

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 91-204  
AIR EDUCATION AND TRAINING COMMAND  
Supplement 1  
9 JANUARY 2004**

**Safety**

**SAFETY INVESTIGATIONS AND REPORTS**

**"HOLDOVER"**

***"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**OPR:** HQ AETC/SEOP (MSgt Terry Todd)  
Supersedes AFI 91-204/AETC Sup 1,  
27 May 2003

**Certified by:** HQ AETC/SEO (Lt Col Charlie Ross)  
Pages: 10  
Distribution: F

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**AFI 91-204, 11 December 2001, is supplemented as follows:**

This supplement does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Aircraft mishap is used in this supplement as a reference to flight, flight-related, aircraft-involvement, ground operations, and miscellaneous air operations mishaps. This supplement applies to flight, ground, explosives, and nuclear weapons system mishap investigation and reporting. Safety criteria in this instruction helps commanders make informed decisions on the proper mix of combat readiness and safety. These criteria specify minimum acceptable standards for safety. Departure from safety standards must only result from operational necessity, and all risks associated with the departure must be completely understood and accepted by the appropriate approval authority.

According to AFI 90-901, *Operational Risk Management*, the following operational risk management (ORM) principles apply: Accept no unnecessary risk; make risk decisions at the appropriate level; accept risk when benefits outweigh the costs; and integrate ORM into Air Force doctrine and planning at all levels. Refer to AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*, for methods on eliminating or reducing risk.

HQ AETC/SE must approve unit supplements prior to publication. AETC group-level units not located on AETC bases are considered a wing-equivalent for the purposes of this supplement. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

## ***SUMMARY OF REVISIONS***

This revision incorporates interim change (IC) 2004-1. It updates interim safety board (ISB) composition and training. Updates procedures for maintaining safety investigation board (SIB) member rosters and handling mishap recommendations, publication changes, and monthly reports. See **Attachment 11 (Added)** of this supplement for the complete IC. A bar (|) in the left margin indicates revision from the previous edition.

1.1.8. For AETC bases, the commander will ensure the following items are complied with:

1.1.8.2. The commander may delegate an interim safety board (ISB) appointment authority to another commander, such as a host/tenant unit, as long as this procedure is included in the unit's mishap response plan or memorandum of agreement. For flight mishaps, as a minimum, members will be the president, investigating officer (IO), pilot, medical officer, and maintenance member. The ISB IO will be a graduate of the Flight Safety Officer (FSO) course (preferred) or Air Force Mishap Investigation Course (AMIC). All other ISB members will have completed local ISB training in accordance with AFI 91-202, *The US Air Force Mishap Prevention Program*, prior to conducting ISB duties. If trained personnel are not available, call the convening authority for further guidance.

1.1.8.9.8. (Added) Each wing or unit will develop written mishap notification procedures. Procedures may be outlined in a wing or unit instruction. Establish procedures ensuring prompt notification of all mishaps by subordinate units. The supervisor will complete AETC Form 435, **Mishap Data Worksheet**. Send the form through the unit safety representative and commander to the wing safety staff.

1.3.2.3. The NAF/CC is the convening authority for Class B flight and Class B on-duty ground mishaps. The NAF/CC is also convening authority for Class A and B off-duty ground mishaps. This authority is normally delegated to the wing commander or equivalent. The wing commander is the convening authority for all other flight and ground mishaps. Direct reporting units (DRU) are considered NAFs for the purpose of this paragraph. The higher headquarters commander for any mishap may retain convening authority.

1.9.1. Safety staffs in conjunction with the base contracting office investigate and report contractor mishaps involving Air Force personnel or resources. Safety staffs should ensure contract performance work statements (PWS) specify that the contractor will report government property damage mishaps.

1.15.1.1. Annotate source documents with a report number or rationale when not reporting a mishap.

1.15.1.20. Other examples of minimum stress and strain are walking, exiting a vehicle, rising from a chair, and ascending or descending a flight of stairs without a slip, trip, or fall. These examples are not all inclusive.

