, seasonal safety information, etc.).

9.1. Program Management. HQ USAFA/SE serves as the installation weapons safety office and manages the installation explosives safety program.

9.1.1.1. **(Added)** The ADWSR will represent the unit commander/director, working directly with USAFA/SEW for all explosive operations and approval IAW AFMAN 91-201, *Explosives Safety Standards*. The ADWSR will act as liaison between USAFA/SEW and the unit/organization. Additionally, the ADWSR will maintain a weapons safety continuity binder (or electronic equivalent) which will contain at a minimum the following:

9.1.1.1.1. **(Added)** Tab A - Commander appointment letter & record of training.

9.1.1.1.2. **(Added)** Tab B - Area of responsibility.

9.1.1.1.3. **(Added)** Tab C - Explosive lesson plan(s) and approved operating instruction(s).

9.1.1.1.4. **(Added)** Tab D – Explosives License(s) /Explosives Site Plans.

9.1.1.1.5. **(Added)** Tab E - Inspection reports (base level, HHQ, etc.).

9.1.1.1.6. **(Added)** Tab F - Spot inspection log.

9.1.1.1.7. **(Added)** Tab G - Miscellaneous (messages, compensatory measures, etc.).

9.1.1.2. **(Added)** The supervisor and ADWSR will conduct at least one explosives safety spot inspection per month and keep a record of the inspections performed. Minimum documentation will include date, inspector's name, organization or activities inspected, discrepancies (if any), and the unit point of contact. Documentation will be filed in the unit's weapons safety continuity binder.

9.1.2. USAFA/CW in coordination with USAFA/SEW will ensure non-USAFA/CW organizations utilizing explosives or simulated munitions within the Jacks Valley Training Complex have written and approved instructions. Instructions will be approved by the requesting organization/user's senior leader (e.g. commander, director, etc.). All requesting organization's personnel participating in explosives operations will be trained in the use of explosives. The above requirements will be coordinated with USAFA/SEW and approved by the 10 ABW/CC at least 30 days prior to scheduled operations.

9.11.4.1. **(Added)** Cadets will not handle or detonate exercise/training munitions. In the event training demands the handling of training munitions (i.e. transporting), alternate methods must be considered before allowing cadets to handle munitions. **Exception:** Cadets can handle blank ammunition and simunitions during exercise/training activities

9.11.6. **(Added)** USAFA/SEW will provide explosives safety training for individuals appointed as ADWSR. Individuals should complete explosives safety training prior to receiving hands-on training (e.g. smoke grenades) prior to exercise or field training. The Explosive Ordnance Disposal (EOD) flight from Peterson AFB (21 CES/CED) will conduct hands-on training for all USAFA organizations. Supervisors or identified personnel will establish written lesson plans and procedures, as well as conduct a thorough risk assessment, for their explosives operations. Supervisors must review all written instructions and training plans for accuracy annually and provide training to personnel associated with the operation. Unit commanders/directors must approve written lesson plans prior to USAFA/SEW review, and before training and operations. Failure to receive unit commander approval or USAFA/SEW coordination prior to the training/operations will result in the training/operations being cancelled. Non-pyrotechnic

simulators (e.g. propane activated devices) are recommended and highly encouraged in lieu of pyrotechnics. Use of non-pyrotechnic simulators eliminates explosives safety training requirements, reduces fire hazards, and reduces injury potential to associated or exposed personnel.

9.11.6.1. **(Added)** Individuals who prepare and activate exercise/training munitions (i.e. ground burst simulators, smoke grenades, etc.) will receive local explosive safety training from USAFA/SEW prior to hands-on training from 21 CES/CED.

JOSEPH R. VIGUERIA, Lt Col, USAF
Director of Safety

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

(Added) AFI 91-204_USAFASUP, *Safety Investigations and Reports*, 8 April 2015

Adopted Forms

AF Form 4437, *Deliberate Risk Assessment Worksheet*

Abbreviations and Acronyms

(Added) **AOC**—Air Officer Commanding

(Added) **AMT**—Academy Military Trainer

(Added) **CW**—Commandant of Cadets

(Added) **MSR**—Motorcycle Safety Representative

(Added) **USAFA**—United States Air Force Academy

Terms

(Added) **Department of Defense Civilian Personnel**—Also included in this category are DoD civilians whose pay category is Administratively Determined as specified by the Office of Personnel Management.

Attachment 13

CONTINUING EDUCATION AND TRAINING COURSES

A13.1. (Added) Safety Training. Requests for all formal USAF safety training courses will be coordinated through HQ USAFA/SE.