



Safety

**GROUND SAFETY INVESTIGATIONS  
AND REPORTS**

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This manual provides ground unique guidance to support AFI 91-204, *Safety Investigation and Reports*. It directs procedures specific to investigating and reporting USAF ground mishaps and events. It implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*. It applies to commanders, managers, supervisors, and safety staffs at all levels, all persons who investigate and report Air Force mishaps, and those persons who handle such reports. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>.

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See **Attachment 1** for a Glossary of References and Supporting Information.

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## Chapter 1

### GENERAL INFORMATION

#### 1.1. Purpose of Investigations and Reports.

1.1.1. This manual, in conjunction with **AFI 91-204**, provides guidance for categorizing, classifying, investigating and reporting AF ground mishaps. Ground mishaps, in general are primarily categorized by the environment and duty status in which they occur. Report any unplanned occurrence, injury, or property damage, defined in **AFI 91-204, Chapter 1, and Figure 1.1.** (afloat, motor vehicle, off-duty military, ground and industrial) and this manual as ground mishaps.

#### 1.2. Accounting for Losses.

In addition to the guidance provided in **AFI 91-204, Chapter 1 and Chapter 4**, the following should be used.

1.2.1. Record a military or civilian injury/loss to the command the individual is assigned to at the time of a mishap. Use military personnel data records and civilian payroll records to make determinations. Air Reserve Component (ARC) personnel who are activated under 10 U.S.C. 12301 or 12302 are accounted to their parent unit.

1.2.2. Record a mishap occurring to an individual in any permanent change of station (PCS) status to the losing command until the individual signs in at the new duty station. The “transfer effective date” is not criteria for determining the unit of assignment.

1.2.3. Record a mishap involving an individual being transferred PCS with temporary duty pending further orders to the organization originating the initial orders until the individual signs in at the next permanent duty station.

1.2.4. Record mishaps involving foreign exchange students and military members in non-pay status while awaiting an appellate review (appellate leave) or court martial to the Air Force at Large. For mishap reporting purposes, personnel in a non-pay status are returned to active duty when notified (written or verbal) to return to an Air Force installation.

1.2.5. When a unit makes an Air Force Government Motor Vehicle (GMV) or Government Vehicle, Other (GVO) available to another unit on a recurring or permanent dispatch, the using organization is the owning command. **NOTE:** Vehicles on receipt to, and operated by, non-DoD persons or agencies and activities such as the U.S. Postal Service or the American Red Cross are not GMVs.

#### 1.3. Determining Duty Status.

Ground mishaps may occur in many different environments and duty status which are used as part of the determination for categorizing ground mishaps. The definitions in **AFI 91-204** are for mishap reporting purposes only and are not related to compensation or a line-of-duty determination.

#### 1.4. Mishap and Event Classification.

Class E (High Accident Potential (HAPs)) are the only events reported for ground safety.

#### 1.5. Determining Injury Severity and Mishap Costs to Non-DoD Personnel and Property..

1.5.1. Determine injury severity in accordance with **AFI 91-204**. Air Force operations can contribute to or cause on-duty mishaps when Air Force personnel are not present. This determination is based on

whether an Air Force action or inaction is totally or partially responsible for a non-Air Force injury or property damage. The loss of non-Air Force property in an Air Force-owned house fire caused by faulty electrical wiring is an example of an Air Force operation that causes or results in damage to non-Air Force property (resident's personal property). An example of the Air Force causing or contributing to injuries to non-AF personnel could occur when an Air Force member allows non-Air Force personnel to visit an industrial work area containing powered equipment, the visitor is left alone, and injures him or herself on an unguarded piece of equipment.

1.5.2. When determining injury severity or disability (i.e., fatality, permanent total disability, permanent partial disability, lost time case, or no lost time case), for non-DoD personnel the investigator's best judgment may be used if accurate information from civilian medical authorities is not available. Lost time for injured children and unemployed adults must be determined by assessing the degree of injury and an estimate of when the individual may have been able to return to normal activities.

## Chapter 2

### RESPONSIBILITIES

#### 2.1. General Information.

2.1.1. As outlined in **AFI 91-204, Chapter 2** and this manual, this chapter establishes investigating and reporting responsibilities for Air Force mishaps and events.

2.1.2. For toxicological testing see **AFI 91-204, paragraph 2.7.5.** for specific requirements. **NOTE:** Armed Forces Institute of Pathology (AFIP) returns test results to the originating medical facility or Drug and Alcohol Abuse Control Officer (DAACO) who provides copies of those results to the SIB or SIO as directed by Air Force Policy Directive (AFPD) 36-27, *Social Actions*. Follow up with the medical facility or DAACO to ensure results are received.

**2.2. Host Base Chief of Safety (SE).** The host base Chief of Safety will ensure injury and occupational illness recordkeeping requirements in **Chapter 6** of this manual are met.

#### 2.3. Medical Services will:

2.3.1. Base medical services personnel identify, investigate, and report occupational illnesses. When an illness is questionable coordinate with safety personnel to determine if the case is classified as an illness or an injury.

2.3.2. Develops and implements procedures to identify and report occupational injuries (military and civilian) to the base safety office.

2.3.3. Provide injury data for assigned military personnel treated on and off-site including treatment reported to the Managed Care Office.

2.3.4. Report all suspected or confirmed occupational illnesses to PH for initiation of an AF Form 190, *Occupational Illness/Injury Report*.

2.3.5. Provide medical information to the installation safety office per guidance in **AFI 91-204, paragraph 1.12.**

#### 2.4. Public Health (PH) will:

2.4.1. Report all suspected or confirmed occupational illnesses on an AF Form 190, *Occupational Illness/Injury Report*.

2.4.2. Once an occupational illness is confirmed, forward a completed AF Form 190 to the healthcare provider for filing in the patient's medical record.

2.4.3. Send a copy of the completed AF Form 190 to the Occupational Illness and Data Registry (OIDR) at AFIOH/RSRH, Brooks City-Base, TX 78235-5116.

2.4.4. Maintain a record of all occupational illness as required by **Chapter 6** of this manual.

#### 2.5. Civilian Personnel/Human Resource Office.

2.5.1. The installation Civilian Personnel Office (CPO) will forward copies of Form CA 1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*; Form CA 2,

*Notice of Occupational Disease and Claim for Compensation*; Form CA 6, *Official Supervisor's Report of Employee's Death*; and Form CA 16, *Authorization for Examination and/or Treatment* involving appropriated fund employees to the installation safety and PH offices within three days of notification.

2.5.2. The Services Squadron Human Resources Office (HRO) will forward copies of Form LS 1, *Request for Examination and/or Treatment*; Form LS 201, *Notice of Employee's Injury or Death*; and Form LS 202, *Employer's First Report of Injury or Occupational Illness* involving non-appropriated funds employees (NAF) to the installation safety and PH offices within three days of notification.

2.5.3. Reports received from CPO and HRO are used to record and investigate potential occupational injuries and illnesses.

2.5.4. Provide medical information to the installation safety and public health offices per guidance in **AFI 91-204, paragraph 1.12.**

### Chapter 3

#### PRIVILEGED SAFETY INFORMATION

**3.1. General Information.** Follow the guidance in AFI 91-204, Chapter 3. There is no additional ground specific guidance.

## Chapter 4

### DETERMINING INVESTIGATIVE RESPONSIBILITY

#### 4.1. General Information.

4.1.1. As outlined in **AFI 91-204** and in addition to the requirements outlined in this manual, the installation nearest the mishap will complete the following actions for ground mishaps.

4.1.1.1. Host and tenant commanders determine investigative responsibility for tenant ground mishaps. In instances where the convening authority is not the asset-owning commander, provide a courtesy report to the asset-owning commander. **NOTE:** Tenant units with qualified full time safety personnel will investigate and report that unit's (tenant) internal mishaps.

4.1.1.2. Fire investigators/personnel will investigate all fire losses to real property, wild land fires, and personal property (excluding military aircraft flight-related operations) to determine point of origin and cause of the fire in conjunction with the safety investigation but before initiating a legal investigation. Point of origin and fire cause determination shall be provided to the safety investigation board/investigating officer.

## Chapter 5

### SAFETY INVESTIGATIONS

**5.1. General Information.** Follow guidance in **AFI 91-204, Chapter 5** as well as this manual when conducting investigations to determine reportability and the cause of ground mishaps.

5.1.1. A SIB or tailored SIB is required for Class A on-duty ground mishaps. The SIB is the primary vehicle for conducting a safety investigation for the purposes of mishap prevention. See **paragraph 5.3.** below for specific membership requirements and responsibilities. SIBs may be tailored as appropriate by the convening authority. The convening authority may request a waiver to these requirements by contacting AFSC/SEG. Refer to **AFI 91-204, paragraph 5.4.** for additional guidance.

### 5.2. Investigation Timeline.

5.2.1. The guidance in **AFI 91-204, paragraph 5.2.** and this manual applies.

5.2.1.1. All timelines start on the day of the mishap. If the investigation cannot be completed within the timeframe allotted, requests for an extension should be submitted via AFSAS from the SIB, tailored SIB, or SIO to the convening authority for coordination and, if endorsed, to AFSC/SEG for approval. Note: For mishaps where the MAJCOM/CC is not the convening authority, MAJCOM/SEG coordination is required prior to forwarding to AFSC/SEG.

5.2.1.2. Convening authority briefing, when conducted, should be scheduled as soon as possible after completion of the investigation. Refer to **AFI 91-204, Table 6.2.** for additional guidance.

5.2.1.3. The convening authority for any category or classification of ground mishap/event may send out any kind of immediate need messages such as one-time inspections, groundings, time compliance technical orders (TCTOs), etc., if these are needed before the investigation and report are finalized.

**5.3. Ground Safety Investigation Board Composition and Qualifications.** For all on-duty Class A and complex on-duty Class B ground mishaps the convening authority normally convenes a full SIB. Convening authority may convene a tailored SIB by designating a specific SIB composition.

5.3.1. Primary SIB Members. Primary SIB members determine findings, causes, recommendations, and are authorized to submit a minority report if they do not agree with the Board President (BP) in the outcome of the investigation. Minority reports must include reasons for disagreeing and will include suggested findings, causes, and recommendations if different from those included in the report.

5.3.1.1. For on-duty Class A mishaps, the Board President:

5.3.1.1.1. Will be a Colonel or GS-15.

5.3.1.1.2. Be from outside the mishap wing.

5.3.1.1.3. Serves as the final release authority for all information from the board.

5.3.1.1.4. Requests technical assistance, if required, through MAJCOM channels.

5.3.1.1.5. Serves as the decision authority for all findings, causes and recommendations.

5.3.1.1.6. Interfaces with and releases factual information to legal investigators.

5.3.1.1.7. The BP will be a graduate of the Safety/Accident Board President Course (BPC), the Mishap Investigation for Non-Aviation (MINA) Course, Aircraft Mishap Investigation Course (AMIC), the Aerospace Propulsion Craftsman, or the Jet Engine Mishap Investigation Course (JEMIC).

5.3.1.2. Investigating Officer (IO):

5.3.1.2.1. The IO is responsible for the daily management of SIB activities, investigation, and preparation of message and formal reports.

5.3.1.2.2. Will be from outside the mishap wing.

5.3.1.2.3. Must be a fully qualified ground safety member GS-9 (018 or 803) or higher, or 7-skill level (1S0X1) or higher.

