

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**

AF INSTRUCTION 91-202

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

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Safety

THE US AIR FORCE MISHAP PREVENTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 91-202, 1 August 1998, is supplemented as follows:

This supplement does not apply to Air National Guard or Air Force Reserve Command units. HQ AETC/SE must approve each unit supplement prior to publication. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*. AETC associate units not located on AETC bases are considered a wing-equivalent for the purposes of this supplement.

Safety criteria in this instruction helps commanders make informed decisions on the proper mix of combat readiness and safety. These criteria specify minimum acceptable standards for safety. Departure from safety standards must only result from operational necessity, and all risks associated with the departure must be completely understood and accepted by the appropriate approval authority. According to AFI 90-901, *Operational Risk Management*, the following ORM principles apply: (1) Accept no unnecessary risk, (2) Make risk decisions at the appropriate level, (3) Accept risk when benefits outweigh the costs, (4) Integrate ORM into Air Force Doctrine and planning at all levels. Refer to AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*, for methods on eliminating or reducing risk.

★SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 2003-1 which clarifies the use of AETC Forms 29A and 29B (paragraphs 1.6.13.7 [Added][AETC] and 1.6.13.8 [Added][AETC]); realigns flight safety officer (FSO) responsibilities from annual assessments to monitoring (paragraph 7.3.4 [Added][AETC] through 7.3.4.6 [Added][AETC]); and further defines the maintenance areas the FSOs will monitor (paragraphs 7.5.4, 7.5.9 [Added][AETC], 7.5.10 [Added][AETC], and 7.5.11 [Added][AETC]). A ★ indicates revision from the previous edition. See the last attachment of this publication (IC 2003-1) for the complete IC.

1.6.11.16. (Added)(AETC) Wings (or equivalent) will conduct, at a minimum, annual self-assessments and inspections on all safety disciplines, using the AETC inspector general (IG) safety program management checklist developed by this headquarters. Local program items may be added to the checklist.

1.6.13. Squadron commanders will receive a copy of AETCPAM 91-203, *Squadron Commanders Safety Pamphlet*, while attending the AETC Squadron Commanders and Spouses Seminar.

★1.6.13.7. (Added)(AETC) The commander, section commander, executive officer, first sergeant, flight commander, or military training manager will ensure all newly assigned active duty military personnel under the age of 26 receive a newcomer's safety briefing within 30 days of arrival. Document the briefing on AETC Form 29A, **Commander's Newcomers' Safety Briefing** (the reverse of the form may be overprinted with local information, group briefings, etc.). A single AETC Form 29A (with class roster attached) may be used for students. However, each permanent party member will have an individual AETC Form 29A on file. Maintain the completed form in the individual's personal information file (PIF) until he or she departs permanent change of station (PCS) or permanent change of assignment (PCA), retires, etc.

★1.6.13.8. (Added)(AETC) Ensure military personnel under the age of 26 receive a predeparture safety briefing before they depart on leave, TDY, or PCS. The unit commander, first sergeant, flight commander, immediate supervisor, or military training manager will conduct the briefing, and document AETC Form 29B, **Pre-departure Safety Briefing**. Maintain the completed form until individual completes PCS, temporary duty (TDY), or leave. (**NOTE:** An AETC Form 29B is not required for cross-country training sorties, since safety is already covered in predeparture mission briefings.) AETC Forms 29B for personnel who PCS should be kept on file until the report no later than date (RNLTLD) on their orders.

1.6.13.9. (Added)(AETC) Appoint flight, ground, and weapons unit safety representatives (USR) as applicable, and ensure they report to the appropriate safety office to complete initial training within 30 days of appointment. Ensure appointed USRs have at least 1 year of retainability and are not tasked with other additional duties that could detract from implementation of the unit's mishap prevention program. Wing safety staffs will conduct quarterly USR meetings for training, continuity, and crosstell. The meeting agenda or minutes will serve as documentation. (Air Force Recruiting Service [AFRS] squadron appointees will have at least 2 years of retainability.) AFRS squadrons will send a copy of the appointment memorandum to HQ AFRS/SE, and a copy to their host installation safety office (if the host is providing safety support). Initial training of noncollocated AFRS squadrons may be accomplished through the use of a comprehensive pamphlet.

1.6.13.10. (Added)(AETC) Implement the high-risk activities program outlined in Attachment 6, this supplement. The intent of the program is to ensure participants are familiar with the hazards and injury potential associated with their particular activity.

1.6.14.1. Supervisors will ensure employees know how to access, and have reviewed applicable Air Force Occupational Safety and Health (AFOSH) guidance.

1.6.14.2. Supervisors may use AETC Form 705, **Job Safety Analysis/Operational Risk Management Worksheet**, to conduct this analysis.

1.6.14.7. Supervisors will conduct a viable manual-lifting program as directed by AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard*, Part 1, Chapter 4.

