

**BY ORDER OF THE COMMANDER,
18TH WING (PACAF)**

AIR FORCE INSTRUCTION 91-202



**18TH WING
Supplement 1
8 APRIL 1999**

Safety

**THE UNITED STATES AIR FORCE MISHAP
PREVENTION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Dennis Harlow)
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(Lt Col Richard F. Gibbs II)
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This publication applies to 18th Wing and associate units at Kadena Air Base. This publication does not apply to the Air National Guard or US Air Force Reserve.

SUMMARY OF REVISIONS

Incorporates all changes in AFI 91-202 dated 1 August 1998. Significant changes have been made throughout the supplement which necessitate a complete reading of this publication. New or revised material is indicated by a (|).

AFI 91-202, 1 August 1998, is supplemented as follows:

1.6.13.1. Unit commanders will establish written mishap notification procedures. The procedures will include names or office symbols and telephone numbers of key personnel in the unit who are to be notified in case of mishaps. Procedures will ensure 18th Wing Ground Safety Office is contacted on all mishaps. Additionally, the telephone number to the 18th Wing Command Post will be listed on all mishap notification procedures. A copy of mishap notification procedures will be posted and a copy filed in TAB F of the unit continuity folder. Sample mishap notification procedures are available at the 18 WG/SEG for unit use.

1.6.14.2. Predeparture Safety Briefings: PACAF or PACAF-specialized associate military members under age 21 will be given predeparture safety briefings prior to departing on normal leave, TDY, or PCS. Briefings should be conducted by the immediate supervisor and must be documented. Documentation will be maintained until member returns to Kadena (leave or TDY only) or sufficient time has elapsed to assure arrival at gaining organization (PCS only). A sample checklist is available from each Unit Safety Manager (USM).

1.6.14.9.1. (Added) Mishap Notification. During other than normal duty hours, mishaps will be reported through channels to the 18th Wing Command Post who will notify the appropriate standby safety discipline (flight, weapons, or ground).

1.6.14.9.2. (Added) Supervisors will complete a PACAF Form 161, **Mishap Worksheet**, for all on-duty mishaps and selected off-duty mishaps as specified by 18 WG/SE. The completed form, signed by the unit commander, will be forwarded to 18 WG/SE NLT 5 working days after the mishap.

1.6.16. (Added) Japanese National (JN) Safety Representatives. Appointment of JN safety representatives must be made if units have 10 or more Master Labor Contract (MLC) and or Indirect Hire Agreement (IHA) employees. Unit commanders will forward appointment letters that specify name and duty phone to 18th Wing Ground Safety. Local national AFOSH representative meetings will be conducted, as a minimum, quarterly by wing safety. Local national, MLC, and/or IHA employees will comply with the USAF Mishap Prevention Program.

1.6.16.1. (Added) The JN AFOSH representative is to act as a single point of contact for matters concerning job safety and occupational health. The JN safety representative will provide bilingual safety education and training materials with assistance from the 18 WG/SEG local national safety technician.

1.6.16.2. (Added) In large units, where applicable, a JN safety representative will ensure JN shop safety monitors are appointed for each work center, and one JN safety monitor may be appointed to represent more than one work center. A memorandum of appointment will be prepared. One copy will be sent to 18 WG/SEG and one copy retained in the unit safety files. JN safety shop monitors will:

1.6.16.2.1. (Added) Attend the Unit Safety Committee Meeting.

1.6.16.2.2. (Added) Conduct shop safety meetings for Japanese employees at least monthly in industrial shops, and at least quarterly in administrative areas. Meetings will be documented covering at least the subject of discussion, date, and a list of attendees.

1.6.16.2.3. (Added) Conduct spot inspections of their areas and equipment to eliminate unsafe acts and conditions. Forward a list of deficiencies noted to the unit JN safety representative.

1.6.16.2.4. (Added) Ensure assigned personnel comply with established safety standards and procedures. Take appropriate actions to promptly eliminate safety and health hazards and correct deficiencies. Supervision will be notified of all safety and health matters affecting their employees.

1.6.16.2.5. (Added) Ensure that all mishaps and or incidents involving their personnel are reported promptly to the unit AFOSH representative and unit JN safety representative.

