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AIR FORCE SPACE COMMAND**



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**AIR FORCE SPACE COMMAND  
Supplement 1**

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**Safety**

**SAFETY INVESTIGATIONS AND REPORTS**

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The OPR for this supplement is HQ AFSPC/SEG (Mr. N.O. Thompson) This supplement implements and extends the guidance of Air Force Instruction (AFI) 91-204, **Safety Investigations and Reports**. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to HQ Air Force Space Command and subordinate units. It does not apply to Air National Guard (ANG) and Air Force Reserve Command (AFRC) units and members. The reporting requirements in this directive are exempt from report control symbol (RCS) licensing in accordance with AFI 37-124, **The Information Collections and Reports Management Program; Controlling Internal, Public and Interagency Air Force Information Collections**. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force. This publication is consistent with Department of Labor (DOL) Occupational Safety and Health Act (OSHA) standards 29 CFR 1960. Send a copy of NAF and unit supplements to HQ AFSPC/SEG, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4260, for review and approval before publication. Upon receipt of this integrated supplement, discard the Air Force basic publication.

**SUMMARY OF REVISIONS**

The basic AFI has been substantially revised and this supplement must be completely reviewed. A bar ( | ) indicates a revision from the previous edition. It prescribes a new form, the AFSPC Form 83, **In-Flight Emergency & Precautionary Landing Worksheet** and reestablishes the AFSPC Form 87, **Mishap Data Worksheet**. It changes terms in **Attachment 1** and provides a trend analysis worksheet example for field use in **Attachment 9 (Added)**.

1.1.7.1. Air Force station commanders will render assistance commensurate with installation capabilities.

**1.1.8.2.** The 30 SW and 45 SW will appoint an interim board president prior to each government, civil or commercial launch, regardless of mishap accountability for that launch. Launches covered include space as well as ICBM and SLBM launches. The interim board duties cover all launch phases until payload separation from launch vehicle components, to include upper stages, or through ground impact for objects not

achieving orbital velocity. If data or evidence pertinent to the mishap exists at other facilities or locations, the interim board president will act as focal point to ensure proper action is taken at those facilities to impound and preserve that data or evidence. Units with such evidence will support requests from the interim board president to impound data/evidence until the safety board president or investigating officer releases it. Interim Board responsibilities include:

1.1.8.2.1. (Added) It is the interim board president's job to work with the On-Scene Commander and emergency response agencies to control and preserve evidence recognizing that the first priority is the preservation of life and facilities. The On-Scene Commander is responsible for the site, including security, until all restoration actions are complete.

1.1.8.2.2. (Added) The OSC is responsible for impounding range data and witness identification. He/she will turn the data over to the SIB president upon their arrival.

1.1.8.2.3. (Added) Witness identification.

1.1.8.2.4. (Added) TOX testing, if appropriate. TOX testing of Air Force launch crewmembers will be performed at the discretion of the wing commander according to **paragraph 1.1.8.6.** of the basic instruction.

1.1.8.2.5. (Added) Sending preliminary and status report message until relieved by the SIB.

1.1.8.2.6. (Added) Transition of responsibilities to the formal Safety Investigation Board (SIB) or other investigating entity, if any. If no formal board is activated, any accumulated evidence will be returned to the appropriate agency or disposed of .

1.1.8.9.8. (Added) Prompt notification is required for units experiencing possible Class A or B mishaps. AFSPC installation host and tenant safety staffs will make a telephonic/FAX report to HQ AFSPC/SE (DSN: 692-5776, FAX DSN: 692-5743) NLT 4 hours after the mishap. During non-duty hours contact the HQ AFSPC Safety Alert Officer through the AFSPC Operations center (DSN: 692-5979). Do not delay reporting for lack of complete information; provide an advisory that the information is not yet complete. A courtesy copy will be faxed to respective NAF/SE (14 AF/SE - DSN 275-7934 or 20 AF/SE DSN 481-5363) or SMC/SE (DSN 833-2129).

1.1.8.9.9. (Added) Provide or otherwise arrange for Explosive Ordnance Disposal (EOD) Support.

1.1.9.3. The appropriate DCG representative (SE, SG, CEF, etc.) is responsible for advising the OSC of known hazards and required PPE.

1.1.9.8. (Added) The 30 SW and 45 SW will appoint an interim board president prior to each launch regardless of mishap accountability for that launch. Launches covered include space as well as ICBM and SLBM launches. The interim board duties cover all launch phases until payload separation from launch vehicle components, to include upper stages, or through ground impact for objects not achieving orbital velocity. The Interim Board responsibilities include:

1.1.9.8.1. (Added) It is the Interim Board President's job to work with the On-Scene Commander and emergency response agencies to control and preserve evidence recognizing that the first priority is the preservation of life and facilities. The On-Scene Commander is responsible for the site, including security, until all restoration actions are complete.

**1.1.9.8.2. Added)** The OSC is responsible for impounding range data and witness identification. He/ she will turn the data over to the SIB president upon their arrival.

