



**SAFETY INVESTIGATIONS AND REPORTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Brian F. Johnson)  
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This supplement applies to flight, ground, explosives, missile, and nuclear weapon system mishap investigation and reporting and is affected by the Privacy Act of 1974 under 5 U.S.C. 301, 5 U.S.C. 7902, 29 U.S.C. 651 et seq, and 29 CFR 1960. This supplement applies to all AFMC organizations and AFRC units under AFMC OPCON. It does not apply to the Air National Guard.

**SUMMARY OF REVISIONS**

Clarifies and updates guidance for AFMC safety investigations, reports, and associated program management.

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

1.2.2.2. (Added) AFMC's test operations often warrant modified mishap accountability rules due to varying aircraft possession, flying hour credit, operational control, mixed command crews, etc. In these instances, memorandums of agreement (MOA) with other major commands (MAJCOM) with HQ USAF/SE concurrence will outline mishap accountability and investigation responsibility. HQ AFMC/DOO is the coordinating office of primary responsibility (OPR) for all MOAs related to aircraft possession, assignment, and loans.

1.3.1. Investigating and reporting AFMC Class A flight mishaps overseas must be according to letters of agreement between AFMC and the applicable Air Force component command.

1.3.2.3. The applicable center commander is the convening authority unless that responsibility is assumed by AFMC/CC. Contact HQ AFMC/SE for additional SIB members, as needed.

4.2.2.1. Temporary duty (TDY) travel orders and funding are the responsibility of the parent unit of the AFMC participant.

4.2.2.2. (Added) Assistance is sometimes needed immediately and personnel, especially contractor personnel, may not have time to get official written orders. This makes it difficult for them to get

identification, area ration cards, and access to government facilities such as transportation, lodging, Base Exchange privileges, etc. The support agency sends a message to the SIB giving the name and organization of the team members to arrange support until formal orders are sent.

4.2.3.1. SIBs may have to work in areas where military support is not available. When civilian services are required, the AFMC finance officer supporting the SIB should appoint imprest and contracting officers. The imprest funds officer will have authority and funds to pay for all support requirements. The contracting officer must have a warrant (authority) to purchase equipment and services for the board.

4.2.5. (Added) HQ AFMC/FM developed the Emergency and Special Program (ESP) code of SI (Sierra India) to identify safety investigation expenditures. Use this ESP code on all safety investigation-related TDY orders and funding, to include technical assistance. Consult local FM office for specifics.

4.4.1.2. (Added) SIB rosters will be updated and submitted semiannually (January, July) to HQ AFMC/SEF. Updates are due by the 15th of the month. Use the following format:

- **SIB Duty Position:** Board President (BP), Investigating Officer (IO), Pilot Member (PM), Maintenance Member (MM), and Medical Officer (MO). Maintain locally a list of eligible life support officers/noncommissioned officers and SIB recorders.
- **Rank:**
- **Name:** (Last, First, MI)
- **Unit/Office Symbol, and Base:**
- **Aeronautical Rating:**
- **Aircraft Experience:** BP - Types of aircraft currently and/or previously qualified. IOs and PMs - Aircraft types currently and/or previously qualified. Include type of aircraft, number of hours, and year last flown or currently qualified (CQ). (For example: C-17/250/2001.) MMs-Types/years of experience. MOs-Aircraft types flown.
- **Formal Safety Training:** AMIC, BP, FSOC, BP, JEMIC, etc.
- **SIB Related Experience:** Formal or interim boards (SIB/IB), to include position, system, and mishap class. For example: SIB-BP/F-15/A, IB-IO/C-130/A, and SIB-MO/F-16/B.
- **Pertinent Information:** Retirement/separation/PCS dates, extended TDYs, etc.

4.4.1.3. (Added) HQ AFMC/SE manages formal safety investigation course allocations. Center/wing safety staffs should submit annual course requirements NLT 1 April.

4.4.2.4. (Added) Center commanders have primary responsibility of ensuring eligible BPs are identified and trained.

