

31 OCTOBER 2003

Safety



**GROUND MISHAP NOTIFICATION,
ACCOUNTABILITY, AND VALIDATION
MAINTENANCE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures to ensure prompt notification of ground mishaps on and off base to Wing Ground Safety and other interested agencies. This instruction also establishes procedures to ensure that each mishap is accounted for and validated as either reportable or nonreportable.

SUMMARY OF REVISIONS

Changed and updated office symbols due to wing reorganization; changed Youth Opportunity Program to Student Temporary Employment Program, and Student Assistance Program to Student Career Experience Program (paras **3.2.1.** and **3.3.1.**); changed lead ward clerk to Resource Management Office (para **3.4.1.**); changed Outpatient Records Department to attending Primary Care Optimization team (para **3.4.2.**); changed DD Form 1569, Incident/Complaint Report, to AF Form 3545, Incident Report, and added requirement that AF Form 1168, Statement of Suspect/Witness/Complaint, will be completed when AF Form 3545 is not required (para **3.5.2.**). **A bar (|) indicates a revision from the previous edition.**

1. References. AFI 91-202, *The US Air Force Mishap Prevention Program*, Chap 1; AFI 91-204; *Safety Investigations and Reports*, and AFI 24-301, *Vehicle Operations*.

2. General. A timely, efficient mishap notification system is essential to the conduct of thorough mishap investigation. Good, timely mishap investigations should result in corrective actions of a meaningful nature. In this manner, recurrences are avoided. Mishap accountability and validation are also essential to ensure an awareness of mishaps and the circumstances involved in each incident. Concern for mishap cause factors is not dependent on severity. The fact that a mishap has occurred, even one with minor damage or injury, is just cause for concern and management interest.

3. Responsibilities.

3.1. The 6th Air Mobility Wing, Chief of Safety (6 AMW/SE), is office of primary responsibility for all mishap investigations and, therefore, will ensure mishap notification, accountability, and validation. In event of a mishap, 6 AMW/SE will:

3.1.1. Notify 6th Mission Support Squadron, Civilian Personnel Flight (6 MSS/DPC), of any civilian injuries it learns from other sources.

3.1.2. Notify 6th Security Police Squadron, Law Enforcement (6 SFS/SPOL), of all vehicle mishaps it learns from other sources.

3.1.3. Notify 6th Logistics Readiness Squadron, Vehicle Management Flight (6 LRS/LGRV), and Fleet Management (6 LRS/LGRVM), of all USAF vehicle mishaps.

3.1.4. Provide the Command Post (6 AMW/CP) a roster of safety personnel.

3.1.5. Notify 6 AMW/CP of any event of which they may not be aware, especially reports of mishaps received by 6 AMW/SE from off-base sources.

3.2. 6 MSS/DPC actions:

3.2.1. Notify 6 AMW/SE by telephone of all Department of the Air Force, Student Temporary Employment Program, and Student Career Experience Program employees suffering on-duty injuries. Notify 6 AMW/SE on the day the injury is reported to 6 MSS/DPC.

3.2.2. Provide 6 AMW/SE one copy of each of the following reports as soon as practical. Include one copy of related correspondence, such as supervisor's or doctor's statements.

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

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

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

3.3. 6th Services Squadron, Human Resources Office (6 SVS/SVXH), actions:

3.3.1. Notify 6 AMW/SE by telephone of all Nonappropriated Fund (NAF), Student Temporary Employment Program, and Student Career Experience Program employees suffering on-duty injuries. Notify 6 AMW/SE on the day the injury is reported to 6 SVS/SVXH.

3.3.2. Provide 6 AMW/SE one copy of each of the following reports as soon as practical. Include one copy of related correspondence, such as supervisor's or doctor's statements.

3.3.2.1. Form LS-1, **Requests for Examination and/or Treatment (NAF).**

3.3.2.2. Form LS-201, **Notice of Employee's Injury or Death (NAF).**

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

3.3.2.4. Form LS-204, **Attending Physician's Supplementary Report (NAF).**

3.4. 6th Medical Group actions:

3.4.1. The Resource Management Office will provide 6 AMW/SE one copy of each day's Admission and Disposition sheet.

3.4.2. The attending Primary Care Optimization team will notify 6 AMW/SE by telephone of each injury treated from 0730-1630 when the patient will be placed on quarters.

3.4.3. The Third Party Liability clerk will send a copy of AF Form 1488, **Daily Log of Patients Treated for Injuries**, to 6 AMW/SE.

3.4.4. On occasion, 6 AMW/SE will need a letter of clarification from the attending physician stating the type, severity, and reported/apparent cause of a person's injury. An example of such a request would be to clarify and/or substantiate an assault or altercation. These requests should be in writing and forwarded to the Commander, 6th Medical Operations Squadron (6 MDOS/CC).

