

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 51-503

14 APRIL 2015



LAW

**AEROSPACE AND GROUND ACCIDENT
INVESTIGATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AFLOA/JACC

Certified by: AF/JAA
(Mr. Gregory Girard)

Supersedes: AFI51-503, 26 May 2010
AFI51-507, 28 May 2010

Pages: 130

This publication implements guidance from Air Force Policy Directive (AFPD) 51-5, Section B, *Military Legal Affairs*, and Department of Defense Instruction 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, as it pertains to legal investigations and reports; and the provisions of Title 10, United States Code, Sections 2254 and 2255 relating to aircraft accident investigations. It also complements Air Force Instruction (AFI) 91-204, *Safety Investigations and Reports*, and AFPD 91-2, *Safety Programs*.

This publication describes when and how to conduct aerospace and ground accident investigations, how to prepare and distribute accident reports, and how to store and dispose of accident wreckage, related documents and materials. It also addresses release of accident information and interactions with the next-of-kin, Congress, media, and other interested parties. It prescribes convening authority (CA), accident investigation board president, legal advisor, other board members, and host installation commander duties and responsibilities. The terms “mishap” and “accident” are used interchangeably throughout this publication.

Aerospace accident investigations are convened to investigate on-duty accidents involving Air Force aerospace assets, which include manned and remotely piloted aircraft, missiles, space assets/vehicles, and aerostats. Ground accident investigations are convened to investigate all other accidents not involving Air Force aerospace assets, unless otherwise excluded in this publication.

This publication applies to all United States Air Force, Air Force Reserve Command (AFRC), and Air National Guard (ANG) military and civilian personnel. Failure to observe the prohibitions and mandatory provisions specified in paragraph 7.1.3 by active duty Air Force members, AFRC members on active duty or inactive duty for training, and ANG members in federal service, is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Failure to observe the same prohibitions and mandatory provisions by a civilian employee may result in administrative disciplinary action.

The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication's Office of Primary Responsibility (OPR) for non-tiered wing compliance items.

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The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

Only Air Force Major Commands (MAJCOMs) may supplement any section of this publication after approval from the Claims and Tort Litigation Division, Air Force Legal Operations Agency (AFLOA/JACC). MAJCOMs must send one copy of each supplement to AFLOA/JACC via email to the Chief of the Aviation and Admiralty Law Branch.

The information requirement in this publication is exempt from licensing IAW AFI 33-324, *The Air Force Information Collections and Reports Management Program*, paragraph 3.13, and Department of Defense Manual 8910.1-M, paragraphs C3.8.2.2.2 and C4.4.3. Refer recommended changes and questions about this publication through the appropriate chain of command to the OPR using Air Force Form 847, *Recommendation for Change of Publication*.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This publication integrates policies formerly issued in AFI 51-507, *Ground Accident Investigations*; incorporates the changes from AFI 51-503_AFGM2013-02 and AFI 51-507_AFGM2013-01; updates necessary references; changes the standard of proof for the Statement of Opinion; and requires the CA's staff judge advocate (SJA) to forward a copy of approved accident investigation reports to the CA's Chief of Safety and the Air Force Safety Center's SJA if a safety investigation board was previously convened for the same mishap. AFI 51-507, having been substantially incorporated into this publication, is hereby superseded.

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Chapter 1

ACCIDENT AND SAFETY INVESTIGATION BOARDS

1.1. General Considerations. Department of Defense Instruction (DoDI) 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, requires each Department of Defense (DoD) component to conduct safety and legal investigations for accidental deaths, certain injuries, occupational illness, and property damage. Each Military Department uses different terminology to refer to legal investigations. The Air Force uses the term “accident” investigation, the Army uses the term “legal accident” investigation, and the Navy uses the term “JAGMAN” investigation. Air Force accident investigations are separate from and independent of Air Force safety investigations. Accident investigations are conducted by accident investigation boards (AIB) for aerospace accidents and by ground accident investigation boards (GAIB) for ground accidents, while safety investigations are conducted by safety investigation boards (SIB). An accident investigation consists of a board president, legal advisor, and other board members as required or necessary. The board president is responsible for the contents of the report. It is vital that no action compromises or creates the perception of a compromise to the integrity of the accident investigation. The terms “accident” and “mishap” are used interchangeably throughout this publication.

1.2. Purpose of Accident Investigations.

1.2.1. An accident investigation conducts a legal investigation to inquire into all the facts and circumstances surrounding Air Force aerospace and ground accidents, to prepare a publicly-releasable report, to obtain and preserve all available evidence for use in litigation, claims, disciplinary action, and adverse administrative action.

1.2.1.1. Accident investigations pursuant to this publication are only authorized to investigate occurrences that meet the definition of “accident” as defined in Attachment 1. Other occurrences not meeting the definition of accident in this publication may be investigated by a commander-directed investigation (CDI) or other type of legal investigation, and can use this publication as a reference, but shall not be referred to as an “accident investigation,” and will not reference this publication as a source of authority for the investigation.

1.2.2. Accident investigation reports are:

1.2.2.1. Provided and personally briefed to the next-of-kin (NoK) of military and civilians killed and to individuals seriously injured in the accident.

1.2.2.2. Written to be publicly-releasable reports and released to members of the public, media, Congress, and government agencies upon request.

1.2.2.3. Used to assist in adjudicating claims or contracts in favor of or against the United States that result from the accident.

1.2.2.4. Used to assist in defending litigation against the United States that results from the accident.

1.2.2.5. Used as a source document for commanders.

1.3. Scope of Accident Investigations.

1.3.1. The AIB investigates and reports on the facts of the mishap and the cause(s) of the mishap and/or factor(s) that substantially contributed to it. The GAIB investigates and reports the facts of the mishap, but does not report the cause(s) or factor(s) that substantially contributed to it unless a Statement of Opinion has been authorized by the Claims and Tort Litigation Division, Air Force Legal Operations Agency (AFLOA/JACC). In both cases, the board investigates unit deficiencies and other matters only to the extent they are relevant to the mishap.

1.3.2. Matters not found to be relevant to the mishap and not otherwise required to be documented in the report by this publication should be referred in writing, separate from the report, to the staff judge advocate (SJA) of the convening authority (CA). See Chapter 4.

1.3.3. Accident investigations are not criminal investigations; therefore, if after consulting with the legal advisor, the board president determines the board has uncovered information that may indicate criminal activity, he/she must, via the legal advisor, notify the CA's SJA as soon as possible in order to determine if the accident investigation shall be suspended and a criminal investigation initiated.

1.4. Safety Investigations.

1.4.1. Safety investigations are separate and distinct from accident investigations. A safety investigation is conducted pursuant to Air Force Instruction (AFI) 91-204, *Safety Investigations Reports*. Safety investigations and reports are conducted and written solely to prevent future mishaps. Except for unusual cases, such as suspected causal criminal activity, safety investigations take priority, both in sequence and access to evidence, over any corresponding legal investigations.

1.4.2. Privileged safety information.

1.4.2.1. Privileged safety information refers to information that is exempt from disclosure outside the safety community. The military safety privilege is judicially recognized and protects the investigative process. The Air Force treats this information as limited use/limited access. The safety privilege ensures commanders obtain critical information expeditiously during a safety investigation and ensures completed final reports are protected, thereby proactively promoting safety, combat readiness, and mission accomplishment.

1.4.2.2. Privileged safety information includes:

1.4.2.2.1. Findings, conclusions, causes, recommendations, other findings and recommendations of significance, analysis, and the deliberative process of safety investigators. This includes draft versions of the above material and notes taken by safety investigators in the course of their investigation, whether they are incorporated either directly or by reference, in the final safety report.

1.4.2.2.2. Information given to safety investigators pursuant to a promise of confidentiality and any information derived from that information to include direct or indirect references to that information.

1.4.2.2.3. Computer generated animations, simulations, or simulator reenactments; diagrams and exhibits; photographs, imagery, and animations; and Life Sciences

material in which safety investigator analysis or privileged testimony is incorporated or the deliberative process of the board is revealed.

1.4.2.3. The Air Force cannot use privileged safety information for line-of-duty determinations, claims adjudication, flying evaluation board hearings or reviews, pecuniary liability determinations, or in any civil, criminal, or administrative proceedings. Access to privileged safety information is limited to those with a need to know for mishap prevention. Accident investigation board members are not authorized access to privileged safety information at any time before or during the investigation. The legal advisor ensures the SIB does not provide privileged safety information to the accident investigation board.

1.4.3. The SIB produces a multi-part report. Part 1 contains non-privileged, factual information. Part 2 contains privileged witness statements and documents, as well as privileged SIB deliberations, findings, and recommendations. Part 3 contains the briefing the SIB provides the CA. The accident investigation board only receives non-privileged, factual information.

1.4.4. Prior to the start of its investigation, the accident investigation must receive all non-privileged information from the SIB. The non-privileged portions of the SIB report comprise Tabs A through S of the accident investigation report. An accident investigation shall not begin until the SIB has provided the legal advisor all of the non-privileged information and released its witnesses. Only AFLOA/JACC, in limited circumstances, may authorize an earlier start.

1.5. When Accident Investigations are Required. Except as provided in paragraph 1.8, an accident investigation must be convened for the following:

1.5.1. Class A accidents.

1.5.1.1. Except as specified in paragraphs 1.5.1.3.2.1 and 1.5.1.3.3 below, AIBs are required for on-duty, Class A accidents involving Air Force aerospace assets, which include manned and remotely piloted aircraft, missiles, space assets/vehicles, and aerostats. The terms “remotely piloted aircraft” (RPA), “remotely piloted vehicle” (RPV), “unmanned aerial system,” (UAS) and “unmanned aerial vehicle” (UAV) all have the same meaning for the purpose of this publication. See Attachment 1 for the definition of “on-duty.”

1.5.1.2. GAIBs are required for all other on-duty, Class A accidents not involving Air Force aerospace assets, unless otherwise excluded in this publication.

1.5.1.3. A Class A accident is one resulting in at least one of the following:

1.5.1.3.1. An injury or occupational illness resulting in a fatality or permanent total disability.

1.5.1.3.2. An Air Force aerospace asset is destroyed. See Attachment 1 for the definition of “destroyed aerospace asset.”

1.5.1.3.2.1. AIBs are not mandatory for Class A accidents in which remotely piloted subscale aircraft and aerial targets are destroyed.

1.5.1.3.3. Total cost of damages to Government and other property is \$2,000,000 or more. An accident investigation (AIB or GAIB) is optional for on-duty Class A mishaps that result solely in damage to Government property, and in the case of a mishap involving an aerospace asset, the aerospace asset was not destroyed.

1.5.1.3.3.1. See DoDI 6055.07, Enclosure 2 and AFI 91-204, Chapter 1 and Attachment 1 for more information about mishap categories and classes. Total mishap cost is calculated in accordance with (IAW) guidance specified in DoDI 6055.07, Enclosure 4, paragraph 9 and AFI 91-204, Chapter 1.

1.5.2. Mishaps with a probability of high public interest, including interest from Congress or the media, as determined by the CA's SJA in consultation with the AFLOA/JACC.

1.5.3. Mishaps when claims and litigation are anticipated for or against the United States Government or a United States Government contractor as a result of the mishap, as determined by AFLOA/JACC in consultation with the CA's SJA.

1.5.4. Mishaps causing significant civilian property damage, as determined by AFLOA/JACC in consultation with the CA's SJA.

1.6. Discretionary Accident Investigations. Except as provided in paragraphs 1.5 and 1.8, the CA has the option to convene a discretionary accident investigation for any occurrence considered an "accident" or "mishap" as defined in Attachment 1.

1.7. Other DoDI 6055. 07 Legal Investigations. In addition to accident investigations, there are several types of legal investigations which satisfy the DoDI 6055.07 legal investigation/report requirement: Security Forces or Air Force Office of Special Investigations, CDI, Report of Survey investigations, and Line of Duty determinations. These investigations should inquire into all the facts and circumstances surrounding mishaps as well as obtain and preserve all available evidence for use in litigation, claims, disciplinary action, adverse administrative action, and for public disclosure IAW DoD 5400.7-R.

1.8. Accidents Not Requiring an Investigation Pursuant to this Publication. Do not convene an accident investigation pursuant to this publication for the following occurrences:

1.8.1. Damage, injury or death by direct action of an enemy, to include maneuvering conducted relative to hostile fire or a perceived hostile threat, or hostile force.

1.8.2. All suspected cases of friendly fire as defined in DoDI 6055.07.

1.8.3. Intentional or expected damage to Air Force equipment or property (e.g., authorized testing or combat training, including missile and ordnance firing; destruction of weapon system to prevent capture by enemy or hostile force; etc.). This exception does not apply to occurrences for which an investigation was conducted pursuant to AFI 91-204.

1.8.4. Normal residual damage as a result of a missile launch.

1.8.5. Intentional, controlled jettison or release, during flight, of canopies, cargo, doors, drag chutes, hatches, life rafts, auxiliary fuel tanks, missiles, drones, rockets, non-nuclear munitions, and externally carried equipment not essential to flight when there is no injury, no reportable damage to the aircraft or other property, and, in the case of missiles, drones, or non-nuclear munitions, when the reason for jettison is not malfunction.

1.8.6. Accidents investigated by another federal agency or military department resulting in a publicly-releasable report.

1.8.6.1. If an accident is investigated by another federal agency or military department resulting in a publicly-releasable report, an accident investigation is not required. However, the CA may, after consultation with AFLOA/JACC, convene a discretionary accident investigation.