2.1.1. Chiefs of safety will send HQ AETC/SE (through their NAF) an updated personnel roster quarterly (March, June, September, December). The roster will include the name, grade, duty position, telephone number, and e-mail address of the wing commander and his or her secretary, vice commander, executive officer, and all full-time safety personnel assigned to the unit. Also include the safety office's fax number. The March personnel roster will also include a listing of all safety courses (including course title, date

completed, and location of training) completed by full-time safety personnel. The worksheet provided by HQ AETC/SEOP may be used for ground and weapon personnel.

2.1.2. Flight safety officers (FSO) assigned to safety positions will attend the FSO (WCIPO5C) course. Squadron assigned FSOs, moving to the wing UTC FSO position, whether or not they are currently trained in the Aircraft Mishap Investigation Course (AMIC) (WCIPO5A) must attend the FSO course.

2.1.4. Where no weapons safety manager (WSM) is assigned, the ground safety manager (GSM) will manage the weapons safety program as the WSM. WSMs will attend the formal weapons safety training course listed in the database for the Air Force Education and Training Course Announcements (ETCA) located at <https://etca.randolph.af.mil/> (**NOTE:** The ETCA database replaced AFCAT 36-2223, *USAF Formal Schools*.) It is good management to have an alternate or assistant for weapon safety. If the alternate's duties include working *more* than 50 percent of the program, he or she must attend the formal weapons safety course at Lackland AFB. If the alternate's duties include working *less* than 50 percent of the program, he or she must be task certified according to the AFSC 1S0X1 Safety Career Field Education and Training Plan (CFETP).

2.1.9. (Added)(AETC) Squadron safety personnel (ground, flight, and/or weapons USR) will perform squadron additional duties as follows:

2.1.9.1. (Added)(AETC) Help the unit commander establish and maintain a mishap prevention program.

2.1.9.2. (Added)(AETC) Serve as focal point for safety matters.

2.1.9.3. (Added)(AETC) Disseminate safety information and help supervisors develop briefings, educational talks, etc.

2.1.9.4. (Added)(AETC) Help the squadron motorcycle monitor promote an aggressive motorcycle safety program.

2.1.9.5. (Added)(AETC) Establish mishap reporting procedures.

2.1.9.6. (Added)(AETC) Conduct an ongoing seat belt program.

2.1.9.7. (Added)(AETC) Conduct and document spot inspections as established by the wing safety staff.

2.1.9.8. (Added)(AETC) Attend USR meetings.

2.2. Coordinate host/tenant safety responsibilities, if applicable, and clearly describe those duties in a letter of agreement or memorandum of understanding. Ensure that either the host and/or the tenant accomplish all program requirements.

2.2.3. (Added)(AETC) Use AETC Form 645-4, **Trend Data Report**, or similar locally approved form to record all in-flight emergencies.

2.4.3. Each wing (or equivalent) safety staff will maintain a mishap investigation kit for all ground, flight, or weapons mishaps. Establish the kit's contents according to AFPAM 91-211, *USAF Guide to Aviation Safety Investigation*. A camera is not required in the kit if installation photo element support is readily available.

2.10. (Added)(AETC) Each wing and squadron safety office will maintain a continuity guide, either electronic, hardcopy, or both, in all safety disciplines. Unless specifically addressed elsewhere by regulation, each wing will determine the format for the squadron continuity guides. The continuity guide will contain or reference the location of the following information:

2.10.1. (Added)(AETC) Appointment letters and training documentation.

2.10.2. (Added)(AETC) Duty and additional duty assignment.

2.10.3. (Added)(AETC) Duty procedures or checklists (optional).

2.10.4. (Added)(AETC) Mishap procedures.

2.10.5. (Added)(AETC) Safety briefing documentation (such as privileged briefing outline and documentation).

2.10.6. (Added)(AETC) Meeting minutes and attendance documentation (such as USR meetings, BHWG, etc.).

2.10.7. (Added) (AETC) Annual and self-inspection checklists, and completion/followup documentation.

2.10.8. (Added) (AETC) Most recent staff assistance visit (SAV) report/followup documentation.

3.1. The host safety staff will provide continuation training and safety educational materials to USRs.

3.1.3. Full-time safety staffs will conduct all annual inspections. Inspect each AETC unit below wing level at least every 12 months. In AFRS squadrons the USR will conduct annual inspections. Full-time safety staffs may accomplish an AETC-approved assessment such as the unit risk assessment tool and evaluation (URATE) on units. If the unit is rated a low risk, the safety staff may accomplish the annual inspection through spot inspections of facilities.

3.1.3.1. The host safety staff will develop and maintain inspection checklists. AETC checklists modified with local requirements and checklists developed from AFOSH standards meet this requirement. Make applicable checklists available to the supervisors of all activities slated for inspection. **NOTE:** Review checklists annually for currency.