3.5. 6 SFS action:

3.5.1. The Control Center Operator will advise 6 AMW/SE by telephone of all accidental injury and/or accidental Air Force property damage reports received and investigated by the Security Police from 0730-1630, Monday through Friday. Reports received between 1630-0730 (and on non-duty days) will be reported to 6 AMW/CP.

3.5.2. Upon 6 AMW/SE request, Reports and Analysis (6 SFS/SPAR) will provide 6 AMW/SE with one copy of each AF Form 1315, **Accident Report**, and any associated AF Form 3545, **Incident Report**, involving accidents/incidents formally investigated by (or reported to) Security Forces. When an AF Form 3545 is not required, an AF Form 1168, **Statement of Suspect/Witness/Complaint**, will be completed.

3.5.3. These provisions include off-base mishaps that are safety related.

3.5.4. Provide a copy of all government owned vehicle accident reports to the Vehicle Maintenance Flight (6 LRS/ LGTW).

3.6. 6 LRS actions: Vehicle Maintenance Element (LGRVM) will not perform maintenance and/or repair on any vehicle or item of equipment that has been damaged until 6 AMW/SE has been advised, the accident investigated, and owning unit has provided a letter of release (AFI 24-302, *Vehicle Maintenance Management*).

3.7. 6th Civil Engineer Squadron (6 CES) actions:

3.7.1. Immediately notify 6 AMW/SE by telephone of all mishaps involving real property damage that are discovered by 6 CES personnel. Notify 6 AMW/SE from 0730-1630, Monday through Friday. Notify 6 AMW/CP from 1630-0730 and on weekends and holidays.

3.7.2. Provide 6 AMW/SE one copy of each AF Form 332, **Base Civil Engineer Work Request**, involving repair of damaged facilities or real property installed equipment.

3.7.3. Operations Flight (6 CES/CEO) will provide 6 AMW/SE with an initial estimate of repair costs (usually within two workdays) and final repair costs.

3.7.4. Fire Protection Flight (6 CES/CEF) will notify 6 AMW/CP of all fire alarm responses.

3.8. Staff Judge Advocate (6 AMW/JA) actions: The Claims Division will report by telephone or letter to 6 AMW/ SE all claims actions relative to property damage and injuries apparently resulting from USAF operation of any nature, except those arising from routine household goods shipments.

3.9. 6th Contracting Squadron (6 CONS) actions:

3.9.1. Ensure contractors under their jurisdiction report all mishaps to the contract representative.

3.9.2. Advise 6 AMW/SE of all mishaps reported to them.

3.10. 6 AMW/CP actions:

3.10.1. Promptly notify 6 AMW/SE of any mishap involving Department of Defense (DOD) operations where DOD or private property damage was incurred, regardless of cost and/or personal injury causing a fatality or hospitalization of 6 AMW military (on- or off-duty) or civilian (on-duty) personnel.

3.10.2. Notify 6 AMW/SE from 0730-1630, Monday through Friday. From 1630-0730 and on weekends and holidays, promptly contact the designated 6 AMW/SE standby person.

3.11. Unit Commander's actions:

3.11.1. Establish an internal mishap notification system that allows for prompt response to all mishaps.

3.11.2. Ensure their Vehicle Control Officer reports to 6 AMW/SE by telephone all mishaps involving USAF vehicles and/or equipment reported from 0730-1630, Monday through Friday. Mishap reports received from 1630-0730, Monday through Friday, weekends, and holidays, will be reported to 6 AMW/CP.

3.11.3. Ensure their Vehicle Control Officers provide 6 AMW/SE one copy of each of the following reports as soon as practical following a USAF vehicle mishap:

3.11.3.1. Standard Form 91, **Motor Vehicle Accident Report**.

3.11.3.2. AF Form 1823, **Vehicle and Equipment Work Order**.

3.11.3.3. AF Form 20, **Repair Cost and Reparable Value Statement**.

3.11.4. Ensure 6 AMW/SE is promptly advised of all on- or off-duty mishaps, regardless of severity, on the date of the mishap.

3.11.5. Provide 6 AMW/SE with a copy of the completed 6 AMW Mishap Worksheet within 3 duty days of mishap.

3.12. 6th Comptroller Squadron (6 CPTS) actions:

3.12.1. Provide AF Form 453, **Report of Survey Register**, to 6 AMW/SE for review and as necessary, appropriate DD Form 200, **Financial Liability Investigation of Property Loss**, when requested to support Ground Mishap Report investigations.

3.12.2. Notify 6 AMW/SE during normal duty hours, 0730-1630, Monday through Friday, and through 6 AMW/CP from 1630-0730 and on weekends and holidays.

4. Documentation. All documentation created herein is maintained and disposed of in accordance with AFMAN 37-123, *Management of Records*, and AFMAN 37-139, *Records Disposition Schedule*.

DAVID M. SNYDER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 24-301, *Vehicle Operations*

AFI 24-302, *Vehicle Maintenance Management*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule*.

AFI 91-202, *The US Air Force Mishap Prevention Program*, Chap 1

AFI 91-204; *Safety Investigations and Reports*