1.1.9.8.3. (Added) TOX testing, if appropriate, of Air Force

launch crewmembers will be performed at the discretion of the wing commander according to paragraph 1.1.8.6. of the basic instruction.

1.1.9.8.4. (Added) Sending preliminary and status report messages until relieved by the SIB.

1.1.9.8.5. (Added) Transitioning of responsibilities to the formal Safety Investigation Board (SIB) or other investigating entity, if any.

1.3.2.3. AFSPC/CC delegates convening authority for on-duty Class B mishaps to SMC and NAF/CCs.

1.3.3.1. Implement alternate reporting procedures for a missile launch mishap only at the direction of AFSPC/CC (see **paragraph 8.7.3.1.**).

1.3.3.6. This applies to a report prepared using alternate reporting procedures.

1.3.3.7. This applies to a report prepared using alternate reporting procedures.

**1.6. Investigating Mishaps Involving Joint National Aeronautical and Space Administration (NASA) and Air Force operations.** A joint mishap investigation plan will be developed prior to any NASA operation that involves an AFSPC launch facility. AFSPC/SE in conjunction with SMC/SE will ensure the plan assigns responsibilities and interfaces with any Memorandum of Agreements (MOA) should a mishap investigation be required. Space Wing Commanders will elevate to HQ AFSPC/SE through SMC or NAF/SE any proposed operation that will involve NASA involvement with a launch from an AFSPC range.

1.6.1.2. Include multi-service or joint operational mishap information in the initial notification (Telephonic or OPREP-3).

1.11.1.2. Vehicle mishaps involving operator's use of alcohol are not considered criminal acts for the purpose of this instruction.

1.15.1.12. Vehicle mishaps involving operator's use of alcohol are not considered criminal acts for the purpose of this instruction.

2.1.2.1. Requests for privileged status application to ground, industrial, and explosives confidential witness statements will be forwarded through NAF/SE to HQ AFSPC/SE. If time is a critical factor, i.e., where loss of witness data could be compromised, direct the request to HQ USAF/SE with electronic information copies to the NAF/SE, HQ AFSPC/SE and AFSC/SE.

2.1.3.1. Requests for release of non-privileged data outside the Air Force will be requested through SMC/SE, NAF/SE and HQ AFSPC/SE.

3.2.3.4. Report as a HAP those government motor vehicle and special purpose vehicle mishaps where repair cost exceeds ten thousand dollars, but does not meet the reporting criteria established for Class C mishaps. This includes those mishaps where a motor vehicle rolls on its side, rolls over or otherwise leaves its wheels.

4.2.2.1. TDY travel orders and funding are the responsibility of the individual's unit of assignment. Unit budget offices may seek reimbursement from HQ AFSPC/FM on an after-the-fact-funding basis.

4.4.1.1. Forward quarterly qualified SIB member lists to HQ AFSPC/SE, SMC/SE and the appropriate NAF/SE.

4.4.2.4. (Added) HQ AFSPC/SE will coordinate scheduling individuals for the Air Force Safety Center (AFSC) SIB president course. Any TDY funding for attendees is the responsibility of the individual's unit. Trained personnel may be used as Class A board presidents for mishaps out-side their specialty if necessary.

5.4.3.6. (Added) For Class A and selected Class B mishaps, the SIB president or the Launch Analysis Group chairperson (Alternate reporting only) provides a telephone update to HQ AFSPC/SE weekly or as required. Send a status report in accordance with the appropriate tables if the incident is a Class A or B mishap. The Service Response Force (SRF) local On Scene Commander (OSC) for Radiological or Nuclear Weapon System accident or incident will provide a telephone update to HQ AFSPC/SE as above. Send a supplemental report if a Radiological or Nuclear Weapon System accident or incident is involved as required by the appropriate tables.

5.5.1.1. Formal reports will also be electronically generated and forwarded on a compact disc to HQ AFSPC/SE. Adobe (pdf) format will be used for all text material. See **paragraph 5.5.6.4.** and individual discipline chapters in this instruction for additional information.

5.5.1.2. (Added) A formal safety briefing will be provided to the AFSPC convening authority for all mishaps that require reporting under this directive. HQ AFSPC/SE may waive the formal briefing when directed by AFSPC/CC. See **Attachment 3** for briefing guidelines.

5.5.2.1. Forward any request to waive the formal report through SMC/SE or NAF/SE to HQ AFSPC/SE.

5.5.6.4. Use certified mail when sending formal reports by mail. Send two copies to HQ AFSPC/SE, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4260. For 20AF Units, send one copy to 20AF/SE, 6610 Headquarters Drive, Suite 4, F.E. Warren AFB, WY 82005-3943.