1.6.17. (Added) Maintenance Operations Center (MOC) will notify 18th Wing Command Post of all flight line mishaps.

1.6.17.1. (Added) The 18th Civil Engineer Squadron Fire Chief (18 CES/CEF) will provide 18 WG/SEG a copy of the DD Form 2324, **Fire Incident Report**, IAW AFI 32-2001. The 18th Wing Command Post will be promptly notified of all fire incidents. The 18th Wing Command Post will ensure that safety investigators are promptly notified of personnel injuries and or damage to government property as a result of fire.

1.6.17.2. (Added) The 18th Security Forces Law Enforcement Desk (18 SFS/SFOL) will immediately notify 18th Wing Command Post in a timely manner and IAW the existing notification matrix of any mishap or accident involving loss of life or serious injury involving active duty Air Force, civil service, and Local National (on-duty only) personnel and/or damages to government property regardless of location or

time of day. The 18th Security Forces Reports and Analysis (18 SFS/SFAR) will forward to 18 WG/SEG a copy of all accomplished vehicle accident reports involving government-owned motor vehicles, to include AF Form 1315, **Accident Report**, and DD Form 1569, **Incident/Complaint Report**.

1.6.17.3. (Added) The 18th Medical Group will provide 18th Wing Ground Safety a copy of daily admission and disposition sheets within 1 duty day of injuries to military personnel. This list will contain the names of military personnel who have been admitted to the hospital or placed on quarters due to injuries. In addition, a copy of AF Form 1488, **Daily Log of Patients Treated for Injuries**, with the names of military personnel treated and released for injuries will also be provided within 1 duty day.

1.6.17.4. (Added) The 18th Civil Engineer Squadron Commander (18 CES/CC) will provide an estimate of damage and/or repair costs for mishaps involving damage to Air Force real property. The estimate will provide both material costs and number of direct man-hours required to repair damage. This will be provided on copies of AF Form 1879, **BCE Job Order Record**, of all damage to Air Force real property. Damage estimates should be forwarded to 18 WG/SEG within 10 duty days. Damage exceeding \$10,000 will be reported within 5 duty days.

1.6.17.5. (Added) The 18th Wing Legal Office (18 WG/JA) will notify the 18 WG/SE, in writing, of private party legal claims resulting from Air Force mishaps.

2.1.2. Squadron Flight Safety Officer (SFSO) Manning:

2.1.2.1. (Added) One qualified, school-trained SFSO will be assigned to each squadron as a Mission Ready (MR) pilot or navigator. Duties will be IAW Attachment 1 and 2 of this instruction. The SFSO will manage the squadron's Flight Safety program and will not be assigned any additional duties. The SFSO must continue to perform safety-related duties until a trained replacement is available. Selection of replacement SFSOs by squadron commanders will be made 9 months in advance if at all possible so that school slots can be obtained. Guidance for eligibility criteria can be found in AFI 91-202.

2.1.2.2. (Added) Each squadron will also designate a highly qualified and motivated individual who will serve as the Additional Duty Flight Safety Officer (ADFSO). The ADFSOS will perform unit internal safety program duties and will work closely with the SFSO to implement the squadron commander's safety programs. The Squadron Maintenance Liaison Officer and ADFSOS responsibilities are complementary and should be considered in the selection of these individuals. The Aircraft Mishap Investigation Course (AMIC) training is highly recommended for individuals in this position.

2.3. Unit Safety Managers (USMs). All Unit Commanders will appoint a primary and alternate Flight, Ground or Weapons USM applicable. Forward USM appointment memos to 18 WG/SE. Memos will contain rank, name, organization, duty phone, and DEROS of appointed individuals, and specify primary from alternate. Newly appointed USMs should have at least 1 year retainability on Kadena.

2.3.7. (Added) All 18 WG and PACAF associate units will maintain appropriate Flight, Ground, or Weapons Safety continuity folders as required. The contents will be outlined by the wing safety staff. The maintenance and use of the continuity folder is briefed during the initial USM training provided by the appropriate 18th Wing Safety Office.