5.3.1.2.4. Should be a graduate of the MINA, AMIC, or the JEMIC course(s).

5.3.1.3. HQ AFSC will provide a representative to the SIB when requested by the MAJCOM.

5.3.1.4. The convening authority may appoint other technical experts as needed to meet the needs of a specific mishap investigation, such as:

5.3.1.4.1. Medical Officer when medical/health factors are involved.

5.3.1.4.2. Bio-environmental Engineer when environmental health factors are involved.

5.3.1.4.3. Vehicle Maintenance Officer/NCO when a motor vehicle is involved.

5.3.1.4.4. Air Force Operational, Test, and Evaluation Center (AFOTEC) when AFO-TEC-managed operational, test and evaluation (OT&E) procedures or equipment are involved.

5.3.1.4.5. Other test organizations may take part in investigations and send a representative when they have test responsibilities.

5.3.1.4.6. Security Forces Law Enforcement Officer when a motor vehicle is involved.

5.3.1.4.7. Fire Protection Representative GS-9 (0081) or higher, or 7-skill level (3E7X1 or higher) when a mishap is fire-related.

5.3.2. Secondary SIB Members: Secondary SIB members assist with and/or observe the investigation, but are not authorized to submit a minority report.

5.3.2.1. SIB Recorder: Should be a junior officer, NCO, or civilian familiar with administrative procedures.

5.3.2.2. Add other experts as appropriate for mishap areas not included in this list. The BP or SIO will ensure a memorandum of acknowledgment for the protection of privileged data is prepared and endorsed by all contractor personnel provided access to privileged information. (See Memorandum example in **AFI 91-204, Figure A3.6. Contractor Statement of Understanding**). **NOTE:** When using expert consultants to assist the SIB or SIO in the mishap investigation do not contract with representatives of contractors or companies who design, manufacture, or maintain equipment involved in the mishap.

5.3.3. Single Investigation Officer (SIO):

5.3.3.1. For On-duty Class A Mishaps:

- 5.3.3.1.1. Will be a Colonel or GS-15.
  - 5.3.3.1.2. Be from outside the mishap wing.
  - 5.3.3.1.3. Serves as the final release authority for all information.
  - 5.3.3.1.4. Requests technical assistance, if required, through MAJCOM channels.
  - 5.3.3.1.5. Serves as the decision authority for all findings, causes and recommendations.
  - 5.3.3.1.6. Interfaces with and releases factual information to legal investigators
  - 5.3.3.1.7. Will be a graduate of the BPC, MINA, AMIC, or the JEMIC course(s).
- 5.3.3.2. For all other mishaps:
- 5.3.3.2.1. A ground safety member GS-9 (018 or 803) or higher, or 7-skill level (1S0X1) or higher, may serve as the SIO for all ground mishaps other than on-duty Class A mishaps. Member should be a graduate of the MINA, AMIC, or the JEMIC course(s). **NOTE:** A task certified 5-skill level (ISOX1) may be selected to investigate Class C and D mishaps and Class E events.
  - 5.3.3.2.2. A SIO normally investigates Class C and D ground mishaps and Class E events.

#### 5.4. Deficiency Reporting Procedures.

- 5.4.1. If a SIO or SIB suspects that a component may be deficient, submit a deficiency report (DR) IAW T.O. 00-35D-54, *USAF Deficiency Reporting and Investigating System*. Do not attempt field disassembly of the exhibit.
- 5.4.2. Category I DRs are normally submitted for Class A mishaps and Category II DRs are normally submitted for Class B and C mishaps. See TO 00-35D-54 for more information. Consider initiating a Category I DR for Class B or C mishaps and Class E events items, if a potential exists for the item to cause a future Class A mishap. Verbally request priority teardown of suspect components by coordinating with the single manager (SM).
- 5.4.3. If assistance is required to determine where to send a DR exhibit, contact HQ AFSC/SEG. In most cases, teardown and analysis will be conducted by a DoD facility. Do not directly contact contractors or vendors for teardown and analysis without first coordinating with the SM or HQ AFSC/SEG.
- 5.4.4. Handle and ship exhibits according to T.O. 00-35D-54. Use T.O. 2J-1-18, *Engine Shipping Instructions*, which explains how to mark engines for teardown. Ensure the mishap event number is referenced in the I 90 field of the Deficiency Report. Enter the Deficiency Report Control Number into the mishap narrative in AFSAS. Include exhibit disposition instructions in all DRs (e.g., return exhibit to originator, convening MAJCOM, etc.). Do not dispose of exhibits sent from Class A mishaps or mishaps involving potential litigation until authorized by the Air Force Legal Service Agency (AFLSA/JACT). Store these exhibits at either the facility that performed the analysis, or return the exhibit to the SIB or the host installation commander, as appropriate. Take follow-up actions to ensure exhibits were received and teardowns are progressing in a timely manner.
- 5.4.5. Place a copy of all teardown reports, including all supporting documents (e.g. metallurgical analyses, photographs, test reports, etc.), provided in response to DRs in the formal report.

5.4.6. The convening authority safety office takes follow-up action if the final safety report was sent before receipt of all DR responses are received. If final exhibit disposition instructions were not included in the original DR, the convening authority safety office will provide them to the SM.

## **5.5. Ground Mishap Investigative Process.**

5.5.1. Once appointed, the SIB or SIO will relieve the interim safety board (ISB) or On-Scene Commander (OSC) as soon as possible, take control of the investigation and accept custody of all impounded evidence, lists of potential witnesses, etc..

5.5.2. The SIB or SIO should provide timely, factual information to the convening authority for incremental release to the public through the Public Affairs office or designated official.

5.5.3. For investigations that involve fire (**AFI 91-204, Chapter 1**), ensure fire personnel are engaged, either as a SIB member or as a technical advisor to the SIO, to determine the point of origin and cause of the fire.

5.5.4. The SIB or SIO must maintain a good working relationship with the legal investigator(s) (commander directed, OSI, Security Police, etc.) to facilitate a thorough safety investigation. If possible, the BP or SIO should formally meet with legal investigator(s) at the beginning of the investigation to establish a good working relationship. As a minimum, the BP or SIO should:

5.5.4.1. Review the responsibilities of the Safety and Legal investigator(s).

5.5.4.2. Review privileged information criteria but do not discuss privileged information with the legal investigator(s).

5.5.4.3. Determine a debris recovery strategy.

5.5.4.4. Review the process for planning, coordinating, approving, and executing tests that may alter or destroy evidence.

5.5.4.5. Review the processes for control of information in order to:

5.5.4.5.1. Protect information from unauthorized release and release appropriate information as soon as feasible.

5.5.4.5.2. Maintain separation of factual and privileged information.

5.5.5. Control information access to those with approved access and a valid need to know.

5.5.6. Release impounded information and evidence when no longer needed for investigation purposes.

5.5.7. The process ends with the completion of a final message report and, for on-duty Class A and B mishaps, a formal report (unless HQ AFSC grants a waiver). Once accepted by the convening authority, HQ AFSC reviews the report, issues a Memorandum of Final Evaluation for on-duty Class A and B reports, and tracks open recommendations until closure.

5.5.8. During the investigation, do not assign SIB members or a SIO duties unrelated to the mishap investigation.

## Chapter 6

### REPORTS AND BRIEFINGS

**6.1. General Information.** Prepare and submit ground mishaps in accordance with AFI 91-204, Chapter 6, the Air Force Safety Automated System (AFSAS), and this manual.

6.1.1. Class C off-duty mishaps do not require a preliminary report.

6.1.2. Report Class D mishaps within 6 days of notification (refer to section 6.6. of this AFMAN).

#### 6.2. Preparing Message Reports.

6.2.1. Unless otherwise noted, AFSAS is the primary means of documenting and transmitting all ground Class A, B, C, D reports and Class E event messages. In the event AFSAS is unavailable, mishap reporting may be delayed until it is available. However, if the mishap is Class A or B on-duty or Class A off-duty, immediate telephonic notification will be made to the owning MAJCOM, DRU, FOA safety office who will in-turn notify HQ AFSC/SEG.

6.2.2. Addressees listed in Table 6.1. will be used for distribution and are based on the organization's need to know. Use of the table will help to prevent inadvertent release of privileged safety information outside the Air Force. Currently HQ AFSC/SEG and MAJCOM addresses are included in AFSAS message by default and do not have to be selected however; units must select additional addresses based on the requirements of Table 6.1.

6.2.3. Ensure all Department of the Air Force agencies identified as Office of Primary Responsibility (OPR) for mishap recommendations are included in the addressee list. For OPRs outside the Air Force, the convening authority should consult with HQ AFSC/JA on the appropriate means of conveying the tasking.

**6.3. Reviewing the Final Message Report.** Upon completion of the investigation, the SIB or SIO forwards the final message report to the convening authority for approval and release.

#### 6.4. Determining the Mishap Event Number.

6.4.1. A single Mishap Event Number is automatically assigned by AFSAS, which tracks each mishap when information is initially entered into AFSAS.

6.4.2. Because the mishap event number is the single common worldwide identifier for a mishap, include this number on all correspondence relating to a specific mishap (endorsements, classification changes, etc.).

6.4.3. The Mishap Event Number consists of the base code (XXXX), the year the mishap occurred (2003), date of the mishap (0926), a series of AFSAS assigned numbers, and the alpha classification (A, B, C, D, or E) of the event being reported.

6.4.4. An optional Unit Control Number (UCN) is available for additional unit tracking and should follow the format defined by the MAJCOM.

## 6.5. Formal Reports.

6.5.1. Follow the guidance in **AFI 91-204, Chapter 6** and this chapter, to prepare and distribute ground formal reports.

6.5.2. Formal Report Waivers.

6.5.2.1. On-duty Class A/B mishaps require a formal report unless waived by HQ AFSC/SEG. See **AFI 91-204** for guidance on formal report waivers.

6.5.2.2. HQ AFSC/SEG will normally only consider waivers for mishaps involving known materiel deficiencies for which corrective actions have been established.

6.5.2.3. Waivers will not normally be granted for mishaps involving personnel factors (such as human performance failures or inadequate supervision).

6.5.2.4. Waivers for formal reporting are processed through AFSAS. Waiver requests validated by MAJCOM/DRU/FOA Chief of Safety or designated authority will be forwarded to AFSC/SEG for approval/disapproval of the request.

6.5.2.5. HQ AFSC/SEG evaluates each waiver request on a case-by-case basis, considering all completed message reports, supporting material and other factors. When requesting a waiver, the request must be accompanied by an updated *STATUS Report* entered into AFSAS that includes all available information with sufficient detail in the narrative that clearly shows the mishap sequence of events, causal findings, and proposed recommendations.

6.5.3. What to Include in Formal Reports.

6.5.3.1. Formal report composition and format are detailed in [Attachment 2](#) of this manual.

6.5.3.2. Ground safety investigators will use tabs as necessary based on the category, complexity, and other factors involved in the mishap.

6.5.3.3. Formal reports for on-duty Class A and Class B will include as a minimum, but are not limited to, the following tabs. (**NOTE:** Additional information may be inserted as necessary based on the investigation.)

6.5.3.3.1. A completed AF IMT 711A, *USAF Mishap Report Checklist and Index*, filed in the front of the formal report.

6.5.3.3.2. Tab A. Formal Report Distribution Memorandum of Transmittal and one copy of the orders appointing the SIB or SIO. See Appendix 3 for report distribution.