5.8.1.8. Causal findings for on-duty ground mishaps will indicate the level of command structure that could have prevented the mishap (i.e., first line supervision failed to ensure mishap worker was wearing proper personal protective equipment. Management failed to ensure technical orders adequately addressed required procedures. Mishap worker willfully violated established procedures, etc.). All causal findings not directly related to material deficiencies must be related to a human element failure.

5.8.2.1. Other findings of significance are endorsed only through AFSPC channels, but receive the same priority for corrective actions as those recommendations that pertain directly to the mishap sequence. When required, HQ AFSPC OPRs for such recommendations assume responsibility for advocating corrective actions from agencies outside of AFSPC. Attach such findings to the memorandum of transmittal to all AFSPC addressees and each non-AFSPC recommendation OPR.

5.10.2. Other recommendations of significance are endorsed only through AFSPC channels, but receive the same priority for corrective actions as those recommendations that pertain directly to the mishap sequence. When required, HQ AFSPC OPRs for such recommendations assume responsibility for advocating corrective actions from agencies outside of AFSPC. Attach such recommendations to the memorandum of transmittal to all AFSPC addressees and each non-AFSPC recommendation OPR.

6.1.1.3. HQ AFSPC/SE sends a copy of the HQ AFSPC endorsement to all flight NAF's, SMC and each reviewing commander in the chain-of-command of the unit experiencing the mishap.

6.1.1.10. (Added) Use AFSPC Form 123, **Follow-up/Closeout Action Summary** or computer database generated product, for ground, industrial and explosive mishaps to follow-up corrective actions until closed. At a minimum, corrective action status reports shall be updated, and submitted to the appropriate HQ AFSPC/SE discipline semi-annually (but no later than **1 February and 1 August**), or at the time of

closure of an assigned action item. Status and closure reports will include final closure action specifics with rationale that will preclude recurrence, where applicable. **NOTE** – Exercise care to make sure the data is protected IAW privileged information procedures in **chapter 2**, when applicable.---

6.1.3.1. Each reviewing commander, beginning at the wing experiencing the mishap, will have 10 working days from receipt of report to review and forward endorsement by memorandum or message to the next higher level of command. See **Attachment 8 (Added)** for message format.

6.3.1.1. The MRP for AFSPC Class A and Class B mishaps will be chaired by AFSPC/CV. The Director of Safety HQ AFSPC will chair the panel in the absence of the CV. The Safety Directorate will act as the administrative focal point for the review panel. Each HQ AFSPC Directorate, Direct Reporting Unit (DRU) and NAFs upon invitation will be part of this panel and meet at the call of the chair. Headquarters implementing instructions can be found in AFSPC HOI 91-1, **Mishap Review Panel**.

6.4.1.1. For all Class A and B mishaps, each action agency that is OPR on open recommendations must report status/corrective action, with complete rationale, semi-annually but (no later than **1 February and 1 August**) until recommendation is closed.

7.3.4.6. Although an individual with prior SIB experience is preferred, helicopter flight maintenance quality assurance evaluators may be used as the Maintenance Member. If a senior NCO is not available, coordinate use of a junior NCO with the proper expertise at HQ AFSC prior to appointment to the SIB.

7.3.4.7. HQ AFSPC/SE will coordinate with HQ AFSPC/SG for a medical member of the board.

7.4.11. (Added) Units will report all UH-1N In-Flight Emergency (IFE) and precautionary landings on AFSPC Form 83, **In-Flight Emergency & Precautionary Landing Worksheet**. The data will be tracked and maintained by the Unit and Wing Flight Safety Officers or equivalent for one calendar year. (See **AFI 37-139**, T11-1, R-3 for disposition)

7.8.1.2. (Added) Prepare an electronic (compact disc) copy of the formal report in Adobe (pdf) format and forward according to **paragraph 7.8.4**.

**Table 7.2. Addresses for Aircraft Mishap and Event Message Reports.**

17	14 AF Vandenberg AFB CA 20 AF FE Warren AFB WY	SE	All Mishaps <b>(Added)</b> See Note 5
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**Table 7.2. Note 5. (Added)** For 8-hour messages only, add AFSPC/CC, CV; HQ AFSPC/SE, PA, JA, DO, SG, LG; and 576 FLTS/CC (for ICBM related mishaps only).

8.7.1.1. Report Class A or B missile mishaps and exposures to toxic/caustic materials or propellants to HQ AFSPC/SEW by telephone within 4 hours of the mishap. After duty hours, notify the safety duty officer through the AFSPC Operations Center, DSN: 692-5979 or 5737.

8.7.1.2. In addition to written reports, units experiencing a Class C missile mishap will notify HQ AFSPC/SEW by telephone, DSN 692-5115 or 692-2417, NLT the next duty day.

8.7.1.5. (Added) Missile incidents that do not meet the Class A, B, C, or D mishap event reporting criteria, but the cause of which could have important mishap prevention value, shall be investigated and reported as a HAP event. In this context, it is important for each mishap to be investigated to determine the “root cause” and to extract information that could be useful in the exchange of mishap prevention information in the form of “lessons learned”.