4.7.2.1. Requests for technical assistance are made to HQ AFMC/SE. During non-duty hours, contact the HQ AFMC Command Center (DSN 787-6314, Comm (937) 257-6314) and ask for the Safety Standby Duty Officer. In the event a center is requested for technical assistance directly by AFSC or the SIB, the applicable center will notify HQ AFMC/SE.

4.7.3.1. SMs provide the center safety offices rosters of qualified investigation assistance team members. The roster should have as a minimum a primary and alternate specialist for each major area needed to support each weapon system.

4.7.3.1.1. (Added) Support agencies develop mishap investigation checklists for team members. Send a copy of the checklist to the center safety office for review. Checklists give:

- A general overview of the system involved.
- A discussion of historical failure modes.
- Instructions on how to prepare written reports.
- Names and telephone numbers of major subsystems, investigation specialists, and laboratory contacts.

4.7.4.1. Tear down report (TDR) or deficiency report (DR) will reference related safety mishap control number.

4.7.4.1.1. (Added) When the TDR exhibit is received, the cognizant SM provides addressees with the estimated completion date. If this date cannot be met, the addressees are told why and advised of the new estimated completion date.

4.7.4.2. When laboratory analysis or TDR is required for a component, the BP may designate an individual (fully briefed on all factors involved in the mishap) to accompany the item. This individual will observe the laboratory analysis or TDR and will request a preliminary written evaluation for the board.

4.7.4.5.2. Include TDR and DR control numbers in mishap reports.

5.1.3. (Added) Center, wing/base safety offices and geographically-separated subordinate units authorized to conduct investigations should establish a mishap case folder for each reportable aircraft flight mishap and Class A and B on-duty ground mishap. The mishap case folder contains all supporting documentation relating to the mishap. The folder should include a follow-up/close-out sheet for tracking investigation administration and corrective actions taken on each mishap.

- Review open mishap case folders at least every 30 days until transmittal of the final report and at least every 90 days until all corrective actions are completed or recommendations are adequately addressed. If a materiel recommendation is being tracked via an air logistic center Materiel Safety Task Group (MSTG) and DB-10, document this on the follow-up/close-out sheet.
- Do not close out mishap folders solely upon the transmittal of the final message report. Predicate final close-out on the adequacy of corrective actions; for example, AF Form 847, AFTO Form 22, message response to a DR, issuance of time compliance technical orders (TCTO), or safety supplements.

5.4.5.2. (Added) AFMC centers/wings forward a copy of the AF Form 739, **Occupational Injuries and Illness Log for Civilian Personnel**, to HQ AFMC/SEG to arrive no later than the 10th calendar day of the following month. Center/base safety offices will maintain documentation to support all non-reportable cases resulting in lost work days.

5.4.5.3. (Added) AFMC centers/wings forward the Monthly Log of Mishaps spreadsheet to HQ AFMC/SEG to arrive no later than the 10th calendar day of the following month. Reference HQ AFMC/SE web site for spreadsheet template.

6.1.1.3. Each reviewing commander, single manager (SM), and other involved parties have 30 days from receipt of the HQ AFSC/CC Review/Endorsement tasking message to review and forward endorsement to HQ AFSC/SEF. The endorsement includes concurrence/nonconcurrence with the findings and recommendations. For "nonconcurrence" or "concur in part" with a finding and/or recommendation, include suggested wording for the finding and/or recommendation, with rationale. The SM is responsible for providing the AFMC endorsement in those cases which address materiel failures of end items assigned to that SM. Additionally, those recommendations which task AFMC for which the SM is clearly the

responsible action agency, the SM will change the affected recommendations OPR from AFMC to the SM involved. Include the lead command as OPR/OCR on all those recommendations where adequate program funding is required. The SM will also comment on any AFMC Other Findings/Recommendations of Significance included in the formal report.

7.3.4.5. Pilot Member should be an instructor or evaluator and should be a graduate of AMIC.

7.3.4.6. Maintenance member should be a graduate of AMIC or JEMIC. In cases where AFMC maintenance expertise is limited or unavailable (contract maintenance, small fleet, etc.), the best qualified MM with experience in a related aircraft will be selected.

7.3.6.4. Technical representatives are not voting members of the board and shall support the SIB until released by the BP.