3.1.3.2. Supervisors will conduct their own inspections, and send a copy of the report to the parent unit safety staff within 30 days. Significant safety problems should be resolved with the responsible safety staff, to include on-site assistance and assignment of risk assessment codes (RAC), if applicable.

3.1.4.1. Conduct a squadron commander's in-brief (at commander's discretion) and out-brief. Provide the formal report to the squadron commander within 10 workdays after completing the out-brief.

3.1.4.4.8. (Added)(AETC) An executive summary, addressing the overall supervisory support and safety condition of facilities and equipment. Reference specific problems and trends identified in the report, and recommend solutions.

3.1.4.5. AETC Form 68, **Control Record for Follow-up/Closeout Action**, may be used for followup and closeout actions.

3.1.4.6. (Added)(AETC) If a rating system is used, the inspecting unit will establish rating criteria that conform to guidance in AFI 90-201, *Inspector General Activities*. Indicate the inspection or assessment rating assigned, based on the findings in the report. If the rating was marginal or unsatisfactory, conduct a SAV on those areas between 90 and 120 days after the inspection. Where more than one safety discipline was inspected, include sections on each discipline.

3.1.4.7. (Added)(AETC) Explosives safety inspection reports will specifically address the adequacy of explosives directives, facility licenses, and safety training, as well as training lesson plans.

3.1.4.8. (Added)(AETC) AETC Form 69, **Safety Inspection Report**, may be used to document inspection findings and corrective actions.

3.2. HQ AETC/IG (Safety) will evaluate wings and below; HQ AETC/SE will evaluate NAFs and equivalent.

3.3. Perform assessments of organizations below wing level at least annually. Those units using an AETC-approved assessment such as URATE must provide an assessment at least every two years. Low-risk organizations will require only a facility spot inspection during the yearly inspection cycle.

3.4. The NAF safety office will conduct SAVs on all wing level safety programs. The NAF will determine the time interval of the SAVs unless a wing commander requests an out of cycle assessment. NAF assessments will not be conducted within 4 months of a scheduled HQ AETC/IG inspection unless specifically requested by the wing commander, and approved by HQ AETC/IGX. Provide written reports to HQ AETC/SE.

3.5. Contractor occupied facilities do not normally fall into those considered low risk (paragraph 3.1.3, this supplement). Therefore, the facility inspection should concern only the worthiness of the structure to be occupied. A simple walk through to look for deterioration, water leaks, electrical hazards, or similar items that degrade the safety of the building should suffice. Document discrepancies and route to the contracting officer for corrective action.

3.6.1. (Added)(AETC) Chief of safety (with GSM, WSM, and chief of flight safety) will review and update designated high-interest areas quarterly. These areas will be identified in writing, signed by the chief of safety, and filed for reference purposes. The lack of high interest areas will also be documented.

3.7.1. Spot inspections are one of the most important tools of mishap prevention and will include all areas of the installation. Conduct at least one spot inspection per week per wing ground, flight, and weapons staff member (chief of safety not included); conduct 10 percent outside of normal duty hours. Each safety office will keep a record of spot inspections performed. The chief of safety, GSM, WSM, and chief of flight safety will review spot inspection records monthly to ensure the program is being vigorously pursued, and that all facilities and work areas are spot-inspected at least once annually. Recruiting squadron commanders will establish a spot inspection program that fulfills the needs of the unit. He or she will determine the frequency of inspections, appoint inspectors, and, as closely as possible, mimic the program prescribed at the beginning of this paragraph.

3.7.1.1. (Added)(AETC) The host safety staff will establish spot inspection requirements (frequency and documentation) for additional duty USRs.

3.7.1.2. (Added) (AETC) Flight spot inspections will include all applicable areas as listed in AFI 91-202, paragraphs 7.3.1, 7.3.2, 7.3.3, 7.5, and 3.7.2.

5.1.1. Document completion of this mandatory briefing item and maintain in the wing or squadron safety continuity guide (see paragraph 2.10).

5.2.1. For mishap prevention purposes, supervisors or safety staffs will disseminate all applicable Class A and B ground, flight, weapons, and high accident potential (HAP) reports to all appropriate personnel.

5.3.3. The following safety publications and other information are available to AETC personnel:

5.3.3.1. (Added)(AETC) *TORCH Magazine*. This magazine, published monthly by HQ AETC/SE, is the command's safety magazine. It contains articles and materials for use by subordinate organizations in their mishap prevention programs. Units and individuals are strongly encouraged to submit articles for this magazine on any and all aspects of safety.

5.3.3.2. (Added)(AETC) *Road to Wings*. There are two publications in this series, which detail lessons learned from T-37 and T-38 aircraft mishaps primarily involving undergraduate pilot training missions. The publications are AETC Handbook (AETCH) 11-1, *Road to Wings (T-38)*, and AETCH 11-2, *Road to Wings (T-37)*. Flight safety officers (FSOs) should ensure T-37 and T-38 aircrews and maintenance safety representatives have access to the most current edition of these publications.

