

**1 AUGUST 2000**



**Safety**

**MCGUIRE AFB MISHAP PREVENTION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://afpubs.hq.af.mil>.

---

OPR: 305 AMW/SEG (Mr. Diveley)  
Supersedes MAFBI 91-202, 1 Aug 98

Certified by: 305 AMW/SE (Lt Col Arens)  
Pages: 10  
Distribution: F

---

This instruction establishes McGuire AFB mishap prevention program requirements and contains specific safety program management information. It applies to all 305 AMW units and McGuire AFB tenants covered in appropriate support agreements. It addresses ground and flying safety disciplines. Due to unique requirements, the McGuire AFB explosives safety and nuclear surety safety programs are covered in separate instructions; namely, MAFBR 127-100, McGuire AFB Explosives Safety Program (next edition to be redesignated MAFBI 91-201) and 305 AMW SPLAN 55-18, Nuclear Surety Support Plan. **NOTE: Additions/deletions/changes to this instruction, should they become necessary, will be briefed at the monthly Unit Safety Representative (USR) meeting. They will be published in the USR meeting minutes, and posted in the Wing/Ground Safety Outlook Public Folder. Compliance to additions/deletions/changes will become mandatory once briefed at the USR meeting. It is the USRs responsibility to periodically check the Safety Outlook Public Folders for such additions/deletions/changes for cases where the USR is not in attendance for the USR meeting.**

**SUMMARY OF REVISIONS**

Modifies Unit Safety Program Management requirements; eliminates the requirement to post annual and baseline Bioenvironmental Engineer (BEE) industrial hygiene surveys and reports on unit bulletin boards; modifies the requirements for performing a formal semi-annual unit self-inspection; modifies the requirements for maintaining a current list of unit motorcycle operators; modifies mishap reporting procedures; eliminates Consolidated Mishap (CMR) Report Numbers; requires units to conduct, at a minimum, annual Job Safety Training; modifies monthly USR councils; modifies the Confined Space Entry Program.

**1. Commander's Safety Policy .** As the McGuire AFB installation commander, the 305 AMW/CC will publish and distribute his/her personal "Commander's Safety Policy" and will ensure wide distribution throughout the base. This policy is designated MAFBI 91-301. The 305 AMW Chief of Safety will serve

as the Commander's executive agent for publishing and distributing this policy. Unit commanders are encouraged to develop unit safety policies that both support and expand upon MAFBI 91-301.

**2. Unit Safety Program Management.** The unit commander is responsible for ensuring the safe conduct of all activities in his/her unit and is responsible for the overall management of his unit's safety program.

2.1. To assist the commander in meeting this crucial responsibility, commanders will appoint, in writing, primary and alternate Unit Safety Representatives (USRs). These individuals should hold the grade of E-5 (or civilian equivalent) or higher. USRs should be selected not only for their qualifications, but also for retainability of at least twelve months. The appointment of additional duty safety personnel below squadron level (e.g., branch, section, AMU) is optional but highly encouraged. The USR will serve as the primary point of contact for Wing Safety on all matters related to ground and flying safety, fire prevention, and health in the unit. USRs must receive initial training within 30 days of appointment. USRs will not be permitted to receive initial training until safety receives an updated USR appointment letter signed by the unit commander. Except for unavoidable circumstances (short notice PCSs, extended TDYs, etc.), there will be a minimum 15-day overlap when changing USRs to avoid the USR position being vacant, and to ensure the outgoing USR can indoctrinate his/her replacement. All flying squadrons, as well as the 305 OSS CCTS Flight, will assign a flying safety officer (FSO) and flying safety NCO (FSNCO) to manage their units' flying safety programs required by AFI 91-202. The senior officer in each flying unit's safety office shall be assigned primary USR duties as defined above (exception: the FSO and FSNCO in the 305 OSS CCTS Flight need only be assigned CCTS flying safety program management responsibilities). Specific USR responsibilities are discussed in Section 3.