4.1.1.2. (Added) The transportation officer serves as the technical representative during investigations of vehicle mishaps as requested by safety investigators. When requested, the transportation officer will provide the estimated damage and/or repair costs (materials and man-hours) to the safety staff for use in determining reporting criteria.

4.1.1.3. (Added) Claims personnel (in the staff judge advocate's office) and ground safety personnel exchange nonprivileged mishap information as soon as they become aware of property damage or personal injury involving Air Force ground operations.

4.1.1.4. (Added) Installation civil engineer notifies the safety staff of any unintentional damage to Air Force property, and provides the estimated cost of repairs for damaged facilities and/or equipment.

4.1.1.5. (Added) The contracting officer coordinates with the safety staff on contractor mishaps involving Air Force operations and equipment.

4.1.1.6. (Added) The security forces squadron provides the chief of safety/ground safety manager access to the security forces blotter entries that directly concern safety issues.

4.2.2.1. The AETC Safety Investigation Board (SIB), member's unit, will fund SIB temporary duty (TDY) expenses.

4.4.1. Wing SEF offices will maintain current rosters of potential SIB members and Air Force Safety Center's Board Presidents Course graduates assigned to AETC at their base. Wings will provide updated rosters to HQ AETC/SEF and NAF/SEF as changes occur. (Negative replies are required by the first duty day of the month if there have been no changes during the preceding month.) Include all information on the SIB roster template at the following address: <https://www.aetc.af.mil/se2/safety/flight>.

4.5.5.6. (Added) Interviews of personnel involved in the mishap should be conducted by fully trained wing ground safety, weapons safety, or flight safety representatives, or other graduates of the FSO, AMIC, or BP course (other SIB members may be present).

4.7.4.2. When a laboratory analysis or Teardown Deficiency Report (TDR) is requested for a component suspected of being critical to the cause of a Class A mishap, the SIB president should consider designating an individual who is fully conversant with all factors involved in the mishap to accompany the item. This individual will observe the laboratory analysis or TDR, and request a preliminary evaluation for the mishap board. Coordinate requests for TDRs or laboratory analysis by civilian or other US government agencies in advance with HQ AETC/SE.

5.1.3. (Added) Message Addressees. See chapters 7-11 for specific message addressees. AETC specific address indicator groups (AIG) are 10907 for all AETC safety offices, and 10906 for all AETC flying unit safety offices. Only use these AIGs for intra-command communication.

5.3.1.2. (Added) In addition to normal OPREP-3 reporting, the unit safety office will immediately notify HQ AETC/SE and appropriate NAF/SE of any Class A or B mishap. If in doubt about reporting an event, contact the NAF and HQ AETC/SEF or SEG for guidance. After duty hours, contact the NAF and HQ AETC/SE on-call representative through the AETC Command Post at Randolph AFB (DSN 487-1859, commercial [210] 652-1859).

5.3.1.3. (Added) Refer to AETCI 21-101, *Maintenance Management of Aerospace Equipment*, for additional mishap and incident reporting requirements for aircraft maintenance.

5.4.4.3. For Class A flight mishaps, unless further investigation is directed, the SIB will release the final message upon completion of the convening authority briefing.

5.5.5.1. The SIB will retain all copies of the formal report until after the convening authority briefing, and then distribute to required addressees.

5.10.1.13. Units will coordinate all action addresses (outside the headquarters reporting wing) identified in a safety report or message through their NAF/SE to the appropriate HQ AETC/SE directorate (flight, ground, or weapons).

5.10.3.1. Send HQ AETC/SE and NAF/SE a courtesy copy of AFTO Form 22, **Technical Manual (TM) Change Recommendation and Reply**, or AF Form 847, **Recommendation for Change of Publication**. Ensure the mishap number and a brief, releasable description of the mishap are included on the applicable form.

6.1.1.2. This review process applies to all safety reports, including mishaps and events.

6.1.5.2.1. The SIB will provide the convening authority safety staff a CD-ROM with the final message (in .txt format) at least two duty days prior to the convening authority briefing.