5.3.3.3. (Added)(AETC) AETCPAM 91-203, *Squadron Commanders Safety Pamphlet*. This publication provides commanders an insight into their safety program responsibilities, and gives helpful hints for planning and executing their safety program. Squadron commanders will be provided a copy of this pamphlet when attending the Squadron Commanders seminar.

5.4.2. Supervisors or USRs (flight, ground, weapons) will conduct monthly safety briefings. Briefings should include duty specific safety topics as well as briefings on local area hazards. Supervisors will use AETC Form 703, **Log of Supervisor's Safety Briefing**, or equivalent form, to document these briefings. (**NOTE:** For personnel on leave or TDY, the read-and-initial method meets this requirement.) Keep completed AETC Forms 703, or equivalent form, on file for 60 days. Training instructors or unit supervisors will conduct and document the briefings for students in formal training.

5.5.4. (Added)(AETC) Use AETC Form 645-4, **Trend Data Report**, or similar locally approved form to record all in-flight emergencies.

5.5.5. (Added)(AETC) The chief of safety will ensure a comprehensive safety mishap analysis is conducted at least annually (November) in all safety disciplines. Analyze and track reportable and nonreportable mishaps, inspection reports, hazard reports and abatement forms, and seat belt surveys. Investigate all unfavorable safety trends. Ensure each trend analysis includes an introduction, overview, and conclusion. Identify adverse trends, and provide recommended action to eliminate them. Identify appropriate action agencies. Use analysis to:

5.5.5.1. (Added)(AETC) Inform commanders.

5.5.5.2. (Added)(AETC) Prepare briefings.

5.5.5.3. (Added)(AETC) Brief occupational safety and health councils.

5.5.5.4. (Added)(AETC) Update inspection checklists.

5.5.5.5. (Added)(AETC) Plan special or spot inspections.

5.5.5.6. (Added)(AETC) Plan special safety programs.

5.5.5.7. (Added)(AETC) Inform base personnel through media channels.

6.1. Make all requests for formal safety education and training courses with the NAF and forward to HQ AETC/SE.

6.2. The wing safety staff will complete training of newly assigned flight, ground, and weapons USRs (primary and alternate) within 30 days of assignment to their position. Training will focus on the responsibilities listed in paragraphs 2.1.9.1 through 2.1.9.8, and 10.4.13 of this supplement, as appropriate. The wing safety staff will document and maintain a record of this training. Tenant unit USRs will refer to host/tenant agreement to determine training responsibility. USRs will receive continuation training during USR meetings. HQ AFRS/SE will prepare a written training program for squadron USRs, and followup this training as needed. Recruiting squadrons may receive recurring training from the host safety staff (where applicable), and from their headquarters safety staff during normally scheduled visits.

6.3. Safety managers should plan for all foreseeable training needs during the annual training forecasts. NAF and wing chiefs of safety will attend the Air Force Safety Center's (AFSC) Chief of Safety course.

★7.2.1. DELETED

★7.2.1.1. (Added)(AETC) DELETED

★7.2.1.2. (Added)(AETC) DELETED

★7.2.1.3. (Added)(AETC) DELETED

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★7.2.3. DELETED**★7.2.3.1. (Added)(AETC) DELETED****★7.2.3.2. (Added)(AETC) DELETED****★7.2.3.3. (Added)(AETC) DELETED****★7.2.3.4. (Added)(AETC) DELETED****★7.2.3.5. (Added)(AETC) DELETED****★7.3.4. (Added)(AETC) Additional Flight-Related Areas:****★7.3.4.1. (Added)(AETC) Aircrew extraction exercises.****★7.3.4.2. (Added)(AETC) Flyover plans and operations.****★7.3.4.3. (Added)(AETC) Locally approved P-field refueling and servicing operations and airfield safety.****★7.3.4.4. (Added)(AETC) Weather forecast and warning operations.****★7.3.4.5. (Added)(AETC) Flight surgeon and aerospace physiological training units.****★7.3.4.6. (Added)(AETC) Helicopter landing pads, auxiliary fields, and landing zones used on a regular basis.**

7.5. For units with contract maintenance, the flight safety office will work closely with government QA personnel to monitor aircraft maintenance activities. Responsibility for the contractor's safety program rests with the contractor. Any deficiencies should be handled according to AETCI 21-107, *Maintenance Management--Maintenance Contract Surveillance*.