2.2. Several McGuire AFB units and activities have explosives safety and nuclear surety safety program responsibilities. Due to unique requirements, the McGuire AFB explosives safety and nuclear surety safety programs are covered in separate instructions; namely, MAFBR 127-100 (next edition to be redesignated MAFBI 91-201), Explosives Safety Program, and 305 AMW SPLAN 55-18, Nuclear Surety Support Plan. USRs will interface as necessary with unit explosives safety and nuclear surety safety personnel to assist the commander in maintaining a comprehensive focus on mishap prevention.

**3. Unit Safety Representative (USR) Responsibilities:** The USR is responsible for the day-to-day management of his/her squadron commander's safety program and shall accomplish the following duties:

3.1. Serve as his/her unit's primary point of contact for matters pertaining to ground and flying safety, fire prevention, and occupational health.

3.2. Conduct monthly safety briefings. A separate safety meeting is not required, however, the USR will maintain documentation of topics discussed at commander's call, work formations, staff meetings, etc. Flying squadrons will hold monthly combined Ground/Flight Safety meetings. Flying squadrons need not convene a flying safety meeting during months when a Wing Quarterly Flying Safety meeting is held. All available assigned flying personnel will attend this meeting and the USR will track and monitor attendance. Meeting minutes will be available to absent crewmembers. Video-taping is encouraged.

3.3. Administer the unit hazard-reporting program. Identified hazards should be corrected at the lowest possible level within the squadron. Supervisors and USRs will forward all hazards identified on

AF Form 457, USAF Hazard Report, to Wing Safety for investigation. The USR and supervisors will ensure that unit personnel are aware of their right to formally report hazards directly to Wing Safety, and to do so anonymously. The USR will make blank AF Forms 457 and examples of how to fill them out available to all personnel.

3.4. Maintain safety bulletin boards. The USR will post a safety bulletin board in each unit facility or major work center in a conspicuous location. If space limitations do not permit the use of a bulletin board dedicated only to safety information, post the materials in a segregated section of other unit bulletin boards. The area will be neat and orderly and contain only safety-related items. The USR will post the following items, as a minimum:

3.4.1. AFVA 91-307, Air Force Occupational Safety and Health Program.

3.4.2. Unit mishap notification procedures, including names and telephone numbers of contacts.

3.4.3. Form CA-10, What A Federal Employee Should Do When Injured at Work.

3.4.4. AMC Form 15, Report All Mishaps and Hazards.

3.4.5. Instructions for completing AF Form 457, USAF Hazard Report.

3.4.6. AMC Form 97, "Unusual Occurrence/Birdstrike Worksheet" (only required in aircrew member work centers; e.g., flying squadrons, 305 OSS CCTS, Base Operations, etc).

3.4.7. AF Form 651, Hazardous Air Traffic Reports (HATR) (only required in flying operation work centers; e.g., Flying Squadrons, 305 OSS CCTS, Air Traffic Control (ATC), Base Operations, Current Operations, Command Post, Aircrew Training Facilities, etc).

3.4.8. Current mishap prevention information (posters, flyers, safety grams, seasonal items, etc.)

3.5. Conduct and document spot inspections of unit workplaces and operations. The USR will conduct at least one spot inspection per month, ensuring that each organizational section is inspected at least once per quarter. Document inspections and any required follow-up actions. Documentation will include, as a minimum, the area inspected, date of the inspection, discrepancies identified, corrective action taken or planned, and date corrective action was completed.

3.6. Perform a formal semi-annual self-inspection of unit office/administrative areas, and program management. The USR will use the Office Safety Checklist (provided by Wing Safety) as a guide for safety compliance. The USR will document the report in letter format, or the AMC Form 480 may be used. Wing Safety will review the report during the unit annual evaluation/inspection. All open items will be tracked by the unit until completion, and safety will be notified as items become closed. Status of all open items will be reported to safety, even if no changes have occurred, on a monthly basis. The report will be due NLT the last day of the month. Reports are due six months from the scheduled month of the annual safety inspection performed by Wing Safety (i.e., if the annual unit inspection is performed in January, the unit self-inspection will be due NLT the last day of July). Extensions will be approved by the Ground Safety Manager on a case-by-case basis, and only for extreme circumstances, with advance notice.