8.7.3.1. When directed by AFSPC/CC, use HQ AFSPC/SE Safety Guide SE-002 for alternate reporting of Class A ICBM Force Development Evaluation (FDE) launch mishaps.

8.7.3.1.4. (Added) During Simulated Electronic Launch Minuteman (SELM) or Peacekeeper (SELP) testing, consider damage to items that would be expected to receive damage during the scheduled SELM/SELP activities as normal launch-residual damage if the following conditions are met:

8.7.3.1.4.1. (Added) All SELM/SELP technical data procedures were properly complied with to minimize the expected damage.

8.7.3.1.4.2. (Added) The sortie is "effective" for the purposes of the SELM/SELP test.

8.10.6. Prepare an electronic (compact disc) copy of the formal report in word format and forward to HQ AFSPC/SEW.

8.11.1.1. Each reviewing commander, beginning at the wing experiencing the mishap, will have 10 working days from receipt of report to review and forward endorsement by memorandum or message to the next higher level of command. See **Attachment 8 (Added)** for message format.

8.12.1.1. Board President Briefings. The SIB President, accompanied by the involved wing, and NAF commanders (unless exempted by the convening authority), is required to brief AFSPC/CC on Class A and selected Class B mishaps after completing the formal report. SMC/CC may attend the briefing along with SMC program office if the mishap involved a common interest system or system component. Schedule mishap briefings with HQ AFSPC/SE based on an estimated completion date of the formal report. The briefing should be as concise as possible (usually 30 - 40 minutes), but still cover all essential elements outlined in Attachment 3. Prepare overheads using Microsoft PowerPoint (contact HQ AFSPC/SE staff for appropriate version). HQ AFSPC/SE will retain a copy of the briefing.

**Table 8.2. Addresses for Missile Mishap Message Reports.**

16	SMC Los Angeles AFB CA 14 AF Vandenberg AFB CA 20 AF FE Warren AFB WY	SE	All Mishaps <b>(Added)</b> See <b>Note 7</b>
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**Table 8.2. Note 7. (Added)** For 8-hour messages only, add HQ AFSPC/CC, CV; HQ AFSPC/SE, PA, JA, DO, SG, LG, SMC/CC/SE; SWC/DDO and 576 FLTS/CC.

9.1.1.2. (Added) Mishaps that occur before payload separation from the booster or upper stages are launch mishaps. After payload separation, the mishap is an orbital mishap. The unit that first becomes aware of the mishap is responsible for reporting.

**Table 9.1. Orbital Mishap Determination Matrix.**

Event	Permanent Loss of Primary Mission Capability	Permanent Loss of Non-Primary Mission Capability	Permanent Degradation of a Mission Capability ( <i>Note 2</i> )
Space environment related failure ( <i>Note 1</i> )	Class A	Class B	Class B

**Table 9.1. Note 1.** AFSPC units will treat "failing to function properly" as follows:

9.3.2.3.8. Forward copies of anomaly investigation results to HQ AFSPC/SEC for incorporation in the Space Safety database and lessons-learned dissemination.

9.4.2.1.1. (Added) Space incidents that do not meet the Class A, B, C or D mishap or Class E event reporting criteria, but the cause of which could have important mishap prevention value, shall be investigated and reported as a HAP event. In this context, it is important for each incident to be investigated to determine the "root cause" and to extract information that could be useful in the exchange of mishap prevention information as "lessons learned".

9.5.1.3.1. (Added) Space launch mishap investigation accountability will be identified and approved by the Space Wing Commander prior to launch.

9.5.1.8.1. (Added) Mishaps that cause damage to Air Force property or facilities leased to non-Air Force contractors or commercial operators, when the operator insures those property or facilities, are not reportable mishaps.

9.5.2.1. Incidents that occur prior to launch, or involve a unique space support system that does not leave the ground, that do not meet the Class A, B, C or D mishaps or Class E event reporting criteria, but the cause of which could have wide spread mishap prevention value, shall be reported as a Space Mishap, Ground and Industrial Involvement HAP event.

9.7.1.4. Mishaps that have prevention value useful to other operating locations shall be investigated and reported by message as a Class E, or HAP event. Information deemed as having potential mishap prevention value shall be compiled and disseminated by HQ AFSPC/SEC as "lessons learned".

9.7.2.5.1. (Added) Use HQ AFSPC/SE Safety Guide SE-001 as a guide for reporting space launch mishaps.

9.7.10. Prepare an electronic (compact disc) copy of the formal report in word format and forward to HQ AFSPC/SEW.

9.8.1.1. Board President Briefings. The SIB president, accompanied by the involved wing and NAF (unless exempted by the convening authority), is required to brief AFSPC/CC on Class A and selected Class B mishaps after completing the formal report. SMC/CC will attend the briefing along with SMC program and system safety offices if the mishap involved a SMC procured system. Schedule mishap briefings with HQ AFSPC/SE based on an estimated completion date of the formal report. The briefing should be as concise as possible (usually 30 - 40 minutes), but still cover all essential elements outlined in attachment 3. Prepare overheads using Microsoft PowerPoint (contact HQ AFSPC/SE staff for appropriate version). HQ AFSPC/SE will retain a copy of the briefing.