★7.5.4. Include the dissemination of maintenance-related mishap information (local and command).**★7.5.9. (Added)(AETC) TO and checklist usage for compliance (except for contracted maintenance units).****★7.5.10. (Added)(AETC) Maintenance standardization and evaluation program trends, to include detected safety violations and their recurrence (except for contracted maintenance units).****★7.5.11. (Added)(AETC) The statement of work for units with contract maintenance.**

7.6. Wing safety offices will train prospective board members on AFI 91-204 and local SIB/ISB procedures. The training will occur within one month of appointment. For SIB positions requiring a formal Air Force specialty code (AFSC) course, complete local SIB/ISB training within one month of course completion. Conduct training by a formal school trained FSO. Conduct annual refresher training to review requirements in AFI 91-204, update local procedures, new rules, techniques, and lessons learned. Review applicable portions of the base mishap response plan, and contents of the investigation kit during this training.

7.9. Flight safety offices will annually review airfield waivers, exemptions, and deviations with the airfield manager.

7.10. Tenant units will ensure that midair collision avoidance (MACA) responsibilities are adequately delineated in the host/tenant support agreement.

7.11.2.1. If the host safety office does not have a flight safety office to manage a Bird Aircraft Strike Hazard (BASH) program, the tenant flying wing/unit safety office will be the office of primary responsibility (OPR) for the base BASH reduction program and plan, or as specified in the host/tenant support agreement. The wing safety office will be the OPR for AETC installations without a flying unit.

7.11.2.1.1. (Added)(AETC) The BASH plan must include timely determination and dissemination of bird watch condition codes to local and transient aircrews. The bird watch condition code is for the airfield, and

all runways on the airfield will operate with the same bird watch condition. **EXCEPTION:** Airfields that operate runways with independent towers and ATIS information are excluded from this requirement. (Approval authority for waivers to this requirement is HQ AETC/SEF.) Operational restrictions may vary between runways and types of aircraft.

7.11.2.1.2. (Added)(AETC) Each base will annually review its BASH plan, and send a copy of each revision to HQ AETC/SEF, HQ AETC/DOYF, HQ AETC/CEVN, and HQ AFSC/SEFW.

7.11.2.1.3. (Added)(AETC) Safety staffs will ensure bird hazard models such as Avian Hazard Advisory System (AHAS) and Bird Avoidance Model (BAM) are available and accessible to unit flight supervisors, supervisor of flying (SOF), wing scheduling offices, and aircrews.

7.11.2.1.4. (Added)(AETC) Squadron flight safety representatives will educate aircrews, schedulers, and supervisors on how to access bird hazard models, and how to interpret the information provided. These procedures include:

7.11.2.1.4.1. (Added)(AETC) Aircrews must review AHAS/BAM during mission planning for all low-level, cross-country, out and backs, and training flights using out bases. Take bird hazard risks into consideration when selecting low-levels and stopover bases.

7.11.2.1.4.2. (Added)(AETC) Schedulers should review AHAS/BAM for bird advisory hazards when scheduling low-level routes for an aircrew. This requirement is not required if an aircrew is scheduling the low-level route for themselves. In either case, the aircrew will access AHAS/BAM on the day of the flight to update the bird advisory hazard.

7.11.2.1.5. (Added)(AETC) Supervisors will provide guidance on what techniques/procedures are used to fly in areas that have been forecasted or reported to have a bird advisory hazard of moderate or greater. Squadron safety representatives should discuss these bird hazard risk management techniques/procedures with the unit flying personnel. Some risk management tools that should be employed by aircrews are as follows:

7.11.2.1.5.1. (Added)(AETC) Select another route during mission planning.

7.11.2.1.5.2. (Added)(AETC) Plan an alternate mission if an alternate route shows the same threat.

7.11.2.1.5.3. (Added)(AETC) Plan to enter the route during a period when the AHAS indicates a lower threat.

7.11.2.1.5.4. (Added)(AETC) Plan the route or leg at a higher altitude.

7.11.2.1.5.5. (Added)(AETC) Plan to enter or exit at an alternate point if available.

7.11.2.1.5.6. (Added)(AETC) Avoid flight near food sources (for example, water, landfills, etc.).

7.11.2.1.6. (Added)(AETC) Aircrews who encounter a bird hazard on low-level routes will broadcast (on the appropriate frequency) the location, altitude, and intensity of the hazard. Aircrews will also inform the SOF or equivalent about bird hazards encountered on the route as soon as practical. Contact the BASH team (HQ AFSC/SEFW, 9700 Ave G SE, Ste 279A, Bldg 24499, Kirtland AFB NM 87117-4570) for assistance with these route evaluations.

7.13. (Added)(AETC) Flight Safety Education and Training:

7.13.1. (Added)(AETC) Wing FSOs will serve as instructors for academic safety training courses as directed by AETC undergraduate syllabi, where applicable.

7.13.2. (Added)(AETC) Squadron commanders will ensure a flight safety orientation briefing is provided to newly assigned permanent party crewmembers and students. Brief individuals prior to their first flight in a new aircraft. This briefing should include, but is not limited to:

7.13.2.1. (Added)(AETC) Commander's safety policy or philosophy.