7.7.1.3. Include these AFMC center safety offices as informational addressees on flight mishap messages:

- HQ AAC EGLIN AFB FL//SEOF//
- HQ AFFTC EDWARDS AFB CA//SEF//
- Add HQ AFMC EGLIN AFB FL//DOV// when operations, publications, life support equipment, and/or aircrew procedures are involved.

7.8.3.5. A sample formal report cover is at attachment 12. (Added)

7.8.4.4. The BP/IO will have Part I reviewed by the AFSC representative, if assigned, to determine that no privileged information is included.

7.8.5.1.1. (Added) BP briefings to AFMC/CC on all Class A and selected Class B mishaps are required upon completion of the formal report. The BP will advise HQ AFMC/SE when an estimated completion date has been determined so the briefing can be scheduled. See attachment 11(Added) for guidance.

7.8.5.1.2. (Added) BP will leave an electronic copy of the AFMC/CC briefing slides and script with HQ AFMC/SE after the briefing.

11.7.2.6. (Added) HQ AFMC/SEG will review the report and forward to the appropriate system, product group or materiel group managers (PGM/MGM) for review/action on recommendations if such actions have not already occurred through the MSTG/DB10 process. Risk assessment codes may be assigned to the hazard identified.

11.19.3.3. The AFMC Form 12, **Record of Injury/Illness and Treatment**, is used to notify appropriate base agencies of injuries and illnesses. Base Medical Services prepares and distributes the AFMC Form 12 for each occupational military or civilian injury and military non-occupational injuries.

- The medical facility keeps the original of the AFMC Form 12, sends page 2 to the installation safety office, and sends the remainder of the copies to the immediate supervisor of the injured employee. When an occupational illness is suspected, forward a copy of the AFMC Form 12 to Military Public Health or Occupational Medicine Services, depending upon local organizations.
- The supervisor completes the reverse of the AFMC Form 12 and forward copies 3 and 4 to the base safety office within 3 workdays. Copies 5 and 6 are forwarded to the Civilian Personnel Flight for civilian employees.

- The Base Ground Safety office retains all returned AFMC Forms 12 as part of the official mishap investigation report. Retain copies for five years (AFMAN 37-139, *Records Disposition Schedule*, Table 91-5, Rule 12).
- If only first aid treatment is administered at the medical facility and the injured employee is returned to duty without restrictions, then the medical facility completes the AFMC Form 12, retains the original copy and forwards the remainder of the copies to the base safety office. (Any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such one-time treatment and follow-up visit for the purpose of observation is considered first aid even though provided by a physician or registered professional personnel.) The base safety office will pursue further investigation at that time based on the potential of the incident. Supervisor copies are not required for first aid injuries only if there is no other safety concern.

11.19.3.4. The AFMC Form 12 may be used for reporting occupational illnesses and injuries. MPH will determine and submit the information on an AF Form 190, **Occupational Illness/Injury Report**, if the illness or injury warrants.

11.19.3.5. Forward all completed CA-1s (injuries) and CA-2s (illnesses) to the regional office of worker's compensation programs to be recorded on the log of Occupational Injuries and Illness (AF Form 739 or equivalent).

11.20.1.3. (Added) Centers/wings prepare Monthly Log of Mishaps according to attachment 13. (Added)

13.2.4.1. DULL SWORD reporting is the responsibility of the center/wing weapons safety office.

15.6.2. (Added) AFI 91-204, AFMC Sup 1 Forms.

15.6.2.1. (Added) AFMC Form 12, **Record of Injury/Illness and Treatment**.

## Chapter 16 (Added)

### MATERIEL SAFETY PROGRAM

#### 16.1. (Added) Material Safety Program:

16.1.1. (Added) HQ AFMC/SE is responsible for the materiel safety program and:

- Provides policy and defines processes.
- Evaluates corrective actions assigned to AFMC and AFMC supported organizations by the mishap recommendation process.
- Manages AFMC response to formal mishap reports.
- Provides information on the materiel safety program to the AFMC Commander and staff.
- Reviews materiel deficiency data and materiel safety database (DB10) entries to ensure adequate and timely corrective action.
- Refers Materiel Safety Task Group (MSTG) action items to centers.
- Maintains record file copies of all open Class A, B, formal Class C mishaps and HAP reports.
- Measures, evaluates and works to improve materiel safety program processes.
- Coordinates with HQ USAF, the AFSC, other MAJCOMs and services as required.

