

**BY ORDER OF THE COMMANDER,
436TH AIRLIFT WING**



AIR FORCE INSTRUCTION 91-204

**DOVER AIR FORCE BASE
Supplement 1**

15 JUNE 2003

Safety

SAFETY INVESTIGATIONS AND REPORTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 91-204, 11 December 2001, is supplemented as follows: This supplement provides guidance and requirements for reporting mishaps. It outlines specific agency responsibilities for mishap reporting to include timelines. Also provides guidance on reporting procedures relating to the 512th Airlift Wing personnel. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Instruction 36-2608, and E.O. 9397 (SSN). System of Records Notice F036 AF PC C applies.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.1.10.3. (Added) 436th/512th Unit Commanders, Functional Managers, Supervisors, and Unit Safety Representatives:

1.1.10.3.1. (Added) Will establish procedures to ensure that 436 AW/SE or 512 AW/SE are notified of all mishaps within 24 hours after mishap is reported.

1.1.10.3.2. (Added) Provide 436 AW/SE or 512 AW/SE with a completed copy of DAFB Form 351, **Dover AFB Safety Incident Report**, or suitable substitute within seven days of occurrence. Complete the DAFB Form 351 for any ground safety incident to include injuries to military personnel, civilian employees (Department of the Air Force Civilians and Non-Appropriated Funds Civilians), and/or property damage to Air Force assets. The form does not need to be completed for injuries to civilian personnel while off duty.

1.1.10.3.3. (Added) Maintain a record of occupational injuries.

1.1.12. (Added) Notification Procedures:

1.1.12.1. (Added) Commanders will ensure that mishaps resulting in injury or damage to USAF property are reported to 436 AW/SE during duty hours at ext 3360 (Weapons), 2140 (Flight), or 3369 (Ground). After duty hours, forward mishap notifications involving 436 AW personnel through the 436 AW Command Post, who shall then page the on-call safety representative. For mishaps involving 512 AW personnel after duty hours, forward the notification to the 512th Operations Center at ext 3800.

1.1.12.2. (Added) The 436 AW Command Post will contact the on-call safety representative for response to the items listed in paragraph 1.1.12.3. Should radio or telephone contact not be made, the Chief of Safety can be contacted by telephone or pager. 436 AW/SE will provide a notification list to the Command Post.

1.1.12.3. (Added) Notification is required for the following categories of mishaps:

1.1.12.3.1. (Added) Fatal injuries to any on-duty or off-duty military personnel and on-duty civilians.

1.1.12.3.2. (Added) Serious injuries to any on-duty or off-duty military personnel and on-duty civilians.

1.1.12.3.3. (Added) When any significant damage occurs to Air Force property.

1.1.12.3.4. (Added) Any mishap involving damage to any aircraft. Include tail number and location as a minimum.

1.1.12.3.4.1. (Added) 436th Maintenance Group will notify the 436th Flight Safety of damage estimates to aircraft or aircraft support equipment resulting from a flight or ground mishap.

1.1.12.3.5. (Added) Any near mid-air collision or air traffic situation involving safety of flight, or notification that an aircrew or agency intends to file a Hazardous Air Traffic Report.

1.1.12.3.6. (Added) Notification of in-flight or ground aircraft emergency during non-duty hours. Request Command Post call as soon as work load allows. Provide Estimated Time of Arrival, tail number and nature of emergency. In the event of an engine shutdown in-flight, provide reason, if information is available.

1.1.12.3.7. (Added) Any reported bird strike, even if there is no damage.

1.1.12.3.8. (Added) Any in-flight incident of a physiological nature which confuses, disorients, incapacitates, or compresses the performance of a crewmember or passenger. Some examples are decompression sickness, hyperventilation, and illness. Refer to AFI 91-204, *Safety Investigations and Reports*, Chapter 7 for a more detailed list.

1.1.12.3.9. (Added) Suspected or actual aircraft fuel contamination.

1.1.12.3.10. (Added) Any loss of cabin pressurization that results in cabin altitude above 10,000 feet.

1.1.12.3.11. (Added) Any unusual occurrence with either local or transient Aero Club aircraft.

1.1.12.3.12. (Added) Explosive or hazardous material incident where materials are damaged, dropped, or where normal procedures are not followed.

1.5.2.2. (Added) Mishaps involving Air Force Reservists:

1.5.2.2.1. (Added) The 512th Safety Office will investigate and report mishaps solely involving 512 AW personnel or AF Reserve personnel temporarily assigned to the 512 AW.

1.5.2.2.2. (Added) The 512th Safety Office will coordinate investigations and findings through 436th Wing Safety when mishaps involve 436 AW personnel, facilities, or property

1.5.2.2.3. (Added) 512th Wing Safety will record and maintain a daily log (automated or manual) of 512 AW civilian and military personnel injuries.

3.5.1.4. (Added) 436th Civil Engineering Squadron will notify 436th Ground Safety of the estimate of damages to government real property resulting from a mishap or natural phenomena immediately after determining the estimate. Unit safety personnel reporting government motor vehicle mishaps will make sure the vehicles are turned over to 436th Logistics Readiness Squadron, Vehicle Maintenance for an estimate of damage. 436th Logistics Readiness Squadron, Vehicle Maintenance will immediately notify 436th Wing Safety of the cost estimate of damage.

11.19.3.2.1. (Added) The Civilian Personnel Office (436 MSS/DPCE) will forward copies of CA-1, CA-2, and CA-6 forms for civilian occupational injuries and illnesses to 436 AW or 512 AW Ground Safety within two working days of receipt.

11.19.3.2.2. (Added) The NAF Personnel Office will forward copies of LS-202 forms for all occupational injuries and illness to 436th Ground Safety within two working days of notification of civilian injury.

11.19.3.3.1. (Added) 436th Medical Group personnel will prepare AMC Form 441, **Report of Injury/Illness and Treatment**, in triplicate for treatment of all injuries of military, Department of Defense and Non-appropriated Fund personnel, and DOD civilian employees. The patient completes Block I and the attending medical officer completes Block II. Release all copies to the 436th/512th Wing Safety Office the morning of the next normal duty day. 436th Ground Safety notifies host and tenant unit safety representatives of the injury and treatment.

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Commander