7.13.2.2. (Added)(AETC) Local flying hazards, including BASH areas, midair collision hazard areas, and hazardous air traffic report (HATR) procedures.

7.13.2.3. (Added)(AETC) Flight line operations, including taxi hazards and vehicle operations.

7.13.2.4. (Added)(AETC) Privileged aspects of limited-use reports, intra-cockpit recordings, and radio communications and restrictions on e-mailing/discussing privileged information.

10.2.3. Use the Introduction to Weapons Safety CD-ROM to provide initial training prior to attendance at the formal Weapons Safety course.

10.4.11.12. (Added)(AETC) EOD ranges.

10.4.11.13. (Added)(AETC) On- and off-base weapons ranges.

10.4.11.14. (Added)(AETC) Restrictive easements.

10.4.12. (Added)(AETC) The WSM will develop and implement a weapons safety program. The WSM will:

10.4.12.1. (Added)(AETC) Notify HQ AETC/SEG and the appropriate NAF SE of a planned visit by another MAJCOM, service, or federal agency regarding any explosives safety issue. This includes any proposed changes or additions to a tenant's mission affecting AETC host installation weapons safety responsibility.

10.4.12.2. (Added)(AETC) Participate in range safety inspection jointly conducted by combat arms and safety staff (AFI 36-2226, *Combat Arms Program*).

10.4.12.3. (Added)(AETC) Include training exercises (for example, the base exercise evaluation team [BEET], Prime BEEF team, and security forces) in the weapons safety spot inspection program. Additionally, participate in preexercise or demonstration planning meetings.

10.4.12.4. (Added)(AETC) Ensure adequate operating procedures are written for handling malfunctioned items (duds, misfires, etc.) whether they are small arms, simulators, or high explosives.

10.4.12.5. (Added)(AETC) Ensure explosives site plans are submitted according to AFMAN 91-201, Chapter 4. Brief facility utilization board members at least annually on requirements of these plans.

10.4.12.6. (Added)(AETC) Visit the fire department at least semiannually to review and evaluate locally written procedures, prefire plans, explosives licenses, fire drills, etc.

10.4.12.7. (Added)(AETC) Visit explosive ordinance disposal ranges.

10.4.12.8. (Added)(AETC) Monitor on-base weapons range activities.

10.4.12.9. (Added)(AETC) Ensure military training within explosives clear zones is being conducted safely.

10.4.12.10. (Added)(AETC) Review restrictive easements quarterly.

10.4.12.11. (Added)(AETC) Visit the incoming explosives-laden motor vehicle inspection station.

10.4.12.12. (Added)(AETC) Visit suspect vehicle and SAFE HAVEN sites.

10.4.12.13. (Added)(AETC) Monitor parking spots that may be used for explosives-loaded aircraft with forward and side firing weapons (TO 11A-1-33, *Handling and Maintenance of Explosives-Loaded Aircraft—(ATOS)*).

10.4.12.14. (Added)(AETC) Review electromagnetic radiation hazards. Provide essential information on all on-base radio frequency (RF) transmitters. Include the location, frequency range, output wattage, and antenna gain of each RF transmitter.

10.4.12.15. (Added)(AETC) Conduct quarterly unit additional duty WSR meetings. The meetings are intended to provide a forum for continuation training for WSRs, resolving weapons safety-related matters, and keeping WSRs abreast of changes to the weapons safety program. Records of meetings will include the subjects discussed and a list of the attendees.

10.4.12.16. (Added)(AETC) Maintain a unit weapons safety management book. This may be a part of the safety continuity guide (see paragraph 3.7.3). Structure the unit weapons safety management book as follows:

10.4.12.16.1. (Added)(AETC) Table of Contents.

10.4.12.16.2. (Added)(AETC) Tab A - Letters of Appointment and Record of Training.

10.4.12.16.3. (Added)(AETC) Tab B - Licenses.

10.4.12.16.4. (Added)(AETC) Tab C - Squadron OIs.

10.4.12.16.5. (Added)(AETC) Tab D - Annual Inspections.

10.4.12.16.6. (Added)(AETC) Tab E - High-Interest Inspections.

10.4.12.16.7. (Added)(AETC) Tab F - Spot Inspections.

10.4.12.16.8. (Added)(AETC) Tab G - Lesson Plans.

10.4.12.16.9. (Added)(AETC) Tab H - Checklists. **NOTE:** Section should contain AETC-, wing-, and unit-developed checklists, when available.

10.4.12.16.10. (Added)(AETC) Tab I – Miscellaneous.

10.4.13. (Added)(AETC) Each squadron weapons safety representative (WSR) will:

10.4.13.1. (Added)(AETC) Complete initial training from the installation WSM within 30 days of appointment.

10.4.13.2. (Added)(AETC) Help the unit commander establish and manage a weapons safety program.

10.4.13.3. (Added)(AETC) Serve as the focal point for explosives safety matters.

