

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



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PACIFIC AIR FORCES COMMAND

Supplement 1

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Safety

SAFETY INVESTIGATIONS AND REPORTS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication gives command procedures for investigating and reporting all US Air Force mishaps. It applies to commanders, functional managers, supervisors, and all PACAF personnel. This publication does not apply to the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) members or units.

SUMMARY OF REVISIONS

This revision incorporates all changes to AFI 91-204, dated 12 April 2004. This is a complete rewrite to the Supplement due to paragraph renumbering throughout AFI 91-204. A bar (|) indicates revisions from the previous edition.

AFI 91-204, 12 April 2004, is supplemented as follows:

1.3.3.8.1.1. (Added) Absences from duty while assigned quarters for reasons other than valid medical treatment or needed recuperation following mishap injuries. For example, do not report quarters for events such as emotional well being or quarters assigned while waiting a follow-up appointment where rest and recovery is not a medical necessity.

1.3.3.13. "Scheduled inspections" don't meet the qualifications of "scheduled disassembly" for reporting purposes. FOD discovered during "scheduled inspections" are reportable. For example, FOD discovered during phase inspections are reportable.

1.3.3.22. (Added) In the event of a mishap involving foreign personnel or property, refer to individual country SOFA or MOU agreements and guidance from AF/SE.

1.4.1. (Added) PACAF/SE will ensure appropriate PACAF visibility over all Air Force critical safety information involving Air Force operations in the PACOM AOR.

1.6.1.10.7. Engine mishaps (when the engine has been removed from the aircraft) occurring in the test cell fall under this category.

1.7.1.2.1. (Added) When a non PACAF aircraft is involved in a mishap at a PACAF base, inform PACAF/SE via e-mail as soon as practicable regardless of the severity of the damage.

1.9.1.1.1.1. (Added) Do not include the cost of “on opportunity” upgrades or outstanding tech order compliance items performed in conjunction with the repairs. If a precautionary replacement is due to unknowns from the mishap event, it is an additional cost the AF must pay as a direct result of the mishap and should be included in the mishap cost. If the precautionary replacement is based on observed condition that can be traced to deterioration over time and clearly disassociated from the mishap it is an opportunity upgrade not related to the mishap, and should not be included in the mishap cost. If the parts were returned to service then do not include them in the mishap cost. If a part is condemned as a result of the mishap, even though the part is undamaged, the cost of the part will be included in the cost of the mishap.

2.4.1.1. (Added) PACAF/SE will ensure appropriate PACAF visibility over all safety incidents involving PACAF-owned forces and/or incidents that occur at PACAF-controlled installations to include installations where a PACAF assigned/attached officer assumes ADCON responsibility as the senior/host Air Force installation commander IAW AFDD-2 (e.g., Diego Garcia).

2.4.4. PACAF/SEF/SEG/SEW will forward MOFEs to appropriate PACAF Directorates (i.e., DO/LG, etc) as required.

2.7.6.6. Hammer ACE (Adaptive Communications Element) is a special purpose, quick reaction communications unit that deploys worldwide within three hours of notification. Hammer ACE can be contacted directly at Scott AFB, IL Command Post, DSN 312-576-5891 and <http://www.afca.scott.af.mil/hammer-ace>. Advise PACAF/SE of your decision to use Hammer Ace, when able. **NOTE:** Hammer ACE funds itself for all Class A flight mishaps.

2.11.2. Each PACAF Wing/SE office will maintain a listing of potential SIB members. For flight SIBs, break listing out by SIB position. List the following Primary SIB members; Board President, Investigating Officer, Flight Surgeon, Pilot Member, and Maintenance Member. Also include Conditional SIB members (if applicable/available as defined in AFMAN 91-223); additional crewmembers (navigator, loadmaster, etc.) qualified in the mishap aircraft, Life Support Officer/NCO, Air Traffic Control Officer, Weather Officer and Fire/Rescue. Include name, rank, DEROS, unit assigned, duty phone, aircraft experience, training received (ie BP, FSO, etc), date of last local SIB training and if previous SIB experience. Primary SIB members will receive training within 30 days of appointment and annually thereafter. Conditional members receive training when assigned to be a member of an SIB.