2.7.1. The Integrated Safety Council (ISC) for Kadena AB fulfills the requirements for the base Safety Council and the Installation Occupational Safety, Health, and Fire Prevention (AFOSH) Council. For the sake of clarification, membership of the ISC is presented below:

MEMBERS:

18th Wing Commander

18th Wing Chief of Safety

18th Comptroller Squadron Commander

18th Medical Group Bioenvironmental Engineering Chief

18th Medical Group Military Public Health Chief

18th Mission Support Squadron Civilian Personnel Officer

18th Security Forces Squadron Commander

18th Civil Engineer Group Commander

18th Civil Engineer Squadron Fire Chief

18th Transportation Squadron Commander

All other 18th Wing and Kadena Air Base tenant units are invited to attend.

2.7.3. (Added) The 18th Wing Weapons Safety Office will conduct quarterly unit weapons safety representative meetings at the 18th Wing Safety Office, Bldg 908. PACAF units are required to attend. Associate units are encouraged to attend.

2.7.4. (Added) An 18th Wing JN Safety Committee, consisting of unit JN safety representatives from each unit will be established at the wing level. The basic function of the committee is to create and maintain an effective interest in safety and to reduce mishaps.

2.7.4.1. (Added) The committee will:

2.7.4.1.1. (Added) Meet quarterly.

2.7.4.1.2. (Added) Discuss and formulate safety policies and recommend their adoption to the 18th Wing Ground Safety Manager.

2.7.4.1.3. (Added) Report unsafe practices and conditions and determine their remedies.

2.7.4.2. (Added) In large units where five or more unit JN safety representatives or monitors are appointed, a unit JN Safety Committee, chaired by the unit JN safety representative and consisting of JN safety monitors will be established to create and maintain an effective interest in safety among the JN work force. The unit JN Safety Committee will:

2.7.4.2.1. (Added) Meet at least once every 90 days. Minutes will be prepared and provided to all required attendees.

2.7.4.2.2. (Added) Discuss safety problems. Recommend corrective measures to the unit USR.

2.7.4.2.3. (Added) Disseminate information to the committee members and ensure that it gets to the individual workers.

3.1.1. The USMs of administrative units will conduct annual safety inspections utilizing the 18th Wing Operations Safety Inspection Checklist provided. Units will be notified of the annual inspection schedule and a memo will be forwarded 30 days prior to the month required for inspection. The inspection report, signed by the unit commander, will be forwarded NLT the last duty day of the inspection month. The USMs should contact the 18th Wing Ground Safety staff for any assistance.

3.7.1. Due to the number of locations requiring spot inspections, weapons safety will ensure all locations receive a minimum of one unscheduled spot inspection at an interval not to exceed 6 months.

3.7.1.1. (Added) The USM Safety Inspections. The USM must conduct periodic spot inspections of their units, activities, and facilities to include various work shifts. The frequency of these inspections is determined by the type of operation (industrial or administrative). A memo signed by the unit commander will formally establish the frequency recommend industrial areas be inspected at least once a month.

5.2.3.4. (Added) Safety Action Messages. Any unit identified as an action agency will forward appropriate response to 18 WG/SE within identified suspense, document on a log, and maintain a copy in the appropriate file. Follow ups will be required every 30 days until action is completed.

5.4.6. (Added) Safety Bulletin Boards. Safety bulletin boards provide an avenue for disseminating safety-related information and educating workers. Safety bulletin boards should be in well-lit, accessible locations of all major work centers. Information unrelated to operations safety should not be posted in the safety portion of bulletin boards. The following should be maintained on operations safety bulletin boards:

5.4.6.1. (Added) AF VA 91-307, *Air Force Occupational Safety and Health Programs*, with translated copy where applicable.

5.4.6.2. (Added) Unit Mishap Notification Procedures (translated where applicable).

5.4.6.3. (Added) Blank AF Forms 457, **USAF Hazard Report**, with submission instructions (translated where applicable).

5.4.6.4. (Added) Other safety data (posters and other unit specific safety material) as appropriate.

5.5.4. (Added) The following agencies will provide data indicated below to 18 WG/SE by the 15th calendar day of each month:

5.5.4.1. (Added) The 18th Mission Support Squadron Civilian Personnel Office (18 MSS/DPCD): Monthly civilian strength report containing data for 18 WG units and associate units.

5.5.4.2. (Added) The 18th Mission Support Squadron Readiness and Plans Element (18 MSS/DPPXN): Monthly military strength report containing data for 18 WG units and associate units.