16.1.2. (Added) Center commanders establish materiel safety programs that:

- Cover all supported systems and equipment.
- Have an MSTG with appointed chairperson. (See note.)
- Hold MSTG meetings as required to efficiently manage the program. (See note.)
- Are staffed to ensure timely processing of MSTG matters.
- Facilitates agreements between program managers and customers concerning validation of safety deficiencies and corrective actions and refers unresolved issues to HQ AFMC/SE.

**Note.** Product centers may use system safety managers to manage MSTG functions instead of a formal MSTG. System safety managers will document decisions and actions in DB10 within 5 days.

16.1.3. (Added) Materiel Safety Program Manager (MSPM) manages the center program and reports directly to the MSTG chairperson concerning MSTG and Materiel Safety Program issues and:

- Serves as MSTG assistant chairperson.
- Ensures effective management of the materiel safety programs.
- Ensures actions directed by the MSTGs are accomplished and documented in DB10.
- Reviews mishap reports to ensure the MSTGs work all safety deficiencies and helps prevent the inclusion of known safety deficiencies in new or modified systems and equipment.
- Reviews all items referred by HQ AFMC/SE and enters comments in the MSTG DB10.
- Publishes policy and directives as needed to implement center materiel safety programs.
- Manages the materiel safety DB10 and ensures currency and accuracy of data items.
  - A list of MSTG agenda items are reviewed and updated in DB10 within 5 workdays of a meeting and kept until the next MSTG meeting.

- Maintains a review schedule of open items not regularly reviewed.
- Other centers entries are reviewed and action items assigned to the appropriate offices.
- Monitors action items transferred to other centers and ensures mishap records are updated.
- Reviews SM mishap report memorandums of endorsement and intent to ensure that all materiel deficiencies have been investigated and action taken. A recommended format for memorandums of endorsement and intent is in attachment 13 (Added).
- Provides DB10 access to support contractors (as required) (attachment 14[Added]).
- Ensures materiel safety deficiencies reported from any source are included in MSTG agendas.
- Attends Configuration Control Boards (nonvoting member) and System Safety Groups (advisor) to coordinate safety deficiency actions.
- Participates in local meetings, conferences, etc., that involves materiel safety program issues.

16.1.4. (Added) Center offices and organizations appoint MSTG members and alternates who:

- Attend MSTG meetings when their action items are reviewed.
- Tell MSPMs about safety deficiencies found during mishap investigation support, special studies, analyses, etc.
- Give MSPMs the current status of their action items at least 5 workdays before MSTG meetings.
- Tell MSPMs about potential or known delays in responding to formal investigation reports.
- Tell MSPMs about local meetings, conferences, etc., that will involve materiel safety program issues.
- Ensure all mishap and nuclear safety deficiency reports are appropriately reviewed.
- Set up focal points for tracking organization safety deficiency actions.
- Tell Defective Parts and Component Control Program (DPCCP) operations branch monitors about hazardous materials that have demonstrated impacts upon safe operations.
- Help their organization expedite corrective action and tell the MSTG about actual or anticipated delays.

16.1.5. (Added) Human Factors Program managers provide help to the MSTG on personnel safety and man-machine interface problems (as applicable).

**16.2. (Added) Materiel Safety Task Group.** Helps SM and center offices improve the safety of their products and mishap prevention processes by ensuring adequate and timely actions are taken to correct safety deficiencies. They develop and review status of responses to mishap report recommendations, status of action items transferred from other centers, and status of action items established locally or by HQ AFMC/SE. They ensure effective materiel safety cross-talk at the center, between the center and its customers, and between centers.

16.2.1. (Added) Composition (see note 1):

- A chairperson and alternate appointed by center commander from the directorate level.
- MSPM is the assistant chairperson.
- Program manager representatives (division or branch engineering function preferred).

- Rated officers (see note 2).
- Safety Office representatives.
- Directorate of aircraft representative (where applicable).
- Laboratory representatives.
- Others, as necessary (see note 3).