3.7. Promptly report all mishaps to the Wing Safety as described in Section 4.

3.8. Maintain the Ground Safety Management Book. It will contain, as a minimum, the following items:

3.8.1. USR appointment letter and record of training.

3.8.2. A listing of all applicable safety regulations and standards and their location.

3.8.3. Unit Mishap Data.

3.8.3.1. Unit Mishap Log. A hard copy form or computer database will be used to track unit mishap history and perform trend analysis. As a minimum, the log will show the mishap date, rank/grade of personnel involved, duty status, workdays lost (if applicable), property damage costs and a brief synopsis of the mishap. The log may be separated into four sections for reportable and non-reportable, on and off-duty, as required for ease of tracking and analysis.

3.8.3.2. File copies of MAFB Form 37's submitted for the last 12 months.

3.8.4. Designated Safety High Interest Areas (see paragraph 8.3.).

3.8.5. Inspections:

3.8.5.1. Spot Inspection Log. Maintain for a minimum of one year.

3.8.5.2. Copy of the last semi-annual self-inspection report.

3.8.5.3. Copy of the last Wing Safety annual evaluation/inspection report.

3.8.5.4. Copies of Wing spot, special, and high-interest area inspections.

3.8.5.5. Unit safety meeting minutes. Maintain for one year.

3.8.6. Meeting Minutes.

3.8.6.1. Quarterly AFOSH Council minutes.

3.8.6.2. USR Council minutes.

3.8.6.3. Internal safety meeting minutes or records of topics discussed at commander's calls, staff meetings, etc.

3.8.7. A current list of all motorcycle operators in the unit. The current list must be available for review by Wing Safety upon request. The list will include, as a minimum, name, rank, duty section, date of training, location of training, and which course (MRC or ERC) was taken.

3.9. Flying squadron USRs will maintain a Flying Safety Management Book (or may combine it with the unit Ground Safety Management Book). Maintain similar, appropriate flight-related items as discussed in paragraph 3.8. Include a roster of all flying safety trained members in the unit (regardless of whether performing additional duty safety duties) including FSO, FSNCO, AMIC, and JEMIC personnel. Roster will be kept current, and Wing Safety will be advised of all changes.

3.10. Maintain, as a minimum, the following safety publications (with supplements):

3.10.1. AF Index 17, Index of Air Force Occupational Safety and Health Standards.

3.10.2. AFI 91-202, US Air Force Mishap Prevention Program.

3.10.3. MAFBI 91-202, McGuire AFB Mishap Prevention Program.

3.10.4. MAFBI 91-301, Commander's Safety Policy.

3.10.5. AFI 91-204, Investigating and Reporting US Air Force Mishaps.

3.10.6. AFI 91-207, US Air Force Traffic Safety Program.

3.10.7. AFI 91-301, Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program.

3.10.8. All AFOSH Standards applicable to unit workplaces and operations. This will be determined by Wing Safety working with the USR.

3.10.9. Flying unit USRs will maintain the following additional publications:

3.10.9.1. AFPAM 91-212, Bird Aircraft Strike Hazard (BASH) Management Techniques.

3.10.9.2. AFI 36-2833, Safety Awards

3.10.9.3. MAFB Support Plan 91-212, BASH Program

3.11. Monitor all safety-related training of personnel in the unit (i.e., USR training; supervisor safety training; safety, fire prevention, and health on-the-job (OJT) training; formal flying safety training; and explosives safety training) to ensure sufficient training is being accomplished. See Section 5.

3.12. Attend the monthly USR Council (see paragraph 6.4).

3.13. Accompany Wing Safety during the annual safety evaluation/inspection of his/her organization, and as otherwise requested by Wing Safety.