5.5.4.3. (Added) The 18th Services Nonappropriated Fund Management Office (18 SVS/SVFR): Monthly report of overtime hours worked by nonappropriated fund US civilian and local national (IHA) employees.

5.5.4.4. (Added) The 18th Transportation Squadron Vehicle Maintenance Manager (18 TRNS/LGTM): Will provide a copy of the PCN 32 report on a monthly basis which details the Air Force Motor Vehicle mileage driven by assigned units.

5.5.4.5. (Added) The 18th Wing Comptroller Squadron (18 CPTS/FMFP): Monthly report of overtime hours worked by MLC employees.

5.5.4.6. (Added) All Kadena Air Base units will forward a monthly report of their mini-trucks (scooters) mileage. The report will include the number of scooters and total mileage. Units may call 18 WG/SEG to provide data NLT the 5th calendar day of the following month.

7.4.3.1. (Added) The 18 WG Flight Safety (18 WG/SEF) office will ensure that a qualified safety representative responds to all potentially reportable 18th Wing in-flight emergencies (IFE). They will not be required to meet every IFE, however, an 18th Wing Flight Safety Officer (WFSO) or 18th Wing Flight Safety NCO (FSNCO) will remain in radio, telephone standby, or beeper contact at all times.

7.13. (Added) All SFSOs will maintain a continuity folder in accordance with appropriate table and rule in AFMAN 37-139.

7.14. (Added) The 18th Wing Flight Safety Functions:

7.14.1. (Added) 18th Wing Chief of Flight Safety (CFS). This rated position identifier (RPI) six officer is assigned to the 18 WG, rated by the 18 WG Chief of Safety, and attached for flying with one of the 18th Operations Group flying squadrons.

7.14.2. (Added) WFSO. Two RPI and six WFSOs are assigned to the 18th Wing, are rated by the 18th Wing CFS, and must be graduates of the USAF Flight Safety Officer Course. If the CFS is not an F-15 pilot, one of the WFSOs must come from one of the three F-15 squadrons. The remaining WFSO will be a navigator or pilot from either the 909 ARS, 961 AACs, or 33 RQS. Preferably, the CFS and two WFSOs will all be from different aircraft types to ensure broadest possible experience in 18th Wing Flight Safety staff. The WFSOs will conduct the 18 WG Flight Safety Program in accordance with applicable directives and will coordinate the activities of the SFSOs to avoid duplication of effort. Whenever possible, WFSOs will assign duties to the SFSOs on a rotational and equitable basis. During an WFSOs absence, the CFS may coordinate with the squadron commanders to schedule an SFSO as acting WFSO.

7.14.3. (Added) FSNCO. The FSNCO is rated by the CFS. Maintenance experience is required and F-15 experience is highly desirable.

7.14.4. (Added) SFSO. An SFSO is assigned to each 18th Wing flying squadron, and is responsible to the squadron commander for his unit's Flight Safety Program, and supports and acts as liaison with 18 WG/SEF. It is highly desired that the SFSO be a graduate of the USAF Flight Safety Officer Course or AMIC. The SFSO will implement the squadron commander's Flight Safety Program in conjunction with the ADSFO (see Attachment 2). The SFSOs activities in support of the 18 WG Safety Program will be conducted under the functional and technical guidance of the CFS and WFSOs (see Attachment 1). Due to the time constraints and requirements associated with flying safety duties, the SFSO should closely coordinate his schedule with key squadron personnel (commander, flight commander, scheduler, etc.). Each SFSO will be prepared to act as WFSO to cover leaves and TDYs of 18 WG/SEF personnel.

7.14.5. (Added) ADFS. An ADFS is assigned to each 18th Wing flying squadron and assists the SFSO with the squadron Flight Safety Program duties. The ADFS performs SFSO duties during the SFSOs absence. It is recommended that the ADFS be a graduate of AMIC. Duties include but are not limited to those outlined in Attachment 2. The ADFS should coordinate TDYs, leave, and other periods of absence from the squadron with the SFSO.

8.1.4. The 18th Contracting Squadron Commander (18 CONS/CC) and/or 718th Civil Engineer Squadron Civil Design (718 CES/CEC) will contact 18 WG/SE in writing of all scheduled post-award conferences, preconstruction briefings, prefinal and final inspections, and acceptance inspections.

