



DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

17 Aug 2020

MEMORANDUM FOR ALL PERSONNEL

FROM: AFROTC DET 025/CC

SUBJECT: Mishap Reporting Procedures

Reference: AFI 91-204 AFGM2020-01, 7 July 2020, *Safety Investigation and Hazard Reporting*

1. Mishaps involving active duty, AFIT, AECP, civilians on-duty, and ROTC cadets injured while on orders are required to be reported. A mishap is an unplanned event, or series of events, resulting in damage or injury (to include fatal) requiring medical treatment. For example:

- a. Damage to DoD property
- b. Occupational illness to DoD military or civilian personnel
- c. Injury to DoD military personnel on- or off-duty
- d. Injury to on-duty DoD civilian personnel
- e. Damage to public or private property
- f. Injury or illness to non-DoD personnel caused by Air Force operations

2. In the event a mishap occurs, reporting procedures are as follows:

- a. If necessary, call the police, fire, medical, and/or University authorities as needed.
- b. Individuals will contact their supervisor to report the incident.
- c. Supervisor will contact the Det Safety Officer or Commander within 8 hours of mishap. Supervisors fill out an AETC IMT 435. Forward a signed copy to the USM within 24 hours.
- d. The USM will immediately relay the mishap information to the AFROTC USR and the SWR NCOIC. If the AFROTC USR can not be reached, contact the AFOATS USR. The USM will forward AETC IMT 435s to the AFROTC USR within 24 hours of receipt. Commanders will follow chain of command reporting.

3. Please direct any questions to the Unit Safety Monitor, (480)965-3181.

BRANDEE J. HARRAL, Lt Col, USAF
Commander