6.5.3.3.3. Tab B. USAF Mishap Report (AF IMT 711B).

6.5.3.3.4. Tab C. Preliminary (8-hour) message report.

6.5.3.3.5. TAB G. Personnel Records.

6.5.3.3.6. TAB O. Any Additional Substantiating Data and Reports.

6.5.3.3.7. TAB Q. AIB/CDI/Legal Transfer Documents.

6.5.3.3.8. TAB R. Releasable Witness Statements.

6.5.3.3.9. TAB S. Releasable Photographs, Videos, and Diagrams.

6.5.3.3.10. TAB T. Investigation, Analysis, and Conclusions.

6.5.3.3.11. TAB Y. Life Sciences and Medical Reports.

6.5.3.3.12. TAB Z. SIB Final Products.

6.5.3.4. For Class C, D, and E reports, the convening authority and MAJCOM safety staff may make non-substantive changes to the reports in order to improve the quality of the reports.

#### 6.5.4. Distributing the Formal Report

6.5.4.1. Distribution of formal privileged reports is restricted to AF personnel with a need to know for mishap prevention purposes. See **AFI 91-204** for information on access to safety reports. See **Table 6.2.** of this AFMAN for formal report distribution requirements.

6.5.4.2. HQ AFSC or MAJCOM safety offices may require additional copies to be sent to their headquarters to aid in staffing the report, but must destroy all reports after completion.

6.5.5. Forwarding Formal Reports. If an Air Staff office is the action agency for a validated recommendation, the MAJCOM safety office will forward a copy of the report to AF/SEI for transmittal to the Air Staff office. MAJCOM safety offices forward reports directly to FOAs or DRUs.

### 6.6. General Guidance Related to Recording Occupational Injuries and Illnesses.

6.6.1. Executive Order 12196, *Occupational Safety and Health Program for Federal Employees*, requires federal agencies to report occupational mishaps to the Secretary of Labor. Title 29 CFR 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters* and Title 29 CFR 1904, *Recording and Reporting Occupational Injuries and Illness*, sets requirements and provides standard forms for documenting occupational illnesses and injuries.

6.6.2. The host ground safety staff is the official Air Force office of record for maintaining occupational illness and injury data and maintains consolidated records of injuries and illness meeting ground mishap Class A, B, C and D criteria. Mishaps involving injury and illnesses to on- and off-duty Air Force military and on-duty civilian personnel are recorded separately.

6.6.3. SE and PH officials will record Class A - D occupational injuries and illnesses within 6 work-days of notification using the OSHA Form 300, *Log of Work-Related Injuries and Illnesses*. Public Health provides illness data to safety by the third workday each month (if not otherwise accessible, e.g. AFSAS). **NOTE:** This form can be found at on the OSHA Website or the AFSC Website, Ground Safety, Library page.

6.6.4. Maintain consolidated occupational illness and injury logs to satisfy the Occupational Safety and Health Administration (OSHA) requirement for single-point access to occupational illness and injury cases. Tenant units will provide the host safety office a summary of civilian and military occupational injuries/illnesses data by the third workday each month (if not otherwise accessible, e.g. AFSAS).

### 6.7. Annual Summary of Work-Related Injuries and Illnesses (OSHA 300).

6.7.1. Not later than 1 February, using information recorded on the OSHA 300, the OSHA 300A, *Summary of Work-Related Injuries and Illnesses* report reflecting civilian occupational injury and illness cases of all units must be posted in a conspicuous place and remain in place until 30 April. **NOTE:** This includes tenant units as well. **NOTE:** This form can be found on the OSHA Website or the AFSC Website, Ground Safety Library page.

6.7.2. Information required is listed on the OSHA 300A Summary form.

**Table 6.1. Addressees for Ground Message Reports.**

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Organization/Addressee (See NOTE 1)</b>	<b>Office Symbol</b>	<b>For</b>
1	HQ USAF KIRTLAND AFB NM <a href="mailto:HQAFSC.SEv3@kirtland.af.mil">mailto:HQAFSC.SEv3@kirtland.af.mil</a>	SE	All Class A and B mishaps
2	HQ AFSC KIRTLAND AFB NM <a href="mailto:AFSC.SEGv3@kirtland.af.mil">mailto:AFSC.SEGv3@kirtland.af.mil</a>	SEG	All mishap and HAP reports
3	HQ USAF WASHINGTON DC <a href="mailto:afse.office@pentagon.af.mil">mailto:afse.office@pentagon.af.mil</a> <a href="mailto:afxo@pentagon.af.mil">mailto:afxo@pentagon.af.mil</a>	SEI  XO	All Class A mishaps
4	HQ AFSOC HURLBURT FLD FL <a href="mailto:AFSOC.SE@Hurlburt.af.mil">mailto:AFSOC.SE@Hurlburt.af.mil</a>	SE	Class A, B and C mishap and HAP reports
5	HQ AETC RANDOLPH AFB TX <a href="mailto:AETC.SE@RANDOLPH.AF.MIL">mailto:AETC.SE@RANDOLPH.AF.MIL</a>	SE	
6	HQ AMC SCOTT AFB IL <a href="mailto:amc.seg@scott.af.mil">mailto:amc.seg@scott.af.mil</a>	SE	
7	HQ PACAF HICKAM AFB HI <a href="mailto:pacaf.se@hickam.af.mil">mailto:pacaf.se@hickam.af.mil</a>	SE	
8	HQ AFMC WRIGHT PATTERSON AFB OH <a href="mailto:HOAFMC.SE@wpafb.af.mil">mailto:HOAFMC.SE@wpafb.af.mil</a>	SE	
9	HQ ACC LANGLEY AFB VA <a href="mailto:acc/se2@langley.af.mil">mailto:acc/se2@langley.af.mil</a> not on list	SE	
10	HQ AFSPC PETERSON AFB CO <a href="mailto:AFSPC.SE@PETERSON.af.mil">mailto:AFSPC.SE@PETERSON.af.mil</a>	SE	
11	HQ USAFA USAF ACADEMY CO <a href="mailto:HOUAFA.SE@USAFA.af.mil">mailto:HOUAFA.SE@USAFA.af.mil</a>	SE	
12	HQ USAFE RAMSTEIN AB GE <a href="mailto:usafe.segr@ramstein.af.mil">mailto:usafe.segr@ramstein.af.mil</a>	SE	
13	ANG ANDREWS AFB MD <a href="mailto:se.ang@ngb.ang.af.mil">mailto:se.ang@ngb.ang.af.mil</a>	DOSG	

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Organization/Addressee (See NOTE 1)</b>	<b>Office Symbol</b>	<b>For</b>
14	HQ AFRC ROBINS AFB GA <a href="mailto:afrc.se@afrc.af.mil">mailto:afrc.se@afrc.af.mil</a>	SE	Class A, B and C mishap and HAP reports
15	Intermediate commands (Select from AFSAS List)	as required	
16	Home base of operator or crew (if other than the organization submitting the report). (Select from AFSAS List)		
17	Home base of aircraft or command of assignment (if other than that of the reporting unit). (Select from AFSAS List.)		
18	Military base of departure. (Select from AFSAS List.)		
19	344 TRS LACKLAND AFB TX <a href="mailto:344trssafety.academy@lackland.af.mil">mailto:344trssafety.academy@lackland.af.mil</a>	TTEB	
20	HQ USAF WASHINGTON DC <a href="mailto:mardee.loftus@pentagon.af.mil">mailto:mardee.loftus@pentagon.af.mil</a>	RE/REO	All AFRC Mishaps
21	HQ AFMC WRIGHT PATTERSON AFB OH <a href="mailto:HOAFMC.DR@wpafb.af.mil">mailto:HOAFMC.DR@wpafb.af.mil</a>	DR	All mishaps involving material deficiencies, and Tech Order changes.
22	AFWA OFFUTT AFB NE <a href="mailto:afwa.se@afwa.af.mil">mailto:afwa.se@afwa.af.mil</a>	SE	Mishaps involving weather events or services.
23	SMC LOS ANGELES AFB CA <a href="mailto:SMC.SE@losangeles.af.mil">mailto:SMC.SE@losangeles.af.mil</a>	AXZ	Mishaps involving space vehicles, boosters, systems, and support systems; and ballistic missile systems and/or components.
24	OO-ALC HILL AFB UT <a href="mailto:Gary.Petersen@HILL.af.mil">mailto:Gary.Petersen@HILL.af.mil</a>	LMES	
25	ASC WRIGHT PATTERSON AFB OH <a href="mailto:ASC.ENVS@wpafb.af.mil">mailto:ASC.ENVS@wpafb.af.mil</a>	ENVS	Mishaps involving aircraft, non-ballistic missiles, or explosives.
26	OO-ALC HILL AFB UT <a href="mailto:OOALC.WMC@HILL.af.mil">mailto:OOALC.WMC@HILL.af.mil</a> <a href="mailto:OOALC.SE@HILL.af.mil">mailto:OOALC.SE@HILL.af.mil</a>	WMCS SES	Mishaps involving explosives or egress (CAD/PAD) items required for ejection.. .

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Organization/Addressee (See NOTE 1)</b>	<b>Office Symbol</b>	<b>For</b>
27	AAC EGLIN AFB FL <a href="mailto:aac.wm@eglin.af.mil">mailto:aac.wm@eglin.af.mil</a>	WM	Explosives/egress items needed for ejection.
28	ALC Safety and Materiel Safety Offices: OO-ALC OGDEN AIR LOGISTICS CENTER HILL AFB UT <a href="mailto:OOALC.SE@HILL.af.mil">mailto:OOALC.SE@HILL.af.mil</a> <a href="mailto:OOALC.YP@HILL.af.mil">mailto:OOALC.YP@HILL.af.mil</a> WR-ALC ROBINS AFB GA <a href="mailto:wralc.se.safety@robins.af.mil">mailto:wralc.se.safety@robins.af.mil</a> OC-ALC TINKER AFB OK <a href="mailto:oc-alc.seg@tinker.af.mil">mailto:oc-alc.seg@tinker.af.mil</a> <a href="mailto:OOALC.LAR@HILL.af.mil">mailto:OOALC.LAR@HILL.af.mil</a> AAC EGLIN AFB FL <a href="mailto:aac.wm@eglin.af.mil">mailto:aac.wm@eglin.af.mil</a>	SE/SES YPS  SE/SEM  SE LARM  WM	Aircraft, explosives, and missile mishaps; ground mishaps involving TO, materiel, vehicle, or equipment; and other mishaps involving deficiencies in the areas listed above (See NOTE 2 and 3).
29	Appropriate ALC engine manager (See NOTE 4) OC-ALC TINKER AFB OK <a href="mailto:OC-ALC.LP@tinker.af.mil">mailto:OC-ALC.LP@tinker.af.mil</a> <a href="mailto:oc-alc.seg@tinker.af.mil">mailto:oc-alc.seg@tinker.af.mil</a> <a href="mailto:OC-ALC.LAR@tinker.af.mil">mailto:OC-ALC.LAR@tinker.af.mil</a> 361 TRS SHEPPARD AFB TX <a href="mailto:361TRSCSS@sheppard.af.mil">mailto:361TRSCSS@sheppard.af.mil</a>	LP/SE/ LARM  LP SE LARM TSRJ	Class A and B mishaps involving power plants (See NOTE 2 and 3).
30	AAC EGLIN AFB FL <a href="mailto:aac.seog@eglin.af.mil">mailto:aac.seog@eglin.af.mil</a>	SES/ SEW	Mishaps involving conventional air-launched missiles and explosives.
31	HQ AFOTEC KIRTLAND AFB NM <a href="mailto:SECORP@AFOTEC.AFMIL">mailto:SECORP@AFOTEC.AFMIL</a>	SE	Class A aircraft, missile, and space mishaps and all OT&E mishaps.
32	311 HSW – 311 <sup>th</sup> HUMANS SYSTEMS WING BROOKS CITY-BASE TX <a href="mailto:311HSW-se@pretender.brooks.af.mil">mailto:311HSW-se@pretender.brooks.af.mil</a>	YACL	Mishaps involving life support systems.