10.1.3. (Added) The 18th Wing Unit Weapons Safety Representative (UWSR) additional responsibilities:

10.1.3.1. (Added) Attend training scheduled by the 18th Wing Weapons Safety Office.

- 10.1.3.2. (Added) Brief the commander periodically on the status of the units weapons safety program. The purpose of this briefing is to update the commander on the unit's mishap experience, inspection results, education activities, and status of the overall mishap prevention program.
- 10.1.3.3. (Added) Monitor compliance with all weapons safety directives, safety training and use of qualified personnel/equipment within their unit.
- 10.1.3.4. (Added) Ensure status report are submitted every 30 days for findings and areas for improvement that are not complied with before the annual inspection report is forwarded to the 18th Wing Weapons Safety Office.
- 10.1.3.5. (Added) Conduct self-inspections as determined by the unit commander. Checklists provided by the 18th Wing Weapons Safety Office should be used as a guide during unit inspections.
- 10.1.3.6. (Added) Review unit generated OIs, lesson plans, and explosive licenses prior to forwarding to 18th Wing Weapons Safety. Ensure all local publications concerning explosive safety are coordinated with the proper agencies and are available for review during the annual inspection/assessment.
- 10.1.3.7. (Added) Conduct and document unit weapons safety spot inspections on all aspects of the unit program.
- 10.1.3.8. (Added) Disseminate mishap prevention information (i.e., mishap summaries, bulletins, messages, special subjects for evaluations, etc.). Posts safety bulletin boards as required.
- 10.1.3.9. (Added) Provide current and meaningful explosive safety materials to supervisors for their use.
- 10.1.3.10. (Added) Maintain the Unit Weapons Safety Management Book.
- 10.1.3.11. (Added) Attend the quarterly weapons safety meetings conducted by the 18th Wing Safety Staff.
- 10.1.3.12. (Added) Establish and publish written internal explosive mishap reporting procedures.
- 10.1.3.13. (Added) Promptly notify the 18th Wing Weapons Safety Office of all unit explosive related mishaps.
- 10.1.3.14. (Added) Ensure unit personnel receive documented initial and annual weapons safety training that is tailored to the individual's specific duties and weapons systems.

Attachment 1**SQUADRON FLIGHT SAFETY OFFICER (SFSO) RESPONSIBILITIES
TO 18TH WITH FLIGHT SAFETY PROGRAM**

- A1.1.** When designated by the appropriate commander, perform as Investigating Officer (IO) of PACAF Class A and Class B Flight Mishap Safety Investigation Boards.
- A1.2. Safety Investigation Board (SIB) Training.** Inform the 18th Wing Flight Safety (18 WG/SEF) office of any changes in SIB eligible members assigned to their squadron. Ensure that all eligible members receive required annual training from 18 WG/SEF.
- A1.3.** Conduct safety investigations as IO on unit Class C and High Accident Potential (HAP) Flight Mishaps as directed by the 18th Wing Chief of Flight Safety (CFS). The SFSO will draft a mishap report and forward it to 18 WG/SEF who will finalize, coordinate, and submit all reports.
- A1.4.** When requested by CFS, and in coordination with the squadron commander, serve as acting 18 WG Flight Safety Officer (WFSO) during their absences. The primary objective is to have a qualified WFSO available at all times to respond without delay to an aircraft mishap.
- A1.5.** Forward copies of all squadron in-flight emergency 1-hour reports to 18 WG/SEF to assist the wing flight safety trends and analysis program.
- A1.6.** At the request of the CFS, conduct flight safety inspections of wing units as required by AFI 91-202 and appropriate wing directives.
- A1.7.** Follow up on required action generated by mishap reports and inspections as directed by 18 WG/SEF.
- A1.8.** Process Flight Safety Hazard Reports (AF Form 457) and Hazardous Air Traffic Reports (HATRs) as required and forward to 18 WG/SEF.
- A1.9. 18th Wing Quarterly Flight Safety Meetings.** The 18th Wing Commander conducts a quarterly flight safety meeting and attendance is mandatory. The SFSO will ensure that all unit personnel are informed of these meetings and all available personnel attend. Periodically, the SFSO may be required to prepare and conduct pertinent briefings for this meeting.
- A1.10.** Disseminate flight safety information in a timely and effective manner providing expert assistance when and where required.
- A1.11.** Keep the squadron commander and 18 WG/SEF informed of squadron flight safety problems.
- A1.12.** When requested by 18 WG/SEF, conduct or participate in meetings and committees as the representative of 18 WG/SEF.
- A1.13.** Keep 18 WG/SEF abreast of all planned TDY/leave.
- A1.14.** Maintain regular contact with 18 WG/SEF for the exchange of flight safety information.
- A1.15.** Perform other 18th Wing Flight Safety Program duties as requested by the 18 WG/SEF and coordinated with the squadron commander. The 18 WG/SEF will coordinate duties and ensure an equitable distribution among all SFSOs.

