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AFI 91-204, 11 December 2001, is supplemented as follows:

SUMMARY OF REVISIONS

Supplement revised to align with basic. Corrected the name of USAFA Form 49 to reflect current name.

1.3.2.1. The Superintendent is the convening authority for all United States Air Force Academy (USAFA) mishaps.

1.3.2.1.1. (Added) The Superintendent or a designated representative appoints the board president and investigating officer.

1.3.2.1.2. (Added) Pilot members, maintenance officers, and life support officers are appointed by the Commander, 34th Training Wing (34 TRW/CC). Medical members will be appointed by the Commander, 10th Air Base Wing (10 ABW/CC). Safety (HQ USAFA/SE) will coordinate all other members, as they are needed.

1.3.2.1.3. (Added) Board presidents from the 34 TRW will not normally investigate flight mishaps involving the 94 Flight Training Squadron, or the 557 Flight Training Squadron.

1.3.2.1.4. (Added) The board president works for and is directly responsible to the USAFA Superintendent for the term of the board. Safety investigation board presidents will call HQ USAFA/SE after assuming their duties and becoming familiar with the circumstances surrounding the mishap.

4.6.2.1. 10 Mission Support Group Commander (10 MSG/CC) through Logistics (10 MSG/LGR) retains and stores aircraft wreckage until it is released by Headquarters Judge Advocate (HQ USAFA/JA).

4.7.2.1. All requests for technical assistance will be made through HQ USAFA/SE to HQ United States Air Force Safety Center/Flight Safety Office (HQ AFSC/SEF).

7.2.4.1.2. (Added) Any situation considered hazardous by the pilot or aircraft malfunction requiring premature mission termination will be reported to 34 TRW Flight Safety Officer (34 TRW/SEF) through the unit flight safety on USAFA Form 49, **Mishap Worksheet**.

7.3.10. (Added) Unit Flight safety representatives will conduct investigations of flight mishaps, complete USAFA Form 49, and forward the form to 34 TRW/SEF.

7.4.1. **Trend Data Report.** Unit safety, maintenance, or quality assurance personnel debrief each aircrew experiencing an in-flight emergency. Complete USAFA Form 49 for each emergency. The unit flight safety representative will ensure the USAFA Form 49 is filled out and coordinated through Quality Assurance for maintenance operations. Follow up as necessary until corrective action is completed and documented. Maintain these forms or unit safety trend analysis and forward a copy to 34 TRW/SEF.

7.4.3.1.1. Injuries to non-USAF civilians parachuting from Academy aircraft are not reportable under this instruction.

7.4.3.1.3. (Added) 34 TRW/SEF or unit flight safety officers will investigate all Class C and other reportable flight mishaps and submit a draft report to HQ USAFA/SE.

7.8.5.1. Safety investigation board presidents will brief the Superintendent on the results of their investigation for all Class flight mishaps. Investigating officers of mishaps other than Class A may be asked to brief the Superintendent on the results of their investigation. The unit commander experiencing the mishap, USAFA safety personnel, and other staff as designated by the Superintendent will attend briefings. HQ USAFA/SE will schedule the briefing. The following is the minimum suggested format for the briefing:

7.8.5.1.1. (Added) Mishap facts: (date, time, location, weather conditions, aircraft type, tail number, mission, etc.)

7.8.5.1.2. (Added) Mishap aircraft maintenance history (flight mishaps only).

7.8.5.1.3. (Added) Personnel involved (names, units, injuries, flying time, previous aircraft, time-on-station, etc.).

7.8.5.1.4. (Added) Mishap sequence of events.

7.8.5.1.5. (Added) Areas not investigated and those investigated but found not to be factors in the mishap.

7.8.5.1.6. (Added) . Areas investigated and found to be factors in the mishap (for flight mishaps, areas investigated must include, as a minimum, training, supervision, publications, and directives)

7.8.5.1.7. (Added) Safety Investigation Board conclusions.

7.8.5.1.8. (Added) Findings, causes, recommendations.

7.8.5.1.9. (Added) Other findings and recommendations of significance.

7.8.5.2. HQ USAFA/SE will review all final reports prior to forwarding them to Headquarters Air Force Safety Center Plans, Programs and Policy (HQ AFSC/SEP).

11.1.1.2. Thorough and timely investigation is an essential part of mishap prevention. Unit commanders will develop mishap-reporting procedures for their units. The procedures must cover on-duty and off-duty mishap reporting for military, and on-duty mishap reporting for civilians. The commander's safety representatives and supervisors should ensure all assigned personnel understand the requirement to report all mishaps to them promptly.

11.1.1.3. (Added) All mishaps will be investigated and reported to HQ USAFA/SE. USAFA Form 49 will be used and forwarded to HQ USAFA/SE within 2 workdays after the occurrence. The unit's safety representative (USR) will maintain a copy of the USAFA Form 49.

11.1.1.4. (Added) HQ USAFA/SE will formally report all lost workday cases. The Unit Safety Representative (USR) will investigate all unit mishaps and provide HQ USAFA/SE with the information on a USAFA Form 49.

11.4.1.2. The Civilian Personnel Office (DPC) will send to HQ USAFA/SE copies of all of the following Federal Forms; CA-1s, **Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**; CA-16s, **Authorization for Examination and/or Treatment**; LS-201s, **Notice of Employee's Injury or Death**; and LS-202s, **Employer's First Report of Injury or Occupational Illness**, received on a daily basis.

11.5.2.3. The Chief, Contracting Flight (10 MSG/LGC), should ensure contract performance work statements direct the contractor to report government property damage.

11.8.2.5. (Added) Vehicle Maintenance (10 MSG/LGRMTM) will forward copies of vehicle and equipment work order reports to HQ USAFA/SE on all damaged Academy vehicles.

15.6. **Form Prescribed:** USAFA Form 49, **Mishap Worksheet**.

15.7. **Forms Adopted:** CA-1s, **Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**; CA-16s, **Authorization for Examination and/or Treatment**; LS-201s, **Notice of Employee's Injury or Death**; and LS-202s, **Employer's First Report of Injury or Occupational Illness**.

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