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Organization/Addressee (See NOTE 1)</b>	<b>Office Symbol</b>	<b>For</b>
33	COMNAVSAFECEN NORFOLK NAS VA	Code 10/ 11/13/14	Mishaps involving US Navy personnel or facilities and mishaps involving aircraft or missiles common to USAF and USN.
34	COMNAVAIRSYSCOM WASHINGTON DC		Mishaps involving missiles common to USAF and USN.
35	CDRUSASC FT RUCKER AL	CSSC-SE	Mishaps involving US Army personnel or facilities and mishaps involving aircraft or missiles common to USAF and USA. .
36	COMDT COGARD WASHINGTON DC <a href="mailto:CStrangfeld@comdt.uscg.mil">mailto:CStrangfeld@comdt.uscg.mil</a> or <a href="mailto:CZimmerman@comdt.uscg.mil">mailto:CZimmerman@comdt.uscg.mil</a>		Mishaps involving US Coast Guard personnel or facilities and mishaps involving aircraft common to USAF and USCG.
37	HQ SECDEF WASHINGTON DC <a href="mailto:safety&amp;health@osd.mil">mailto:safety&amp;health@osd.mil</a>	USD (ATL) (ES/FP)	Preliminary Class A/B report for mishaps involving fatality, in-patient hospitalization of three or more personnel, or property damage of \$1,000,000 or more.
38	SAF WASHINGTON DC <a href="mailto:safiee.workflow@pentagon.af.mil">mailto:safiee.workflow@pentagon.af.mil</a>	IEE	Preliminary and final report for Class A and B mishaps.
39	AFIP WASHINGTON DC <a href="mailto:veasey@afip.osd.mil">mailto:veasey@afip.osd.mil</a>	OAFME	Preliminary and final report for Class A and B mishaps involving injury or death.
40	HQ AFCESA TYNDALL AFB FL <a href="mailto:HOAFCESA.CEX@tyndall.af.mil">mailto:HOAFCESA.CEX@tyndall.af.mil</a>	CEXF	Preliminary and final report for mishaps involving fire suppression or crash and rescue operations.
41	DET 63 ASC/CC INDIAN HEAD MD <a href="mailto:DET63@eodpoe2.navsea.navy.mil">mailto:DET63@eodpoe2.navsea.navy.mil</a>	CC	Mishaps involving EOD operations or activities.

**NOTES:**

1. The organizational e-mail addresses provided should be verified prior to sending a report via DMS.
2. Send messages only to appropriate ALC SPOs or engine SMs not indiscriminately to all SPOs or SMs.
3. Include the aircraft armament system program office (SPO) or equivalent as an addressee when explosives or missile mishaps involve aircraft armament systems.

**Table 6.2. Class A and B Ground Formal Safety Report Distribution.**

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Forward</b>	<b>To</b>	<b>For</b>
1	Original hard/paper copy and one electronic/soft copy by priority mail within 30 calendar days.	HQ AFSC/SEG 9700 G Ave SE Kirtland AFB NM 87117-5670	Review, take appropriate action, and file.
2	One hard/paper copy and one electronic/soft copy.	MAJCOM concerned	Review, take appropriate action, and file.
3	One electronic/soft copy by priority mail	HQ USAF/SEI 1400 Air Force Pentagon, Rm 5E161 Washington DC. 20330-1400	Review, take appropriate action, and file.
4	One electronic/soft copy (See <b>NOTE 5</b> ).	Organization of person who had the mishap (See <b>NOTE 5</b> )	Review, take appropriate corrective action, and file.
5		Organization that sustained the loss if different from organization in line 4	MAJCOMs specify endorsement requirements and their suspense dates.
6		Host base safety office	
7		Intermediate commands of units specified in lines 4 and 5	
8		ANGRC/DOS or HQ AFRC/SE if ANG or AFRC asset involved	Review, take appropriate corrective action and file. Endorse transmittal correspondence to HQ AFSC/SEG within 90 days of mishap. Provide copies of endorsement to each formal report addressee.
9		Gaining MAJCOM if ANG or AFRC asset involved	
10		Appropriate State Headquarters and The Adjutant General (TAG) if ANG aircraft is involved.	
11		Air Logistics or Product Center SPO/SM if failure or malfunction of materiel, suspected design deficiency, DR, TDR, or TO change involved (See <b>NOTES 1, 2, 3, and 4</b> ).	Review and take appropriate corrective action. Forward action memorandum or endorsement with a copy of TDR, photos, test results, and when established, MIP interim or closing action to HQ AFSC/SEG and a copy to HQ AFMC/SE within 90 days of the mishap (See <b>NOTE 1</b> ).

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>Forward</b>	<b>To</b>	<b>For</b>
12		Each agency or organization tasked in the recommendations (See <b>NOTE 5</b> )	Review, take appropriate corrective action, and file.
13		HQ AFOTEC/SE Kirtland AFB NM 87117 if OT&E involved or upon written request	Review, take appropriate corrective action, and file. Endorse transmittal correspondence to HQ AFSC/SEG within 90 days of mishap, and
14		HQ AFCESA/DF Tyndall AFB FL 32403 if fire suppression or crash/rescue involved	Provide copies of endorsement to each formal report addressee.
15		HQ AFMC/SE Wright Patterson AFB OH 45433 if systems, vehicles, or equipment under management of AFMC involved. (See <b>NOTE 2</b> ).	Review and take appropriate corrective action. Endorsement will be provided to each formal report addressee and HQ AFSC/SEG.
16		ASC/SE Wright Patterson AFB OH 45433.	Review for lessons learned to be included in design processes and file.

**NOTES:**

1. ALC action correspondence is not required unless the safety report contains findings or recommendations involving materiel failure or malfunction, depot-level maintenance, design deficiencies, or technical order deficiencies.
2. For all mishaps requiring an action by an AFMC organization, send one copy to HQ AFMC/SE, Wright Patterson AFB OH 45433-5006, as well as the tasked agency.
3. Address elements are for reference only. See AFDIR 37-135 for current mail addresses. Reference <http://www.nctn.navy.mil/dpvs/dpvs.html> for current message addresses prior to each message transmission.
4. When routing formal reports to Air Logistics Centers, send the reports to the Materiel Safety Offices at the applicable ALC for internal distribution and tracking. Use the following addresses:
  - a. OC-ALC/LARM Tinker AFB OK 73145
  - b. OO-ALC/SES Hill AFB UT 84056
  - c. WR-ALC/SEM Robins AFB GA 31098-1864
5. Do not send formal reports to agencies outside the USAF. SIB/SIOs prepare those copies of the report and forward to the convening MAJCOM. Convening MAJCOMs send to HQ AFSC/SEG after review, for forwarding.

## Chapter 7

### FOLLOW-UP ACTIONS

**7.1. Guidelines.** Perform follow-up actions per **AFI 91-204, Chapter 7** and this manual.

**7.2. Review Process.**

7.2.1. When on-duty Class A and B mishap recommendations require action by agencies external to the convening authority, these agencies must review and comment on the report within 30 days of the message report release date.

7.2.1.1. Action agency comments should provide the information needed to monitor corrective actions, such as a project number or engineering change proposal (ECP) number. When recommendations concern proposed equipment modifications the AF Program Executive Office (AFPEO), AFMC action agencies, or System Program Office (SPO) must state whether or not proposed modifications require a new development effort significantly beyond the scope of current responsibility.

**7.3. Memorandum of Final Evaluation (MOFE).**

7.3.1. HQ USAF/SE has delegated HQ AFSC/SEG the approval authority for ground memorandum of final evaluations (MOFEs).

7.3.2. HQ AFSC/SEG prepares a MOFE on each on-duty Class A and B formal ground mishap report.

7.3.3. HQ AFSC will consolidate the results of follow-up actions in the supplemental information section of the HQ AFSC file copy of each formal report. This section should include:

7.3.3.1. Comments on the final message report.

7.3.3.2. Memorandum of Final Evaluation.

7.3.3.3. Investigation reports from other organizations.

7.3.3.4. Significant additional information received after the Final Message.

7.3.3.5. Management of recommendations, with or without a MOFE.

**7.4. Managing Recommendations Validated Through the MOFE.**

7.4.1. Responses for closing actions on open recommendations on mishap reports must be submitted to HQ AFSC/SEG. Ensure corrective actions taken on recommendations are accurate and contain specific details that clearly state what was accomplished to close the recommendation(s).

7.4.2. The following are examples of acceptable recommendation(s) that have definitive closing action:

7.4.2.1. Repair existing lighting (replace ballast/bulbs) on ramp and add additional security and maintenance lighting on the ramp areas.

7.4.2.2. Develop wear limit criteria to prevent the rounding over of the leading edge of the crew entry door stairs/ladder.

7.4.2.3. Implement procedures to decertify operators and retrain on driving practices specific to Southwest Asia.

7.4.2.4. Establish, implement, and enforce policy and procedures for maintenance of facilities in caretaker status.

7.4.3. The following are examples of acceptable closing actions:

7.4.3.1. Recommended Warnings to 1-ton tire changing procedures were published in the 8 Sep 01 revision of T.O. XX-XX.

7.4.3.2. Recommended modifications to an MHU hydraulic system were completed on 2 Jan 02.

7.4.3.3. Recommended studies and operational evaluations on underground storage tanks were completed on 6 Dec 01. System validations were completed on 3 Jan 02.

7.4.3.4. The B-1 Material Handling Stand System Program Office (SPO) determined the recommended hardware changes were not feasible due to cost and operational constraints. Recommend closure of this recommendation.