9.8.2.5. (Added) Space Safety Lessons-Learned Program. HQ AFSPC maintains a space mishap database for the purpose of action item tracking and lessons learned dissemination. HQ AFSPC/SEC will provide units and centers with a list of open action items/recommendations, and lessons learned from recent events. Units and Centers involved in orbital or launch activities will:

9.8.2.5.1. (Added) Provide quarterly status updates to HQ AFSPC/SEC on open action items/recommendations assigned to them.

9.8.2.5.2. (Added) Review lessons learned provided by HQ AFSPC/SEC for applicability to operations; take any action necessary to disseminate within the unit and prevent future mishaps.

9.8.2.5.3. (Added) Report mishaps and HAP/Class E events promptly and thoroughly, and identify any other events which may have mishap prevention potential for inclusion in the database and lessons learned dissemination.

**Table 9.3. Addresses for Space Mishap Message Reporting.**

15	SMC Los Angeles AFB CA 14 AF Vandenberg AFB CA 20 AF FE Warren AFB WY	SE	All Mishaps <b>(Added)</b> See Note 4
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**Table 9.3. Note 4.** For 8-hour messages only, add HQ AFSPC/CC, CV; HQ AFSPC/SE, PA, JA, DO, SG, LG and SMC/CC/SE.

10.8.6.1. Prepare an electronic (compact disc) copy of the formal reports in Adobe (pdf) format and forward to HQ AFSPC/SEW.

10.9.1.1. Each reviewing commander, beginning at the wing experiencing the mishap, will have 10 working days from receipt of report to review and forward endorsement by memorandum or message to the next higher level of command. See **Attachment 8 (Added)** for message format.

10.9.2.1. Board President Briefings. The SIB president, accompanied by the involved wing and NAF commanders (unless exempted by the convening authority), is required to brief AFSPC/CC on Class A and selected Class B mishaps after completing the formal report. SMC/CC may attend the briefing along with SMC program office if the mishap involved a common interest system or system component. Schedule mishap briefings with HQ AFSPC/SE based on an estimated completion date of the formal report. The briefing should be as concise as possible (usually 30 - 40 minutes), but still cover all essential elements outlined in **Attachment 3**. Prepare overheads using Microsoft PowerPoint (contact HQ AFSPC/SE staff for appropriate version). HQ AFSPC/SE will retain a copy of the briefing.

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

15	SMC Los Angeles AFB CA 14 AF Vandenberg AFB CA 20 AF FE Warren AFB WY	SE	All Mishaps <b>(Added)</b> See Note 7
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**Table 10.2. Note 7. (Added)** For 8-hour messages only, add HQ AFSPC/CC, CV; HQ AFSPC/SE, PA, JA, DO, SG, LG, Centers/CC/SE; add 576 FLTS/CC (for ICBM related mishaps only).

11.1.1.3. (Added) For ground mishaps, send a quick look report with digital pictures to HQ AFSPC/SEG for all Class A and B mishaps and selected Class C on-duty mishaps. This report will follow shortly after the occurrence, but no later than two duty days after the mishap. Do not delay this report while waiting for outside agency inputs. See paragraph **11.7.6. (Added) for further guidance.**

11.2.1.10. (Added) Include AFSPC geographically separated units (GSU) military/civilian strengths and mishaps when calculating parent-unit mishap rates. Include military/civilian strengths and mishaps involving MAJCOM headquarters, direct reporting units, and NAF staffs with AFSPC host-units mishap rates.

11.7.6. (Added) Local Mishap Reporting.

11.7.6.1. (Added) Recommend the AFPSC Form 87 be used to document a mishap to the Unit Commander and Wing Safety. Section II is optional for Unit Safety Representative (USR) actions. AFSPC

host/base ground safety managers (GSM) will review the mishap data to determine reportability of lost-time injuries and logging of certain on-duty mishaps.

11.7.7. (Added) Quick Look Reports.

11.7.7.1. (Added) Quick Look reports will be accomplished on any Class A or Class B mishap, regardless of category, and any requested Class C mishap, or when otherwise specifically requested by HQ AFSPC/SEG, SMC/SE, or NAFs.

11.7.7.2. (Added) Each Ground Safety Office will submit a Quick Look report for the above designated mishaps and any mishap involving a GMV rollover regardless of class. Forward Quick Look reports to HQ AFSPC/SEG, SMC/SE, and NAF/SEGs for dissemination to subordinate units. A Quick Look report template can be obtained from HQ AFSPC/SEG.