1.8.7. Incidents or occurrences not meeting the definition of “accident” in Attachment 1.

1.8.8. Contractor mishaps in which the contractor employee is not under the direct supervision of DoD personnel.

1.8.9. Injuries associated with non-occupational diseases, when the disease, not the injury, is the proximate cause of the lost time, such as diabetes and its resultant complications like loss of vision; but not including complications of the injury (such as the infection of a cut aggravated by a work-related activity) that result in lost time.

1.8.10. Injuries resulting from altercations, attack, or assault, unless injuries of this type were incurred in the performance of official duties.

1.8.11. Injuries sustained before entry into military service or employment by the United States Government, unless the injuries were specifically aggravated or accelerated by current tenure of service.

1.8.12. Injuries resulting from pre-existing musculoskeletal disorders, unless the injuries were specifically aggravated or accelerated by current tenure of service.

1.8.13. Replacement of component parts due to normal wear and tear, which is beyond the scope or definition of the affected time between overhaul of component, and when any associated damage is confined to the component part. This exemption only applies to items that are normally used until they fail or until predetermined wear limits are reached. The need for replacement may not be evident until malfunction or failure of the part. Resultant damage to other components is reportable.

1.8.14. Attempted or consummated suicide, murder, or intentionally self-inflicted injuries.

1.8.15. Inpatient hospitalization for treatment where the patient is retained beyond the day of admission solely for administrative reasons unless other reporting criteria are met (e.g., medical treatment beyond first aid).

1.8.16. Inpatient hospitalization solely for observation, counseling, or diagnostic testing, or for administrative reasons not related to the immediate injury or occupational illness, unless other reporting criteria are met (e.g., medical treatment beyond first aid).

1.8.17. Injuries resulting from minimum stress and strain (e.g., simple, natural, and nonviolent body positions or actions, as in dressing, sleeping, coughing, or sneezing). Those are injuries unrelated to mishap-producing agents or environments normally associated with active participation in daily work or recreation.

1.8.18. Injuries or fatalities to persons in the act of escaping from or eluding military or civilian custody or arrest.

1.8.19. Death due to natural causes unrelated to strenuous acts performed at work or to physical training associated with the requirement to pass physical standards. However, fatalities associated with physical fitness standards (training to meet fitness standards or taking the fitness test) will be investigated through an accident investigation.

1.8.20. Foreign object damage to aircraft, air-breathing missiles, or drone engines discovered during scheduled engine disassembly.

1.8.21. Property damage, death, or injury as a result of vandalism, riots, civil disorders, sabotage, terrorist activities, or other criminal acts, such as arson.

1.8.22. Adverse bodily reactions resulting directly from the use of drugs under the direction of competent medical authority.

1.8.23. Death or injury resulting directly from the illegal use of drugs or other substance abuse.

1.8.24. Accidents involving nuclear weapons, reactors, or radioactive materials involved in those systems.

1.8.25. Accidents involving the administration of professional services, including (but not limited to) diagnosing medical conditions, prescribing medication, providing dental care, performing surgery, administering physical therapy, accomplishing mental health evaluations, conducting counseling, and providing legal assistance and advice.

1.8.26. Mishaps that are not connected to the duties of the involved Air Force personnel.

1.9. Investigation Boards and Reports.

1.9.1. Ongoing safety investigations take precedence over accident investigations. Safety investigations have priority in the event of conflicts between the two investigations regarding access to the accident site, acquiring and examining evidence, and interviewing witnesses. Part 1 of the SIB report must be completed prior to the start of the accident investigation. If some of the tabs contain preliminary reports, it may still be considered completed. To facilitate the accident investigation process, the two investigations shall not overlap in time unless AFLOA/JACC has granted a waiver.

1.9.2. In the case of a high-interest mishap, the CA may convene an accident investigation prior to a SIB. However, the accident investigation may not otherwise start prior to the completion of the safety investigation. See Chapter 7.

1.9.2.1. If there is no preceding SIB, a trained investigating officer (IO) not currently assigned to a full-time safety position may serve as an accident investigation subject matter expert (SME) to assist in gathering factual non-privileged evidence. See Chapter 3.

1.9.2.2. Personnel performing safety duties shall not be appointed to an accident investigation board.

1.9.3. An accident investigation should be completed within 30 days of the start date. Although completion of the investigation within 30 days is the goal, the primary concern is producing a thorough, complete, and high-quality report in compliance with this publication.

1.9.3.1. An accident investigation's 30-day clock starts when the legal advisor provides Part 1 and other collateral evidence to the board president.

1.9.3.2. The board president may request an extension of time to complete the investigation to the CA or the CA's SJA for approval, if the CA delegates this authority to the CA's SJA.

Chapter 2

CONVENING THE INVESTIGATION BOARD

2.1. Convening Authority.

2.1.1. Accident investigations are convened by Major Command (MAJCOM) commanders. Where applicable, the MAJCOM commander who convened or would have convened the preceding safety investigation under AFI 91-204, Chapter 4, also convenes the accident investigation. See Attachment 1 for definition of “MAJCOM commander.”

2.1.1.1. The MAJCOM commander may delegate the authority to convene accident investigations to the MAJCOM vice commander. The authority to convene the accident investigation may not be delegated below the level of the MAJCOM vice commander.

2.1.1.2. Accident investigations should be convened within 7 duty days of convening the safety investigation for the same mishap. However, the decision to convene an accident investigation will be made prior to the CA receiving the results of the safety investigation for the same mishap.

2.1.2. The CA convenes an accident investigation by appointing the board president in a written convening order. The convening order may also list additional board members. See a sample convening order in Attachment 2.

2.1.2.1. The CA may delegate the authority to sign the convening order “FOR THE COMMANDER” to the CA’s SJA. This authority may not be delegated further.

2.1.3. The CA may delegate the authority to appoint, remove, or substitute additional board members to the CA’s SJA. This authority may not be delegated further.

2.2. Accidents Involving Air Force Reserve Command and Air National Guard Assets, Personnel, or Property.

2.2.1. The active component MAJCOM commander convenes investigations for accidents involving both active component and Air Force Reserve Command (AFRC) or Air National Guard (ANG) assets, personnel, or property. If the active component MAJCOM commander opts to not exercise his or her discretion to convene an accident investigation, the Commander, Air Force Reserve Command (AFRC/CC), may convene an accident investigation board. AFRC/CC may further delegate this authority to the vice commander, AFRC, but no further delegation is authorized.

2.2.1.1. AFRC/CC may convene accident investigations pursuant to this publication only when the accident involves solely AFRC resources (personnel and property) (e.g., no active duty Air Force personnel or resources involved in the mishap), and the active component MAJCOM does not conduct an accident investigation.

2.2.2. When investigating an accident involving AFRC or ANG assets, personnel, or property, the CA may consider appointing an AFRC or ANG member (respectively) to the accident investigation board. For ANG members, the CA must have the concurrence of the respective State Adjutant General.

2.3. Accidents Involving Air Force Members or Property and Personnel or Property Assigned to Another Military Department. Follow the inter-service participation guidance in DoDI 6055.07, Enclosure 4, paragraph 6 for aerospace or ground accidents involving an Air Force member or property and personnel or property assigned to another military department to avoid duplicative investigations and reports.

2.4. Accidents Involving Assets or Personnel from Other Major Commands or Military Departments. When an accident involves assets or personnel from more than one MAJCOM or from other Military Departments, refer to DoDI 6055.07, Enclosure 4, paragraph 6. The accident investigation CA should generally be the same individual who has authority to convene the preceding SIB.

2.5. Accidents Involving Civil Aircraft. The CA's SJA will contact AFLOA/JACC to determine the potential for and scope of National Transportation Safety Board (NTSB) participation or investigation for aerospace accidents involving both civil aircraft and United States Air Force aerospace assets.

2.5.1. If the NTSB initiates an investigation, refer to AFI 91-206(I), *Participation in a Military or Civil Aircraft Accident Safety Investigation*. Additionally, the CA's SJA shall consult with AFLOA/JACC prior to advising the CA whether to conduct a separate AIB.

2.6. Accidents Involving United States Air Force Assets in Foreign Countries or Foreign Military Assets in the United States. United States Air Force asset accidents in foreign territory or accidents in the United States involving foreign military assets may be subject to an accident investigation regardless of the mishap location or the degree of foreign country involvement. See DoDI 6055.07, Enclosure 4 for additional information for joint or multi-national investigations.

2.6.1. Treaties, statutes, agreements, and/or other applicable authorities may affect accident investigations occurring outside the United States involving Air Force assets. Similar authorities may affect the investigation of Air Force accidents involving personnel or property of foreign military forces. When an accident involving an Air Force asset occurs in a foreign territory or involves foreign military personnel or property, comply with this publication to the extent it is consistent with applicable treaties, agreements, and other applicable authorities. The requirement to conduct an accident investigation and produce a report IAW this publication remains unaffected by the location of the accident or the degree of participation of a foreign country in the accident investigation.

2.6.2. The CA's SJA or the SJA of the Air Force component responsible for operations where the accident occurred refers to the treaty, statute, regulation, or agreement under which the asset was operating to determine if the document addresses accident investigation protocol and identifies provisions requiring a joint or multi-nation investigation or an appointment of a foreign representative as an observer or a member to the accident investigation.

2.6.2.1. Consult DoDI 6055.07, Enclosure 4, paragraph 8 and the Operations and International Law Directorate (AF/JAO) before inviting foreign military service representatives to observe or participate in any capacity in an accident investigation. Prior coordination with the Office of Air Force International Affairs (SAF/IA) and the senior foreign country representative is required to appoint a foreign government

representative to the accident investigation. Foreign government representatives participating in the accident investigation must first agree in writing to comply with the provisions of this publication, unless that requirement is already provided for under some other agreement or directive.

2.6.3. Consult the CA's SJA for assistance in obtaining copies (and translations, if necessary) of reports written by foreign military or civilian authorities that investigate an accident involving Air Force resources (personnel or property). The CA's SJA can coordinate with the Geographic Combatant Command or its Air Component SJA as warranted.

2.7. Accidents Involving Space Assets. Aerospace accidents involving both civil and United States Air Force space assets yield unique issues regarding commercial vendors and other federal agencies conducting independent investigations. Potential issues to consider include: who is the lead investigating office or agency; what are the procedures/protocols for information sharing and the handling of classified/sensitive payloads; what are the existing memorandums of agreement (MOA)/memorandums of understanding with other federal agencies; whether the space asset is operational or experimental; and if the asset has been handed over to the Air Force or is still in check-out by the contractor or acquisition agency [Space and Missile Systems Center (SMC)]. Engage in early and continuous consultation with the Office of the Staff Judge Advocate, Air Force Space Command (AFSPC/JA). See Chapter 12.

2.8. Accident Investigation Funding and Orders.

2.8.1. The CA shall fund temporary duty (TDY) travel costs for all board members, SMEs, and witnesses, including personnel from other MAJCOMs. TDY board members are placed on full per diem for the duration of the accident investigation, subject to the requirements of the *Joint Travel Regulations (JTR)* and *DoD Financial Management Regulation*, which takes precedence in the event of conflicting information between the JTR and this publication. Dual billeting, variations authorized, and rental car (or a dedicated government vehicle if available) shall be authorized for each TDY board member. The CA's SJA may adjust the authorization for rental cars (or dedicated government vehicles) if fiscal constraints or government vehicle availability prohibits a dedicated vehicle for each board member, as long as doing so does not in the board president's opinion, hamper the ability of the board members to effectively and efficiently conduct the investigation. At a minimum, authorization for a dedicated vehicle must be authorized for the board president, legal advisor, and recorder with remaining board members sharing an appropriate number of vehicles as determined by the CA's SJA.

2.8.1.1. Each board member's unit issues his/her travel authorization (e.g., orders) for 45 days of travel, with variations authorized, dual billeting, excess baggage, rental car (see paragraph 2.8.1 above), and full per diem (unless contravened by higher regulatory authority).

2.8.1.2. Invited observers from other Military Departments, agencies, or governments, fund their own costs.

2.8.1.3. For joint service boards, each Military Department funds its own personnel. See AFI 65-601, Volume 1, *Budget Guidance and Procedures*, Chapter 10.

2.8.1.4. If the investigation requires travel outside the United States, board members should consult their local military or civilian personnel flight before departing their home station for guidance about travel restrictions and requirements.

2.8.2. The CA provides funds and support costs associated with leasing vehicles or special equipment, leased communications, transportation, and other contractual services.

2.8.3. The CA will be responsible for funding any contractual transcription services should Air Force court reporter support be unavailable. Approval for this contractual service must be approved by the CA's SJA prior to entering into any agreements with a commercial court-reporting service. The CA may also appoint an enlisted Air Force court reporter to serve full-time on the accident investigation through its conclusion.

2.8.3.1. A court reporter who has provided transcription services to the safety investigation shall not provide transcription services to the accident investigation.

2.8.3.2. In order to avoid a potential unauthorized release of information, the board will not provide any investigation information or testimony for transcription to any person who is not a military member or DoD employee, unless that individual has first agreed in writing, through the use of a non-disclosure agreement (NDA) or other method, to abide by the restrictions of this publication regarding disclosure of investigation information prior to receiving any materials to transcribe.

2.8.3.3. No person who provided transcription services for the safety investigation shall provide transcription services for the accident investigation.