**Note 1.** The safety office, rated officer, and directorate of aircraft (SM) representatives are required to attend meetings. Other representatives attend when required to resolve specific agenda items and when their organizations have specific agenda items.

**Note 2.** Rated officers for the involved weapon system attend meetings to provide current operational experience.

**Note 3.** Contractor representatives may be invited to discuss technical aspects of their equipment but will not be present during decision making or any time privileged information is shown or discussed. The MSPM will advise MSTG when contractor representatives are present.

16.2.2. (Added) Due to the diversity of programs and activities at the centers, each center develops its MSTG process to fit its requirements and meet the intent of this supplement.

16.2.2.1. (Added) The AFMC Materiel Safety Database (DB10). This database tracks the correction of deficiencies which pose a hazard to personnel and to safe operation of Weapon Systems and support equipment. The database shows the current status of action taken by the MSTG and serves as the meeting minutes. It also disseminates information to HQ AFSC and other MAJCOMs.

16.2.2.1.1. (Added) When an HQ AFMC organization accepts responsibility for a recommendation, HQ AFMC/SEF will ensure the input and control the status of applicable actions for that recommendation. Do not close an AFMC recommendation whose ownership is not specifically assigned.

16.2.2.2. (Added) DB10 Record Creation. All mishap reports that contain AFMC recommendations and all Class A and B mishaps, both with and without AFMC recommendations, will be input into DB10. The owning center creates the mishap record. All findings and recommendations of the mishap report will be input. If a non-AFMC agency is responsible for the recommendation closure and no AFMC action is required then the following statement will be input in the AFMC Action Field "NO AFMC ACTION REQUIRED" and the recommendation status will be closed. When a mishap recommendation requires action by SMs or offices at other centers, the owning center that created the mishap report establishes a tasking record. New records will be reviewed at the next MSTG meeting. All records are updated within 5 days after MSTG review and as actions occur.

16.2.2.2.1. (Added) Mishap Records. Mishap records are created from the following:

- Class A and B mishaps.
- Formal Class C and HAP mishaps.
- Any class of mishap and any HAP mishaps with recommendations assigned to SMs or centers for action.
- Any mishap for which AFMC is the responsible MAJCOM.

16.2.2.2.1.1. (Added) Mishap records are not closed until all actions are complete. Recommendations which are open pending continuing action (extended PDM scheduling, TCTO in progress, document awaiting publication, etc.) need not be reviewed at every MSTG, depending on the preference of the MSTG Chair. However, recommendations with final action pending must be updated in February and August to satisfy HQ AFSC's semi-annual (March and September) review of open recommendations.

16.2.2.2.2. (Added) AFMC Action. An AFMC Action is created within the mishap report for mishap Recommendations and Other Recommendations of Significance:

- The "Add Task" device is used to assign and transfer recommendations as tasks to MSPMs (MSTGs) when action is required by SMs at other centers. The "Add Task" device is available within the Recommendations and Other Recommendations of Significance modules of the report.
- Occasionally, stand-alone taskings are not associated with a mishap record. Examples include:
  - Deficiency reports identified by the MSPM/SM as having safety implications.
  - Emergency Materiel Improvement Projects.
  - Status reports on safety TCTOs from sources other than mishaps.
  - Other hazards, potential hazards, studies, etc. identified by HQ AFMC/SE.
  - Other matters of interest to MSTGs.

16.2.2.2.3. (Added) The owning center MSPM and the tasked center MSPM must coordinate the tasking(s). The tasked center reports the action item through its MSTG. The recommendation of the mishap record is kept open until the tasking record is closed. A tasking record can only be closed by the owning center. A tasking record is not required if handled locally.

### **16.3. (Added) Security Classification and Marking:**

- DB10 records will not contain classified information (AFI 31-401, Managing the Information Security Program).
- DB10 records are "FOR OFFICIAL USE ONLY." When a record is printed each page will be appropriately marked.
- Password protect mishap reports and DB10 reports sent between centers.