3.14. Periodically check the Safety Outlook Public Folders for pertinent safety information.

**4. Mishap Reporting Procedures.** Unit commanders and USRs are responsible for developing and publicizing mishap notification procedures within their unit. They must be in writing and endorsed by the unit commander.

4.1. Reporting Ground Mishaps.

4.1.1. All ground mishaps are reported to Wing Safety in accordance with the matrix at Attachment 1. All mishaps receive a preliminary "in house" investigation. The first line supervisor of the individual involved in the mishap will normally conduct the investigation and document it on MAFB Form 37, 305 AMW/SE Preliminary Mishap Report. For Air Force Motor Vehicle mishaps, the unit Vehicle Control Officer/NCO, with the assistance of the USR, will normally conduct the investigation. The investigator will forward the completed original MAFB Form 37 through the unit USR to Wing Safety within two (2) duty days of occurrence (the report should be hand-carried or faxed with a follow-up phone call to reduce transit time and protect information). If additional time is required to complete the preliminary investigation and MAFB Form 37, advise Wing Safety. The unit commander must sign the MAFB 37, however, safety does not require a signed copy. Not requiring a signed copy should expedite the processing time to safety in order to meet the two-day suspense. MAFB Form 37s submitted past the two-day requirement must include an explanation of why they are late. Late reports submitted will be tracked and included as an inspection item during the wing Safety annual unit inspection.

4.1.2. As a secondary means to ensure mishaps are being reported in a timely and thorough manner, as well as being sources for additional key safety-related information, the following agencies will provide reports and information as directed below:

4.1.2.1. The 305th Medical Group (MG) will provide Admission and Disposition Reports, AMC Form 441, Report of Injury/illness and Treatment, copies of AF Form 1488, Patient Injury and Treatment Log, and Quarters Assignment forms to Wing Safety.

4.1.2.2. The Civilian Personnel Office (CPO) will forward copies of forms CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation and CA-16, Authorization For Examination and/or Treatment to Wing Safety by the first day of the following month.

4.1.2.3. The Staff Judge Advocate (JA) will notify Wing Safety of any claims involving injury to persons or damage to private property as a result of an Air Force operation.

4.1.2.4. The Security Forces Squadron (SFS) will provide copies of AF Form 1315, Accident Report, and make the daily blotter available for review (when requested) by the Wing Safety staff.

4.1.2.5. The Civil Engineering Squadron (CES) will provide cost assessments for damage to government real property, as a result of natural phenomena, to Wing Safety.

4.1.2.6. The Base Fire Department (CEF) will provide copies of DD Form 2324, DoD Fire Incident Report to Wing Safety.

4.1.2.7. The Transportation Squadron (TRANS) will provide the Wing Safety office a copy of the AF Form 1823-1 (Vehicle and Equipment Work Order) on all reported damage to Air Force motor vehicles.

4.1.2.8. The 305th Air Mobility Wing Command Post will immediately notify Wing Safety for any of the following:

4.1.2.8.1. Activation of the Crisis Action Team (CAT).

4.1.2.8.2. On-duty accident/mishap involving injury to USAF personnel (civilian or military).

4.1.2.8.3. Non-duty-related accident/mishap involving injury to USAF personnel (civilian or military).

4.1.2.8.4. Property damage or fire involving any facility, aircraft, vehicle or equipment.

4.1.2.8.5. Accident/mishap involving explosives in any way.

4.1.2.8.6. Accident/mishap/incident involving nuclear weapons or components.

## 4.2. Reporting Flight Mishaps.

4.2.1. The Wing Command Post (WCP) will develop procedures in local operating instructions to immediately notify Wing Safety of all flight and flight-related mishaps (including FOD incidents and non-damaging birdstrikes) occurring in the local area, as well as all off-station flight mishaps reported to McGuire CP involving wing-assigned aircrews or aircraft.