2.8.4. The CA or other DoD component that owns, has operational control over, or is otherwise accountable for the vehicle, system, or other property determined by the CA to have caused the environmental damage at the accident site shall fund all costs associated with long-term accident site clean-up and environmental remediation unless the provisions of an applicable MOA or intra-agency support agreement dictate otherwise.

2.8.4.1. The CA funds costs associated with removal and storage of wreckage, as well as any initial accident site clean-up.

2.8.5. The host installation will fund all in-house support. **(T-1)**. "In-house support" includes, but is not limited to: work areas and office work space; computers with Internet access; use of computers, printers, color copy machines, and fax machines; office supplies; paper supplies and computer CDs or DVDs; telephone service; use of government owned or leased vehicles; use of audio-visual equipment and services; and transcription equipment. See Attachment 3 for a list of accident investigation support requirements.

2.8.5.1. If the host installation is not assigned to the CA's MAJCOM (e.g., the host installation is hosting the accident investigation for convenience purposes), then the host installation may be reimbursed for accident investigation expenses from the convening MAJCOM.

Chapter 3

QUALIFICATIONS AND COMPOSITION FOR BOARD APPOINTMENT

3.1. General Qualifications.

3.1.1. Required Membership of Accident Investigations. A majority of the board members must not be from the “mishap unit.” “Mishap unit” is defined by Title 10 United States Code (U.S.C.), Section 2255 (10 U.S.C. § 2255) as “the unit of the armed forces (at the squadron or battalion level or equivalent) to which was assigned the flight crew of the aircraft that sustained the accident that is the subject of the investigation.”

3.1.1.1. Board members shall not be from the wing (or equivalent organization) to which the aerospace asset, crewmembers, or other individuals involved in the accident were assigned or attached, or which is accountable for any equipment, material, facility, or other property involved in the accident (the “mishap wing”). However, if the CA determines one or more board members must be appointed from the mishap wing because the necessary expertise cannot be obtained elsewhere, then the majority of the board members must come from outside the mishap wing. In any case, the board president shall not be from the mishap wing.

3.1.2. If no qualified and current member is reasonably available outside the mishap squadron, a member from the mishap squadron may serve as a SME to the board.

3.1.3. The CA shall not appoint any person to the accident investigation board whose participation in the investigation could actually cause or create an appearance of a conflict of interest or other perceived impropriety.

3.1.4. Interim safety board and SIB members may not serve as AIB or GAIB members for the same accident.

3.1.5. Personnel performing safety duties shall not be appointed as board members or SMEs to the board.

3.1.5.1. In cases where there was no preceding SIB, a trained safety IO not currently performing safety duties or assigned to a safety billet may serve as a SME to the board to assist in gathering factual non-privileged evidence.

3.1.6. Board members must not have had access to privileged safety information from the preceding SIB (to include privileged SIB message reports and other progress reports). If they have had access to privileged safety information, they must be replaced.

3.2. Board President Qualifications.

3.2.1. Board presidents must be field grade officers, equal to or senior in rank to the senior person directly involved in the accident, and must come from outside the mishap wing.

3.2.2. For Class A accidents, the board president should be equivalent in grade to the corresponding SIB president. For any accident involving a fatality, the AIB president must be a general officer or brigadier general select. The GAIB president in a fatality mishap must be at least a colonel, unless the preceding SIB president was a general officer or brigadier general select, in which case the GAIB president will be equivalent in grade.

3.2.3. Unless the board president is current and qualified in the mishap airframe or vehicle involved in the mishap, a board member who is current and qualified in the mishap airframe or vehicle must be appointed to the accident investigation. If no current and qualified individual from outside the mishap wing is available, then one from the mishap wing may serve as a SME to the board.

3.2.3.1. For manned aircraft accidents, AIB presidents must be rated officers (pilots, navigators, or air battle managers) and should have experience with the same or similar mishap airframe. GAIB presidents should have expertise and experience in the mishap asset, medical situation, or other relevant circumstances surrounding the mishap.

3.2.3.2. If an aerospace asset investigation concerns predominantly maintenance issues, the CA may appoint a maintenance officer board president with mishap airframe or vehicle experience provided a pilot/operator who is current and qualified in the mishap airframe or vehicle is appointed as a board member. Care must be exercised to not prejudge the cause of the mishap when appointing the board president.

3.2.3.3. For RPA accidents, it is not required the board president be a rated officer provided he/she has relevant experience with the mishap RPA.

3.2.3.4. For missile or space accidents, the board president must be a missile or space operations officer and should have expertise and experience in the mishap missile or system.

3.2.4. Board presidents must complete the Air Force Safety Center (AFSEC) Board Presidents Course (BPC) prior to serving as a board president.

3.2.5. Personnel from other DoD Components will not serve as Air Force accident investigation board presidents.

3.3. Legal Advisor Qualifications.

3.3.1. The legal advisor must be a:

3.3.1.1. Judge advocate from outside the mishap wing.

3.3.1.2. Graduate of the Accident Investigation Course (AIC) or its predecessor the AIB Legal Advisor Course (AIBLAC).

3.3.1.3. Field grade officer for fatality accident investigations. A company grade judge advocate may serve as legal advisor for fatality investigations provided they have considerable accident investigation practical experience and knowledge. This determination will be made by AFLOA/JACC.

3.4. Board Composition Requirements.

3.4.1. The composition of the board is tailored to reflect the complexity of the accident.

3.4.2. At a minimum, each board must have a board president, a legal advisor, and a recorder. The recorder should be a paralegal.

3.4.3. Other appointed board members typically include: a pilot member or missile/space operations officer member, a maintenance member or missile/space materiel officer member, and a medical member. In aerospace asset mishaps resulting in a fatality or serious personal

injury, the medical member should be a flight doctor. See Chapter 13 for typical members appointed to the GAIB.

3.4.4. Personnel from a variety of other specialties such as, metallurgy, personnel, aircrew flight equipment, aerodynamics, airfield operations (air traffic control (ATC) and/or airfield management), operations (e.g., tactics, flight rules, instrument procedures), and security, may serve as board members, as necessary to assist in the thorough investigation of the mishap and completion of the report.

3.4.5. If an accident is in a foreign country, involves foreign personnel, or involves assets from another service or reserve/guard unit, the CA may appoint additional board members IAW Chapter 2.

3.4.6. Changes in board composition. During the investigation, the board president may request the following:

3.4.6.1. Appointment of additional board members.

3.4.6.2. Detailing of SMEs to the board.

3.4.6.3. Release or replacement of any individual who is serving as a board member or SME.

3.5. Subject Matter Expert Qualifications.

3.5.1. One or more SMEs may be detailed to advise the accident investigation board but will not serve as board members. SMEs will not be appointed on the convening order. Once the issue for which the SME was detailed to the board is resolved, the SME no longer participates in the accident investigation. Personnel performing safety duties will not be designated or serve as SMEs.

3.5.1.1. A military member or DoD civilian employee with sufficient knowledge, skill, or training regarding a specific area may serve as a SME to the board in that particular area.

3.5.1.2. Whenever possible, the accident investigation should not use a SME who assisted the safety investigation.

3.5.2. All SMEs must be briefed on the requirements of paragraph 7.1.3, which prohibits the disclosure of information regarding the ongoing accident investigation prior to public release of the report. In addition, all SMEs will sign an NDA.

3.5.3. The Executive Director for United States DoD Policy Board on Federal Aviation (AF/A3O-B) is the official civil aviation interface for Headquarters United States Air Force and all MAJCOMs. The CA should contact AF/A3O-B to obtain advice and assistance regarding interaction with civil aviation agencies for accident investigations involving civil aircraft.

3.5.4. For accident investigations involving airfield operation (ATC or airfield management) issues, the CA is encouraged to contact Air Force Flight Standards Agency (AFFSA/A3) or MAJCOM Airfield Operations staff when deciding appropriate airfield operations representation.

3.5.4.1. AFFSA/A3 is the office of primary responsibility (OPR) for flight rules and instrument flight procedures. The CA is encouraged to seek AFFSA/A3 advice and assistance in matters involving flight rules or instrument procedures.

3.5.5. In unique cases, technical assistance from contractor personnel may be needed. Contractor personnel may be detailed as a SME to the board if: (1) assistance from the contractor is vital to the investigation; (2) there are no other reasonable governmental alternatives; (3) there is no indication of contractor culpability or other conflict of interest; (4) the contractor's service as a SME is within the scope of the contract; and (5) the contractor personnel completes an NDA. See Attachment 2.

3.5.6. For an accident that involves explosive items or munitions, a representative from the Air Force Operational Test and Evaluation Center (AFOTEC) should be detailed as a SME to the board if AFOTEC-managed operational test and evaluation assets, procedures, or equipment are involved.

3.5.7. For an accident that involves foreign military personnel or property, see paragraph 2.6. In certain circumstances, an appropriate representative of each foreign military service whose resources were involved in the accident may be designated by the CA to serve as an observer or SME to the board. See Attachment 2 for a sample foreign military representative letter.

3.5.7.1. A foreign military service representative may be appointed as a board member if a foreign military service representative was appointed as a member on the SIB. However, it shall not be the same individual.

Chapter 4

RESPONSIBILITIES AND DUTIES

4.1. Convening Authority.

4.1.1. Directs Numbered Air Force (NAF) commanders or MAJCOM functional staff directors to nominate qualified personnel to serve on accident investigations.

4.1.2. Convenes the investigation by appointing the accident investigation board president and issuing a convening order. See Attachment 2.

4.1.2.1. After the CA appoints the board president, the CA's SJA may sign the convening order "FOR THE COMMANDER," if the CA delegates this authority to the CA's SJA.

4.1.3. Identifies and notifies, in writing through the CA's SJA, the installation providing logistical and administrative support for the accident investigation. See Attachment 2.

4.1.3.1. When the desired host installation is not part of the convening MAJCOM, the CA coordinates with the host installation's MAJCOM commander.

4.1.4. Funds the accident investigation IAW paragraph 2.8.

4.1.5. Determines whether information and documents must or can be released to the public prior to completion of the accident investigation IAW Chapter 7.

4.1.6. Approves the report. Approval indicates the report meets statutory and regulatory requirements. Approval does not indicate whether the CA agrees with the Statement of Opinion of the AIB president.

4.1.7. Approves the Public Affairs (PA) notification and release plan for high-interest mishaps.

4.1.8. Ensures the requirements of AFI 90-301, *Inspector General Complaints Resolution*, are met whenever adverse information, misconduct, or inappropriate or improper conduct of senior officials and colonels (or civilian equivalent) is uncovered by the board. See AFI 90-301 and Attachment 1 of this publication for the definitions of "adverse information," "colonel (or civilian equivalent)," "improper conduct," "inappropriate conduct," "misconduct," and "senior official."

4.2. Convening Authority's Staff Judge Advocate.

4.2.1. Shall update the Judge Advocate General's Unified Automated Reporting System (JAGUARS) mishap table with known and potential Class A mishaps and/or mishaps for which the CA may convene an accident investigation. The CA's SJA will also update JAGUARS when the investigation process moves to the next critical phase or when necessary to provide up-to-date information. Critical phases include: mishap occurrence, classification pending, board appointments in progress, SIB in progress, decision to convene board pending, board convened, board in progress, report at MAJCOM for review/approval, report approved, report briefed to the NoK and/or seriously injured personnel, report released to the public, and decision not to convene a board. Inputs to JAGUARS shall be made within 24 hours after the CA's SJA office acquires the information.

- 4.2.1.1. Ensures the MAJCOM AIB/GAIB point of contact (POC) reviews JAGUARS inputs for accuracy by close of business of the first duty day of each week.
- 4.2.2. Advises the CA whether convening an accident investigation is required or discretionary for a specific accident.
- 4.2.3. Advises on international legal requirements and considerations associated with mishaps involving foreign interests, personnel or property. The CA's SJA should coordinate with AF/JAO and AFLOA/JACC when handling these mishaps.
- 4.2.4. Identifies board members for the CA's approval (and appoints them if delegated this authority by the CA) who have no knowledge of privileged safety information of the mishap being investigated.
 - 4.2.4.1. Removes or substitutes any member other than the board president, if the CA has delegated this authority.
 - 4.2.4.2. The convening order will direct board members to refrain from accessing privileged safety information regarding the mishap they are appointed to investigate.
 - 4.2.4.3. Ensures the board is staffed with the necessary personnel to complete a thorough investigation and report.
 - 4.2.4.4. May coordinate with AFLOA/JACC to check availability of a legal advisor from AFLOA/JACC.
- 4.2.5. Provides oversight, substantive guidance, and assistance as necessary to the legal advisor throughout the accident investigation process.
- 4.2.6. Requests the host installation commander designate a host installation liaison to assist the accident investigation in obtaining administrative and logistical support.
- 4.2.7. Requests the mishap wing commander designate a member of the mishap squadron (usually a junior officer who was not involved in the mishap) to serve as a POC to assist with coordination of witness interviews and access to evidence stored at the mishap unit. See Attachment 2 for a sample memorandum.
- 4.2.8. Should contact the Field Support Center, Environmental Law and Litigation Division, Air Force Legal Operations Agency (AFLOA/JACE-FSC) for guidance regarding any environmental issues related to the mishap.
- 4.2.9. Grants extensions of time for the accident investigation to complete the report if the CA delegated this authority.
- 4.2.10. Staffs the draft report through MAJCOM directorates as appropriate for formal review and comment. The CA's Chief of Safety (SE) may be provided a draft report for informational purposes only. Should the CA's SE identify information that is inappropriate for public release, it will convey the information to the CA. No comments made or actions taken by safety personnel as a result of their review of the draft report shall be disclosed to the accident investigation board or outside the Air Force safety community.
 - 4.2.10.1. If the mishap is considered high interest, AFLOA/JACC shall be included in the staffing process for a formal quality review. See Chapter 7.