6.1.5.2.2. For Class A and B flight mishaps, unless further investigation is directed, the SIB will release the final message upon completion of the convening authority briefing. The convening authority safety office will review all mishap reports prior to transmittal. If the safety office determines that a mishap report does not meet the requirements of the Air Force mishap prevention program, they will notify the investigating officer to make corrections. The convening authority will send comments in a separate addendum message.

6.4.2.2.2. Guidance in this paragraph applies to Flight Class C, E, HAP, and HATR mishaps/events.

6.4.2.2.2.3. For Class C, E, HAP, and HATR mishaps or events, the reporting unit or safety office will ensure all recommendations and/or corrective actions are tracked to closure. If the action agency is outside the reporting unit, coordinate closure of recommendations and/or corrective actions through HQ AETC/SEF. The reporting unit or safety office will report the status of all open recommendations and/or corrective actions to HQ AETC/SEF quarterly (Mar, Jun, Sep, and Dec). Send a courtesy copy of this report to NAF/SEF.

7.3.2.5. (Added) For Class B aircraft flight, aircraft flight-related, and aircraft ground operation mishaps, the SIB president will be lieutenant colonel or higher.

7.4.1. AETC Form 645-4, **Trend Data Report**, is available for flight safety staffs use to trend in-flight emergencies.

7.8.5.5. (Added) One duty day prior to the convening authority briefing the SIB will provide HQ AETC/SEF three binders with copies of the formal briefing slides for AETC/CC, CV, and DS review.

7.9.3. (Added) Monthly Reports:

7.9.3.1. (Added) All AETC flying units will report their monthly flying hours to HQ AETC/SEF in accordance with AFI 21-103/AETC Sup 1.

7.9.3.2. (Added) Each month AETC wing FSOs and/or flight safety noncommissioned officers (FSNCO) will track and report reportable mishaps and events to NAF/SEF via e-mail (<mailto:19af.se2@randolph.af.mil>) or fax (DSN 487-2110) and to HQ AETC/SEF via e-mail (<mailto:hqaetcsef@randolph.af.mil>) or fax (DSN 487-6982) no later than the 10th duty day of the month. Negative reports are also required.

7.9.3.2.1. (Added) Units may use the database format provided by HQ AETC/SEF or any equivalent product upon approval of HQ AETC/SEF.

7.9.3.2.2. (Added) Address the following in the monthly report:

7.9.3.2.2.1. (Added) Monthly flight mishaps/events.

7.9.3.2.2.2. (Added) Monthly message traffic.

7.9.3.2.2.3. (Added) Status of open investigations, reports, and messages.

7.9.3.2.3. (Added) The following headings are the minimum required for each area: mishap/event date, organization, aircraft type (MDS), aircraft serial number, location, report number, AFSAS number, and a brief description to include engine serial number, mishap class, phase of flight, and cause (if known).

7.9.3.3. (Added) AETC wing FSOs and FSNCOs will track flight mishaps and events and evaluate data for trends. At least quarterly, they will provide NAF/SEF and HQ AETC/SEF the results of any trends noted. Negative reports are not required.

**Table 7.4. Routing of Aircraft Formal Reports.**

Row 3. Forward three copies to HQ AETC/SE.

Row 9. Forward one copy to 19 AF/SE.

8.4.2.5. Submit a preliminary HAP within 5 duty days of the event (use Figure 8.2).

8.7.1. Immediately notify HQ AETC/SE and appropriate NAF/SE of any Class A or B missile mishap.

**Table 8.1. Report/Recording Schedule for Class A, B,C,D and HAP Events.**

Row 10, Column C. Submit a preliminary HAP within 5 duty days of the event.

**Table 8.2. Addressees for Missile Mishap Message Reports (see note 9).**

Note 6. Include AIG 10907 on all missile reports.

8.8.1.4.2. Include AIG 10907 on all missile reports.

10.1. **General Information.** Immediately notify HQ AETC/SE and appropriate NAF/SE of any Class A or B explosives mishap.