4.2.2. Following a flight or flight-related mishap, aircraft commanders will immediately complete the AMC Form 97, "AMC Unusual Occurrence/Birdstrike Worksheet," and provide it along with a copy of the aircrew flight orders to their USR and Wing Safety at the earliest practical opportunity (within the same flight duty period, crew duty day permitting).

4.2.3. Flying unit commanders are responsible for developing procedures to ensure aircraft commanders flying off-station missions verbally report any mishap (including ground mishaps) that the crew is involved in to the McGuire Command Post or the Wing Safety office as soon as possi-

ble and then follow up by forwarding the completed AMC Form 97 or other necessary information (use fax transmission or other electronic means to expedite).

## 5. Safety Training.

5.1. **USR Training.** USR training is conducted by Wing Safety. New USRs should be trained within 30 days of assuming duties. Wing Safety will maintain a record of each primary and alternate USRs training. USRs will maintain a copy of this record. Flying squadron primary and alternate USRs who are FSOs or FSNCOs will receive local FSO/FSNCO training from Wing Safety as part of their USR training.

5.2. **Supervisor Safety Training.** Supervisor Safety Training (SST), required by AFI 91-301, is conducted by Wing Safety. All commissioned officers, NCOs, senior airmen, and civilians, when first assigned to a supervisory position, will receive this training. SST should be set up by training monitors and documented on AF Form 55. Wing Safety will schedule, publish and conduct training sessions to meet requirements.

5.3. **Safety, Fire Prevention, and Health On-the-Job (OJT) Training.** Supervisors must provide specialized safety, fire prevention, and occupational health on-the-job training, to include, but not limited to the Air Force Hazard Communication Program, Lock-out/Tag-out, and Confined Space training to all Air Force personnel. Provide initial training within 30 days of assignment. Refresher training will be conducted when changes arise, but will be conducted at least annually. Supervisors will document training for all workers, including personnel assigned to administrative areas and summer-hire employees, on AF Form 55, Employee Safety and Health Record. A hard copy will be maintained, with appropriate employee and employer signatures. The 55 will be annotated, as appropriate, whenever additional or annual refresher training is conducted. Develop written lesson plans (Job Safety Training Outlines {JSTOs}) for training which address the specific hazards of the employee's job task and work environment. Lesson plans will address each of the items identified in Attachment 5 of AFI 91-301 (at the time of this publication the minimum items totaled 24. Units are responsible for keeping JSTOs current. Changes to minimum items are briefed at the monthly USR meetings). Lesson plans will include specific guidance for obtaining medical treatment when Walson Air Force Hospital emergency services are not available. JSTOs will be reviewed, whenever tasks are added or modifications exist, or, at a minimum, annually. JSTO refresher training will be conducted for all unit personnel whenever tasks are added or modifications exist, or at a minimum, annually. All unit personnel, with the exception of the unit commander, the first sergeant, and aircrew members performing flight duties will receive this training and will have an AF Form 55. The number of JSTOs required will depend on the number of section a unit has. Sections performing similar tasks may utilize the same JSTO, however, sections performing different tasks will require a JSTO tailored to their specific needs. Personnel performing mostly administrative or low-risk duties will be trained using an administrative JSTO. Examples of JSTOs are posted on the Outlook Safety Public Folders, or if these folders are unavailable, through Wing Safety.

5.4. **Formal Flying Safety Training.** The Wing Safety office will work with the flying and maintenance units to identify wing and unit training requirements for formal FSO, FSNCO, AMIC, and JEMIC-trained personnel. Wing Safety will work with 21 AF/SEF and HQ AMC/SEF to source training allocations and will work with the units to assign individuals to training slots. Unit commanders and USRs must be proactive in forecasting training requirements and identifying needs to Wing Safety.