11.7.7.3. (Added) Forward AFSPC Quick Look reports via e-mail to HQ AFSPC/SEG within two duty days of the mishap or within three duty days after a request from HQ AFSPC/SEG, SMC/SE, or the NAF/SEGs. See **paragraph 2.2.4** of this document for electronic report limitations and precautions.

11.7.7.4. (Added) The wing commander should review Quick Look reports before transmittal.

11.7.7.5. (Added) Any request for waiver from the Quick Look reporting requirement must be made by telephone or e-mail to HQ AFSPC/SEG through the centers or NAFs. Only HQ AFSPC/SEG can waive the reporting requirement.

11.7.7.6. (Added) Do not include causes, recommendations or lessons learned in the Quick Look report. State only factual data and mishap scene photographs. Quick Look reports have been determined to be "For official use only (FOUO)" and will only be used for mishap prevention purposes. Quick Look reports may be used as briefing material, but may not be posted on bulletin boards, web pages, or internet. This does not inhibit the use of photographs as mishap prevention material. E-mail/intranet/LAN (local area network) transmission will be guided by **paragraph 2.2** of this document. Specific attention must be given to use of applied protective markings.

11.12.1.2. (Added) See **paragraph 11.17.1.3. (Added)**.

11.12.1.3. (Added) Prepare an electronic (compact disc) copy of the formal reports in word format and forward to HQ AFSPC/SEG.

11.17.1.3. (Added) AFSPC Center and Wing Commanders are responsible for forwarding a detailed 48-hour personal activity history for all Class A mishap victims. Send the history by message to arrive at HQ AFSPC/SE (info NAF/SE) NLT 15 calendar days after the mishap date. HQ AFSPC/ may request histories for selected Class B mishaps by exception.

11.19.3.7. Units will forward through the NAF/SE (centers send direct) a copy of the annual summary of occupational injuries using the specified format or as applicable direct to HQ AFSPC/SEG NLT 31 October.

11.19.3.8. AFSPC units and centers will track mishap exposure data, mishaps, and costs. Units will forward a trend analysis worksheet (see example in **Attachment 9 (Added)**) for ground mishap data to the NAF not later than (NLT) the 10th day of each month. NAFs and centers will consolidate mishap data ensuring it arrives at HQ AFSPC/SEG NLT the 13th day of each month.

**Table 11.2. Addresses for Ground Message Reports.**

15	SMC Los Angeles AFB CA 14 AF Vandenberg AFB CA 20 AF FE Warren AFB WY	SE	All Mishaps <b>(Added)</b> See note 9 added
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**Table 11.2. Note 4.** For ground reports use AIG 10961.

**Table 11.2. Note 9. (Added),** For 8-hour messages only, add AFSPC/CC, CV; HQ AFSPC/SE, PA, JA, DO, SG, LG and Centers/CC/SE; add SWC/DDO and 576 FLTS/CC (for ICBM related mishaps only).

12.2. Safety investigation procedures for nuclear-reactor and radiological mishaps and space mishaps have different investigation procedures. The launch mishap investigation will take precedence over the radiological mishap investigation, but not emergency response procedures or activities. Follow guidance in **chapter 9** and include any additional information gathered or required by this chapter in the space mishap reporting data. See **AFMan 10-206** for additional OPREP-3 reporting.

**Table 12.1. Addresses for Nuclear Reactor System and Radiological Mishap and Safety Deficiency Reports.**

4	SMC Los Angeles AFB CA 14 AF Vandenberg AFB CA 20 AF FE Warren AFB WY	SE	All Mishaps <b>(Added)</b> See note 1 added
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**Table 12.1. Note 1. (Added)** For 8-hour messages only, add AFSPC/CC, CV; HQ AFSPC/SE, PA, JA, DO, SG, LG and SMC/CC/SE.

12.11.1.2. (Added) Prepare an electronic (compact disc) copy of the formal report in word format and forward to HQ AFSPC/SEW.

13.1.5. Nuclear capable Wing Safety Staffs will ensure that all control centers have a checklist that will ensure all action agencies are promptly notified of accidents, incidents and deficiencies. The checklist will include as a minimum all local affected agencies, control centers and/or the command posts (CP). It will also include a step to remind the CP to review OPREP requirements. The checklist will be inspected during annual nuclear surety inspections.

13.3.5.2.1. ICBM Units. Do not report launch facility (LF) motor generator set failure if there is no collateral damage or unusual failure circumstances, and the LF is expeditiously penetrated and manually safed according to weapon system safety rules.

**13.4.3.11. (Added)** Prepare an electronic (compact disc) copy of the formal report in Adobe (pdf) format and forward to HQ AFSPC/SEW

**Figure 13.1. Format for Nuclear Weapon System Mishap Reports. Item 9,** Include the weapon status report control number when a weapon (warhead) is placed in non-operational status. Indicate if a request to release the weapon(s) has been submitted, to which agency the request was submitted, and the present status of the request.