**16.4. (Added) Technical/Engineering Evaluation and Corrective Action.** SMs review mishap reports to determine the components involved and notify other SMs when their components are affected. SMs, center offices, and laboratories also review mishap report findings, causes, and recommendations to determine requirements for action to change flight operating procedures, to further analyze materiel and human failure, and to correct materiel and maintenance deficiencies. Design deficiency information is sent to the appropriate Product Center (AAC, ASC, ESC, etc.). During an investigation or subsequent evaluation, SMs should be especially alert for unusual failure modes or irregularities such as deviation from materiel specifications.

16.4.1. (Added) When contractor engineering support is required, SMs ask HQ AFSC/JAR to send sanitized mishap report extracts to the contractor.

16.4.2. (Added) When aircraft or air-launched missile incur grounding action, or action is required prior to next flight, the SMs prepare the recommendation according to TO OO-5-15 and coordinate with the appropriate HQ AFMC organization (info HQ AFSAC when Military Assistance Program or foreign military sales aircraft are involved) for their action. Send an info copy to HQ AFMC/SE and HQ AFSC/CC.

### **16.5. (Added) Deficiency Report (DR) Processing.**

16.5.1. (Added) SMs notify MSPMs of all Category I DRs.

16.5.2. (Added) When a system is in acquisition or undergoing modification, the SM contacts the responsible Air Force engineering agency to ensure receipt of pertinent technical information contained in mishap reports. If necessary, the SM extracts the required information from these reports and provides it to the agency.

### **16.6. (Added) Response to Formal Mishap Reports:**

16.6.1. (Added) SM Response to Formal Mishap Reports (refer to paragraph 6.1.1.3). The SM must respond to the HQ AFSC message requesting comments on the findings and recommendations. See Attachment 13 (Added) for format. The SM normally responds directly to AFSC/SEF (copy to other request addressees) or as prescribed in the requesting message. In all cases, send copy to HQ AFMC/SE. These responses should be recorded in DB10 at the next scheduled update.

- When the SM "nonconcur" on a materiel recommendation, AFMC/CC will be the final reviewing authority for the message. SM will prepare the message and transmit it to HQ AFMC/SE for staff coordination. HQ AFMC/SE will finalize and dispatch the message, adding AFMC/CC supporting comments (as required).
  - Materiel refers to parts and pieces, not document changes.
- Update DB10 if SM changes his/her position.
- When the suspense does not allow time to adequately evaluate the findings and recommendations, request an extension from HQ AFSC with an anticipated response date.
- In DB10 entries:
  - When the SM concurs, put "CONCUR" in the appropriate AFMC Action field of the mishap record. Identify in this field what agency concurred and who made the update. Provide an Estimated Completion Date (ECD).
  - When the SM nonconcur, put "NONCONCUR" in the appropriate AFMC Action field of the mishap record. Provide rationale for nonconcurrance.

16.6.2. (Added) Additional Recommendations. If the investigating MAJCOM provides additional recommendations in their command endorsement, the responsible action agency evaluates, comments, and takes action. Report actions IAW paragraph 16.6.1.

16.6.3. (Added) Other Findings and Recommendations of Significance. Handle these findings and recommendations in the same manner as in paragraph 16.6.1.

16.6.4. (Added) Memorandum of Final Evaluations (MOFE). Reclamas to MOFE must be processed expeditiously. HQ AFMC/SE will be the focal point for all reclamas.

**16.7. (Added) Commander's In-Person Reports.** The SM or other responsible agencies may be asked to give AFMC/CC a briefing on mishaps where the SIB findings identified their activity as having significant involvement. Limit briefing attendance to minimum essential personnel. This briefing will contain:

- Concise mishap description.
- Brief review of mishap report findings and recommendations, and agency's concurrence or nonconcurrence.
- Brief history of any previous mishaps with related findings or recommendations.
- Any violations of directives discovered during the mishap investigation.
- Corrective actions taken or planned, with completion dates.

**Attachment 11 (Added)****BOARD PRESIDENT BRIEFING**

**A11.1. (Added)** Board presidents (BPs) of all Class A and selected Class B Flight Mishap investigations will brief the convening authority and key staff members on the board's findings and recommendations.

**A11.2. (Added)** The briefing should be concise, 20-40 minutes target, but still cover the essentials. Use the following format, which follows the same sequence as the Formal Report, when preparing the briefing.

