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Safety

SAFETY INVESTIGATIONS AND REPORTS

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AFI 91-204, 29 November 1999, is supplemented as follows. This supplement applies to flight, ground, explosives, and nuclear weapon system mishap investigation and reporting and is affected by the Privacy Act of 1974 under Titles 5 U.S.C. 301, 5 U.S.C. 7902, 29 U.S.C. 651 et seq, and 29CFR1960. Each form, subject to provisions of AFI 37-132 and required by this supplement, contains a Privacy Act statement incorporated in the body of the form. All reporting requirements in this supplement are exempt from licensing in accordance with paragraph 2.11.4 of AFI 7-124, *The Information Collections and Reports Management Program--Controlling Internal, Public, and Interagency Air Force Information Collections*. It does not apply to AMC-gained Air Force Reserve Command units or to Air National Guard units, but may be used if desired. Aircraft mishap is used in this supplement as reference to flight, flight-related, and aircraft involvement mishaps defined in AFI 91-204, Chapter 7. 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.

SUMMARY OF REVISIONS

This supplement incorporates guidance from the AMC/SE Policy Letter dated 3 Aug 2000 and information found on previous AMC Supplements to AFI 91-204. This supplement rescinds the use of AMC Forms 150, **Control for follow-up/Close-Out Action** and 151, **Status of Follow-up/Close-Out Action**. A complete reading of this supplement is necessary.

1.1.7. (AMC). For off-base mishaps involving non-AMC aircraft, HQ AMC/SE will coordinate with AFSC to determine the Air Force base responsible for the investigation. HQ AMC/SE will then notify the appropriate AMC NAF and/or base of investigation responsibilities.

1.1.7.1. (AMC). Responding unit should ensure adequate EOD support is requested and responds as part of disaster response force.

1.1.7.2. (Added) (AMC). When there is no Air Force installation nearby or if toxicological testing is an issue at en route locations, on-scene AMC personnel will take the following action:

1.1.7.2.1. (Added) (AMC). Ensure TACC Senior is notified (through the EA Cell) of mishap and relays appropriate OPREP information to applicable AMC Headquarters staff.

1.1.7.2.2. (Added) (AMC). TACC emergency action cell will contact HQ AMC/SE for further guidance.

1.1.7.2.3. (Added) (AMC). TACC relays the information to the involved individual's commander with HQ AMC/SE's recommendation and asks if he or she directs toxicological testing when an option is available. Potential Class A and B flight mishaps *require* testing for flight crews--NO OPTION

1.1.7.2.4. (Added) (AMC). If the mishap is not at an Air Force installation, TACC will assist with coordinating transportation for the response team to the mishap site.

1.1.8.9.1. (AMC). If an OPREP report is not sent (or the investigator is unable to determine if an OPREP report was sent), a preliminary report will be sent to HQ AMC/SE within 5 working days of the incident date.

1.3. (AMC). HQ AMC/SE will notify HQ AMC/JA when a Class A or Class B safety investigation is convened.

1.3.2.3. (AMC). AMC/CC has delegated convening authority for all Class B Aircraft, Explosives, and on-duty Ground mishap investigations to the respective NAF/CC, unless relieved by HQ AMC

1.3.2.3.1. (Added) (AMC). The AMC/CC has delegated convening authority for all Class C and below mishap investigations to the Wing/CC, independent Group/CC (i.e., Robins, Little Rock, and Dyess), and DRU/CC, unless relieved by HQ AMC or the NAF.

1.3.2.3.2. (Added) (AMC). Investigative authority is delegated to ANG or AFRC for all flight, flight-related, explosive, and missile mishaps not investigated by AMC. AMC may provide a primary or nonprimary member if a SIB is formed.

2.1.2.2.4.1. (Added) (AMC). Units storing privileged safety information in word processor systems or computers will ensure the information is secured to prevent access by unauthorized persons. It is the responsibility of the safety staff to ensure individuals working with or having access to safety reports, messages, or cockpit voice recordings are knowledgeable of the limitations placed on their uses and the required protection of such materials (See AFI 91-202, *The US Air Force Mishap Prevention Program*, Chapter 5).

4.2.1. (AMC). Occasionally, SIBs are required to work in areas where military support is not available. When civilian services are required, the finance officer at the AMC wing supporting the SIB should appoint imprest and contracting officers. The imprest officer will have authority and funds to pay for all support requirements (DFAS-DE Regulation 177-101, part 2, chapter 7, section C.). The contracting officer must have a warrant (authority) to purchase equipment and services for the board.

4.2.2.1. (AMC). AMC/SE will obtain an Emergency and Special Program (ESP) code for AMC-convened Class A aircraft mishap investigation costs. Individuals performing SIB duties will travel on local unit orders/fund cite with ESP code.

4.3.1. (AMC). For Class B mishaps follow AFI 91-204 guidance for Class A mishaps regarding reporting requirements, formal briefings, and follow-up actions.

4.3.1.1. (AMC). HQ AMC/SE will provide the SIB with the HQ AMC Power point template for briefings to the AMC/CC. If the NAF/CC is the convening authority, the NAF/SE will provide templates for briefings to the NAF/CC.