## 7.5. Forms.

7.5.1. Forms prescribed.

7.5.1.1. OSHA 300, *Log of Work-Related Injuries and Illnesses*

7.5.1.2. OSHA 300A, *Summary of Work-Related Injuries and Illnesses*

7.5.2. Forms adopted.

7.5.2.1. AF Form 190, *Occupational Illness/Injury Report*

7.5.2.2. AF IMT 711A, *USAF Safety Report Checklist and Index*

7.5.2.3. AF IMT 711B, *USAF Mishap Report*

7.5.2.4. Form CA-1, *Federal Employee's Notice of Tramatic Injury and Claim for Continuation of Pay/Compensation*

7.5.2.5. Form CA-2, *Notice of Occupational Disease and Claim for Compensation*

7.5.2.6. Form CA-6, *Official Superior's Report of Employee's Death*

7.5.2.7. Form CA-16, *Authorization for Examination and/or Treatment*

7.5.2.8. Form LS-1, *Request for Examination and/or Treatment*

7.5.2.9. Form LS-201, *Notice of Employee's Injury or Death*

7.5.2.10. *Form LS-202, Employer's First Report of Injury or Occupational Illness*

MAURICE L. MCFANN, JR., Major General, USAF  
Chief of Safety

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

AFI 31-401, *Information Security Program Management*

AFMAN 37-123, *Management of Records*

AFMAN 91-223, *Aviation Safety Investigations and Reports.*

AFPD 91-2, *Safety Programs*

AFI 91-204, *Safety Investigations and Reports*

Executive Order 12196, *Occupational Safety and Health Program for Federal Employees*

Title 29 CFR 1960, *Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters*

Title 29 CFR 1904, *Recording and Reporting Occupational Injuries and Illness*

TO 00-35D-54, *USAF Deficiency Reporting and Investigating System*

T.O. 2J-1-18, *Engine Shipping Instructions*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFB**—Air Force Base

**AFCESA**—Air Force Civil Engineer Support Agency

**AFFN**—Air Force Foreign Nationals

**AF/SE**—Air Force Chief of Safety

**AF/SEI**—Issues Division, Office of the Chief of Safety

**AFI**—Air Force Instruction

**AFIOH/RSRH**—Air Force Institute of Occupational Health Epidemiology Services Branch

**AFIP**—Armed Forces Institute of Pathology

**AFLSA/JACT**—Air Force Legal Service Agency

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFOTEC**—Air Force Operational Test and Evaluation Center

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFSAS**—Air Force Safety Automated System

**AFSC**—Air Force Safety Center or Air Force Specialty Code

**AFSC/JA**—Assistant for Legal Matters  
**AFSC/SEG**—Ground Safety Division  
**AFTO** —Air Force Technical Order  
**AGEA**—erospace Ground Equipment  
**AIB**—Accident Investigation Board  
**ALC** —Air Logistics Center  
**AMIC**—Aircraft Mishap Investigation Course  
**ANG**—Air National Guard  
**ANGRC**—Air National Guard Readiness Center  
**ARC**—Air Reserve Component  
**ASC**—Aeronautical Systems Center  
**BP**—Board President  
**BPC**—Board President Course  
**CA**—Convening Authority/Compensation Act  
**CD**—Compact Disk or Compact Disk (Read/Write)  
**CDI**—Commander Directed Investigation  
**CFR**—Code of Federal Regulation  
**CPO**—Civilian Personnel Office  
**DAACO**—Drug and Alcohol Abuse Control Officer  
**DAF**—Department of the Air Force  
**DB**—Data Base  
**DoD or DOD**—Department of Defense  
**DOS**—Director of Operations, Safety  
**DR**—Deficiency Report  
**DRU**—Direct Reporting Unit  
**DSN**—Defense Switching Network  
**DT&E**—Development, Test and Evaluation  
**FOA**—Field Operating Agency  
**FT**—Fatal  
**FOIA**—Freedom of Information Act  
**GMV**—Government Motor Vehicle  
**GVO**—Government Vehicle, Other

**HAP**—High Accident Potential  
**HRO**—Human Resources Office  
**HQ**—Headquarters  
**IMT**—Information Management Tools  
**IO**—Investigating Officer  
**JA**—Judge Advocate  
**JEMIC**—Jet Engine Mishap Investigation Course  
**LS**—Longshoreman  
**LT**—Lost Time  
**MAJCOM**—Major Command  
**MINA**—Mishap Investigation Non-Aviation  
**MOFE**—Memorandum of Final Evaluation  
**NAF**—Nonappropriated Fund or Numbered Air Force  
**NCO**—Non-Commissioned Officer  
**NM**—New Mexico or Nautical Miles  
**OIDR**—Occupational Illness and Data Registry  
**OPR**—Office of Primary Responsibility  
**OSC**—On-Scene Commander  
**OSI**—Office of Special Investigation  
**OSHA**—Occupational Safety and Health Administration  
**OT&E**—Operational Test and Evaluation  
**OWCP**—Office of Workers' Compensation Program  
**PMV**—Private Motor Vehicle  
**PCS**—Permanent Change of Station  
**PCTR**—Product Center  
**PH**—Public Health  
**RCN**—Report Control Number  
**SE**—Chief of Safety or Safety Office  
**SECAF**—Secretary of the Air Force  
**SF**—Standard Form or Security Forces  
**SIB**—Safety Investigation Board  
**SIO**—Single Investigation Officer

**SJA**—Staff Judge Advocate

**SM**—Statute Mile or Single Manager

**SMR**—Summary Mishap Report

**SORTS**—Status of Resources and Training System

**SPO**—System Program Office

**TAG**—The Adjutant General

**TCTO**—Time Compliance Technical Order

**TO**—Technical Order

**UCN**—Unit Control Number

**USAF**—United States Air Force

**U.S.C.**—United States Code

### *Terms*

**AFLOAT MISHAP**—An Air Force mishap occurring on board, or as the result of, a DOD vessel. This also includes DOD diving or swimmer operations. This term includes mishaps occurring while loading and/or off-loading or receiving services at dockside and mishaps occurring up to the high water mark during amphibious or inshore warfare training operations. It applies also to all injuries to DOD personnel occurring on board, whether or not job-related. Fatalities and/or injuries occurring on board that result from shipyard, repair facility, or private contractor operations are not afloat mishaps.

**AIR FORCE AT LARGE**—Used for recording losses. Mishaps involving exchange students, military members in a non-pay status while waiting for appellate review if they have no written or verbal orders to return to an Air Force installation, prior service personnel on leave before reporting to initial permanent duty assignment, etc., are recorded to the Air Force at large. Also used for recording losses of non-accepted Air Force aerospace vehicles (AFI 91-204, paragraph 4.9.2.) and aerospace vehicles leased to a non-DOD organization for modification, maintenance, repair, test, contract training, or experimental project for a DOD component, when the Government has assumed ground and flight risk (AFI 91-204, paragraph 4.9.3.).

**AIR RESERVE COMPONENTS (ARC)**—All units, organizations, and members of the ANG and AFRC (10 U.S.C. 261) on active duty, on active duty for training, or in drill status, and ANG and AFRC technicians; include ANG and AFRC property and equipment. Military status starts upon beginning duty for military pay and ends when duty stops. All references to Air Force military personnel and property also apply to ARC military personnel and property.

**CAUSAL FINDING**—Causal findings are those, which, singly or in combination with other causal findings, logically result in damage or injury. They are identified with the word "CAUSE" at the start of the text of the finding.

**CAUSE**—A cause is a deficiency, which if corrected, eliminated, or avoided, would likely have prevented or mitigated the mishap damage or significant injury.

**CONVENING AUTHORITY**—The individual who has the authority to order a safety investigation.

**DISABILITY**—See permanent partial disability or permanent total disability.

**EVENT**—An unplanned occurrence, or series of occurrences, that does not meet the reporting criteria of a mishap.

**FATAL INJURY (Class A)**—Injuries resulting in death, either in the mishap or at a later time, to include within 30 days subsequent to being medically discharged, retired, or separated from the service, due to complications arising from mishap injuries.

**FINDINGS**—Findings are the conclusions of the safety investigator. They are statements, in chronological order, of each significant event or condition sustaining the sequence leading to the mishap.

**FIRST AID CASE**—Any initial one-time treatment and any follow-up visit for observation of minor scratches, cuts, burns, and splinters, etc., that does not ordinarily require medical care. Such one-time treatment and follow-up visit for observation is considered first aid, even though provided by a physician or medical professional.

The following information describes those cases that would be considered first aid.

Treatment outside this finite list is considered medical treatment greater than first aid:

- Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids®, gauze pads, etc.; or using butterfly bandages or Steri-Strips® (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment);
- Using temporary immobilization devices while transporting an accident victim (*e.g.*, splints, slings, neck collars, back boards, etc.).
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment); or
- Drinking fluids for relief of heat stress.

**NOTE:** See 29 CFR 1904, *Recording and Reporting Occupational Injuries and Illness*, for further guidance for injury and illness classifications.

**GOVERNMENT MOTOR VEHICLE (GMV)**—A motor vehicle that is owned, leased, or rented by a DOD Component (not individuals); primarily designed for over-the-road operations; and whose general purpose is the transportation of cargo or personnel. Examples of GMVs are passenger cars, station wagons, sport utility vehicles, vans, ambulances, buses, motorcycles, trucks, tractor-trailers, rental vehicles authorized by official travel orders, and General Service Administration (GSA) vehicles. Vehicles on receipt to, and operated by, non-DOD persons or agencies and activities such as the US Postal Service or the American Red Cross are not GMVs. Includes Air Force owned motor vehicles not identified as GVOs and General Services Administration (GSA) vehicles leased on a long- or short-term basis.

**GOVERNMENT VEHICLE OTHER (GVO)**—Vehicles designed primarily for off-the-highway operation such as construction tracked vehicles, forklifts, road graders, agricultural-type wheeled tractors, and aircraft tugs. Includes military combat/tactical vehicles; e.g., tanks, self-propelled weapons, armored personnel carriers, amphibious vehicles ashore, HMMWV, and off-highway motorcycles.

**GROUND AND INDUSTRIAL MISHAP**—An Air Force mishap that does not meet the mishap category definition of nuclear, space, aviation, guided missile, explosives and chemical agents, directed energy, afloat, motor vehicle, or off-duty military as defined by this instruction.

**HAZARD**—Any real or potential condition that can cause injury or occupational illness to personnel; damage to or loss of a system, equipment or property; or damage to the environment.

**HIGH ACCIDENT POTENTIAL (HAP) EVENT**—Any hazardous occurrence that has a high potential for becoming a mishap that does not fit the definition of a HATR.

**INDUSTRIAL AVIATION MISHAP**—Mishaps occurring in the industrial environment that: involve a DOD aircraft or UAV when being handled as cargo; or involve DOD aircraft or UAV component not attached to the fuselage/airframe. Additionally, use this subcategory as a cross category for aviation mishaps where maintenance or operations in the industrial environment result in a reportable mishap.

**INDUSTRIAL MISHAP**—A ground and industrial mishap that occurs in the work environment that does not meet the mishap subcategory definition of fire, combat training, physical and athletic conditioning, contractor, natural phenomena, industrial space, industrial aviation, or industrial weapons as defined by this instruction. The work environment, as defined in 29 Code of Federal Regulations 1960, is "The establishment and other locations where one or more Air Force employees are working or are present as a condition of their employment; this would include those areas or locations where persons are TDY for training purposes. The work environment includes not only physical locations, but also the equipment or materials used by the employee during the course of his or her work."

**INDUSTRIAL SPACE MISHAP**—Mishaps occurring in the industrial environment that involve space systems (pre-launch) or unique space support equipment. As defined in paragraph 1.6.1.2., these mishaps will always be classified as space mishaps. Use this subcategory for cross-categorization to ground and industrial only.

**INDUSTRIAL WEAPONS MISHAP**—Mishaps occurring in the industrial environment that involve weapons (i.e., nuclear, guided missile, explosives and chemical agents, or directed energy) or associated unique support equipment. Examples include bomb fin damage during handling or injury to a worker during a MJ-1 bomb lift operation.

**INJURY**—A traumatic wound or other condition of the body caused by external force or deprivation (fractures, lacerations, sprains, dislocations, concussions, compressions, drowning, suffocation, exposure, cold injury, and dehydration), including stress or strain, which results from an unplanned event. The injury is identifiable as to the time and place of occurrence and member or function of the body affected, and is caused by a specific event or incident or series of events or incidents in a single day or work shift.

**LOST TIME CASE (Class C)**—A nonfatal traumatic injury or occupational illness or disease that causes loss of one or more days away from work beyond the day or shift it occurred. When determining if the mishap is a Lost Time Case, you must count the number of days the employee was unable to work as a result of the injury or illness, regardless of whether or not the person was scheduled to work on those days. Weekend days, holidays, vacation days, or other days off are included in the total number of days, if the employee would not have been able to work on those days because of a work-related injury or illness.