4.2.10.2. Will forward the formal review comments from the MAJCOM directorates (except the CA's SE) and AFLOA/JACC to the board president, through the legal advisor, for consideration prior to sending the report to the CA for approval. Comments can be attributed to an office, but will not be attributed to the individual author.

4.2.11. Prior to approval of the report, reviews the report (including the tabs) for legal sufficiency in compliance with this publication, and public-releasability IAW applicable law. Prepares a written legal review for the CA.

4.2.12. Submits the report to the CA for final action and prepares the CA's action. **Note:** The legal review and formal review comments are not included in the report. See Attachment 2.

4.2.13. Coordinates with the CA's PA regarding the notification and release plan.

4.2.14. After receiving approval from AFLOA/JACC, coordinates with the board president and the family assistance representative(s) (FAR(s)) (formerly known as the family liaison officer), if applicable, to schedule the formal briefing(s) for the NoK and/or seriously injured personnel regarding the investigation. See Chapter 7 and Attachment 2.

4.2.14.1. If the NoK and/or seriously injured personnel decline an in-person briefing, the CA's SJA prepares a letter (signed by an appropriate official) to accompany a copy of the report.

4.2.15. Distributes the report IAW Chapter 10.

4.2.16. Serves as release authority for the approved report, unless the CA withholds this authority.

4.2.17. Reviews the report and advises the CA whenever adverse information, misconduct, or inappropriate or improper conduct of senior officials or colonels (or civilian equivalent) is documented in the report, or has otherwise been uncovered by the investigation. See AFI 90-301 and Attachment 1 for the definitions of "adverse information," "colonel (or civilian equivalent)," "improper conduct," "inappropriate conduct," "misconduct," and "senior official."

4.2.18. Responds to requests for copies of the report and makes a complete copy of the report available on a public website as directed by AFLOA/JACC.

4.3. Board President.

4.3.1. Upon receipt of the Part 1 of the SIB report and other collateral evidence from the legal advisor, the investigation will remain his/her primary duty until the report is approved.

4.3.2. For accidents involving a fatality and/or serious injury, will proceed with the legal advisor to the accident site (or to the location where the SIB convenes) no later than 48 hours after arrival of the SIB in order to contact the FAR(s), to meet the NoK and/or seriously injured personnel, address media questions, and view the mishap site. This is commonly referred to as the "48-hour visit." See Chapter 5 for further guidance on the 48-hour visit.

4.3.2.1. So long as the board's ability to conduct the investigation is not compromised, and there are no media or other public request for information at the accident site or the location of the safety investigation, this requirement may be waived by the CA in unusual

cases where it is neither practical or necessary to have the board president at the accident scene.

4.3.3. Provides information about the accident investigation to the NoK through the FAR(s), seriously injured personnel, public, and media. See Chapter 7 for further guidance on releasing accident investigation information.

4.3.3.1. Coordinates with the legal advisor and CA's SJA for early release of information.

4.3.3.2. Communicates with foreign local government officials, if appropriate, for accidents in foreign territories. All communication should be previously coordinated with the legal advisor who in turn consults with the host installation's SJA and CA's SJA.

4.3.4. Ensures board members do not have actual or perceived conflicts of interest or knowledge of privileged safety information about the mishap that could cause an actual or perceived compromise of the integrity of the accident investigation.

4.3.5. Requests, as necessary, the replacement or release of board members, appointment of additional board members and/or the detailing of SMEs to serve as advisors regarding medical, maintenance, engineering, airfield operations (ATC and/or airfield management), propulsion, aerodynamics, aircrew flight equipment, operations (e.g., tactics, flight rules, instrument procedures), metallurgy, forensics, weather, security, public affairs, or other areas of expertise.

4.3.6. Ensures all members and SMEs are briefed on the requirements of paragraph 7.1.3, which prohibits the disclosure of information regarding the ongoing accident investigation until the CA has approved the report.

4.3.7. Serves as the custodian of investigation evidence, to include wreckage, during the accident investigation. The board president receives custody and control of the evidence, in writing, from the SIB president at the conclusion of the safety investigation. If there is no preceding safety investigation, the board president receives custody and control of the evidence from the Air Force official responsible for safeguarding it prior to commencement of the accident investigation.

4.3.8. Completes a thorough investigation and report in compliance with this publication within 30 calendar days after the start of the accident investigation. An extension may be authorized by the CA or the CA's SJA if delegated.

4.3.9. Attends and conducts all witness interviews.

4.3.10. Writes the report and is solely responsible for its contents.

4.3.11. Notifies the CA's SJA, in writing separate from the report, of any evidence of misconduct uncovered during the investigation not documented in the report (e.g., inadvertent discovery of evidence of fraternization that was not causal or substantially contributory to the mishap).

4.3.12. Prior to departure from the accident investigation site, ensures all evidence is provided to the legal advisor for forwarding to the CA's SJA IAW Chapter 9.

4.3.13. Is responsible for the post-investigation memorandum and transmittal documents. See Chapter 9.

4.3.13.1. Transfers mishap wreckage, in writing, to the host installation commander, or designee, for storage until AFLOA/JACC approves wreckage release from legal hold.

4.3.14. Revises the report as warranted in the board president's sole discretion based on formal comments.

4.3.15. Upon approval of the report, ensures all board members' personal notes and drafts are destroyed IAW Chapter 9.

4.3.16. Responds to post-investigation inquiries and other issues through the CA's SJA.

4.3.16.1. The board president's duties continue beyond the public release of the report. He/she may be called upon to brief members of Congress, to field media inquiries, or reopen the investigation. To ensure there is no conflict of interest or breach of the safety privilege, board presidents must use their sound judgment to separate their accident investigation board president role and Air Force operator role should they need to access privileged safety information in the future pertaining to this accident in order to perform their normal duties. Should they receive privileged safety information related to the mishap after the accident investigation and need to perform additional duties as board president later on, they will inform the CA's SJA of that fact and the CA will determine if the board president should be substituted.

4.3.17. Serves as the primary briefing officer to the NoK and/or seriously injured personnel. See Chapter 10 for further guidance on NoK and/or seriously injured personnel briefing.

4.4. Legal Advisor.

4.4.1. Upon receipt of the Part 1 of the SIB report and other collateral evidence or other notification by the CA's SJA, the investigation will remain his/her primary duty until the report is approved.

4.4.2. Provides legal advice and assistance to the board president until the report is approved. Ensures the report is in compliance with this publication before sending the report to the CA's SJA for both the informal quality review and the formal quality review. See Chapter 8 for further guidance on the informal quality review and Chapter 10 for further guidance on the formal quality review.

4.4.3. Following accidents involving a fatality and/or serious injury, shall accompany the board president on the 48-hour visit. In all other cases, if the board president proceeds to the accident site, the legal advisor accompanies him/her.

4.4.3.1. If the NoK and/or seriously injured personnel are at a location different than the mishap site, the legal advisor may accompany the board president, but shall not attend any briefing to the NoK and/or seriously injured personnel, unless authorized in advance by AFLOA/JACC. If it is known the NoK and/or seriously injured personnel will have an attorney present, the legal advisor must inform the CA's SJA, who in turn will coordinate with AFLOA/JACC to determine whether the legal advisor should attend the briefing.

4.4.4. Ensures board members do not have actual or perceived conflicts of interest or knowledge of privileged safety information about the mishap that could compromise the integrity of the accident investigation.

4.4.5. Shall review all evidence received from the safety investigation to make sure it does not contain privileged safety information before providing the evidence to the board president and other board members and/or SMEs. Shall contact the Office of the Staff Judge Advocate, Air Force Safety Center (AFSEC/JA) for guidance if he/she suspects any evidence received from the safety investigation contains privileged safety information as defined in AFI 91-204 and Chapter 1 of this publication.

4.4.6. Serves as liaison between the accident investigation, the CA's SJA, and the host installation's SJA.

4.4.7. Coordinates with AFSEC/JA to obtain factual data animations from AFSEC, if such animations exist.

4.4.8. Coordinates early release of information with the board president and the CA's SJA IAW Chapter 7.

4.4.9. Advises, supports, and accompanies the board president in accident investigation-related media interviews, as appropriate.

4.4.10. Oversees collection, preservation, and control of evidence.

4.4.11. Provides a list of the names of SIB members and advisors to the board members.

4.4.12. Shall participate in all witness interviews and ensure rights advisements and questions are proper IAW with this publication.

4.4.13. Drafts the Governing Directives and Publications section of the Summary of Facts.

4.4.14. Consults with the CA's SJA and AFSEC/JA about substituting finalized reports for draft reports in Tabs A through S (non-privileged portions of the SIB report).

4.4.15. Edits the entire report to ensure overall writing style is clear and consistent, technical terms and language are plainly defined for public understanding, and acronyms are appropriately identified and explained.

4.4.16. Ensures the report (including the tabs) is appropriate for public-releasability IAW applicable law. See Chapter 8 for further guidance.

4.4.17. Ensures the Statement of Opinion meets the legal standard of proof and is supported by the information contained in the Summary of Facts.

4.4.18. No judge advocate or DoD civilian attorney shall be appointed to a SIB.

4.5. Maintenance Member.

4.5.1. Upon receipt of the Part 1 of the SIB report and other collateral evidence from the legal advisor, the investigation will remain his/her primary duty until the report is approved.

4.5.2. Reviews all relevant maintenance evidence, including, but not limited, to maintenance documentation, personnel records, and supervision reports.

4.5.3. Inspects wreckage and reviews equipment analysis reports.

4.5.4. Proposes witness interview questions, especially for witnesses who can provide information on maintenance procedures and actions in relation to the mishap.

4.5.5. For AIBs, drafts the Maintenance section; Aircraft, Airframe, Missile, or Space Vehicle Systems section; and Governing Directives and Publications section in the Summary of Facts. For GAIBs, drafts the Maintenance section; Equipment, Vehicles, Facilities, and Systems section; and Governing Directives and Publications section in the Summary of Facts.

4.5.6. Gathers and reviews relevant Technical Orders (TOs), Time Compliance Technical Orders (TCTOs), and other relevant information.

4.5.7. Screens and identifies information that may not be publicly releasable in the report before it is forwarded to the CA's SJA.

4.5.8. Performs other duties assigned by the board president to support the accident investigation.

4.5.9. Returns all maintenance related documents, records, models, parts and resources to the proper custodian upon release by the accident investigation.

4.5.9.1. Ensures the proper custodian signs a transmittal memorandum documenting the return of all maintenance related documents, records, models, parts and resources to be included in the post-investigation memorandum IAW Chapter 9. A sample transmittal letter is in Attachment 2.

4.5.10. The maintenance member's duties may continue beyond the public release of the report. To ensure there is no conflict of interest or breach of the safety privilege, maintenance members must use their sound judgment to separate their accident investigation role and Air Force maintenance role should they need to access privileged safety information in the future pertaining to this accident in order to perform their normal duties.

4.6. Medical Member.

4.6.1. Upon receipt of the Part 1 of the SIB report and other collateral evidence from the legal advisor, the investigation will remain his/her primary duty until the report is approved.

4.6.2. Obtains and reviews all relevant medical evidence, including medical records, autopsy and post-mortem reports, X-rays, and toxicology reports.

4.6.3. Requests mishap personnel and other relevant witnesses complete non-privileged 72-hour and 14-day histories as necessary, if not obtained from the SIB.

4.6.4. Reviews post-accident medical examination records of survivors.

4.6.5. Proposes witness interview questions, especially for witnesses relevant to any medical issues in the investigation.

4.6.6. Drafts Memorandum for Record (MFR) regarding Statements of Injury or Death for inclusion in Tab X, if appropriate.

4.6.7. Drafts the Medical section, Human Factors section (if applicable), and Governing Directives and Publications section of the Summary of the Facts.

4.6.8. Performs other duties assigned by the board president to support the accident investigation.

4.6.9. Returns all medical records and related evidence to the proper custodian upon release by the accident investigation.

4.6.9.1. Ensures the proper custodian signs a transmittal memorandum documenting the return of all medical records to be included in the post-investigation memorandum IAW Chapter 9. A sample transmittal letter is in Attachment 2.

4.6.10. The medical member's duties may continue beyond the public release of the report. To ensure there is no conflict of interest or breach of the safety privilege, medical members must use their sound judgment to separate their accident investigation role and Air Force medical role should they need to access privileged safety information in the future pertaining to this accident in order to perform their normal duties.

4.7. Pilot Member.

4.7.1. Upon receipt of the Part 1 of the SIB report and other collateral evidence from the legal advisor, the investigation will remain his/her primary duty until the report is approved.

4.7.2. Reviews the mishap crew's flight qualifications and training records, mishap flight-planning or mission records, Federal Aviation Administration (FAA) bookings, weather documents, search and rescue (SAR) reports, and any other relevant evidence.

4.7.3. Reviews relevant Cockpit Voice Recorder (CVR), Head-Up Display (HUD), and any other applicable data tapes.

4.7.4. Utilizes a flight simulator, as necessary, to replicate the mishap mission and aid the investigation.

4.7.5. Proposes witness interview questions, especially for witnesses with evidence pertaining to the pilot member's expertise.

4.7.6. Drafts the Summary of Accident section, Sequence of Events section, Weather/Environmental Conditions section, Crew/Personnel Qualifications section, and Governing Directives and Publications section of the Summary of Facts.