**Table 13.1. Addressees for Nuclear Weapons System Reports.**

6	20 AF FE Warren AFB WY	SE	All Mishaps ( <b>Added</b> ) See note 4
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**Table 13.3. Note 4. (Added),** For 8-hour messages only, add AFSPC/CC, CV; HQ AFSPC/SE, PA, JA, DO, LG, 20 AF/SE and SMC/CC and 576 FLTS/CC (for ICBMs related mishaps only).

**Table 14.1. Item 4.** When a formal report is directed by HQ AFSPC/SEF or USAF/SE prepare an electronic (compact disc) copy of a formal report in Adobe (pdf) format and forward to HQ AFSPC/SEF.

**15.6.2. (Added) AFSPC Forms.**

15.6.2.1. (Added) AFSPC Form 83, *In-Flight Emergency & Precautionary Landing Worksheet* (Para 7.4.11.)

15.6.2.3. (Added) AFSPC Form 87, **Mishap Data Worksheet** (Para 11.7.6.1. Added)

**15.6.2.4. (Added) AFSPC Form 123, Follow-up/Closeout Action Summary** (Para 6.1.1.10 Added)

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

*Abbreviations and Acronyms*

**QL**—Quick Look

*Terms*

**AFSPC Quick Look—(Added)**— An electronically transmitted mishap report designed to rapidly notify personnel on the facts of a mishap. This report includes digital photos and other identifying criteria that tell the reader when, where, and how a mishap occurred. This report does not include an investigation/analysis, findings, causes, or corrective actions. This report may be used for intra and inter-command crossstells. See **paragraphs 2.1.2, 2.1.3 and 2.2** of the AFI for privileged information handling instructions.

**Collateral Damage**—This is damage that occurs to any component/item not directly involved with, but associated with the failed or damaged component/item. This includes property damage that may be reasonably associated with the failed or damaged component/item.

**Date of Discovery (Added)**—Date of discovery for mishap reporting is defined as the date the mishap occurred, was discovered or the date it was determined to meet mishap reporting criteria in this instruction, whichever occurs first.

**Rollover (Added)** – A rollover is defined as any government vehicle being operated on or off road, which rolls onto its side, rolls over or otherwise leaves its wheel during the sequence of a vehicle mishap. See paragraph 3.1.3.4.1 and 3.1.3.4.2. for definition of a motor vehicle and specific types for reporting purposes.

**Attachment 3****FORMAL SAFETY REPORTS AND BRIEFINGS**

**A3.8.** A briefing will be prepared for the AFSPC/CC or CV involving all on- and off-duty Class A mishaps regardless of category of discipline. The deceased member's Squadron Commander in correlation with the mishap investigator will prepare a briefing as outlined in the basic, detailing the investigation. This will include mishap circumstances and other pertinent information. When non-AFSPC personnel perform a courtesy investigation, the Wing Safety staff experiencing the loss will coordinate the briefing with the investigating agency and Squadron Commander. The deceased member's Squadron Commander and the associated Wing Safety staff will perform the face-to-face briefing to the AFSPC/CC or CV unless directed as a VTC. HQ AFSPC/SEG will provide specific guidelines. Briefings are due NLT 37 days after the fatality. (*Note:* HQ AFSPC/SG manages suicide briefings).

**Attachment 7 (Added)****TRANSMITTAL LETTER FOR MISHAP REPORT**

MEMORANDUM FOR

FROM: SAFETY INVESTIGATION BOARD PRESIDENT

SUBJ: Transmittal of Report of (DoD Class, Type Mishap) Involving (Type Aircraft/SN, Equip/Vehicle), (Mishap Location), (Date of Mishap)

OrganizationControl Number

HQ AFSC/SER

Cy 1,2,3

HQ AFSPC/SE

Cy 4,5

150 Vandenberg Street Suite 1105

Peterson AFB CO 80914-4260

1. I am forwarding the attached mishap (DoD Class, Type Mishap) report that requires special handling IAW chapter 2, AFI 91-204.
2. Each agency identified as a recommendation OPR will review and take action according to AFI91-204, Chapter 6. This board produced only the above-listed copies of the report.
3. This board produced only the above-listed copies of the report.

(NAME, RANK, USAF)

President, Safety Investigation Board

Attachments:

1. Formal Report
2. Other Findings and Recommendations  
of significance

cc:

NAF/SE

SMC/SE

SWC/CC

**Attachment 8 (Added)****MISHAP MESSAGE FORMAT**

UNIT//CC//

NEXT LEVEL OF COMMAND (Final review at AFSPC/Service is forwarded to  
HQ AFSPC/SE, PETERSON AFB CO)

INFO HQ AFSPC PETERSON AFB CO//SE//

SUBORDINATE LEVELS OF REVIEW

UNCLAS FOUO

FOR OFFICIAL USE ONLY. 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 MISAHP PREVENTION PURPOSES. SUBJ: REVIEW OF CLASS A MISHAP FORMAT REPORT, UH-1, SN 00-000, XX JAN XX, LOCATION, XXX MW.