**NOTE:** While 29 CFR 1904.5(b)(2)(iii) and 1904.5(b)(2)(iv) exempts reporting of certain occurrences that result from voluntary participation in wellness and fitness programs, or recreational activities such as exercise class, racquetball, or baseball or injuries or illnesses resulting to an employee eating, drinking, or preparing food for personnel consumption, the Air Force requires reporting of these occurrences.

**MAJCOM**—The term "MAJCOM " as used in this instruction includes ANG, DRUs, and FOAs unless otherwise specified.

**MISHAP**—A mishap is an unplanned occurrence, or series of occurrences, that results in damage or injury and meets Class A, B, C, or D mishap reporting criteria IAW **AFI 91-204, paragraph 1.8**. Damage or injury includes: damage to DOD property; occupational illness to DOD military or civilian personnel; injury to DOD military personnel on- or off-duty; injury to on-duty DOD civilian personnel; damage to public or private property, or injury or illness to non-DOD personnel caused by Air Force operations.

**MISCELLANEOUS GROUND MISHAP**—Mishaps that do not fit into any of the other subcategories identified in this instruction.

**MOTOR VEHICLE MISHAP**—An Air Force mishap involving the operation of a motorized land vehicle operated by Air Force personnel. An Air Force mishap involving the operation of a DOD-owned or leased motorized land vehicle by non-Air Force personnel while operationally controlled by a DOD component. Fatalities or injuries to pedestrians or bicyclists involving moving motor vehicles are included in this category. This category does not include ground and industrial mishaps such as injuries occurring while loading or unloading, mounting or dismounting a non-moving vehicle; cargo damaged by weather; damage to a properly parked DOD vehicle, unless caused by an operating DOD vehicle. Additionally, damage to an Air Force vehicle caused by objects thrown or propelled into it by weather or natural phenomena, or by fire when no collision occurred; or damage to an Air Force vehicle when it is being handled as cargo and not operating under its own power and is properly parked, are not categorized as motor vehicle mishaps. Motor vehicle mishaps are divided into the following subcategories:

Government Motor Vehicle (GMV), Government Vehicle Other (GVO), and Private Motor Vehicle (PMV).

**NO LOST TIME CASE (Class D)**—Any nonfatal injury or occupational illness that does not meet the definition of **Lost Time**. These are cases where, because of injury or occupational illness, Air Force personnel only works partial days, restricted work or were transferred to another job, required medical treatment greater than first aid, lost of consciousness, or a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment greater than first aid, or loss of consciousness.

**NOTE:** While 29 CFR 1904.5(b)(2)(iii) and 1904.5(b)(2)(iv) exempts reporting of certain occurrences that result from voluntary participation in wellness and fitness programs, or recreational activities such as exercise class, racquetball, or baseball or injuries or illnesses resulting to an employee eating, drinking, or preparing food for personnel consumption, the Air Force requires reporting of these occurrences.

**OBSERVATION AND/OR DIAGNOSTIC PROCEDURE**—Hospitalization or restriction from assigned work activities for observation or diagnosis is not a "lost time case," "no lost time case," or "first aid case" provided no treatment or medication is given for the suspected injury or occupational illness, and competent medical authority determines the individual could have returned to his or her normal job without impairment or disability. This classification applies also where an individual is temporarily restricted from regularly assigned duties to prevent exceeding time-weighted exposure limits. This is not reportable if a competent medical authority provides no treatment or medication for the suspected injury or occupational illness or finds the person could have returned to normal assigned duties without impairment or disability.

**OCCUPATIONAL ILLNESS**—Any reported condition that does not meet the definition of injury. Any abnormal physical condition or disorder, other than one resulting from an occupational injury, resulting in adverse consequences and caused by occupational factors associated with employment. Includes all confirmed cases of acute and chronic illnesses or diseases caused by inhalation, absorption, ingestion or direct contact with suspect substances.

**OFF-DUTY**—DOD personnel are off-duty when they are not on-duty (see on-duty definition). Personnel participating in base team sporting activities or in a permissive temporary duty (TDY) status are off-duty. Reserve and National Guard personnel performing inactive duty training (drill) will be considered off-duty: when traveling to or from the place at which such duty is performed; or while remaining overnight, immediately before the commencement of inactive-duty training; or while remaining overnight between successive periods of inactive-duty training, at or in the vicinity of the site of the inactive-duty training, if the site of the inactive-duty training is outside reasonable commuting distance of the member's residence. **NOTE:** This definition is for mishap reporting purposes only and has no relation to compensability or line-of-duty determination.

**ON-DUTY**—DOD personnel are on-duty when:

Physically present at any location where they are to perform their officially assigned work. Officially assigned work includes organization-sponsored events an employee is permitted to attend, regardless of location. This includes those activities incident to normal work activities that occur on DoD installations, such as lunch, coffee, or rest breaks, and all activities aboard military vessels. **NOTE:** Personnel walking to and from work place parking areas at the start and end of the duty day are in an on-duty status.

Being transported by DOD or commercial conveyance to perform officially assigned work. (This includes travel in PMVs or commercial conveyances while performing official duty, but not routine travel to and from work.)

On temporary duty. Personnel on assignment away from the regular place of employment are covered 24 hours a day for any injury or occupational illness that results from activities essential or incidental to the temporary assignment. Essential or incidental activities include travel between places of business or lodging and eating establishments, drugstores, barbershops, places of worship, cleaning establishments, bowling centers, officer and enlisted clubs, gymnasiums, and similar on-base non-appropriated fund (NAF) facilities and similar places required for the health or comfort of the member, are considered on-duty. However, when personnel deviate from the normal incidents of the trip and become involved in activities,

personal or otherwise, that are not reasonably incidental to the duties of the temporary assignment contemplated by the employer, the person ceases to be considered on-duty for investigation and reporting purposes of injuries or occupational illnesses. Injuries or occupational illnesses to personnel resulting from activities unrelated to the temporary duty assignment or non-commander directed sports and recreation activities (e.g. jogging, golfing, basketball) will be reported as off-duty mishaps.

Military members are working in part-time Non-appropriated Fund (NAF) positions. **NOTE:** Use the NAF position series (instead of the military Air Force Specialty Code (AFSC) for safety reporting.

Taking part in compulsory physical fitness training, sporting events, and physical fitness evaluation activities (including cycle ergometric testing when permitted). On-duty compulsory fitness training and activities include directed sports activities at professional military education (PME) and formal training courses such as Basic Military Training, Technical Training Schools, Airman Leadership School, Squadron Officer School, and the Air Force Academy. These activities are considered on-duty when a superior directs participation at a specific location and time. This includes supervision-directed physical conditioning activities when a mandatory location and time are designated. Air Force civilian employees authorized to participate in physical fitness activities during normal duty hours are also on-duty.

**NOTE:** The definitions above are for mishap reporting purposes only and have no relation to compensability or line-of-duty determination.

**PERMANENT PARTIAL DISABILITY (Class B)**—Any injury or occupational illness that does not result in death or permanent total disability, but in the opinion of competent medical authority, results in permanent impairment through loss or loss of use of any part of the body. **EXCEPTIONS:** Loss of teeth, fingernails, toenails; loss of fingertips or toe tips without bone involvement; repairable inguinal hernia; disfigurement; sprains or strains that do not cause permanent limitation of motion.

**PERMANENT TOTAL DISABILITY (Class A)**—Any nonfatal injury or occupational illness that, in the opinion of competent medical authority, permanently and totally incapacitates a person to the extent that he or she cannot follow any gainful occupation and results in a medical discharge, retirement, separation. The loss, or the loss of use of both hands, both feet, both eyes, or a combination of any of those body parts as a result of a single mishap will be considered as a permanent total disability. For purposes of this instruction, any mishap resulting in injury severe enough for an individual to be in a non-medically induced coma is a permanent total disability. (**NOTE:** Upgrade injury to a fatal mishap if death occurs within 30 days of medical discharge, retirement, or separation from service due to complications arising from the mishap injury).

**PHYSICAL AND ATHLETIC CONDITIONING MISHAP**—Mishaps involving injuries that occur during participation in some form of duty related athletic or recreational sport activities designed to develop an Air Force member's physical ability or to maintain or increase individual/collective combat and/or peacekeeping skills. Examples are: firefighter injured during weight-lifting or basketball game to maintain physical conditioning; Air Force fitness testing, compulsory sport exercises, unit formation activities, physical fitness activities during professional military education courses, or individual physical workout to meet Air Force physical fitness standards (see **TRAINING RELATED DEATH**).

**PRIVATE MOTOR VEHICLE (PMV)**—A non-commercial vehicle that is neither a GMV nor GVO. A vehicle normally registered for highway use.

**PRIVATE MOTOR VEHICLE (PMV) MISHAP**—A motor vehicle mishap, regardless of identity of the operator, that does not involve a GMV or GVO, but results in a fatality or reportable injury to military personnel on- or off-duty or to on-duty civilian personnel, or reportable damage to DoD property.

Fatalities and injuries to bicyclists and pedestrians in the traffic environment are included in this category.

**RECOMMENDATIONS**—Recommendations are feasible and effective solutions to eliminate identified hazards, or if the hazard cannot be eliminated, to mitigate the hazard's potential consequences. Actions likely to prevent a similar mishap or reduce its effects.

**SAFETY REPORT**—Safety reports include message reports (preliminary, status, and final), formal reports, and injury and occupational illness forms and logs.

**SINGLE MANAGER**—The single individual specifically designated, under the integrated weapon system management architecture, to be responsible for the life cycle management of a system or end-item. The Single Manager is the program manager vested with full authority, responsibility, and resources to execute and support an approved Air Force program. A list of the Single Manager organizations and MDSs is available at: <http://afsafety.af.mil/AFSC/RDBMS/Flight/SIB-Support/Formal%20Report%20Files/TableA31andMDSLlists.xls>.

**SPORTS AND RECREATION MISHAP**—Mishaps involving injuries that occur during participation in some form of sporting or recreational activity. Examples of sports and recreational activities include softball, handball, golf, football, sight seeing, dancing, auto racing, bicycling, motorcycles driven off-road, off-duty parachuting/sky diving, and flying private planes, ultra lights, and gliders.

**TRAINING RELATED DEATH**—A death associated with a non-combat military exercise or training activity that is designed to develop a military member's physical ability or to maintain or increase individual/collective combat and/or peacekeeping skills, and is due to either a mishap or the result of natural causes occurring during or within one hour after any training activity where the exercise or activity could be a contributing factor. **NOTE:** The cause of death must be attributed to the mandatory physical exercise as determined by a competent medical authority.

## Attachment 2

### INSTRUCTIONS ON ASSEMBLING A FORMAL REPORT.

#### A2.1. General Information.

A2.1.1. Ground formal reports must have two parts:

A2.1.1.1. Part 1, Factual Information and Releasable Material, may be disclosed outside the Air Force.

A2.1.1.2. Part 2, Board Conclusions and Non-Releasable Material, will not be disclosed outside the Air Force safety channels. See **AFI 91-204, Chapter 3**, for authorized use and release of privileged safety reports and information.

A2.1.2. Investigators must use appropriate AF Form 711-series forms to document formal reports. All AF Form 711-series forms are available on the Air Force Electronic Publications Web page at <http://www.e-publishing.af.mil>.