4.7.7. Screens and identifies information that may not be publicly releasable in the report before it is forwarded to the CA's SJA.

4.7.8. Performs other duties assigned by the board president to support the accident investigation.

4.7.9. Returns all flight training records and squadron resources to the proper custodian upon release by the accident investigation.

4.7.9.1. Ensures the proper custodian signs a transmittal record documenting the return of all flight training records and squadron resources to be included in the post-investigation memorandum IAW Chapter 9. A sample transmittal letter is in Attachment 2.

4.7.10. The pilot member's duties may continue beyond the public release of the report. To ensure there is no conflict of interest or breach of the safety privilege, pilot members must use their sound judgment to separate their accident investigation role and Air Force operator role should they need to access privileged safety information in the future pertaining to this accident in order to perform their normal duties.

4.8. Recorder.

4.8.1. Upon receipt of the Part 1 of the SIB report and other collateral evidence or other notification by the CA's SJA, the investigation will remain his/her primary duty until the report is approved.

4.8.2. The recorder is normally an enlisted member or junior officer. Whenever possible, the recorder should be a paralegal.

4.8.2.1. For fatality investigations the recorder shall be a graduate of the Accident Investigation Course.

4.8.3. Serves as custodian of all accident investigation documents and evidence.

4.8.4. Manages and formats the report tabs. See Chapter 8.

4.8.5. Assists with transcription, as necessary.

4.8.6. Drafts the Authority and Purpose section, Background section, and Governing Directives and Publications section of the Summary of Facts.

4.8.7. Assists with tab redactions.

4.8.8. Assists with assembling the report.

4.8.9. Collects witness and board member contact information for the post-investigation memorandum.

4.8.10. Performs other duties assigned by the board president to support the accident investigation.

4.8.11. Assists with assembling the post-investigation memorandum and mailing reports and evidence to the CA's SJA.

4.9. Other Board Members.

4.9.1. Upon receipt of the Part 1 of the SIB report and other collateral evidence from the legal advisor, the investigation will remain his/her primary duty until the report is approved.

4.9.2. Provide advice and assistance to the board president within their specified areas of knowledge, training, or experience. At the direction of the board president, they:

4.9.2.1. Gather documents and other evidence relevant to the accident.

4.9.2.2. Evaluate and analyze evidence gathered during the accident investigation.

4.9.3. Propose witness interview questions, especially for witnesses with evidence in their area of expertise.

4.9.4. Draft sections of the Summary of Facts.

4.9.5. Perform other duties assigned by the board president to support the accident investigation.

4.10. Host Installation Commander will:

4.10.1. Provide administrative and logistical support to the accident investigation, including suitable work areas and office work space to facilitate the accident investigation. **(T-1)**. See Attachment 3 for a list of accident investigation support requirements.

- 4.10.2. Fund all in-house support, even if the host installation is not assigned to the CA's MAJCOM. **(T-1)**. See Chapter 2.
- 4.10.3. Designate a host installation liaison to assist the accident investigation in obtaining administrative and logistical support. **(T-2)**.
- 4.10.4. Conduct initial cleanup of the accident site and, unless directed otherwise by the CA, any required environmental remediation or restoration actions. **(T-2)**.
- 4.10.5. Collect, safeguards, and disposes of wreckage and other evidence. **(T-1)**.
- 4.10.5.1. Unless the CA directs otherwise, ensure removal, storage and securing of wreckage and other investigation evidence recovered from the accident site until AFLOA/JACC releases the wreckage from legal hold. **(T-1)**. See Chapter 9.
- 4.10.5.2. A wreckage release by AFLOA/JACC is a release from legal hold only and not a final disposal authorization. Those in possession of the wreckage comply with applicable instructions prior to disposal. Consult with the appropriate logistics directorate for further information. If there is nuclear weapons-related materiel (NWRM) in the wreckage, ensure compliance with AFI 20-110, *Nuclear Weapons-Related Materiel Management*, by returning any NWRM to the local NWRM accountable officer (NWRMAO) for proper disposition.

4.11. Host Installation Staff Judge Advocate shall:

- 4.11.1. Assist the accident investigation as requested by the board president and the CA's SJA. **(T-2)**.
- 4.11.2. Assist in the appointment or designation of a host installation liaison. **(T-2)**.
- 4.11.3. May temporarily assume custody of the SIB non-privileged evidence before transfer to the accident investigation if a face-to-face transfer does not occur. These materials shall be secured and not reviewed by anyone until the legal advisor retrieves them, unless otherwise directed by the CA's SJA.
- 4.11.4. Assist the accident investigation in arranging for witness interviews, as well as, for the appearance of civilian employees, contractor employees, and foreign nationals located at or near the host installation. **(T-2)**.
- 4.11.4.1. When requested, work with the installation labor relations officer to identify applicable restrictions of collective bargaining agreements and coordinate with appropriate labor unions regarding civilian employee interviews. **(T-2)**.
- 4.11.4.2. When arranging interviews of contractor employees, consult with the appropriate installation contracting personnel to ensure compliance with applicable contracts. **(T-2)**.
- 4.11.4.3. When arranging interviews of foreign nationals, obtain, review and ensure compliance with applicable international agreements. **(T-2)**.
- 4.11.5. When requested, work with appropriate installation personnel to obtain relevant records, reports, leases, permits, contracts, and other documents owned or maintained by offices or activities attached to the host installation. **(T-2)**.

4.11.6. Provide personnel and transcription equipment to support accident investigation transcription as necessary. (T-2).

4.11.7. Forward requests for wreckage release through the CA's SJA to AFLOA/JACC. (T-1).

4.11.8. Consult with the CA's SJA and/or AFLOA/JACE-FSC for questions regarding obtaining access to accident sites when the landowner denies access or any other questions regarding environmental issues. (T-2).

4.12. AFLOA/JACC.

4.12.1. Develops policy and procedures for conducting accident investigations.

4.12.2. Is the waiver authority for all provisions of this publication, unless otherwise mandated by DoD or statute.

4.12.3. Adjudicates administrative tort claims arising out of Air Force activities IAW AFI 51-501, *Tort Claims*.

4.12.4. Provides litigation support to the Department of Justice in tort litigation arising out of Air Force activities IAW AFI 51-301, *Civil Litigation*.

4.12.5. Training.

4.12.5.1. In coordination with the Air Force Judge Advocate General's School, provides Air Force-wide technical training and guidance to judge advocates (legal advisors) and paralegals (recorders) in conducting accident investigations.

4.12.5.2. In coordination and conjunction with AFSEC, provides Air Force-wide training and guidance to future board presidents in conducting accident investigations.

4.12.6. Provides policy guidance and expertise to CA SJAs.

4.12.6.1. AFLOA/JACC does not provide advice directly to the legal advisor or board president unless approved by the CA's SJA and with the concurrence of AFLOA/JACC.

4.12.7. Approves wreckage and evidence release from legal hold for Class A mishaps and coordinates with the CA's SJA and the host installation's SJA for access to investigation evidence after approval of the report.

Chapter 5

CONDUCTING THE ACCIDENT INVESTIGATION

5.1. Resource Guidance. Prior to arriving at the host installation, all board members should review this publication, any applicable MAJCOM supplement, and the following publications, as necessary:

5.1.1. DoD 5400.7-R_AFMAN 33-302 describes how to process Freedom of Information Act (FOIA) requests as well as the types of information that are withheld from public release.

5.1.2. AFI 31-401, *Information Security Program Management*. This implements Air Force Policy Directive (AFPD) 31-4, *Information Security*, and supplements DoD Manual 5200.01, *DoD Information Security Program: Protection of Classified Information*, which describes how to protect classified and unclassified controlled information.

5.1.3. AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, implements the Privacy Act of 1974 within the Air Force. Prior to approval of the report, personal information must be redacted to protect privacy interests.

5.1.4. AFI 34-1101, *Air Force Warrior and Survivor Care*, provides guidance on rendering assistance to family members of those killed in aviation and ground accidents.

5.1.5. AFI 90-301, *Inspector General Complaints Resolution*, provides additional useful information about witness interviews, rights advisements, handling evidence, and reporting requirements in cases involving misconduct by senior officials.

5.1.6. AFI 91-204, *Safety Investigations and Reports*, governs the safety investigation and describes the contents of Part 1 of the SIB report, which form Tabs A through S of the report.

5.1.7. Air Force Manual (AFMAN) 91-221, *Weapons Safety Investigations and Reports*, AFMAN 91-222, *Space Safety Investigations and Reports*, AFMAN 91-223, *Aviation Safety Investigations and Reports*, and AFMAN 91-224, *Ground Safety Investigations and Reports*, describe the safety investigation process for the different categories of accidents.

5.1.8. Relevant international agreements, MOAs, Unified Combatant Command directives, or other sources of applicable requirements or guidance identified by the CA or the CA's SJA.

5.2. Initial Actions.

5.2.1. The board president must contact the legal advisor for an initial briefing within 24 hours after being appointed. If the legal advisor has not been identified, then the board president must contact the CA's SJA to obtain the initial briefing.

5.2.1.1. The legal advisor's initial briefing should cover at least the following topics: safety privilege, conflicts of interest in board members, board scheduling, and transfer of the non-privileged safety information. If it is a high-interest mishap, the legal advisor also discusses the 48-hour visit.

5.2.2. Following accidents involving a fatality and/or serious injury, the board president will proceed with the legal advisor to the accident site (or to the location where the SIB convenes) no later than 48 hours after arrival of the SIB in order to contact the FAR(s), to meet the NoK

and/or seriously injured personnel, address media questions, and view the mishap site. This is commonly referred to as the “48-hour visit.” The legal advisor will not attend the initial in-person briefing to the NoK or seriously injured personnel. In all other types of mishaps, the CA should consider the advantages of having the board president and legal advisor proceed to the accident site shortly after the arrival of the SIB in order to view the mishap site first-hand.

5.2.2.1. So long as the board’s ability to conduct the investigation is not compromised, and there are no media or other public request for information at the accident site or the location of the safety investigation, this requirement may be waived by the CA in unusual cases where it is neither practical or necessary to have the board president at the accident scene.

5.2.2.2. If the NoK and/or seriously injured personnel are in a different location than the accident location, the board president will travel to the NoK and/or seriously injured personnel’s location for an initial in-person briefing, unless the NoK and/or seriously injured personnel do not wish to receive an in-person briefing.

5.2.2.3. If the NoK and/or seriously injured personnel are in a different location than the accident location, the legal advisor may accompany the board president to this location, but will not attend the initial in-person briefing to the NoK and seriously injured personnel. If it is known the NoK and/or seriously injured personnel will have an attorney present, the legal advisor shall contact the CA’s SJA, who, in turn, will contact AFLOA/JACC to determine whether the legal advisor should attend the initial in-person briefing.

5.2.2.4. When the board president of the accident investigation is not on-site, it does not create a situation in which the SIB president, or anyone else, should assume the aforementioned responsibilities.

5.2.2.5. The board president of the accident investigation coordinates with the incident commander (if applicable), the legal advisor, the CA’s SJA, and the FAR(s) regarding NoK requests to visit the mishap site.

5.2.2.6. Once the board president’s “48-hour visit” duties are completed, the board president and legal advisor depart the accident site, pending receipt of the non-privileged safety information from the SIB.

5.2.2.7. The board president, through the FAR(s), provides updated information to the NoK and seriously injured personnel regarding the status of the investigations.

5.2.3. For accidents involving foreign interests, the legal advisor consults the CA’s SJA and host installation’s SJA regarding immediate responsibilities to foreign military and civilian authorities. The legal advisor, in turn, briefs the board president.

5.2.4. To avoid the inadvertent receipt of privileged safety information, the board president of the accident investigation should not contact the SIB president without consulting with the legal advisor or obtaining an initial briefing from the CA’s SJA. Thereafter, the board president of the accident investigation, or the legal advisor on the board president’s behalf, may engage with the SIB president solely to:

5.2.4.1. Determine the status of SAR, recovery of remains, and salvage operations.

5.2.4.2. Coordinate a visit to the mishap site prior to removal of the wreckage, if the board president so requests.

5.2.4.3. Determine the status of the safety investigation and decide when and where to proceed with the accident investigation.

5.2.4.3.1. The board president of the accident investigation may not receive privileged safety information from the preceding safety investigation. However, the board president through the legal advisor may receive factual non-privileged information from the SIB president in order to respond to public inquiries before the accident investigation has begun.

5.2.4.3.2. In any discussions (e.g., phone calls, e-mails, etc.) between the safety and accident investigation board presidents, the legal advisor will be present. The legal advisor ensures that privileged safety information is not inadvertently relayed to the accident investigation board president.

5.2.4.3.3. No member of the AIB/GAIB will discuss the accident investigation nor release any substantive information related to the accident investigation to anyone in the safety community prior to approval of the accident investigation report unless specifically approved by the CA, in consultation with the CA's SJA.

5.2.5. The legal advisor and/or recorder contacts the host installation liaison (or host installation commander's office if a liaison is not appointed) to obtain work areas, equipment, and administrative support. The work area and office space should be suitable to facilitate the accident investigation and witness interviews. Avoid using the installation courtroom since a judicial atmosphere may make witnesses uncomfortable. Controlled entry limited to the accident investigation board members is required. See Attachment 3.

5.2.6. The board president of the accident investigation receives transfer of custody of the wreckage, if any, in writing from the SIB president. If the board president of the accident investigation is not available to sign the transfer memorandum, the legal advisor may sign "FOR THE BOARD PRESIDENT."