10.1.2.4.7. (Added) Safety offices will assist commanders in ensuring that initial notification reports, for example, significant events, OPREP-3s, and home-lines, contain actions planned/taken to safe, and recover explosives stores when dropped off range.

10.4.2.5. Submit a preliminary HAP within five duty days of the event. Use Figure 10.1.

10.7.2.6. Include AIG 10907 on all explosives reports.

**Table 10.1. Report/Recording Schedule for Class A, B, C, D and HAP Events.**

Row 10, Column C. Submit a preliminary HAP within 5 duty days of the event.

Row 10, Column D. CMR format see Figure 10.1.

**Table 10.2. Addressees for Explosive Mishap Message Reports.**

Note 6. Include AIG 10907 on all explosives reports.

11.2.1.10. (Added) All on-duty Class A and B mishaps require a formal investigation and report by an appointed (special orders) mishap investigation board or officer.

11.3.1. (Added) The determination that a lost-time injury is not reportable must be well founded and consistent with the findings of a competent medical authority. The ground safety manager or chief of

safety must approve a memorandum for record (MFR) substantiating rationale for not reporting a mishap. Attach supporting documents (AETC Form 435, **Mishap Data Worksheet**, CA & LS series forms, and admission and disposition sheet) to the MFR.

11.4.1. Chiefs of safety should develop and implement local procedures for investigating on-duty mishaps not reportable under the basic instruction. Base on-duty ground mishap investigation and data requirements on severity, type, mishap problem areas, and new operations. Record military or civilian sports-related injuries sustained during lunch periods, rest periods, or squadron functions as follows:

11.4.1.1. Report a military injury as an off-duty mishap.

11.4.1.2. Record a civilian injury on AF Form 739, **Occupational Injuries and Illness Log for Civilian Personnel**, or equivalent as a nonreportable injury.

11.5.1.4. Motorcycle mishap reports will address the following in the finding statements:

11.5.1.4.1. (Added) Type of motorcycle safety training received. (If no training was received, so state.)

11.5.1.4.2. (Added) Total street riding experience (in years/months).

11.5.1.4.3. (Added) Riding experience for the type of motorcycle involved in the mishap (in years/months).

11.6.7.1. Include AIG 10907/SE as addressee on HAP ground mishaps. Ensure HAP ground (aircraft-involved) mishaps are addressed to all users of like aircraft.

11.7.2.1. SAS report, paragraph 1.8, will include an AETC unit control number. Mishap control numbers must be sequential so they can be effectively tracked by category (ground, missile, explosives). Number mishap event numbers for AETC in sequence for each month (not annually). Unit control numbers will be sequenced by category (that is, ground - 026 to 050, A, B, or C; explosives - 051 to 075, A, B, or C; or missile - 076 to 100, A, B, or C). Tenant unit numbers should be assigned blocks of numbers that do not duplicate the host base's unit control numbers. **EXCEPTION:** Units may develop their own numbering convention for flight mishap reports. Units must include a unique mishap control number in the subject line of AvSAS reports.

11.12.1. Brief the AETC Commander via video teleconference (VTC) on all Class A ground mishaps (and others as requested). The immediate commander of the individual involved in the mishap, accompanied by the next higher echelon of commander will present the briefings. Wing commanders determine attendance, and are encouraged to include junior officer and enlisted personnel to instill lessons learned, and promote personal risk management. HQ AETC/SEG will schedule briefings through the appropriate chief of safety/GSM. HQ AETC/SEG will provide briefing guidelines to the applicable commander immediately after notifying him or her that a briefing is required.

11.19.2.1. The director of installation medical services will assist the safety staff with occupational health and environmental issues. This includes establishing procedures to ensure the host installation safety office has the opportunity to review records required to ensure mishap accountability.

11.19.3.2. The civilian personnel office and the nonappropriated fund personnel office will keep a monthly log of civilian injuries, and forward a copy to the safety office each month. (This includes injuries to youth opportunity and student assistance program employees.)