A2.1.3. SIBs and SIOs should make electronic versions of formal reports. Formal reports will be constructed both in traditional paper form and electronic CD form as necessary. Minimize the number of hard copies produced. As a minimum, HQ AFSC is sent the original and one CD (CD-R) version. The convening authority will be provided one paper copy and one CD version, while all others may receive an electronic version (CD-R or diskette). See **Table 6.2** for organizations receiving the formal reports.

A2.1.3.1. Safety investigation boards or SIOs creating electronic formal reports will use Microsoft Word and then convert them to Adobe Acrobat, pdf files.

Reports are typically saved as two (2) files: Part 1 (non-privileged) and Part 2 (privileged). Reports will be saved on CD-ROM media, preferably on a iCD/R.

A2.1.3.2. The CD must be labeled with: (as a minimum) mishap number, date and time of the mishap, mishap category, duty status, injuries sustained, unit and command experiencing the loss, report copy number, and the safety privilege warning statement.

**A2.2. Administrative Guidelines for assembling Formal Ground Mishap Reports.** These requirements will be adhered to for conformity reasons.

A2.2.1. Assemble the report in a legal size folder or most appropriate binder for size.

A2.2.2. Use the AF IMT 711A, *USAF Mishap Safety Checklist and Index*, will be the first document in the report followed by the applicable tabs. This form is used to show which Tabs are included in the formal report. Place an X for each item in the columns Not Applicable, Applicable Not Attached, or Attached.

A2.2.2.1. When checking the Applicable Not Attached block explain why in the Remarks section.

A2.2.2.1.1. Estimate the date the missing attachment will be sent for inclusion in the report.

A2.2.2.1.2. If an attachment will be sent later, insert a blank page with the proper lettered tab in the report.

A2.2.2.1.3. Later, when the attachment is sent to recipients of the report, it can put it in the report at the proper tab.

A2.2.3. Type/print in black ink on both sides of 8.5 by 11 inch paper. Use Times New Roman, 12 point for text documents.

A2.2.4. Under Page Set-Up in Microsoft Word (or other word processing program) follows these guidelines):

A2.2.4.1. Set Top and Bottom margins at one inch.

A2.2.4.2. Select *Mirror Margins* and set *inside* to 1.5 inches, *outside* to 1.0 inch. Set *gutter* to zero. (If you do not have a duplex printer, this will set the margins correctly for front-back reproduction. If you have a duplex printer this is the same as setting the left margin to 1.5 inches and deselecting *Mirror Margins*).

A2.2.4.3. Set header margin to .5 inches and ensure the class, category, sub- category, cross- category, report type, base code, mishap date and AFSAS number is inserted. An example: CLASS B GROUND, OFF DUTY MILITARY - MISCELLANEOUS, NONE, FINAL REPORT, XXXX20030920 12345B

A2.2.4.3.1. Type it in 10 point Times New Roman, italicize, and center.

A2.2.4.3.2. For motor vehicle mishaps also indicate the number of wheels (e.g. two or four-wheel) and vehicle category (e.g., GMV, GVO, or PMV).

A2.2.4.4. Place a footer on each page in Part 2 of the report (privileged section) using information provided in AFI 91-204, Attachment 3.

A2.2.4.5. Arrange the tabs in alphabetical order, with Tab A on top. Additionally, most Tabs now have *sub-tabs*. Each tab is discussed in detail in the paragraphs below.

A2.2.4.5.1. The first page of each tab will have the title of the tab, followed by a table of contents showing where to find information for each tab's "sub-tab."

A2.2.4.5.2. Number all pages in order within the tab (for example, A-1, A-2, X-1, X-2, Y-1, Y-2).

A2.2.4.5.3. Center page numbers at the bottom of each page.

A2.2.4.6. For classified pages, use the proper security classification markings from AFI 31-401.

A2.2.5. Do not place special handling markings on unclassified pages in Part 1 of the formal report, for example do not use *FOR OFFICIAL USE ONLY* footers. Ensure the Privilege Warning is located at the foot of each page of Part 2 of the Formal report. For classified documents, add the proper security classification marking from **AFI 31-401**, *Information Security Program Management*, and omit the notation *FOR OFFICIAL USE ONLY*.

### **A2.3. General Composition of a Ground Formal Report.**

A2.3.1. The following is a detailed description of the required tabs and sub-tabs commonly found in Part 1 and Part 2 of a ground formal report.

A2.3.2. Part 1—Factual Information and Releasable Material.

A2.3.2.1. (**Mandatory**) TAB A: Distribution Memorandum and Safety Investigator Information.

A2.3.2.1.1. A1. Distribution Memorandum. The Distribution Memorandum lists all addressees receiving copies of, extracts from, or attachments to, the report. Number and account for all copies of privileged reports by listing each addressee including the office symbol and copy number, in the Distribution List attached to the Distribution Memorandum. Include a statement, signed by the SIB president (BP) or SIO, certifying that the numbers of copies listed are the only copies of the formal report produced.

A2.3.2.1.2. A2. Include one copy of the orders appointing the SIB or SIO. The orders must include the full name; rank/grade, SSN, organization, and complete official mailing address for each appointed person, whether they are a primary or secondary board member.

A2.3.2.1.3. A3. Contact Information for SIB members or SIO and advisors. Include DSN and commercial duty telephone numbers and official E-mail addresses for all SIB members or the SIO. Contact information should be for the permanent duty location rather than TDY contact information. This is to ensure SIB members or SIO are available during the follow-up process should any questions arise.

A2.3.2.2. **(Mandatory)** TAB B: AF IMT 711B, *USAF Mishap Report*.

A2.3.2.2.1. Safety Investigation Boards/SIOs will use the instructions on the AF Form 711B to fill out the form. The instructions on the form explain the required entries.

A2.3.2.3. **(Mandatory)** TAB C. Preliminary Message Report. Place one copy of the fully releasable preliminary message report in this tab.

A2.3.2.4. TAB D. Maintenance Records and Data. Required when AF equipment is involved in a mishap. Include records from equipment such as aerospace ground equipment (AGE), fuel servicing equipment, etc.

A2.3.2.5. TAB E. Reserved. Information that does not fall under other Tabs.

A2.3.2.6. TAB F. Weather and Environmental Records and Data. Include when weather or other environmental conditions were factors in the mishap. Provide weather conditions at the time and location of the mishap.

A2.3.2.7. TAB G. Personnel Records. Includes maintenance records and other personnel evaluation and training records. This would include records from personnel in career fields such as Vehicle Maintenance or Aircraft Maintenance.

A2.3.2.8. TAB I. Deficiency Reports (DRs). Include all DRs submitted in conjunction with the mishap investigation. Include a copy of the submitted DR report containing the following information: Report Control Number (RCN), Cognizant Official, name of part (nomenclature), and part number.

A2.3.2.9. TAB J. Releasable Technical Reports and Engineering Evaluations. If DoD or contractor personnel provided written reports or on-scene evaluations, include them in this tab. Do not provide a promise of confidentiality to DoD or contractor personnel. When contractors are involved in ground mishap investigations ensure Figures A3.6. and A3.7. of AFI 91-204 are included in this Tab. Refer to AFI 91-204, Figure 5.1 for a recommended format for technical reports. Factual reports or information provided by a contractor or Joint ALC without a promise of confidentiality are placed in this tab. Any analysis referring to privileged information (e.g., board conclusions, etc.) should be included in Tab W.

A2.3.2.9.1. These reports should determine what parts are bent, broken, or burned; whether it happened before, during, or after the mishap; and how, etc. These reports will not state that certain systems or parts, did or did not cause the mishap. The SIB will determine what caused the mishap, and that will appear in Tab T.

A2.3.2.10. Tab K. Mission Records and Data. Not normally used for ground mishaps. If needed refer to AFMAN 91-223, *Aviation Safety Investigations and Reports*.

A2.3.2.11. Tab L. Data from On-Board Recorders. May include, for example, data from vehicle electronic information systems. If needed refer to AFMAN 91-223, *Aviation Safety Investigations and Reports*.

A2.3.2.12. M. Data from Ground Radar and Other Sources. Not normally used for ground mishaps. If needed refer to AFMAN 91-223, *Aviation Safety Investigations and Reports*.

A2.3.2.13. Tab N. Transcripts of Voice Communications. These are written transcripts of recorded transmissions such as, Fire Department or Law Enforcement communications, Air Traffic Control to vehicle working on the airfield, as well as any other voice communications that may aid the investigator. Begin the transcript as early in the mishap sequence as is practical and end the transcript when all damage and injury has occurred. Long term rescue/SAR transmissions need not be included. Because these transcripts are factual data, they often provide a basis for information in the factual summary of circumstances. Do not include actual recordings in Tab N.

A2.3.2.14. TAB O. Any Additional Substantiating Data and Reports. This is supporting data not otherwise defined. It can include local operating instructions (OI), directives, approach and landing charts, and other forms. If the SIB cites a brief document (such as a three-page local OI), place it within this Tab. Do not mark, highlight, or extract a particular page to show the SIB's exact area of interest. (Highlighted pages are placed in Part 2 of the Formal Report.) For lengthy documents, it is sufficient to show a listing of documents or records reviewed by the SIB and their effective dates.

A2.3.2.15. TAB P. Damage and Injury Summaries.

A2.3.2.15.1. P1. Certificate of Damage. This lists the total damage to all government property, materiel, and equipment. See AFI 91-204, Chapter 1 for rules on calculating damage costs. Provide a detailed statement that includes acquisition, replacement or repair costs (as applicable) for all property, materiel, or equipment damaged. Include nomenclature and national stock number (NSN) if available. **Attachment 3** of this manual provides an example of a Certificate of Damage.

A2.3.2.15.2. P2. Statement of Damage to Private Property. Omit if no private property was damaged in the mishap. If private property was damaged, the Investigating Officer will draft a statement indicating the type of property damage involved (e.g. 20' x 30' x 15' deep crater in NW corner of property, 5 acres of grasslands affected, etc.). The statement will not contain damage cost estimates, but only describe the damage incurred. Additionally do not state the cause of the property damage (e.g. 5 acres of grassland affected by post impact fire). Statement should be no more than a brief description of the type and extent of damage to civilian personnel and property.

A2.3.2.15.3. Include personnel injuries and identify their role in the mishap. List injuries in descending order from the most serious to the least serious.

A2.3.2.16. TAB Q. Legal Board Transfer Documents. For ground reports, a Commander Directed Investigation (CDI) may be convened. If so, insert the appropriate information given to the CDI here.

A2.3.2.16.1. Q1. When the SIB completes its investigation and reporting tasks, it will have numerous documents, non-privileged analysis reports, records, and other items of evidence. The SIB president, will turn over all of these and Part 1 of the formal safety report over to the Legal or Commander-Directed Investigator or local SJA office. This will be accomplished via a Memorandum of Transfer documenting each item turned over such as; Individual training records, Technical Orders, training plans, technical expert's reports, and results from AFIP drug screening and autopsies, for example. Ensure both the SIB Board President and the legal investigator/SJA signs the Memorandum.

A2.3.2.16.2. Q2. Wreckage Disposition Letter. Include a memorandum from the SIB President or SIO regarding the location and disposition of all involved wreckage and components involved in the mishap sequence. This includes items sent to an Air Logistics Center or other locations for analysis.

A2.3.2.17. (**Mandatory**) TAB R. Releasable Witness Testimony.

A2.3.2.17.1. R1. List of Witnesses and Contact Information. Use this Tab as appropriate. Include a list of witnesses and involved personnel. Include the full name, organization, DSN and commercial duty telephone numbers, official mailing address, and indicate the person's role in the mishap in general terms (e.g., witness, vehicle operator, passenger, etc.).