5.2.6.1. The wreckage, if any, is secured in a facility with limited access to control the chain of custody and permit only the accident investigation access to the wreckage.

5.2.7. The legal advisor should coordinate and be present for a face-to-face transfer of the non-privileged safety information (including all original documents, gathered by the SIB but not included in the SIB Part 1) from the SIB to the accident investigation. The board president may also be present. The SIB provides an itemized inventory of all non-privileged evidence transferred to the accident investigation and its witness list (including witnesses promised confidentiality) regardless of whether the SIB reduced their statement to writing.

5.2.8. The legal advisor shall screen all evidence to ensure it does not contain privileged safety information before the board president and members review it. If the legal advisor suspects any evidence received from the safety investigation contains privileged safety information as defined in AFI 91-204 and Chapter 1 of this publication, the legal advisor shall consult with AFSEC/JA before releasing the information to the rest of the board in order to verify whether the information is, in fact, privileged.

5.2.9. The legal advisor briefs members of the board on the purpose and format of the report and explains the accident investigation process.

5.2.10. The board president, at his/her discretion, assigns each board member sections of the report to draft.

5.2.11. The board president consults with the legal advisor and the CA's SJA regarding any request received for wreckage repair, release of salvageable wreckage parts, and release of mishap aircraft servicing equipment prior to completion of the accident investigation. See Chapter 9 for the procedures to release the wreckage from legal hold in Class A mishaps.

5.3. Suggested Investigation Schedule. Plan to complete the accident investigation and report within 30 calendar days of when the legal advisor provides Part 1 and other collateral evidence to the board president.

Note: Each accident investigation is different and boards should be flexible with their time and scheduling, as circumstances will vary on when witnesses are available or how long evidence gathering, deliberations, writing and editing may take. The table below is not an exhaustive list of all actions the board needs to take during the course of an accident investigation.

Table 5.1. Suggested Investigation Schedule

| Week, Day | Activity |
|----------------------------|--|
| Pre-Start | <ul style="list-style-type: none"> - Board president and legal advisor conduct the "48-hour visit" (if required) - Legal advisor and/or recorder coordinates administrative and logistical support with host installation liaison - Legal advisor coordinates transfer of non-privileged safety information from the SIB - Legal advisor screens non-privileged safety information - Other members review this publication and other relevant publications |
| Week 1 Days 1-3 | <ul style="list-style-type: none"> - Legal advisor provides Part 1 and other collateral evidence to the board - Legal advisor briefs the board members on the accident investigation purpose and process - Board president assigns sections to board members - Board members review non-privileged safety information - Visit the mishap site - Prepare interview questions and schedule witness interviews - Board president provides status information on the investigation, as required, through the FAR(s) to the NoK and/or seriously injured personnel - Begin gathering additional evidence for inclusion in accident investigation tabs - Begin redacting tabs (See Chapter 8) |
| Week 1 Days 4-7 | <ul style="list-style-type: none"> - Conduct witness interviews and determine if additional testing is necessary - Continue gathering additional evidence - Identify Technical Order (TO), Time Compliance Technical Order (TCTO), For Official Use Only (FOUO), and other information required to be withheld under applicable law and request authorization to release - Begin drafting the Summary of Facts - For AIBs, begin initial analysis of the cause and/or substantially contributing |

| | |
|----------------------------------|---|
| | <ul style="list-style-type: none"> factors - Begin building accident investigation tabs - Complete redacting Tabs A-S and send to CA's SJA for review |
| Week Two Days 8-14 | <ul style="list-style-type: none"> - Continue initial and follow-up witness interviews - Continue drafting the Summary of Facts - Review equipment analysis reports - Ensure additional testing has been ordered, if necessary - For AIBs, discuss the cause and substantially contributing factors |
| Week Three Days 15-20 | <ul style="list-style-type: none"> - Finish witness interviews - Monitor progress of additional testing and analyze results - Continue drafting the Summary of Facts - For AIBs (and for GAIBs, if a Statement of Opinion is authorized), board president begins drafting Statement of Opinion - Edit the Summary of Facts and Executive Summary individually and as a group - Continue building accident investigation tabs - Begin drafting the Executive Summary |
| Week Four Days 21-24 | <ul style="list-style-type: none"> - Continue editing the Summary of Facts and Executive Summary individually and as a group - Finalize the Summary of Facts, Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized), and Executive Summary |
| Week Four Days 25-27 | <ul style="list-style-type: none"> - Submit report to the CA's SJA for an informal quality review - Prepare post-investigation memorandum and attachments - Draft letters of appreciation - Review the informal suggestions received from the CA's SJA and make revisions to the report as deemed necessary by the board president |
| Week Four Days 28-30 | <ul style="list-style-type: none"> - Print the report - Finalize the post-investigation memorandum - Send the original report, additional copies, and evidence/materials to the CA's SJA for formal quality review - Board president releases wreckage to host installation commander in writing - Prior to departure, the board president reminds board members of the prohibition of releasing information IAW paragraph 7.1.3, and ensures no board members takes any evidence with them. |
| Awaiting Approval | <ul style="list-style-type: none"> - Board president prepares for NoK and/or seriously injured personnel briefing as necessary <p>Note: Do not make any arrangements with NoK regarding the briefing until specifically authorized to do so by the CA's SJA.</p> <ul style="list-style-type: none"> - Receive and review the formal suggestions and edit the report, or continue the investigation at the board president's discretion (See Chapter 10) |

5.4. Gathering and Reviewing Additional Evidence. During the course of the investigation, board members:

5.4.1. Gather and review all relevant, non-privileged evidence. Relevant evidence may be owned and/or maintained by any person, office, or organization, to include government and non-government individuals and entities. Relevant evidence may include:

- 5.4.1.1. Personnel, training, medical, driving, and criminal records.
 - 5.4.1.2. Diagrams, drawings, maps, and models.
 - 5.4.1.3. Leases, licenses, and credentials.
 - 5.4.1.4. Photographs, videotapes, and voice recordings.
 - 5.4.1.5. Classified documents, videotapes, recordings, photographs, or other materials.
 - 5.4.1.6. Documents (e.g., proprietary information, technical orders, design manuals, handbooks, etc.) which are not publicly releasable because of restrictions under federal law. See Chapter 8 when including these documents in the report.
 - 5.4.1.7. Statutes, regulations, and government agency policy documents.
 - 5.4.1.8. Witness interviews. See Chapter 6.
 - 5.4.1.9. Additional testing (e.g., metallurgy, hydraulics, simulator, forensics, control surfaces, etc.).
- 5.4.2. Consider the following when reviewing evidence and preparing it for inclusion in the report:
- 5.4.2.1. CVR and HUD Tapes. The accident investigation reviews CVR and HUD tapes relevant to the accident. CVR and HUD written transcripts are publicly releasable and may be included in the report. Transcribe the CVR and/or HUD tapes as soon as practicable. Do not provide copies of CVR and/or HUD tapes containing audio to anyone outside the board unless authorized by AFLOA/JACC.
 - 5.4.2.1.1. Classified information, information protected from public release, inappropriate comments, and non-relevant conversations shall be redacted from CVR and/or HUD transcripts as necessary to protect national security or privacy interests. Consult with the CA's SJA for guidance.
 - 5.4.2.1.2. Upon completion of the investigation, the legal advisor or recorder shall forward the original CVR and HUD tapes to the CA's SJA for storage with the additional evidentiary materials until AFLOA/JACC releases the wreckage from legal hold.
 - 5.4.2.1.3. The video and audio tapes shall not be released to the public unless specifically authorized by AFLOA/JACC.
 - 5.4.2.1.4. Requests from family members to listen to CVR and/or see HUD tapes shall be forwarded through the CA's SJA to AFLOA/JACC, for consideration pursuant to federal law and regulations. AFLOA/JACC coordinates with the Administrative Law Directorate (AF/JAA).
 - 5.4.2.2. Sensitive AFIs, TOs, Maintenance Manuals, and Flight Manuals. The accident investigation may gather and review documents that are restricted from public release, such as documents protected by the Privacy Act of 1974, the Arms Export Control Act, and the Export Administration Act of 1979. The accident investigation will frequently need to reference excerpts of restricted access documents in the tabs to support factual information in the report. The accident investigation must obtain written permission from the proper release authority before including restricted information in the report.

Contact the OPR listed on the cover of the publication, order, or manual. See AFI 61-204, *Disseminating Scientific and Technical Information*, for further guidance. See Chapter 8 for additional guidance.

5.4.2.2.1. Include only the cover page and the minimum excerpted information necessary to support the Summary of Facts (and Statement of Opinion for AIBs).

5.4.2.2.2. Submit a written request, email or otherwise, to the named OPR articulating the accident investigation produces a publicly-releasable report and is requesting release authority for specific pages or excerpts from the document.

5.4.2.2.3. If the OPR grants release authority, include the OPR's written response along with the releasable excerpt in the appropriate tab of the report. Additionally, include a copy of the release authority's response (with contact information intact) in the post-investigation memorandum. If the OPR denies release authority, consult the CA's SJA.

5.4.2.3. Classified Information. Board members who have the appropriate security clearance may review classified evidence, as needed, during the investigation. However, the report shall not contain classified information. See Chapter 8 for further guidance regarding classified addenda or Chapter 12 if a space investigation.

5.4.2.4. Foreign Evidence. For accidents in foreign territories or involving significant foreign interests, consult with the host installation's SJA and the CA's SJA or AF/JAO, for procedures to gather evidence, gain access to evidence, or request evidence from foreign military or civilian authorities.

5.4.2.5. Medical Evidence. The board reviews the relevant medical records pertaining to any individual involved in or relevant to the mishap. Medical evidence, including medical records, autopsy reports, X-rays, and toxicology reports, should be obtained IAW the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (42 U.S.C 1320 *et. seq.*) and DoD 6025.18-R, *DoD Health Information Privacy Regulation*, 24 January 2003, from military and nonmilitary medical treatment facilities.

5.4.2.5.1. Do not include copies of medical evidence in the AIB report unless that information is absolutely required to support the cause or a substantially contributing factor of the accident, and without first consulting the CA's SJA.

5.5. Safeguarding Evidence.

5.5.1. The accident investigation will take appropriate steps to preserve and protect documents and other evidence, to include wreckage, obtained during its investigation. The accident investigation will safeguard classified evidence IAW AFI 31-401.

5.5.2. Board members will not make redactions or add explanatory remarks to original documents. Instead, they will make alterations and redactions on photocopies and use only photocopies of the originals as working documents.

5.5.3. Upon submission of the report to the CA's SJA for formal quality review, the board president will release, return, or forward all evidence IAW this publication. The legal advisor ensures he/she receives all evidence from board members prior to departing the accident investigation location. Board members other than the legal advisor will not take any evidentiary items with them at the conclusion of the investigation.

Chapter 6

INTERVIEWING WITNESSES

6.1. Interview Initial Steps.

6.1.1. Establish a witness interview schedule and a process to track potential witnesses. An interview should be conducted for each witness with relevant information.

6.1.1.1. If a board member speaks with a person with relevant information, and that information is used in the Summary of Facts and/or the Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized), that person will be formally interviewed on the record. An MFR or affidavit is not a legally sufficient alternative to incorporate the information provided by the witness as part of the investigation and support of the report.

6.1.1.2. The board president should consider the order in which to interview witnesses, and whether some witnesses should be interviewed twice, once at the beginning of the investigation and again near the end of the investigation.

6.1.1.3. The interview schedule should be flexible to accommodate a witness' availability and location, without causing an undue delay to the accident investigation.

6.1.1.4. Interviews should be conducted in person. Interviews may be conducted by telephone or video teleconference (VTC) when an in-person interview is impossible or impractical because the witness is deployed, on TDY, or otherwise unavailable. When the interview is conducted by telephone or VTC:

6.1.1.4.1. Inform all parties to the interview, both prior to and on the record, that the interview will be recorded.

6.1.1.4.2. The witness must be informed that the testimony will be recorded with the accident investigation's recording device. Witnesses may not use their own recording device to record the interview. If the witness does not consent to being recorded, contact the CA's SJA for guidance.

6.1.1.4.3. The board president or legal advisor shall take appropriate steps to confirm the witness' identity on the record. These include having a credible, unbiased third party verify the witness' identity.

6.1.1.4.4. If the interview is conducted by VTC, only the audio portion of the interview will be recorded. Do not record any interview with video whether in person or when using VTC.

6.1.1.5. When scheduling witness interviews, advise witnesses of any documents or other items they should bring to the interview. Such documents should be included in the report as attachments to the witness' testimony, statement, or interview summary, if relevant to the testimony.

6.1.2. Board members develop an interview script and questions designed to elicit additional information to aid in finding the cause(s) and/or substantially contributing factor(s) (for AIBs) and drafting the report.

6.1.2.1. The legal advisor reviews the board members' proposed witness questions ensuring a proper flow of questions, eliminating opinion or irrelevant questions and questions that may elicit safety privileged information, and identifying questions that warrant a rights advisement.

6.1.3. Prior to the start of the formal interview, the legal advisor or recorder conducts a pre-interview briefing with the witness. The following topics are discussed during the pre-interview:

6.1.3.1. Explain the purpose of the accident investigation.

6.1.3.2. Explain the differences between the safety investigation and the accident investigation, to include the fact that the interview will be under oath.