11.19.3.3. Organizational commanders will provide the local safety office a copy of medical treatment facility forms placing personnel on quarters for an injury.

11.19.3.9. (Added) **AETC Form 740.** All units (excluding NAFs) will submit AETC Form 740, **Ground Mishap and Safety Education Summary.** Base-level safety staffs will complete and forward the form to arrive at HQ AETC/SE no later than the 10th calendar day following the end of the report month. Forms may be e-mailed or faxed. Use the previous month's strength and exposure data.

15.6.1.2. (Added) AETC Forms Prescribed. AETC Form 435, **Mishap Data Worksheet,** AETC Form 645-4, **Trend Data Report,** and AETC Form 740, **Ground Mishap and Safety Education Summary.**

15.7. (Added) Forms Adopted. AF Form 739, **Occupational Injuries and Illness Log for Civilian Personnel,** AF Form 847, **Recommendation for Change of Publication,** and AFTO 22, **Technical Manual (TM) Change Recommendation and Reply.**

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

AFI 90-901, *Operational Risk Management*

AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*

AFI 91-202, *The US Air Force Mishap Prevention Program*

***Abbreviations and Acronyms***

**FSNCO**—flight safety noncommissioned officer

**FSO**—flight safety officer

**IO**—investigating officer

**ISB**—interim safety board

**Attachment 11 (Added)****IC 2004-1****INTERIM CHANGE (IC) 2004-1 TO AFI 91-204/AETC SUP 1, *SAFETY INVESTIGATIONS AND REPORTS*****9 JANUARY 2004*****SUMMARY OF REVISIONS***

Updates interim safety board (ISB) composition and training. Updates procedures for maintaining safety investigation board (SIB) member rosters and handling mishap recommendations, publication changes, and monthly reports. See **Attachment 11 (Added)** of the supplement for the complete IC. A bar (|) in the left margin indicates revision from the previous edition.

OPR: HQ AETC/SEOP

(MSgt Terry Todd)

Certified by: HQ AETC/SEO (Lt Col Charlie Ross)

**Approving Authority:**

STEVEN S. KOEHLER, Lt Colonel, USAF

Acting Director of Safety

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4.4.1. Wing SEF offices will maintain current rosters of potential SIB members and Air Force Safety Center's Board Presidents Course graduates assigned to AETC at their base. Wings will provide updated rosters to HQ AETC/SEF and NAF/SEF as changes occur. (Negative replies are required by the first duty day of the month if there have been no changes during the preceding month.) Include all information on the SIB roster template at the following address: <https://www.aetc.af.mil/se2/safety/flight>.

5.10.1.13. Units will coordinate all action addresses (outside the headquarters reporting wing) identified in a safety report or message through their NAF/SE to the appropriate HQ AETC/SE directorate (flight, ground, or weapons).

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6.4.2.2.2.3. For Class C, E, HAP, and HATR mishaps or events, the reporting unit or safety office will ensure all recommendations and/or corrective actions are tracked to closure. If the action agency is outside the reporting unit, coordinate closure of recommendations and/or corrective actions through HQ AETC/SEF. The reporting unit or safety office will report the status of all open recommendations and/or corrective actions to HQ AETC/SEF quarterly (Mar, Jun, Sep, and Dec). Send a courtesy copy of this report to NAF/SEF.

7.9.3.2. Each month AETC wing FSOs and/or flight safety noncommissioned officers (FSNCO) will track and report reportable mishaps and events to NAF/SEF via e-mail (<mailto:19af.se2@randolph.af.mil>) or fax (DSN 487-2110) and to HQ AETC/SEF via e-mail (<mailto:hqaetcsef@randolph.af.mil>) or fax (DSN 487-6982) no later than the 10th duty day of the month. Negative reports are also required.

7.9.3.2.3. The following headings are the minimum required for each area: mishap/event date, organization, aircraft type (MDS), aircraft serial number, location, report number, AFSAS number, and a brief description to include engine serial number, mishap class, phase of flight, and cause (if known).

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## Attachment 1

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Acting Director of Safety