5.5. Course II, Local Conditions. All individuals assigned to McGuire AFB and who operate vehicles are required to attend Course II, Local Conditions Briefing, given by Wing Safety during the weekly base Newcomer's Orientation. Individuals are scheduled by their unit during in-processing. In addition to permanently assigned personnel, commanders will ensure personnel TDY to their unit for more than 30 days are scheduled to attend Course II.

5.6. Unit Commander Orientation: The Chief of Safety will provide an overview of the Wing Safety Program to incoming unit and group commanders, including a review of commander responsibilities in AFI 91-202.

5.7. Explosives Safety Training. Explosives safety training requirements for unit additional duty explosives safety members is covered in MAFBR 127-100 (next edition to be redesignated MAFBI 91-201), Explosives Safety Program.

## **6. Wing-Level Safety Meetings.**

6.1. AFOSH Council. The AFOSH Council serves as a forum for discussion of occupational safety and health (OSH) issues, to advise the installation commander on OSH-related matters, and make recommendations to the commander on resolution of OSH problems. The council is conducted quarterly and chaired by the Wing or Vice Commander. Required attendees include group commanders, unit commanders, tenant agency heads/commanders, recognized employee organization representatives, briefers from Wing Safety, Traffic Safety, Civilian Personnel, Fire Prevention, Bio-Environmental Engineering and Health, and any other invited attendees or briefers. Wing Safety organizes the agenda, runs the meeting and distributes the meeting minutes. Briefings will be posted in the Wing server, public Folders one week prior to the scheduled meeting date.

6.2. Traffic Safety Coordinating Group: The base Traffic Safety Coordinating Group (TSCG) is established as a subcommittee of the AFOSH Council. The TSCG will consist of one representative each from Civil Engineering (Traffic Engineer), Security Forces, Transportation, and Ground Safety. The TSCG will report directly to the chairman of the AFOSH Council, and meets at his/her direction or at the direction of the Wing Ground Safety Office.

6.3. Wing Flying Safety Meeting. Mandatory for all aircrew members actively flying with the 305 AMW who are not on leave, TDY, crew rest, or assigned to higher-priority duty. All other aircrew members stationed at McGuire AFB are invited to attend. This meeting is held quarterly and may take the place of the unit flying safety meeting for flying squadrons for that month. Wing Safety organizes the meeting and agenda, and distributes the meeting minutes to all flying activities. Meeting minutes are posted in the 305 OG Flight Crew Information File (FCIF).

6.4. Monthly USR Council. This meeting is the primary forum for providing all McGuire USRs timely safety-related information, including changes in safety policies and standards, mishap prevention processes, as well as providing additional USR training. Attendance by one primary or alternate USR per unit or tenant is mandatory and will be examined by Wing Safety during unit safety program evaluations. In the event both USRs are unavailable to attend, a unit representative must be sent to take notes and brief the USRs and/or unit personnel. USRs must coordinate with Wing Safety, prior to the scheduled meeting date, when planning to send a representative in their place. NOTE: Units not attending, at a minimum, 80% of the scheduled meetings cannot receive higher than a "SATISFACTORY" rating on their annual unit evaluation. The Wing's Ground Safety Manager (GSM) chairs this meeting and distributes minutes to all units/tenants.

## **7. Wing Safety Inspections/Evaluations.**

### **7.1. Annual Inspections.**

7.1.1. Each 305th Air Mobility Wing organization and specific tenant agency designated in an appropriate support agreement will receive a formal Annual Safety Program Evaluation and Facilities/Operations Inspection. Wing Safety will publish an annual schedule of unit inspections by month. Approximately 90 days out, Wing Safety will coordinate the actual inspection dates with the unit.