A11.2.1. (Added) **Introduction.** Identify the mishap, introduce board members present and provide a short overview.

A11.2.2. (Added) **Narrative.** It describes the sequence of events which led to the mishap and establishes a reference for more detailed discussion. List the qualification/experience/background/crew rest of the crew/personnel involved and any injuries incurred. Do not belabor areas that were not factors.

A11.2.3. (Added) **Analysis.** Discuss the cause or causes of the mishap and provide the rationale for the board's findings and recommendations. "What happened" and "why it happened" must be tied together. Briefly address areas investigated and found not to be factors to illustrate the thoroughness of the investigation and alleviate questions from the staff. Analysis section should flow logically.

- Generally, use a chronological format. However, other formats may be more appropriate.
- The analysis should discuss the rationale for any Other Findings and Recommendations of Significance.
- Use sufficient details and background information necessary to support the findings and recommendations.

A11.2.4. (Added) **Findings.** Review all findings listed in the formal report. Comment only on those findings which need clarification.

A11.2.5. (Added) **Recommendations.** Present in the same manner as the findings.

A11.2.6. (Added) **Other Findings and Recommendations of Significance.** Present each Other Finding of Significance with its associated recommendation.

A11.2.7. (Added) **Questions/Discussion.** The briefer may refer questions to board members present.

**A11.3. (Added) Facilities.** Generally, the briefing is held in the Commander's Situation Room, Building 262. A dual screen PowerPoint briefing is the most common format and the easiest to present. In addition, the facilities have dual viewgraph and video/audio playback capabilities.

**A11.4. (Added) Visual Aids Format.** Consult the HQ AFMC Commander's Action Group web page for PowerPoint templates. Every briefing requires:

- Title Slide. Include mishap type, unit, aircraft, base, time of occurrence and BP.
- Board Members. Include name, rank, home unit/office symbol, and board position.
- Mishap Crew. By crew position/qualifications/experience (include flying hour breakdown of 30/60/90 time, 30/60/90 sorties, total hours, and total hours in aircraft type). Do not include names.

- Weather.
- Sequence of Events. Map/route segments, vertical view of maneuvers, artist's conceptions, etc., can help.
- Summary of Areas Investigated and Found not to be Factors.
- Summary of Factors. Discuss each factor in detail.
- Findings. Use the number of slides necessary without overcrowding. If the word "Cause" is included with a finding, the word "Cause" will be in red
- Recommendations.
- Other Findings and Recommendations of Significance. Put each finding and its associated recommendation on the same slide, if possible.

Attachment 12 (Added)

SAMPLE MISHAP FOLDER COVER PAGE

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CLASS A  
 FLIGHT MISHAP (1)  
 FORMAL REPORT  
 TYPE AIRCRAFT/SN, EQUIPMENT, BUILDING, FATALITY (2)  
 MISHAP CENTER / WING  
 DATE OF MISHAP  
 MISHAP LOCATION

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**COPY \_\_\_\_ OF \_\_\_\_**

**COPY TO: \_\_\_\_\_**

**(ORGANIZATION / OFFICE SYMBOL)**

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**Note1.** Other examples: Class A Ground (Aircraft Involved) Mishap, Class B Operational Ground Mishap, etc.

**Note 2.** Examples: C-141B SN 67-0436, P-2 Fire Truck, Bldg 409 Structural Fire, Military Fatality, etc.

**Attachment 13 (Added)****AFMC MESSAGE OF ENDORSEMENT AND INTENT**

**FROM:** (HQ AFMC Office/Center/SM Name)

**TO:** HQ AFSC KIRTLAND AFB NM//SE/SEF//

**INFO:** (Same addresses as AFSC Request for Endorsement message)

**SUBJECT:** (HQ AFMC Office/Center/SM Name) Endorsement of (Class A/B) (Mishap Type, Flight, Ground) Mishap, (Mishap Control Number, 20020523KLMNXXXA) at (Location of mishap).