A2.3.2.17.2. R2. Releasable (Non-privileged) Witness Statements and Interview Transcripts. Investigators take testimony from all individuals involved in the mishap and those who were witnesses to the mishap. Testimony includes both written statements and recorded interviews. Place testimony from individuals and witnesses that were not granted a promise of confidentiality in this tab. Do not include audio recordings. If a promise of confidentiality was offered to an individual, the testimony will be placed in Tab U. See AFI 91-204, paragraph 3.2.5. for discussion of promise of confidentiality. All testimony must be properly documented stating if a promise of confidentiality has or has not been extended IAW AFI 91-204, paragraph 3.2.6.2. For non-privileged interviews, read, record, and transcribe the Notice to Witness that Recorded Statement is not Confidential (AFI 91-204, Figure A3.5). For non-privileged written witness statements, include a copy of Memorandum for Non-Privileged Written Witness Statements (AFI 91-204, Figure A3.4). **NOTE:** There may be occasions, such as mishaps involving complex systems, military-unique items (such as laser devices or armored vehicles), or military-unique operations or exercises, where a witness or involved contractor will not provide a statement or information without a promise of confidentiality. When this appears to be the case, contact HQ AFSC/JA to obtain AF/SE approval to offer a promise of confidentiality.

A2.3.2.18. TAB S. Releasable Photographs, Videos and Diagrams.

A2.3.2.18.1. S1. Include releasable photographs and diagrams as needed to enhance the mishap narrative. Well-defined photographs help in mishap analysis. Use them to show damage, impact areas, metal fractures, vehicle travel, etc. Only include photographs aiding in understanding the mishap, and reference them in the analysis in Part 2, Tab T. Use of scanned or color copies for reproduction in the formal report is preferred over pasting of actual photographs. Do not include photographs of deceased personnel or graphic photographs of injuries

in the safety report. Place an index of photographs at the beginning of the Tab. Do not refer to privileged safety information on the page captions or in comments on the index. Photographs are privileged if they are staged for the board's analysis. Staged photographs are placed at Tab T near the related narrative. Assembling or reconstructing damaged parts or aligning parts to show failure patterns or impact marks are examples of staged photographs. Pointing with a finger or other device at a portion of wreckage does not make the photograph staged. When investigators include privileged safety information on a transparent overlay, place the photograph with the overlay in Tab T and the photograph without the overlay in this Tab. Hold all photographs and videotapes taken by the SIB, except those staged for analysis, for use by the AIB. Every photograph and videotape needs to be labeled by the photographer. If a DoD photographer worked it, he/she should label the photo with name, office symbol, and office phone number. If a civilian worked it, then the investigator should label the photo with name, address and phone number (if the person will provide this information).

A2.3.2.18.2. S2. Civil Engineering Diagrams. (Fallout, Impact Area, etc.). Ensure diagrams are self-explanatory. Include only those diagrams that add to the report such as wreckage patterns, impact areas, or route-of-travel. Indicate direction with a northward pointing arrow on each diagram. If practical, indicate scale. Ensure the diagrams do not depict the location of human remains. Such diagrams should be placed in Part 2, of the formal report to protect the privacy interests of the decedent's family.

#### A2.3.3. Part 2—Board Conclusions and Non-Releasable Material.

A2.3.3.1. **(Mandatory)** TAB T. Investigation, Analysis and Conclusions. This is the most important part of the report. It draws on all portions of the report to provide a complete picture of what happened. It is a thorough analysis of all evidence and the findings, causes, and recommendations. This section records the opinions of the SIB/SIO, and it either accepts or rejects all scenarios or theories in the report. Only in the case of a minority report are there differing findings, causes, or recommendations. Life sciences recommendations related to causal findings will be included with other SIB/SIO recommendations.

A2.3.3.1.1. T1. Authenticity. Include an authentication page after the last page of Tab T. Include each primary SIB member's name, grade, position, and date on this page. Have each concurring member, including primary members from other services on Joint Investigations, sign above their name for authentication of the report or for any changes to the report. If a final SIB or SIO message report needs to be changed after it is completed the authentication page must be updated and inserted in front of the original.

A2.3.3.2. **(As Required)** TAB U. Witness Testimony Provided Under a Promise of Confidentiality. This tab can only be used when HQ USAF/SE has granted approval to give witnesses in ground mishap investigations promises of confidentiality. Before requesting HQ USAF approval to extend a promise of confidentiality to witnesses, investigators should first attempt to take statements from all individuals involved in the mishap or who were eyewitnesses to it. Investigators that feel offering a promise of confidentiality is the only way to collect meaningful, complete mishap prevention data should request approval to offer potential witnesses promises of confidentiality. When confidential witness statements are taken, include a list of witnesses interviewed in this tab. Also, include those statements the SIB or SIO believe are pertinent. The promise of confidentiality must be clearly understood by those witnesses extended the promise (see sample memorandums in AFI 91-204. Non-privileged statements will be placed in Tab R.

A2.3.3.2.1. Transcripts of complete interviews must contain the advisories in AFI 91-204 for written statement or recorded statement as appropriate. In cases where witness testimony is summarized by the interviewer, it must be clear that the witness was advised of, and understood the advisory.

A2.3.3.2.2. Select only meaningful statements and testimony to include in this tab. It is not necessary to publish every statement taken from every individual interviewed. Place the statements and testimony of each individual together in chronological order with the earliest on top to make it easier to compare the individual's impressions. Consider all statements and testimony included at this tab in the analysis at **Tab T**.

A2.3.3.3. (**As Required**) **TAB V. Other Supporting Privileged Products.** Whenever findings or recommendations involve deficiencies in or changes to technical orders, checklists, local operating procedures or directives, include the applicable portions of the original publications in this tab. The SIB's/SIOs conclusion that a particular paragraph of a document was or was not a mishap factor is privileged. Place highlighted pages or publication extracts revealing the deliberative process of the board in this tab. Include copies of submitted AFTO Forms 22 or AF Forms 847 here. Additionally, statements made by persons found causal to the mishap should be filed in this tab.

A2.3.3.4. (**As Required**) **TAB W. Technical Reports and Engineering Evaluations Provided Under a Promise of Confidentiality.** Normally ground safety investigations are not authorized to grant a promise of confidentiality. However if HQ USAF/SE has given approval to grant promises of confidentiality to contractors or technical specialists participating in ground safety investigations (**AFI 91-204, Chapter 3**) who built, designed, or maintained the equipment and they provides an engineering analysis under a promise of confidentiality, include the evaluation in this tab. If possible, include a factual summary in Tab N. Also, include memorandums of acknowledgment on protection of privileged safety data signed by these contractors when their evaluations are included in privileged formal reports (see sample format in AFI 91-204).

A2.3.3.5. (**As Required**) **TAB X. Privileged Photos, Videos, and Diagrams.** Well-defined 8 by 10 inch glossy photographs help in mishap analysis. Use them to show damage, impact area, etc. Use diagrams if photographs or other visual media are not available or specific. Ensure diagrams are self-explanatory, indicating mishap locations in association with structures, facilities, etc. Photos supporting analysis in Tab W may be included here or imbedded in **Tab W** for clarity.

A2.3.3.5.1. Privileged Diagrams. Attach appropriate copies to all reports. These should be electronically scanned for electronic formal reports.

A2.3.3.5.2. Privileged Videos. Videos of a mishap prepared for or by the SIB are part of the SIB's analysis of the mishap. Include CD copies in hard-copy formal reports and save as MPEG or other similar file for electronic formal reports.

A2.3.3.5.3. Privileged Animation. Include CD-ROM copies in hard-copy formal reports and save as MPEG or other similar file for electronic formal reports.

A2.3.3.6. (**As Required**) **TAB Y. Life Sciences and Medical Reports.** Includes medical analysis, 72-hour history, toxicology tests and any other information obtained by the medical evaluator. Tab Y may contain the following information and will be arranged in the following order:

A2.3.3.6.1. Life Science Narratives, Part A and Part B. Part A provides a thorough discussion of all human factors contributing to the mishap and a discussion of all significant life support,

egress, survival and rescue issues. Part B provides a discussion of factors investigated and found not to be relevant in the mishap, and any other negative findings that the medical investigator determines should be discussed to show how they were logically ruled out.

A2.3.3.6.2. AFSAS Life Science Summary.

A2.3.3.6.2.1. 72-Hour History. Required for all personnel (maintenance, operations, motor vehicle operators, etc.) whose action or inaction, in the commander's judgment, may have been factors in the mishap sequence.

A2.3.3.6.2.2. Life Science Consultant Reports when available.

A2.3.3.6.2.3. Physical Examinations. Post-mishap physicals must be documented on a SF 88. Include physicals for individuals involved in the mishap only if determined appropriate by the medical investigator, (include this information only in the report sent to HQ AFSC).

A2.3.3.6.2.4. Any other reports obtained by the medical investigator, e.g., TOX tests, x-rays, autopsy reports, post mishap exam results, etc., that support findings or recommendations made by the medical investigator (include only in the report sent to HQ AFSC).

A2.3.3.7. **(Mandatory)** TAB Z SIB Final Products.

A2.3.3.7.1. Z1. Final Message Report. Include a copy of the SIB's/SIO's version of the final message report. MAJCOM comments will be added in the follow-up actions.

A2.3.3.7.2. Z2. SIB Proceedings and BP Comments. The SIO or SIB may use this tab to tell reviewing agencies about investigation problems and make recommendations for improving reporting and investigating procedures. Comments on technical assistance coordinated through HQ AFSC are also appropriate.

**Attachment 3****SAMPLE CERTIFICATE OF DAMAGE**

<b>Item (National Stock Number)</b>	<b>Cost</b>
AGE Air Compressor NSN XXXX-XXX-XXX	6,200.00
Centerline Pylon NSN XXXX-XX-XXX-XXXX	12,000.00
Flare Mod Engine Test Stand NSN XXXX-XX-XXX-XXXX	4,500.00
Portable Eye Wash Inoperative NSN XXXX-XX-XXX-XXXX	880.00
Destroyed GMV NSN XXXX-XX-XXX-XXXX	9,500.00
Total Cost	33,080.00

## Attachment 4

## SAMPLE MEMORANDUM OF DISTRIBUTION

MEMORANDUM FOR: SEE DISTRIBUTION LIST

<p>FROM: Safety Investigation Board</p> <p>SUBJECT: Class, Category, Sub-Category, Duty Status, Cross Category, Report Status, and Mishap Event Number (Example: Class A, Ground and Industrial-Industrial/Work Environment, (On-Duty), None, Final Report, WXYZ20001231 20001A).</p>
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1. The Safety Investigation Board (SIB) (or Safety Investigating Officer) forwards this report IAW AFI 91-204.
2. The SIB/SIO provided the originals for the material found in Part 1 of the report to HQ AFSC/SEG.
3. I have retained one copy for briefing purposes and certify that these (Total Number) copies are the only copies produced by the SIB.

(SIB President's Full Name), (Rank), USAF

Safety Investigation Board President

DISTRIBUTION:

See Attached

*(Sample Attachment)*

## DISTRIBUTION LIST

HQ AFSC/SEG 9700 G Avenue, Suite XXX Kirtland AFB NM 87117-5670	Copy 1-3 of x
MAJCOM/SE Organizational Address	Copy 4 of x
NAF/SE Organizational Address	Copy x of x
Mishap Unit/SE Organizational Address	Copy x of x