7.1.2. Wing Safety will formally out brief the commander along with anyone else he/she designates. Wing Safety will provide the commander or agency head with a formal, written report of all findings, observations and recommendations and will provide copies of the report to the owning Group Commander and Vice Wing Commander (305 AMW units only). To ensure effective unit safety program management, Wing Safety evaluates the following program areas:

7.1.3. Commander support and involvement in mishap prevention.

7.1.4. Quality and depth of internal safety inspections.

7.1.5. Adequacy and timeliness of mishap reporting.

7.1.6. Hazard reporting program.

7.1.7. Mishap prevention information provided to unit personnel.

7.1.8. Safety bulletin boards.

7.1.9. Attendance at safety meetings.

7.1.10. Quality and effectiveness of job safety training.

7.1.11. Publications maintenance.

7.1.12. Mishap rates, analysis, and prevention measures.

7.1.13. Participation in safety education and training courses.

7.1.14. Complaints and grievances involving safety problems.

7.2. Spot and Special Inspections. Spot and special inspections by Wing Safety will be conducted IAW AFI 91-202 and as prescribed elsewhere in this instruction, or as otherwise required.

## **8. Other Programs and Requirements.**

### **8.1. Confined Space Entry Program.**

8.1.1. Unit commanders will identify in writing to the Wing Safety office all confined spaces (both permit- and non-permit-required spaces as defined by AFOSH STD 91-25) under the control of their organization or function, as well as the name of their Unit Confined Space Monitor--even if the unit has no known confined spaces. These members, along with the Wing Safety Confined Space Program Manager, make up the Confined Space Program Team (CSPT). The team will meet as directed by the Confined Space Program Manager. The Confined Space Program Manager and Team will establish local policies and procedures to ensure compliance with all AFOSH and OSHA requirements. Contractors and units engaged in confined space entry work are responsible for providing all required safety equipment and training IAW OSHA 29 CFR 1910.46. The Base

Fire Department will respond to emergencies but will not provide a trained standby rescue team. This is the sole responsibility of the contractor or unit engaged in the work (MAFBI 91-25). Master Entry Plans will be submitted to Wing Safety for review and approval before performing any Confined Space tasks. Aircraft Confined Spaces, for KC-10 and C-141 aircraft, have been evaluated and approved by the CSPT. Proposed changes will be brought to the attention of Wing Safety, and will not be made without the written approval of the CSMT. Complete guidance is addressed in a separate letter with the subject line "Aircraft Confined Spaces", dated 1 Feb 00, and is not attached to this instruction. The letter has been given to all pertinent units and is available upon request from Wing Safety.

8.1.2. Permit-Required Confined Spaces. All non-routine, permit-required confined space work will be pre-coordinated (using either and AF Form 1024 or approved entry permit) by the entry supervisor with the Bioenvironmental Engineering Office, Fire Department, and Wing Safety office at least 72 hours (when feasible) prior to the beginning of the operation. Upon completion of the operation, a copy of the completed entry permit documenting the operation will be provided to the Wing Safety Office for inclusion in the Base Master File.

8.2. Lock-out/Tag-out Program. All squadrons with personnel who perform servicing or maintenance on machines or equipment which could cause injury through release of stored energy must conform to the requirements in OSHA 1910.147, Lock-out/Tag-out Standard.

8.3. Wing High Interest Areas (HIAs): High interest areas are those that, by their nature, present increased risk to safe operations and demand increased surveillance and attention from a safety perspective. HIAs may be physical, or they may involve procedures or issues. HIAs can be recommended by anyone. Unit functional managers and supervisors should forward recommendations to the USR and unit commander, who will present recommendations to the Group Commander (O-6 level) for review/approval. If approved, Wing Safety will add the area to the current list.

8.3.1. High interest areas will be identified in a letter from Wing Safety to all organizations. USRs will keep this letter on file. Wing Safety will update the letter as necessary. A current list has been given to all units and is available upon request from Wing Safety.

8.3.2. The entire flight line is considered a high interest area for the foreseeable future based on numerous construction zones, space restrictions and clearances, limited aircraft parking and engine run-up areas, a lack of storage yards and designated parking areas for AGE support equipment, FOD hazards, and ramp and taxiway lighting deficiencies.

RICHARD A. MENTEMEYER, Brig Gen, USAF  
Commander, 305 Air Mobility Wing