10.4.13.4. (Added)(AETC) Disseminate explosives safety and mishap prevention information, and ensure safety education information is available.

10.4.13.5. (Added)(AETC) Establish a system for prompt reporting of explosives mishaps.

10.4.13.6. (Added)(AETC) Ensure unit personnel involved in explosives activities receive initial and annual explosives safety training according to paragraph 10.10 of the basic AFI. Ensure local lesson plans are coordinated with the installation explosives safety manager. Ensure training is documented on the appropriate training form.

10.4.13.7. (Added)(AETC) Selectively monitor explosives operations and help supervisors develop procedures and instructions.

10.4.13.8. (Added)(AETC) Ensure new (proposed) locally written explosives directives are coordinated with the installation WSM. Ensure a copy of each published directive is provided to the installation safety office.

10.9. Units receiving notification of Department of Defense Explosive Safety Board (DDESB) surveys will notify HQ AETC/SEW and the appropriate NAF/SEW of the pending visit. If available, HQ AETC/SEW or the appropriate NAF/SEW will accompany DDESB members during the survey.

10.10.2. The wing WSM will ensure the job training is provided and documented by the supervisor and will include, but not be limited to, the following subjects:

10.10.2.1. (Added)(AETC) The individual's role and specific responsibilities in the unit's weapon safety program.

10.10.2.2. (Added)(AETC) Toxic, explosives, and hazardous aspects of the specific weapons system.

10.10.2.3. (Added)(AETC) Safety equipment provided to enhance worker safety.

10.10.2.4. (Added)(AETC) Unique handling and transportation problem areas, such as tie down procedures and trailer-turning radii.

10.10.2.5. (Added)(AETC) Lessons learned from past and like unit experiences involving mishaps, hazard deficiencies, and inspection reports.

11.6. AETC Form 29A, **Commander's Newcomers' Safety Briefing**, AETC Form 29B, **Predeparture Safety Briefing**, AETC Form 68, **Control Record for Followup/Closeout Action**, AETC Form 69, **Safety Inspection Report**, AETC Form 410, **High Risk Activities Worksheet**, AETC Form 645-4, **Trend Data Report**, AETC Form 703, **Log of Supervisor's Safety Briefing**, and AETC Form 705, **Job Safety Analysis Worksheet**.

11.7. (Added)(AETC) **Form Adopted**. AETC Form 645-4, **Trend Data Report**.

NOTE: The following are added to Attachment 1:

References (Added)(AETC)

AFI 36-2226, *Combat Arms Program*

AFI 90-201, *Inspector General Activities*

AFMAN 37-139, *Records Disposition Schedule*

AFPAM 90-902, *Operational Risk Management (ORM) Guidelines and Tools*

AFPAM 91-211, *USAF Guide to Aviation Safety Investigation*

AFOOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard*, Part 1, Chapter 4

AETCH 11-1, *Road to Wings (T-38)*

AETCH 11-2, *Road to Wings (T-37)*

AETCI 21-107, *Maintenance Management--Maintenance Contract Surveillance*

AETCPAM 91-203, *Squadron Commanders Safety Pamphlet*

TO 11A-1-33, *Handling and Maintenance of Explosives-Loaded Aircraft—(ATOS)*

Abbreviations and Acronyms (Added)(AETC)

AFRS—Air Force Recruiting Service

BEET—base exercise evaluation team

ETCA—education and training course announcement

FSM—flight safety manager

HAP—high accident potential report

IG—inspector general

PIF—personal information file

QA—quality assurance

SIB—safety investigation board

URATE—unit risk assessment tool and evaluation

WSR—weapons safety representative

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Director of Safety

2 Attachments (Added)(AETC)

6. AETC High-Risk Activities Program

★7. IC 2003-1

Attachment 6 (Added)(AETC)**AETC HIGH-RISK ACTIVITIES PROGRAM**

A6.1. (Added)(AETC) Purpose. This program was developed as a management tool for commanders. The intent of the program is to ensure participants are familiar with the hazards and injury potential associated with their particular activity. This program applies to military personnel only.

A6.2. (Added)(AETC) High-Risk Activities. These are activities having a higher potential for personal injury due to the level of competition, speed, risk, or skills needed and requiring greater agility, stamina, and dexterity. Some examples of high-risk activities are flying civil aircraft, hang gliding, skydiving, parasailing, white-water rafting, motorcycle and auto racing, scuba diving, bungee jumping, and bronco and bull riding.

A6.3. (Added)(AETC) Commander's Responsibility. Commanders will ensure all personnel are briefed regardless of their participation in high-risk activities. On a one-to-one basis, these persons will discuss training, experience, use of safety equipment, rules, and precautions with personnel wishing to participate in high-risk activities. These interviewers should ensure personnel wishing to participate in high-risk activities take appropriate safety measures to reduce their likelihood of being involved in a mishap. If interviewers determine participants are not adequately trained or are inexperienced, they should encourage participants to seek additional training through a nationally recognized institute before participating in the activity.