4.7.4.4. (AMC). HQ AMC/SE will track PQDRs and TDRs from Class A and B mishaps and take follow-up action. The owning wing will track PQDRs and TDRs for all other investigations and take follow-up action.

4.7.4.5.8. (Added) (AMC). If a PQDR is submitted from a unit that does not own the mishap aircraft, address the owning organization's safety office in the PQDR message. If a required PQDR is not submitted IAW T.O. 00-35D-54, include rationale in the mishap message narrative.

5.4.2.1. (AMC). Preliminary Report requirement for flight-related Class C mishaps and Class E events: If an OPREP (Homeline, Beeline, etc.) has been sent, a Preliminary Report is not required. If an OPREP has not been sent (or if the investigator is unable to determine if an OPREP was sent), a Preliminary Report will be sent and/or a phone call to HQ AMC/SEF (DSN 779-0930) will be accomplished within 2 working days of incident date.

5.4.4.2. (AMC). For all flight-related Class C, FOD and HAP investigations, the investigating officer shall forward a draft copy of the report to the respective NAF for review NLT 25 working days after the mishap. The NAF will review the report, using the review checklist provided by HQ AMC/SE, for proper format and appropriate OPRs. The NAF will return the report with feedback to the investigator within 2 days from date of receipt.

5.4.4.3. (AMC). Apply the timelines contained in Table 7.1. For all Class C Flight, FOD, and HAP investigations, the investigating officer shall forward a draft copy of the report to the respective NAF safety office for review NLT 25 working days after the mishap. The NAF will review the report for proper format and appropriate OPRs. The NAF will return the report with feedback to the investigator within 2 workdays from date of receipt.

5.4.4.3.1. (Added) (AMC). Investigating Officers (IO) unable to meet safety investigation timelines contained in Table 7.1, will contact the NAF safety office to obtain an extension. The IO will report reasons and or difficulties encountered resulting in the delay and provide an estimated completion date. The NAF will relay this information to HQ AMC/SEF as applicable. Reports will not be delayed due to unit, wing, and/or NAF coordination and staffing. Incomplete investigations due to TOX and/or DR results will be transmitted on their scheduled due date via a Status Report, unless an extension is granted. Once all investigative information is compiled and complete, a Final Report message will be transmitted.

5.5.5.1. (AMC). The safety office of the convening authority is responsible for controlling distribution of formal report for that mishap.

5.5.6.2. (AMC). Use registered mail when sending formal reports. Send 2 copies to HQ AMC/SE, 510 POW-MIA Drive, Bldg. P-40E, Room E-115, Scott AFB IL 62225. One copy of the formal report is sent to the NAF safety office in the chain-of-command of the unit that experienced the mishap

5.10.1.1. (AMC). Ensure the investigation supports the recommendations. Do not make a recommendation for the sole purpose of having a recommendation.

5.10.1.12. (AMC). AMC/SE will track to closure all Class A and B Recommendations and Other Recommendations of Significance (ORS) for which the AMC staff is an OPR or OCR. AMC/SE will also assist, when requested, in determining proper OPR/OCR in the AMC staff for Class C and lower mishap Recommendations and ORS.

5.10.1.12.1. (Added) (AMC). Unit/SE will track to closure all recommendations/corrective actions for Ground and Explosive mishaps for which the unit is OPR/OCR. For Class C and below aircraft mishaps the Unit/SE reporting will ensure all recommendations/corrective actions are tracked to closure.

5.10.5.1. (AMC). SIB Presidents will provide HQ AMC/SE with the notification memorandums for individuals found causal in their investigation.

7.1.5. (AMC). KC-135R and KC-10 units experiencing acoustical tile panel damage due to in-flight ice shedding will investigate the incident via the AMC Form 97, **AMC In-Flight Emergency and Unusual Occurrence Worksheet**. If the only action is to remove and replace the failed components, the incident will be treated as a "single system failure" and does not require a formal report.

7.3.1. (AMC). For mishaps involving civil aircraft under contract or charter to AMC, HQ AMC/SE may, if requested/approved by the appropriate authority, appoint an observer to the NTSB or FAA investigation within 24 hours after mishap notification. Subordinate units may be tasked to fulfill this requirement. The FAA may request AMC appoint a SIB to investigate Civil Reserve Air Fleet mishaps in forward areas.

7.3.3.3. (AMC). **(For Aircraft Mishaps)** For SIBs, the investigating officer will be a graduate of the AF Flight Safety Officer Course and should be a full-time FSO. Normally, full-time safety people investigate and prepare reports for class C and HAP aircraft mishaps. Additional duty safety officers at geographically separated units (to include air mobility support squadrons at overseas locations) may investigate class C and HAP aircraft mishaps. Assistance from a full-time FSO should be requested from the host base or parent unit safety office when preparing reports. **(For Nuclear Weapon Mishaps)** For aircraft mishaps occurring during airlift of nuclear or nuclear-related cargo, an AMC wing nuclear surety officer will assist SIBs.