6.1.3.2.1. If a witness was interviewed by the safety investigation, inform the witness not to reference the SIB's questions or his/her answers to the SIB (e.g., "Like I told the SIB") during the accident investigation interview. Board members must not know the questions asked and answered during a SIB interview where the witness was given a promise of confidentiality.

6.1.3.3. Describe interview protocol.

6.1.3.3.1. Inform the witness the interview will be recorded and may be transcribed verbatim.

6.1.3.3.2. A witness is prohibited from using his/her own recording device to record the interview, or discussing the information discussed in the interview without permission of the board president. This protects information from being released prematurely to the public and compromising the integrity of the investigation.

6.1.3.4. Remind the witness to avoid guessing, speculation, making corrective or disciplinary recommendations, or providing an opinion as to the cause(s) and/or factor(s) that substantially contributed to the accident.

6.1.3.4.1. An expert witness may provide an opinion within his/her area of expertise. However, speculation by an expert witness should be limited to the facts and circumstances surrounding the subject accident rather than fleet-wide concerns or Air Force-wide practices. Be sure to ask for the factual basis of his/her opinion.

6.1.3.5. Instruct the witness to refrain from using technical jargon or acronyms during the interview since it may not be understood by the public.

6.1.3.5.1. If acronyms and technical jargon are unavoidable, ask the witness to provide definitions or an explanation on the record and list the acronyms in the Acronyms and Abbreviations section. See Chapter 8.

6.1.3.6. Instruct witnesses to refrain from talking with their hands, since non-verbal movements cannot be transcribed. Tell the witnesses to answer "yes" or "no" rather than gesturing.

6.1.3.6.1. If a witness describes distance with his/her hands, translate the distance for the record (e.g., "The witness is holding his hands approximately three feet apart."). As necessary, photograph gestures (without the witness' face or identifying features) or models showing relative positions to preserve information for the record.

6.1.3.6.2. If a witness refers to a diagram while testifying, ask him/her to mark where events or actions occurred. Include the diagram or a photograph of the diagram in the witness' transcript as an exhibit to the witness interview.

6.1.3.7. Address witness concerns.

6.1.3.8. Collect witness contact information (e.g., name, address, Social Security Number (SSN)) for the post-investigation memorandum. Do not collect personal information during the recorded interview.

6.1.3.8.1. Explain that gathering this personal information is authorized by the Privacy Act of 1974 and provide each witness with the Privacy Act Statement in Attachment 2.

6.2. Witness Considerations.

6.2.1. Military members and DoD civilian employees are expected to cooperate with the accident investigation, to include being interviewed as witnesses, unless they assert a legal right or privilege not to do so. Any witness who refuses to cooperate with the investigation without asserting a legal right or privilege not to do so should be informed that their refusal to cooperate will be referred to their commander for consideration of disciplinary or administrative action.

6.2.1.1. The legal advisor should consult the host installation's SJA for guidance before interviewing any DoD civilian employees who may be covered by a bargaining unit.

6.2.2. DoD contractor employees may be required to cooperate with the accident investigation, depending on the terms of the applicable contract or applicable Air Force Instructions.

6.2.3. Witnesses shall be afforded a reasonable opportunity to consult with an attorney before, during or after an accident investigation board interview regardless of whether they are considered a suspect.

6.2.3.1. If a witness is known to be represented by an attorney, the legal advisor shall contact the attorney to arrange the interview rather than contacting the witness.

6.2.3.2. If a military witness requests an attorney, the legal advisor shall provide contact information for the host installation's area defense counsel (ADC).

6.2.4. Medical Personnel. IAW AFI 41-210, *TRICARE Operations and Patient Administration*, and DoD 6025.18-R, *DoD Health Information Privacy Regulation*, and HIPAA, the accident investigation is authorized to interview medical personnel regarding individuals involved in the mishap without the authorization of the individual.

6.2.4.1. Most statements made by witnesses to medical providers (i.e., individuals who do not have the authority to offer a promise of confidentiality) are not considered privileged safety information and may be discussed during witness interviews.

6.3. Interview Procedures.

6.3.1. The board president and legal advisor shall attend all witness interviews. All other board members and SMEs may attend witness interviews at the board president's discretion.

6.3.2. The board president may authorize board members and SMEs to question the witness during the interview. However, at a minimum, the board president must read the recorded preamble and interview concluding statement. Should a rights advisement be necessary, the board president provides the advisement on the record after consulting with the legal advisor.

6.3.2.1. Board members and SMEs who ask questions during the interview should identify themselves on the audio recording each time they ask a question or make a comment ensuring their presence and participation is noted on witness interview transcripts or summaries.

6.3.3. The accident investigation cannot promise an AIB/GAIB witness that his/her statement to the AIB/GAIB will be kept confidential. The contents of all interviews are subject to public release except for classified information. See Chapter 8 for restrictions on the release of classified information in the report.

6.3.4. If a witness or board member requires a break at any point during the interview, pause the recording and restart when the interview goes back on the record. Do not record the board's side discussions during interview breaks.

6.3.5. Interviewing SIB Witnesses.

6.3.5.1. The accident investigation does not interview a SIB witness until the SIB president releases that witness.

6.3.5.2. The accident investigation is not limited to interviewing only those witnesses interviewed by the SIB, nor is the accident investigation required to interview all of the witnesses interviewed by the SIB. However, the accident investigation attempts to contact all SIB witnesses to gauge whether the witness has any additional relevant information.

6.3.5.3. If the accident investigation chooses not to interview a witness who was interviewed by the SIB, document in the post-investigation memorandum witness list why the SIB witness was not interviewed (e.g., redundant or irrelevant testimony, witness unavailable, etc.).

6.3.5.4. If a witness begins to disclose privileged safety information, the interview must pause to remind the witness off the record of the prohibition against releasing privileged safety information.

6.3.5.5. If witness testimony before the SIB was non-privileged, the accident investigation should ask the witness under oath to adopt the prior, non-privileged, SIB testimony, so as to make it a sworn statement, before proceeding with additional interview questions.

6.3.5.5.1. The prior, non-privileged, SIB testimony should be referenced by interview date and length of document. Also reference the specific page number(s) if included in Part 1 of the SIB (e.g., Tab R-6 to R-18).

6.3.5.5.2. If a SIB witness interview is adopted by the accident investigation but a transcript or summary of the testimony is not included in Tab R, a transcribed copy of the prior recorded testimony shall be added to the end of the witness' interview in Tab V.

6.3.5.5.3. The accident investigation should receive a recording and/or transcript of the prior, non-privileged, SIB testimony.

6.4. Recorded Preamble. The recorded preamble consists of the witness interview introduction, witness oath and witness introductory questions. Begin recording the interview with the witness interview introduction and continue recording through the concluding statement, unless an intervening event occurs (e.g., breaks, rights advisement, discussion, etc.).

6.4.1. Witness Interview Introduction. Use the appropriate introduction for witness interviews:

6.4.1.1. Witnesses who testified before the SIB:

My name is _____. I am/We are investigating the [aircraft/missile device/RPA/space vehicle/ground] accident that occurred on _____, near _____. This investigation, conducted under AFI 51-503, is separate and apart from the safety investigation conducted under AFI 91-204. This [ground] accident investigation board is a legal investigation that was convened to inquire into all facts and circumstances surrounding the [aerospace/ground] accident, to prepare a publicly-releasable report, and to obtain and preserve all available evidence for use in litigation, claims, disciplinary actions, adverse administrative actions, and for other purposes. A safety investigation was previously conducted on this accident. Any testimony you gave before the safety investigation board will be kept confidential, if you were so advised, and can be used only for mishap prevention purposes. This board does not have access to any confidential testimony you gave before the safety investigation board. You may not state that you gave any particular information to the safety board under a promise of confidentiality. Your sworn testimony to the board may be used for any proper purpose. Additionally, your testimony can be released to the public. Do you understand the difference between your testimony before the safety board and this accident board?

6.4.1.2. Witnesses who did not testify before the SIB:

My name is _____. I am/We are investigating the [aircraft/missile device/RPA/space vehicle/ground] accident that occurred on _____, near _____. This investigation, conducted under AFI 51-503, is separate and apart from the safety investigation conducted under AFI 91-204. This [ground] accident investigation board is a legal investigation that was convened to inquire into all facts and circumstances surrounding the [aerospace/ground] accident, to prepare a publicly-releasable report, and to obtain and preserve all available evidence for use in litigation, claims, disciplinary actions, adverse administrative actions, and for other purposes. A safety investigation was previously conducted on this accident. You did not provide testimony or a statement to the safety investigation. Your sworn testimony to the board may be used for any proper purpose. Additionally, your testimony can be released to the public. Do you understand how your testimony before this accident board may be used?

6.4.2. Witness Oath/Affirmation. Accident investigation witnesses testify under oath or affirmation. Military members and DoD civilian employees may be instructed to testify under oath/affirmation. Other witnesses not subject to military control may not be obligated to provide sworn or affirmed testimony, but the board president should attempt to question them under oath/affirmation.

6.4.2.1. The board president administers the oath or affirmation to the witness on the record. However, if necessary any active duty officer or active duty senior non-commissioned officer may administer the oath/affirmation to the witness on the record.

6.4.2.2. Administer the following oath/affirmation before questioning a witness:

Do you solemnly swear/affirm that the testimony you are about to give in the matter now under investigation shall be the truth, the whole truth, and nothing but the truth, [so help you God]?

6.4.2.2.1. If a witness chooses to “affirm,” omit the word “solemnly” and phrase “so help you God” when administering the affirmation.

6.4.3. **Witness Introductory Questions.** After administering the oath/affirmation, the board president identifies the date, time, place of interview, persons present, and states the witness has been sworn or affirmed. He/She then asks the witness to state: Full name, rank/grade, job title, present duty assignment, location, length of time at current duty assignment and length of military service, if appropriate.

6.5. Concluding the Witness Interview.

6.5.1. The board president concludes each interview by instructing the witness on the record of the official nature of the interview and to refrain from discussing his/her testimony with anyone without the board president’s permission until the report has been released to the public.

6.5.2. Expect to recall some witnesses. Subsequent testimony from other witnesses may cause the board to seek clarification of previous testimony. For this reason, ensure the board collects contact information from the witness in the event the witness is out of the area.

6.6. Classified Interviews. Witnesses, board members, SMEs, and court reporters must be properly cleared before participating in classified interviews.

6.6.1. Safeguard classified information IAW AFI 31-401. **Note:** A classified interview must be conducted using an appropriately classified recording device.

6.6.2. If classified information is necessary to the investigation, conduct two separate interviews (one classified and one unclassified) and include as much unclassified testimony as possible in the unclassified portion of the report. Classified information that is necessary to the investigation will be placed in a separate classified addendum to the report. This classified addendum will not be released to the public as part of the accident investigation report and will be forwarded to the CA’s SJA using appropriate transfer methods at the conclusion of the investigation.

6.6.3. If a classified interview does not yield necessary information, do not transcribe it. The accident investigation will forward the classified recording to the CA’s SJA IAW Chapter 9.

6.7. Foreign National Interviews.

6.7.1. Consult with the CA’s SJA for guidance in arranging, conducting, and documenting interviews with foreign military personnel and foreign nationals. The CA’s SJA, in turn, consults with AF/JAO.

6.7.2. The host installation's SJA and host installation liaison may assist in arranging for an interpreter to participate in interviews of foreign military personnel and foreign national witnesses as needed.

6.8. Rights and Privileges of Witnesses.

6.8.1. General Guidance.

6.8.1.1. If a DoD witness not suspected of an offense invokes his/her right against self-incrimination, no member of the board will order the witness to answer a question until and unless the legal advisor has obtained permission to do so from the CA's SJA. The CA's SJA may want to consider consulting with or involving the witness' command.

6.8.1.2. Interviews should be attempted even if the board expects the witness to invoke his/her right against self-incrimination. The invocation of this right must be made on the record and included in the appropriate tab.

6.8.1.3. A witness may have his/her attorney present during the accident investigation interview for the sole purpose of advising the witness during the interview. However, the witness' attorney may not ask or answer questions on behalf of the witness. If it becomes obvious that the attorney is coaching the witness' testimony, pause the interview and advise the attorney of the limitation of his/her role. If it reoccurs, contact the CA's SJA.

6.8.2. Military Witnesses.

6.8.2.1. Before the accident investigation questions a military member suspected of committing an offense punishable under the Uniform Code of Military Justice (UCMJ) (10 U.S.C. §§ 801-940), the military member must be advised of his/her rights provided by Articles 31(a) and (b) of the UCMJ. All rights advisements shall be made on the record. Use the rights advisement at Figure 6.1.

6.8.2.1.1. Article 31(a) of the UCMJ provides that no person subject to the UCMJ may compel any person to incriminate him/herself or to answer any questions the answer to which may tend to incriminate him/her.

6.8.2.1.2. Article 31(b) of the UCMJ provides that no person subject to the UCMJ may interrogate, or request any statement from an accused or a person suspected of an offense without first informing him/her of the nature of the accusation and advising him/her that he/she does not have to make any statement regarding the offense of which he/she is accused or suspected and that any statement made by him/her may be used as evidence against him/her in a trial by court-martial to incriminate themselves or answer any question the answer to which may tend to incriminate them.

6.8.2.2. If suspicion of an offense punishable under the UCMJ arises after the interview begins, the interview shall be stopped as soon as the suspicion arises, and the military member will be advised of his/her rights in Figure 6.1. Contact the CA's SJA in these circumstances to discuss the situation and determine whether the nature of the offense discovered may warrant a different type of investigation.

