

**BY ORDER OF THE
SUPERINTENDENT**



AIR FORCE INSTRUCTION 91-204

**HQ UNITED STATES AIR FORCE
ACADEMY
Supplement**

29 MAY 2020

Safety

**SAFETY INVESTIGATION AND
HAZARD REPORTING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Air Force Instruction (AFI) 91-204, *Safety Investigation and Hazard Reporting*, is supplemented as follows: This supplement provides procedures for the United States Air Force Academy (USAFA) during safety investigations and hazard reporting. It applies to all Air Force personnel including Air Force Reserve and Air National Guard Members assigned or activated to USAFA. 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*; route AF Forms 847 from the field through the appropriate functional chain of command. The authorities to waive requirements in this publication are identified with a Tier ("T-0, T-1, T-2, 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 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 document has been substantially revised and must be completely reviewed. Major changes include changes to convening authority for Class C-E mishaps and events, and investigation timelines.

2.4. MAJCOM Commanders will: For the purpose of defining roles and responsibilities under this instruction, the United States Air Force Academy Superintendent (USAFA/CC) has designated the headquarters USAFA Safety Office (USAFA/SE) as the Headquarters safety office for Headquarters, United States Air Force Academy, as well as the installation safety office for the 10th Air Base Wing (10 ABW), the Cadet Wing (USAFA/CW), the Dean of Faculty (USAFA/DF), the Athletic Department (USAFA/AD), the Preparatory School (USAFA/PS) and tenant units without an assigned safety staff. (T-2)

2.4.2. For all reportable mishaps accountable to USAFA, the USAFA Director of Safety will ensure reports are reviewed, approved and released, and track mishap recommendations through to closure. (T-2)

2.7. The Commander of the Regular AF installation nearest a mishap. This includes AF-led Joint Bases or alternate organization as designated by the Convening Authority. In the cases where the Air Force Academy is the nearest installation, 10 ABW Commander (10 ABW/CC) is the OPR for roles and responsibilities outlined in [paragraphs 2.7.1](#) through [2.7.3](#). USAFA/CC is the OPR for [paragraphs 2.7.4](#) through [2.7.7](#). (T-2)

2.20. (Added) Unit commanders and Mission Element commanders will: develop written mishap reporting procedures for their units following the guidance set forth in this instruction. The procedures must cover on-duty and off-duty mishap reporting for military and on-duty mishap reporting for civilians. (T-2)

2.21. (Added) USAFA/AD & USAFA/PS athletic trainers will: maintain a log of cadet/cadet-candidate injuries sustained during intercollegiate practice, intercollegiate competition or physical education classes which may be reviewed by safety mishap investigators upon request. **Note:** Athletic trainers are not responsible for completion of AF Form 978, *Supervisor's Mishap Report*. (T-2)

2.22. (Added) 10th Logistics Readiness Squadron (10 LRS) will: notify USAFA/SE of any damage to government-owned/leased vehicles within one duty day of the report of damage and provide report of damage (i.e. Report of Survey and cost estimates). (T-2)

2.23. (Added) All personnel, including cadets, will: immediately notify their commander or supervisor of injury or occupational illness IAW AFI 91-202. (T-2)

2.23.1. **(Added)** Mishap reporting is the mishap individual's responsibility. The squadron Air Office Commanding (AOC) and/or Academy Military Training NCO (AMT) and the cadet squadron commander will ensure the AF Form 978, *Supervisor's Mishap Report*, is submitted to the Safety Office located in the Commandant of Cadets tower (USAFA/SEO) within five work days of the mishap. (T-2)

2.23.2. **(Added)** All personnel, including cadets, sustaining injuries while participating in Airmanship programs will also immediately notify the Flight Safety Officer or Unit Safety Representative for that respective flying squadron. Injuries sustained while participating in Airmanship programs, but realized after leaving the airfield, will be immediately reported to

306th Flying Training Group Safety (306 FTG/SE). After duty hours reporting will be made to the appropriate safety office the next business day. (T-2)

2.24. (Added) USAFA Safety Office located within the Commandant of Cadets organization will: immediately forward a copy of all AF Forms 978, *Supervisor's Mishap Report*, that involve an injury related to an Airmanship program (mishaps classified as Aviation mishaps IAW [paragraph 1.3.1.2](#) of this instruction) to the 306th Flying Training Group Safety Office (306 FTG/SE) for investigation and reporting. (T-2)

2.25. (Added) 10th Security Forces Squadron (10 SFS) will: assist the safety office in acquiring police reports involving USAFA personnel in motor vehicle accidents; both on and off-base. (T-2)

5.2. Convening Authority (CA) Determination. The Superintendent (USAFA/CC) is the convening authority for all Class A and B mishaps involving USAFA resources. USAFA/CC delegates Convening Authority for all USAFA Class C and D mishaps, and Class E events, to the Mission Element (ME) commander with the preponderance of damage/injury incurred as a result of the mishap/event. ME commanders may further delegate Class D mishap and Class E event CA to an appropriate level of command, but no lower than squadron commander. For flight mishaps, follow guidance in applicable MOAs/MOUs and AFI 91-204, [Chapter 4](#). (T-2)

6.4. Investigation Timeline: Requests for the first extension to a mishap investigation (30/45 days) are approved but shall be the exception and not routine. Provide extension rationale in the 30-day status message. Additional extensions of USAFA convened mishap investigations will be coordinated with, and approved by, the appropriate CA. (T-2)

8.4. Briefing the Convening Authority. The SIB Board President (BP) or Single Investigating Officer (SIO) will brief the USAFA/CC on the results of all USAFA-convened Class A mishaps. All other mishaps will be briefed at the discretion of the convening authority. Minimum attendance at the briefing will include the unit commander experiencing the mishap, USAFA/SE, the commander(s) of any operation/personnel identified as Causal in the mishap, and other individuals as designated by USAFA/CC. USAFA/SE will schedule the briefing. (T-2)

8.4.7. For USAFA, the Superintendent (as convening authority) may authorize the SIB/SIO to brief Mission Element (ME) Commanders as outlined in the parent paragraph and the related sub-paragraphs. Prior to such briefings, USAFA/SE will brief the ME Commander(s) on rules set forth in [paragraph 6.5](#) of this instruction. (T-2)

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Superintendent

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

(Added) (USAFA) AMT—Academy Military Trainer

(Added) (USAFA) AOC—Air Officer Commanding

(Added) (USAFA) ME—Mission Element

(Added) (USAFA) RDS—Records Disposition Schedule

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

Terms

(USAFA) On-Duty—Cadets and Cadet Candidates are considered on-duty when participating in all required academic activities and non-academic activities when such participation is required for graduation. Examples include, but are not limited to, academic classes, Basic Cadet Training, Ops Air Force, Transition Exercise, Airmanship Programs/teams, squadron physical fitness activities, Physical Education class. Additionally, Cadets and Cadet Candidates are considered on-duty when representing the Academy in an official capacity, regardless of location, when formally (i.e. mandatory) assembled to participate either in practice or competition.