7.3.4. (AMC). When possible, every effort will be made to select board members from outside the wing having the mishap. Interim SIBs will exercise a minimum of once per year during unit Major Accident Response Exercises (MAREs). NAFs will maintain a current listing (updated quarterly) of SIB candidates from each wing and forward to HQ AMC/SE upon request. NAFs will recommend SIB members, based upon availability, for AMC Headquarters' approval, upon request. **NOTE:** The SIB list will also be used to select SIB Presidents for explosive and nuclear mishaps.

7.3.4.5. (AMC). Pilot member must be instructor-qualified in the type aircraft involved and should be a graduate of the AF Aircraft Mishap Investigation Course (AMIC) or Flight Safety Officer (FSO) course.

7.3.4.6. (AMC). In cases where AMC maintenance expertise is limited or unavailable (contract maintenance, small fleet. etc.), the best-qualified maintenance officer, with experience in a related aircraft, will be selected.

7.3.4.7. (AMC). HQ AMC/SE will coordinate with HQ AMC/SGPA for the medical member of the board.

7.3.4.8. (Added) (AMC). Additional primary members may be required under certain conditions, e.g., aircraft maintenance representative, aircraft loadmaster, boom operator, navigator, weather officer, or bio-environmental representative, etc. The ANG or AFRC may provide a nonprimary or primary board member on ANG or AFRC mishaps in which investigative authority is retained by AMC.

7.3.5.2. (AMC). HQ AMC/SE coordinates with HQ AMC/DOA when an air traffic control (ATC) officer is required. This will normally be a field grade officer (or an equivalent civilian), Air Force specialty code 013B3, with a minimum of 5 years ATC experience.

7.3.7. (AMC). A nonprimary member may be an officer or senior noncommissioned officer. For example, someone familiar with administrative procedures could serve as the board recorder, or a representative for the aircraft systems or item manager could serve as a technical advisor (ALC members will normally serve as technical representatives only and will only be added to board orders as nonprimary members if it becomes necessary to have them participate in all board deliberations); or a safety board advisor from higher headquarters, if required.

7.4. (AMC). Aircrew will use the AMC Form 97, **AMC In-Flight Emergency and Unusual Occurrence Worksheet**, in lieu of the AF Form 711 for initial mishap reporting. Safety offices must supply an abundant quantity of these forms in all common-use rooms such as Base Operations and squadron flight planning rooms.

Table 7.1. XXXX

(AMC). Class C Mishap, Preliminary Report requirement: If an OPREP report has been sent by the Command Post, a Preliminary Report is not required. If an OPREP was not sent (or if the investigator is unable to determine if an OPREP was sent), a Preliminary Report will be sent and/or a phone call to the HQ AMC/SEF (DSN 779-0930) will be accomplished within 2 working days of incident date.

(AMC). Class E Event, Preliminary Report requirement: If an OPREP report has been sent by the Command Post, a Preliminary Report is not required. If an OPREP was not sent (or if the investigator is unable to determine if an OPREP was sent), a Preliminary Report will be sent and/or a phone call to the HQ AMC/SEF (DSN 779-0930) will be accomplished within 2 working days of incident date.

(Note 7). (AMC). Investigating Officers (IO) unable to meet safety investigation timelines, will contact the NAF safety office to obtain an extension. The IO will report reasons and or difficulties encountered resulting in the delay and provide an estimated completion date. The NAF will relay this information to HQ AMC/SEF. Reports will not be delayed due to unit, wing, and/or NAF coordination and staffing. Incomplete investigations due to TOX and/or DR results will be transmitted on their scheduled due date via a Status Report, unless an extension is granted. Once all investigative information is compiled and completed, a Final Report will be transmitted.

Table 7.2. XXXX

Note 5 (Added) (AMC). Include 15AF and 21AF safety offices as information addressees on all mishap messages.

Note 6 (Added) (AMC). On aircraft-involved mishap messages, include appropriate director of materiel management (ALC) and installation's MAJCOM safety center as an information addressee.

Note 7 (Added) (AMC). On aircraft mishaps involving cargo compartment damage, fire, cargo floor buckling or damage, or cargo restraint problems, include HQ AFSC Kirtland AFB NM//SEFE// as information addressee.

Note 8 (Added) (AMC). SIBs (including Interim Safety Boards) will include AIG 8367 (all AMC Flying Units) on all AFI 91-204 required message reports for Class A and B aircraft mishaps.

11.7. (AMC). Ground safety will use the internet-based Safety Automated System (SAS) to report all mishaps. Whenever possible, (excluding sports and recreation mishaps) every potential screen and every applicable field on that screen must contain data. For example, when reporting a private motor vehicle (PMV) mishap, the object screen must be completed for every vehicle directly involved in the mishap if

the information is readily available. The intent is to identify any object directly associated with the mishap and to provide as much data as possible.

11.17. (AMC). Enter the person's functional area on the SAS Person Screen for all off-duty mishaps.

15.6.1.1. (AMC). AMC Form 97, **AMC In-Flight Emergency and Unusual Occurrence Worksheet**

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