3.2.2.3. Adverse administrative actions include, but are not limited to, administrative downgrade in aircrew qualifications, AF Form 8 downgrades, letters of counseling, admonishment, reprimand, referral EPRs/OPRs or adverse performance report comments, officer grade determinations, promotion propriety actions (not qualified for promotion, delay and/or denial) administrative demotions, administrative separations, unfavorable information files, control rosters, selective reenlistment denials and other, similar actions. Following a mishap there are other readily available sources of information which are not privileged and which the commander may evaluate for use to correct behavior and take disciplinary actions. By the way of example, a commander can interview the mishap participant(s) (promises of confidentiality are not authorized and Article 31 UCMJ rights advisement may be necessary - consult your JAG), request the MAJCOM Commander initiate an Accident Investigation Board under AFI 51-503, personally initiate a Commander Directed Investigation (CDI - consult your JAG), and request Security Force or AFOSI assistance for criminal matters.

3.3.1.5.1. (Added) Information derived from LIMITED USE reports will be sanitized if the information is displayed on bulletin boards or in other areas where it is accessible to the public. Material maintained in out-of-sight locations (squadron safety office, etc) need not be sanitized. This does not authorize release of any LIMITED USE reports to contractors.

3.3.2.5. NAF and wing SEs will ensure that privileged safety information is not provided to judge advocates that may be involved in a CDI or legal investigation of a mishap investigated IAW 91-204.

3.3.3.7. Also inform HQ PACAF/SE of the request. Typically requests for assistance/information should be forwarded through the Deputy Under Secretary of the AF (International Affairs) office (SAF/IA, DSN 425-8890). SAF/IA handles and coordinates all foreign requests for information.

4.2.2. The convening authority for PACAF Mishaps is designated in **Table 4.1. (Added)** (below).

Table 4.1. (Added) Convening Authority Delegation.

	Class A	Class B	Class C and below
Ground (On-duty)	COMPACAF	NAF/DRU+	Wing CC
Ground (Off-duty)	NAF/DRU+	NAF/DRU+	Wing/CC/Commander of nearest installation with full time safety staff
Flight	COMPACAF	NAF/DRU+	Wing/CC
Weapons	COMPACAF	NAF/DRU+	Wing/CC

Note 1 (Added): For + mishaps involving Misawa, Yokota, Kadena (5AF) and Andersen (13AF) assets, the convening authority will be COMPACAF when applicable.

5.3.1. Ensure that a locally assigned Emergency and Special Program (ESP) code is obtained from the wing's Financial Analysis Office. Use this code on all fund cites pertaining to the mishap to accurately track cost data.

5.3.2.1. (Added) Use ESP code SI on SIB travel orders on the accounting line. Ensure dual billeting and variations are authorized. At the conclusion of the COMPACF outbrief, PACAF funded TDY members are required to send PACAF/SEF (via fax DSN 315-449-9340) copies of paid travel vouchers (two vouchers required if SIB and MAJCOM outbrief were accomplished on separate orders) as well a copy of travel orders and plane ticket receipts. Failure to accomplish may result in the wing not being reimbursed by HQ PACAF.

5.3.2.2. (Added) For SIB TDY travel where the NAF is the convening authority, NAFs fund TDY travel of their respective SIB members. Prior to FY close out, NAFs can request reimbursement from the COMPACF SIB Withholding Account, and will be reimbursed if funds are available.

5.3.2.3. (Added) TDY expenses for Class C investigations are the funding responsibility of the mishap wing.

5.3.4.1. (Added) Other agencies may require reimbursement when involved in mishap recovery. Close coordination with the wing's Financial Analysis Office is essential to ensure reimbursement and possible reimbursement to the wing from higher headquarters.

5.3.4.2. (Added) Coordinate requests for helicopter or other modes of transportation support beyond the investigating commander's capabilities with HQ PACAF/SE. Additionally, all requests for underwater salvage must be coordinated through PACAF/SEF.

5.4.1.1.1. (Added) Units will request training slots through PACAF/SEF for the AFSC Board Presidents Course. Desire is to train all rated Colonels in PACAF for duty as an SIB President. A number of Lieutenant Colonels may also be tasked for duty as an SIB President and should be trained if training slots are available.

5.5.1. Request and coordinate technical assistance through the AFSC representative member of the SIB for Class A mishaps or HQ PACAF/SE for Class B mishaps and Class A mishaps without an AFSC representative. For Class C mishaps also coordinate requests for technical support through PACAF/SE.

5.7.1.1. (Added) If underwater salvage is necessary, immediately contact PACAF/SE. PACAF/SE is the MAJCOM POC for all safety related marine salvage requests.