Attachment 2**SQUADRON FLIGHT SAFETY OFFICER (SFSO) RESPONSIBILITIES TO
SQUADRON FLIGHT SAFETY PROGRAM**

A2.1. Inspections. Conduct frequent safety inspections to identify potential hazards, evaluate compliance with safety program requirements, and determine effectiveness of mishap prevention programs.

A2.1.1. Annual inspections conducted by the 18th Wing Flight Safety (18 WG/SEF) Office or higher headquarters will suffice as a unit self-inspection.

A2.1.2. Conduct timely spot inspections. Keep copies of inspection reports detailing discrepancies found, corrective actions taken, and estimated completion dates for corrective actions on file in the squadron safety office.

A2.1.3. Surveillance. Ensure that a surveillance program is conducted in accordance with AFI 91-202. Area/activity monitored will be documented in the unit spot inspection log.

A2.2. Brief all new crewmembers on local hazards, safety concerns, and Hazard/Hazardous Air Traffic Report (HATR) reporting procedures.

A2.2.1. Hazardous Air Traffic Reporting. Conduct a HATR Program in accordance with AFI 91-202, Attachment 3. Ensure unit personnel know about the HATR Program, have AF Form 651, **Hazardous Air Traffic Report** readily available, and assist in getting the report to 18 WG/SEF.

A2.2.2. Hazard (AF Form 457) reporting. Maintain an active and highly visible hazard reporting program in accordance with AFI 91-202.

A2.3. Mishap Response Plan. Ensure a current copy of 18 WG Plan 91-204 (18th Wing Mishap Response Plan) is maintained and readily available.

A2.3.1. Ensure the squadron commander is aware of his responsibilities under 18 WG Plan 91-204.

A2.4. Bird Aircraft Strike Hazard (BASH) Program. Report all bird strikes to 18 WG/SEF, not just the ones which cause reportable damage. Maintain a current copy of and be familiar with Kadena Air Base Plan 91-212 (BASH Plan). Ensure that all unit personnel are informed of the BASH Program.

A2.5. Maintenance Safety. Establish and maintain liaison with unit maintenance flight safety representatives.

A2.6. Squadron Flight Safety Meetings. All available personnel are required to attend monthly squadron flight safety meetings. Minutes of these meetings will be placed in a squadron safety read file for review by personnel unable to attend. Mishap prevention by dissemination of lessons learned is a primary objective of these meetings.

A2.7. File System. Maintain a unit file of applicable safety correspondence directives, publications, and applicable mishap analysis data.

A2.8. Continuity Folder. Maintain a Flight Safety Continuity Folder.

A2.9. Bulletin Board. Maintain an attractive and current safety bulletin board in a prominent area.

A2.10. Safety Information. Disseminate, document, and file ALSAFECOMs, ALMAJCOMs, periodicals, and messages as required, and that apply to their unit as per AFI 91-202, Chapter 5.

A2.11. Detachment 1, 18th Wing, Osan AB, Republic of Korea. The Detachment 1 Commander is responsible for the management of the Flight Safety Program at Detachment 1, Osan AB. This Flight Safety Program will be a fully developed squadron Flight Safety Program required to comply with all applicable regulations and directives. The Detachment 1 Commander will maintain liaison with 51 FW Flight Safety Office. When deployed to Osan, SFSOs will provide a Safety Staff Assistance Visit to Detachment 1 as required.

JAMES B. SMITH, Brigadier General, USAF
Commander, 18th Wing