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**THIS CONTAINS PRIVILEGED LIMITED-USE SAFETY INFORMATION. UNAUTHORIZED USE OR DISCLOSURE CAN SUBJECT YOU TO CRIMINAL PROSECUTION, TERMINATION OF EMPLOYMENT, CIVIL LIABILITY, OR OTHER ADVERSE ACTIONS. SEE AFI 91-204, CHAPTER 2 FOR RESTRICTIONS. DESTROY IN ACCORDANCE WITH AFMAN 37-139 WHEN NO LONGER NEEDED FOR MISHAP PREVENTION PURPOSES.**

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1. Mishap Summary. (Brief narrative)

2. (HQ AFMC Office/Center/SM Name) Evaluation.

a. SIB's (Investigator's) Findings and Causes: (May state (HQ AFMC/Center/SM) concurs with the SIB Findings and Recommendations with the following exceptions:) (See below for format)

(1) Finding 1. (Text) If (HQ AFMC Office/Center/SM Name) concurs, no comment is needed.

(2) Finding 2. (Text) If (HQ AFMC Office/Center/SM Name) nonconcur, or concurs-in-part, then add:

- Position. (Position; "nonconcur" or "concur-in-part." Finding is then either deleted, reworded, separated into two findings and renumbered, etc.).
- Rationale. (Rationale for change.)

(3) Finding 3. (Continue through remaining findings)

b. SIB's (Investigator's) Recommendations:

- Recommendation 1. (Text)
- Position. ((HQ AFMC Office/Center/SM Name) concurrence, nonconcurrence, or concurrence-in part.)

(**Note:** See paragraph 16.9.1. for additional guidance).

- Rationale. (Rationale)
- Action. (Action being taken to correct or close the Recommendation)

(**Note:** All recommendations must state the (HQ AFMC Office/Center/SM) position and rationale.)

c. Revised Recommendations. (If numerous changes were made to the recommendations, this subparagraph may be needed to provide a cohesive rationale.)

d. (HQ AFMC Office/Center/SM Name) Added Recommendations. (For additional (HQ AFMC Office/Center/SM Name) concerns, if applicable.)

3. Follow-on/closing action for the recommendations of this mishap will be reported in the MSTG DB10 under mishap control number XXXX-XXXX, Accession Number XXXX.

4. POC (HQ AFMC/Center/SM)

**Attachment 14 14 (ADDED)**

**SAMPLE MEMORANDUM-SUPPORT CONTRACTOR**

MEMORANDUM FOR (Name of Support Contractor)

FROM: (Directorate, Single Manager)

SUBJECT: Protection of USAF Privileged Safety / Limited Use Information

1. As a Support Contractor for the (input name of directorate), you will be responsible for inputting Mishap Reports into the Air Force Materiel Command Safety Database (DB10), and for retrieving mishap information from the Aviation Safety Automated System (AvSAS). You must treat all parts of the mishap message/report as privileged information which must be protected from disclosure outside the Department of the Air Force.
2. The military safety privilege protects confidentially provided evidence and the deliberative process of the Safety Investigation Board (SIB). It has been claimed by the Secretary of the Air Force many times and upheld by the United States Supreme Court. It enhances the SIB's ability to quickly and accurately identify potential causes of mishaps so we can prevent their recurrence. This process must have the highest degree of reliability to maintain combat readiness, national security, and public safety.
3. In accepting your appointment as a Support Contractor, you must agree to safeguard our safety privilege. You must not disclose to anyone, including your employer, any privileged information derived from our investigation. You must not make copies of any of the privileged documents you handle in performing your duties (including analytical computer products, confidential tape recordings, and staged photographs). Your disclosure of privileged, limited use safety information or unauthorized use can subject you to criminal prosecution, termination of employment, civil liability, or other adverse actions.
4. Before being appointed, please sign and date the endorsement below. I will give you a copy of this memorandum.

(Directorate's signature block)

1st Endorsement

To: HQ AFMC/SEF, Mr. Larkin  
ALC Material Safety Program Manager

I acknowledge understanding of the contents of this letter and receipt of a copy thereof, and I agree to comply with the duties and responsibilities stated therein.

(Support Contractor's signature block)

cc:  
HQ AFMC/SE  
Center Safety Office

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CRAIG WOLFENBARGER, Colonel, USAF  
Director of Safety