5.11.16.2. For Class A and B flight mishaps SIBs will bring the AFTO Form 22s and AF Form 847s to the convening authority out briefing. Convening authority safety staff will submit to appropriate agencies at the conclusion of the briefing. Wing/SEF will forward for Class C investigations. Follow-up to ensure forms are received.

5.12.2.1. (Added) Ensure all OFS/ORS and rationales are fully discussed in the narrative section of the report/message.

5.12.2.2. (Added) Prior to finalizing any Other Recommendation of Significance for any class of mishap, investigators will contact the proposed OPR to ensure the correct action agency is identified. If assistance is required to identify OPRs contact PACAF/SE for assistance.

6.2.2.1. (Added) In addition to the Preliminary Report required for Class A flight mishaps, forward the following information:

6.2.2.1.1. (Added) The safety office will make a telephonic/FAX report to HQ PACAF/SE (FAX DSN 449-9340) not later than (NLT) 4 hours after the mishap. During HQ PACAF duty hours contact HQ PACAF/SE (DSN 448-0006/448-1060); during non-duty hours contact HQ PACAF Safety Alert Officer through the PACAF Command Post (DSN 448-8500). Include as much information as is known at the time. Include aircraft type, time and location of mishap, brief narrative about the mishap, etc.

6.2.2.1.2. (Added) The Medical Group Commander (MDG/CC) or MDG/SGP will make a telephonic report within 4 hours after a Class A mishap, and the next duty day for all other class mishaps. During HQ PACAF duty hours make the report directly to HQ PACAF Office of Command Surgeon (SGP DSN 448-3434; duty desk 448-3403); during non-duty hours make the report to HQ PACAF/SG Staff Alert Officer through the PACAF Command Post (DSN 448-8500).

6.2.2.1.3. (Added) Class B Flight Mishaps. The safety office of a unit experiencing a flight mishap in which costs and/or injuries are estimated by the unit to exceed Class C criteria will make a telephonic/FAX report to the NAF and HQ PACAF/SE as soon as practicable. Include as much information as is known at the time. Include aircraft type, time and location of mishap, brief narrative about the mishap, etc.

6.2.4.1. (Added) For Class A flight mishaps, SIB/SIO will not release the final message prior to the COMPACAF briefing. For Class B flight mishaps, the final message will not be released until after the convening authority briefing if one is scheduled. If a briefing is not scheduled coordinate the release with the convening authority.

6.3.4.3. To return the formal report mail to PACAF/SEF, 25 E St, Suite A304, Hickam AFB, HI, 96853.

6.4. For Class A flight mishaps and on-duty ground Class A mishaps will be briefed to COMPACAF. For Class A flight mishap briefings, all primary members of the SIB will attend as well as the mishap wing

commander. PACAF/SEF is the point of contact. PACAF/SEG is the Point of Contact for on-duty ground Class A mishap briefings. All primary members of the SIB will attend. Wing commander attendance is optional at the wing commanders discretion. Ground Fatality Briefings to COMPACAF will occur for off-duty Class A mishaps. PACAF/SEG is the point of contact. Briefing will be given by the squadron commander via VTC. The Wing/Group commander will approve the brief and attend the VTC briefing given to COMPACAF. Ground Fatality Briefings will not occur following on-duty ground Class A mishaps briefed to COMPACAF.

6.4.1.3.1. (Added) When convening authority briefings are accomplished for Class B flight mishaps, no pre-briefings will be given to mishap wing staff, etc. All briefings will be given to the convening authority with no prior screening of content.

Table 6.2.

NOTE 1. (Added) For Class C flight mishaps a Preliminary Message is not required. However, send e-mail notification to PACAF/SEF within 24 hours of determining an event is Class C reportable. Include the following information:

- Type Aircraft and Tail #.
- Date and Time of Mishap.
- Location of Mishap.
- Mishap Pilot Wing/Squadron Assigned.
- Mishap Aircraft Wing/Squadron Assigned.
- Brief description of the mishap scenario. Factual only information of the type that would be placed in a Preliminary report.
- Point of Contact (Name/Phone Number).

NOTE 4 (Added) Regardless of whether a preliminary report is required, AFSC still requires a status message at the 30 day point and every 30 days until the investigation is complete (Class C and E mishaps).

Class C	Preliminary Message	72 hours post-mishap (Note 4)(Added)
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6.6.3. For investigations where AF/SE does not complete a MOFE (I.E Class C/E mishaps), do not request comments from individuals found Causal.