1. WE EVALUATED THE MISHAP REPORT. FINDINGS, RECOMMENDATIONS, AND THE (LEVEL OF COMMAND) POSITIONS ARE IN PARAS 2 AND 3 OF THIS MESSAGE.

2. FINDINGS:

A. SAFETY INVESTIGATION BOARD FINDINGS:

FINDING 1: (Do not state finding.) (LEVEL OF COMMAND) POSITION: CONCUR, DO NOT CONCUR, CONCUR IN PART (Provide rationale for non-concurrence or indicate concurrence (e.g., 90 MW POSITION: NONCONCUR. Rationale: or 90 SW POSITION: CONCUR.))

FINDING 2: (Follow above format for each finding and any life science findings.)

B. (LEVEL OF COMMAND) ADDED FINDINGS: (If during your review you determine other findings appropriate to the findings, list them in this paragraph. If none, so state.)

3. RECOMMENDATIONS:

A. SAFETY INVESTIGATION BOARD RECOMMENDATIONS: (NOTE: Treat each recommendation and any life science recommendation in the same manner as the findings.)

B. (LEVEL OF COMMAND) ADDED RECOMMENDATIONS: (If during your review you determine other recommendations appropriate to the findings, list them in this paragraph. If none, so state.)

4. OTHER FINDINGS OF SIGNIFICANCE: (NOTE: Treat as in paragraph 2 above.)

5. OTHER RECOMMENDATIONS OF SIGNIFICANCE: (NOTE: Treat as in paragraph 3 above.)

UNCLASSIFIED FOUO

NOTE: This attachment is marked FOUO for instructional purposes only

**Attachment 9 (Added)**

**TREND ANALYSIS WORKSHEET (EXAMPLE)**

**NOTE:** When filled in, this worksheet will normally be “**FOR OFFICIAL USE ONLY**” due to strength sensitivity.

**Table A9.1. Trend Analysis Worksheet (Example).**

<b>*** NAF/CTR UNITS ***</b>				<b>1ST QTR</b>				<b>2ND QTR</b>
<b>Wing Unit</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>CUMUL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>CUMUL</b>
Military Strength								
Civilian Strength								
GMV Mileage (NAF/CTR Only)								
Mil On-Duty Fatalities								
Mil On-Duty Injuries								
Civ Fatalities								
Civ On-Duty Injuries								
GMV Mishaps								
GMV Fatals								
Property Damage Mishaps								
GVO (SPV) Mishaps								
<b>Total On-Duty Mishap RE- PORTS Submitted</b>								
Mil Off-Duty Fatalities								
Mil Off-Duty Injuries								
PMV Mishaps								
PMV Fatalities								
Mil ON-Duty Fatal Rate								

<b>*** NAF/CTR UNITS ***</b>				<b>1ST QTR</b>				<b>2ND QTR</b>
<i>Wing Unit</i>	OCT	NOV	DEC	CUMUL	JAN	FEB	MAR	CUMUL
Mil ON-Duty Injury Rate								
Civilian Fatal Rate								
Civ Injury Rate								
Combined Military & Civilian On-Duty Injury Rate								
Combined Military & Civilian On-Duty Fatality Rate								
GMV Mishap Rate								
GMV Fatal Rate								
<b>Total On-Duty Mishap Report Rate (AFSPC)</b>								
Mil OFF-Duty Fatal Rate								
Mil OFF-Duty Injury Rate								
PMV Rate								
PMV Fatal Rate								
Military On-Duty Injury Cost								
Military Off-Duty Injury Cost								
Civilian Injury Costs								
GMV Costs								
Property Damage Costs								

<b>*** NAF/CTR UNITS ***</b>				<b>1ST QTR</b>				<b>2ND QTR</b>
<i>Wing Unit</i>	OCT	NOV	DEC	CUMUL	JAN	FEB	MAR	CUMUL
Total Mishap Costs								
<b>NAF/CTR GMV Rate</b>								
<i>Category Count</i>								
<b>Industrial</b>								
<b>GMV</b>								
<b>GVO (SPV)</b>								
<b>Contractor</b>								
<b>Combat Training</b>								
<b>Marine</b>								
<b>Miscellaneous</b>								
<b>PMV</b>								
<b>Sports and Recreation</b>								
<b>Commercial Carrier</b>								
<b>Natural Phenomena</b>								
<b>Fire</b>								

<b>*** NAF/CTR UNITS ***</b>				<b>1ST QTR</b>				<b>2ND QTR</b>
<b>Wing Unit</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>CUMUL</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>CUMUL</b>
<b>Ground (Aircraft Involvement)</b>								
<b>Ground (Missile Involvement)</b>								
<b>Ground (Explosives Involvement)</b>								
<b>Ground (Space Involvement)</b>								
<b>Total Reports Submitted</b>								
<b>Miscellaneous Air Operations</b>								

LOUIS E. CHRISTENSEN, Col, USAF  
 Director of Safety