A6.4. (Added)(AETC) Individual Responsibility. Prior to engaging in high-risk activities such as those described in paragraph A6.2, an individual will inform his or her immediate supervisor, and schedule an interview with a squadron USR or wing safety staff member. However, receipt of a briefing does not relieve an individual of the responsibility to apply sound risk management practices to avoid jeopardizing life or limbs, or performing his or her Air Force duties.

A6.5. (Added)(AETC) Documentation. Use AETC Form 410, **High-Risk Activities Worksheet**, to document the briefing, completed by the squadron commander, individual's supervisor, safety officer, or training manager.

★Attachment 7 (Added)(AETC)

IC 2003-1

INTERIM CHANGE (IC) 2003-1 TO AFI 91-202/AETC SUP 1, *The US Air Force Mishap Prevention Program***25 NOVEMBER 2003*****SUMMARY OF REVISIONS***

This revision incorporates interim change (IC) 2003-1 which clarifies the use of AETC Forms 29A and 29B (paragraphs 1.6.13.7 [Added][AETC] and 1.6.13.8 [Added][AETC]); realigns flight safety officer (FSO) responsibilities from annual assessments to monitoring (paragraph 7.3.4 [Added][AETC] through 7.3.4.6 [Added][AETC]); and further defines the maintenance areas the FSOs will monitor (paragraphs 7.5.4, 7.5.9 [Added][AETC], 7.5.10 [Added][AETC], and 7.5.11 [Added][AETC]). A ★ indicates revision from the previous edition. See the last attachment of this publication (IC 2003-1) for the complete IC.

Approving Authority:

STEVEN S. KOEHLER, Lt Colonel, USAF
Director of Safety

1.6.13.7. (Added)(AETC) The commander, section commander, executive officer, first sergeant, flight commander, or military training manager will ensure all newly assigned active duty military personnel under the age of 26 receive a newcomer's safety briefing within 30 days of arrival. Document the briefing on AETC Form 29A, **Commander's Newcomers' Safety Briefing** (the reverse of the form may be overprinted with local information, group briefings, etc.). A single AETC Form 29A (with class roster attached) may be used for students. However, each permanent party member will have an individual AETC Form 29A on file. Maintain the completed form in the individual's personal information file (PIF) until he or she departs permanent change of station (PCS) or permanent change of assignment (PCA), retires, etc.

1.6.13.8. (Added)(AETC) Ensure military personnel under the age of 26 receive a predeparture safety briefing before they depart on leave, TDY, or PCS. The unit commander, first sergeant, flight commander, immediate supervisor, or military training manager will conduct the briefing, and document AETC Form 29B, **Pre-departure Safety Briefing**. Maintain the completed form until individual completes PCS, temporary duty (TDY), or leave. (**NOTE:** An AETC Form 29B is not required for cross-country training sorties, since safety is already covered in predeparture mission briefings.) AETC Forms 29B for personnel who PCS should be kept on file until the report no later than date (RNLTD) on their orders.

7.2.1. DELETED7.2.1.1. (Added)(AETC) **DELETED**7.2.1.2. (Added)(AETC) **DELETED**7.2.1.3. (Added)(AETC) **DELETED**7.2.1.4. (Added)(AETC) **DELETED**7.2.1.5. (Added)(AETC) **DELETED**7.2.1.6. (Added)(AETC) **DELETED****7.2.3. DELETED**7.2.3.1. (Added)(AETC) **DELETED**

7.2.3.2. (Added)(AETC) **DELETED**

7.2.3.3. (Added)(AETC) **DELETED**

7.2.3.4. (Added)(AETC) **DELETED**

7.2.3.5. (Added)(AETC) **DELETED**

7.3.4. (Added)(AETC) Additional Flight-Related Areas:

7.3.4.1. (Added)(AETC) Aircrew extraction exercises.

7.3.4.2. (Added)(AETC) Flyover plans and operations.

7.3.4.3. (Added)(AETC) Locally approved P-field refueling and servicing operations and airfield safety.

7.3.4.4. (Added)(AETC) Weather forecast and warning operations.

7.3.4.5. (Added)(AETC) Flight surgeon and aerospace physiological training units.

7.3.4.6. (Added)(AETC) Helicopter landing pads, auxiliary fields, and landing zones used on a regular basis.

7.5.4. Include the dissemination of maintenance-related mishap information (local and command).

7.5.9. (Added)(AETC) TO and checklist usage for compliance (except for contracted maintenance units).

7.5.10. (Added)(AETC) Maintenance standardization and evaluation program trends, to include detected safety violations and their recurrence (except for contracted maintenance units).

7.5.11. (Added)(AETC) The statement of work for units with contract maintenance.