6.6.5. Send to AFSC/SEFM, 9700 G Ave SE, Kirtland AFB, NM., 87117-5670.

7.2.1. For Class A and B flight mishaps and Class A on-duty ground mishaps the mishap NAF and wing will provide Comments via AFSAS to AFSC within 30 days after transmittal of Final Message for consideration during the MOFE process.

7.3.1.1.1. (Added) PACAF/SE is the POC for convening authority comments for Class A flight mishaps and on-duty ground Class A mishaps and for Class B flight mishaps as specified in **Table 4.1. (Added)** PACAF/SE will solicit inputs from the PACAF staff for PACAF Class A flight mishaps and on-duty

ground Class A mishaps (and Class B flight mishaps when convening authority) and forward to AFSC for MOFE consideration. As noted in **Table 4.1. (Added)**, NAF/SEs will perform the same function for applicable Class B mishaps.

7.3.1.3.1. (Added) PACAF/SEF will forward message reports to and solicit comments from the applicable PACAF Directorate (DO/LG, etc) when they are listed as an OPR/OCR in non-PACAF flight mishap reports.

7.3.1.4.1. (Added) For mishaps where a formal report is prepared, the Commander of the mishap wing will comment on the results of the investigation. Transmit within 30 days after release of the Final Message.

7.4.3.1. (Added) HQ PACAF/SE will track the status of open Recommendations and Other Recommendations of Significance for Class A mishaps. Where applicable, NAF/SE will track the status of open Recommendations and Other Recommendations of Significance for Class B when they are the convening authority.

7.4.7.1. (Added) For all Class A and B mishaps, each PACAF level action agency that is an OPR on open Recommendations and Other Recommendations of Significance will report status of corrective action, with complete rationale, until recommendation is closed. PACAF/SEF will solicit inputs from PACAF Directorates (i.e. DO, LG, etc) listed as OPRs for Class A and B flight mishap (as noted in **Table 4.1. (Added)**) Recommendations and Other Recommendations of Significance NLT 1 Oct and 1 Apr. Report status not later than 15 Oct and 15 Apr.

7.4.7.2. (Added) For PACAF Class A and B flight mishaps with non-PACAF Recommendation and Other Recommendations of Significance OPRs, PACAF/SE will forward requests for updated status information to the appropriate MAJCOM/SE NLT 1 Oct and 1 Apr.

7.5.1. (Added) Wings are responsible for tracking all open Recommendations and Other Recommendations of Significance action for Flight Class C, Class E, HAP, HATR & Aeroclub mishaps. This includes the status of any AFTO 22, AF Form 847 or DR. Report status and recommend closure via AFSAS. Updates may include actions planned or taken, results of development/testing, delays experienced, brief rationale for decisions made, and concurrence or non-concurrence by other agencies. PACAF/SEF will make the determination on adequacy of recommended closing action. If the recommendation is left open, PACAF/SEF will provide feedback to the applicable wing safety office.

7.5.2. (Added) In addition to reporting closure via AFSAS, report the status of open Recommendations, open Other Recommendations of Significance and recently closed Recommendations and ORS and ORS for on-duty Class C, Class E, HAP, HATR, Aeroclub; flight, missile and explosives mishaps to HQ PACAF/SE NLT 15 Oct and 15 Apr. Rationale for reporting status of recently closed Recommendations and ORS is that PACAF/SE does not have visibility in AFSAS of all open Recommendations and ORS for all categories of mishaps. Wings can request PACAF assistance for completion of recommendations. As a minimum, provide the following in either Word or an Excel spreadsheet:

7.5.2.1. (Added) AvSAS number.

7.5.2.2. (Added). Mishap Date.

7.5.2.3. (Added) Mishap Class.

7.5.2.4. (Added) Type Aircraft Involved.

7.5.2.5. (Added) One liner description of the mishap.

7.5.2.6. (Added) Listing of Recommendations and Other Recommendations of Significance. Forward exactly as written in the report (or as MOFEd if applicable).

7.5.2.7. (Added) Actions taken. Detail specific actions taken to include dates, publications, office symbols contacted, etc.

7.5.2.8. (Added) Status.

7.7. (Added) **Form Prescribed.**

7.7.1. (Added) PACAF Form 161, *Notification of Civilian/Military Injury or USAF Property Damage Ground Mishap Report.*

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

AFMAN 91-221, Weapons Safety Investigations and Reports
AFMAN 91-222, Space Safety Investigations and Reports
AFMAN 91-223, Aviation Safety Investigations and Reports
AFMAN 91-224, Ground Safety Investigations and Reports

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