6.8.2.3. If, after being advised of his/her Article 31, UCMJ rights, the military witness requests a lawyer or elects to remain silent, the accident investigation interview shall stop and the board president refers the witness to the host installation's ADC.

6.8.2.3.1. After the witness has had a reasonable opportunity to consult with an attorney, the legal advisor shall contact the witness' attorney to inquire whether the witness is willing to testify. If the witness is willing to testify, the board president shall re-administer the rights advisement on the record before questioning the witness.

6.8.2.4. If a military witness is not suspected of any offense punishable under the UCMJ but the witness invokes his/her right against self-incrimination, refer the witness to the host installation's ADC. After the witness has had a reasonable opportunity to consult with an attorney, the legal advisor contacts the witness' attorney to inquire whether the witness is willing to testify.

6.8.2.5. If there is not an ADC available at the host installation, or the servicing ADC is not available telephonically to speak with the witness, contact the host installation's SJA to obtain contact information for other defense counsel the witness may contact.

6.8.2.6. If, after rights advisement and consultation (if requested) with an attorney, a military member suspected of committing an offense punishable under the UCMJ agrees to provide sworn testimony, then the following statement shall appear on the record immediately before the witness' testimony:

6.8.2.6.1. "Having been duly sworn and advised of the allegations, of [his/her] rights under Article 31, Uniform Code of Military Justice, and of [his/her] rights to counsel, and having acknowledged [his/her] understanding of those rights, and having affirmatively waived those rights, the witness testified as follows:"

6.8.2.7. For accidents involving AFRC and/or ANG personnel, the board must determine the duty status of the witness at the time of the accident and at the time of the interview. The determination must be made prior to the interview because different duty statuses afford varying protections. Include a copy of the witness' orders, civilian or military pay stub, record of individual inactive duty training (Air Force (AF) Form 40a), or duty roster for drill days in the post-investigation memorandum.

6.8.2.7.1. When AFRC and/or ANG personnel are suspected of an offense under the UCMJ or a violation of a criminal law, provide the appropriate rights advisement in Figure 6.1 or Figure 6.2. In this situation, whenever possible, the accident investigation should arrange to interview the witness at a time when he/she is in federal military status.

6.8.3. Federal Civilian Employee Witnesses.

6.8.3.1. General Considerations.

6.8.3.1.1. Consult with the host installation's SJA and a labor relations officer for guidance prior to interviewing federal civilian witnesses covered by a bargaining unit. **Note:** Many Air Reserve Technicians are represented by bargaining units.

6.8.3.1.2. You may ask employees if they are members of a certified bargaining unit. However, it is improper to ask employees whether they belong to a union for purposes of determining whether they have *Weingarten* rights. This question is irrelevant to the purpose of the investigation. See paragraph 6.8.3.2.1.1 for further information on *Weingarten* rights.

6.8.3.2. Union Participation. If a civilian employee is a member of a certified bargaining unit represented by a labor organization, a union official or representative may have the right to be present during the interview depending upon whether the interview constitutes a disciplinary examination or a formal discussion. During a disciplinary examination, the employee may have the right to have a union representative present. During a formal discussion, the union may have the right to have a union representative present. Refer to paragraph 6.8.3.3.4 for the limitations that apply to union officials and/or other representatives the witness wishes to have present during the interview.

6.8.3.2.1. Disciplinary Examinations.

6.8.3.2.1.1. If the employee is a member of a certified bargaining unit represented by a labor organization and both (1) reasonably believes that he/she might be disciplined as a result of the interview, and (2) requests union representation, then the employee is entitled to have a union official or steward present during the interview. This right is found in 5 U.S.C. § 7114(a)(2)(B), *Rights and Duties of Agencies and Labor Organizations*, and is frequently referred to as the employee's *Weingarten* rights, after the Supreme Court decision in *National Labor Relations Board v. J. Weingarten, Inc.*, 420 U.S. 251 (1975).

6.8.3.2.1.2. If the bargaining unit member requests union representation before or during the interview, the legal advisor should consult with the host installation's SJA. The board president's options are (1) grant the request, (2) cancel the interview, or (3) offer the employee the choice of either conducting the interview unaccompanied by a union representative or having no interview at all.

6.8.3.2.1.3. The right to the presence of a union representative at a disciplinary examination is the employee's right, not the union's right. If the employee does not ask for a union representative, then the union has no right to demand that a representative be present. The right exists for all federal civilian employees who are members of a certified bargaining unit, whether they are members of the union or not.

6.8.3.2.1.4. The Federal Sector Labor Management Relations Statute, 5 U.S.C. § 7114(a)(3), *Rights and Duties of Agencies and Labor Organizations* does not require employee notification of the right to representation prior to each interview. Rather, the Statute requires management annually inform its employees of this right. However, some local union contracts stipulate that management officials of an installation shall provide notice before each interview. Exercise caution when interviewing federal civilian employees to ensure there are no violations of the terms of a local contract. Consultation with the host installation SJA at the location of the civilian witness is recommended.

6.8.3.2.2. Formal Discussions.

6.8.3.2.2.1. Under the provisions of the Federal Sector Labor Management Relations Statute, 5 U.S.C. § 7114(a)(2)(A), unions have a right to be given notice of a formal discussion between one or more agency representatives and one or more bargaining unit employees. However, in most circumstances, an investigatory interview with a civilian bargaining unit employee is not a formal

discussion that would require advance notice to the union and an opportunity for a union official to attend the interview. This is because the labor statute provision only applies to discussions that concern a grievance, personnel policy or practice, or other general condition of employment. These terms are defined broadly by the Federal Sector Labor Management Relations Statute, 5 U.S.C. § 7103. These are not normally the subjects of an accident investigation witness interview, which more likely would seek to establish an employee's specific actions, conduct, and observations relevant to the mishap at issue. However, questions about workplace actions, the workplace atmosphere, or general environment of the work center (e.g., how often did personnel use government owned or leased vehicles for personal use) are considered discussions about "general conditions of employment."

6.8.3.2.2. The employee must be advised of his/her *Brookhaven* rights (e.g., certain safeguards set out by the Federal Labor Relations Authority to protect employees from coercive questioning concerning matters involving their statutorily protected rights). See, *Internal Revenue Service v. National Treasury Employees Union*, 9 FLRA No. 132 (1982).

6.8.3.2.3. If there is any question whether an interview might constitute a formal discussion, which would require union notice, the legal advisor should consult with the host installation's SJA or the Field Support Center, General Litigation Division, Labor Law Field Support Center.

6.8.3.3. Rights Advisements.

6.8.3.3.1. If the accident investigation decides to interview civilian witnesses suspected of committing a violation of a civilian criminal law, consult the CA's SJA for guidance on how and whether to proceed with the interview and whether the interview can be considered a custodial interrogation. The Fifth Amendment to the United States Constitution provides rights to persons who are not subject to the UCMJ and who are in custody by law enforcement personnel at the time of questioning. The CA's SJA should consider whether to consult with the host installation's SJA in order to determine whether or not civilian criminal investigators should become involved. If the board president decides to interview the witness under such circumstances, first advise the witness of his/her constitutional right against self-incrimination. See Figure 6.2.

6.8.3.3.2. If the witness is willing to testify, the board president shall re-administer the rights advisement on the record before questioning the witness. The witness' attorney may attend the interview and provide legal advice to the witness during the interview. However, the attorney may not ask or answer questions on behalf of the witness and may not interrupt or improperly interfere with the interview. If the attorney attempts to influence the witness testimony, pause the interview and advise the attorney on the limitations of his/her role and continue the interview. If it reoccurs, pause the interview and consult with the CA's SJA.

6.8.3.3.3. If after rights advisement, the civilian employee agrees to testify under oath/ affirmation, then the following statement should appear immediately before the witness' testimony:

6.8.3.3.3.1. “Having been duly sworn and advised of [his/her] rights under the Fifth Amendment to the Constitution of the United States, and of [his/her] rights to counsel, and having acknowledged [his/her] understanding of those rights, and having affirmatively waived those rights, the witness testified as follows:”

6.8.3.3.4. An individual may have both union representation and legal counsel present during an interview. A union official, steward, other representative, or attorney attending an accident investigation witness interview may advise the federal employee who is being interviewed, but may not ask or answer questions on behalf of the witness, and may not interrupt or improperly interfere with the interview. If the representative or attorney attempts to influence the witness testimony, pause the interview and advise him/her on the limitations of his/her role and continue the interview. If it reoccurs, pause the interview and consult with the CA’s SJA.

6.8.4. DoD Contractor Employee Witnesses.

6.8.4.1. The board president may choose to have an Air Force contract management representative present when interviewing employees of DoD contractors. The contract management representative may be able to help obtain company records, company policies, and applicable contract provisions. In addition, the representative may provide assistance if the employee contends that rights under a contractor’s labor-management agreement are being abridged. Review the provisions of the government contract addressing the obligations of contractor personnel (if any) to cooperate and provide information to the accident investigation. Furthermore, the legal advisor should determine whether the contractor’s general counsel or management must be involved or contacted to arrange the witness interview.

6.8.4.2. Rights Advisements. Follow the guidance in paragraphs 6.8.3.3.1 through 6.8.3.3.3.1 above.

6.8.5. Other Witnesses.

6.8.5.1. Civilian witnesses who are not federal employees or employees of government contractors may refuse to speak with and/or provide sworn testimony to the accident investigation and cannot be compelled to do so.

6.8.5.1.1. The board president, at his/her discretion, should allow other witnesses to bring appropriate advisors to an interview. However, only the board members may ask questions, and only the witness may answer questions during the interview. The limitations in paragraph 6.8.3.3.4 apply.

6.8.5.2. Rights Advisements.

6.8.5.2.1. If the accident investigation decides to interview civilian witnesses suspected of committing a violation of a civilian criminal law, consult the CA’s SJA for guidance on how to proceed. If after consultation with the CA’s SJA and the appropriate legal authorities the civilian witness will be interviewed, follow the guidance in paragraphs 6.8.3.3.1 through 6.8.3.3.3.1 above. The Fifth Amendment to the United States Constitution provides rights to persons who are not subject to the UCMJ and who are in custody by law enforcement personnel at the time of questioning. The CA’s SJA should consider whether to consult with the host

installation's SJA in order to determine whether or not civilian criminal investigators should become involved. If the board president decides to interview the witness under such circumstances, first advise the witness of his/her constitutional right against self-incrimination. See Figure 6.2.

6.8.5.3. Consult the CA's SJA for guidance on interviewing foreign military personnel and foreign nationals the accident investigation interviewer suspects, or comes to suspect, of acting in violation of United States (federal and state) criminal laws or the criminal laws of the witness' country of citizenship. The CA's SJA should coordinate with AF/JAO.

6.9. Verbatim or Summarized Testimony. Preserve all witness testimony, including telephonic and VTC testimony, with an audio recording. Thereafter, testimony can be transcribed verbatim or summarized and signed under oath by the witness.

6.9.1. Verbatim Testimony. If the witness' testimony is critical or provides a large amount of evidence for the report, have the recording transcribed verbatim. Consider transcribing verbatim the testimony of any witness on whose testimony the board president relies on his/her Statement of Opinion (for AIBs).

6.9.1.1. When preparing verbatim transcripts, double space between questions. Number all questions and answers using the following format: "Q1" for the first question and "A1" for the first answer, "Q2" for the second question and "A2" for the second answer, and so on. Be sure verbatim transcripts clearly identify the individuals who are asking and answering each question. See Attachment 2 for verbatim transcript template.

6.9.1.2. Air Force court reporters should be used to transcribe audio recordings of witness interviews. The legal advisor or recorder should contact the Air Force Judiciary, Air Force Legal Operations Agency (AFLOA/JAJ) for Air Force court reporter support. If an Air Force court reporter is required to be physically present for witness interviews or AFLOA/JAJ cannot support the board, contact CA's SJA for assistance. No person that provided transcription services for the safety investigation will provide transcription services for the accident investigation.

6.9.2. Summarized Testimony. If only a small portion of the testimony is valuable, or if in the opinion of the board president, exact words are not important, the board president may elect to summarize the witness' testimony.

6.9.2.1. If the accident investigation elects to summarize a witness' testimony, draft a coherent, accurate summary of the relevant portions of the interview. See Attachment 2 for a recommended format for summarized testimony.

6.9.2.2. The witness' identity must be confirmed, and he/she must sign the summarized statement as a sworn statement in the presence of an active duty officer or active duty senior non-commissioned officer.

6.9.2.3. If a witness declines to sign a summarized statement on the grounds it does not accurately reflect his/her testimony, review the audio recording with the witness to reach an agreement on what the witness said. If you cannot reach an agreement, transcribe the testimony verbatim.

6.9.3. The board must complete a quality review of verbatim and summarized transcripts to ensure all technical terminology and transcription is correct.

Figure 6.1. Rights Advisement for Military Suspects:

“I am _____ (name and grade), the [Ground] Accident Investigation Board president. I have reason to suspect you of the alleged offense or offenses of [type of offense] under Article [number] of the Uniform Code of Military Justice. Before proceeding with this interview, I want to advise you of your rights under the provisions of Article 31 of the Uniform Code of Military Justice. You have the right to remain silent, that is, to say nothing at all. Any statement you make, oral or written, may be used as evidence against you in a trial by court-martial, or in other judicial, nonjudicial or administrative proceedings. You have the right to consult with a lawyer prior to any questioning and to have a lawyer present during this interview. You have the right to military counsel free of charge. In addition to military counsel, you are entitled to civilian counsel of your own choosing, at your own expense. You may request a lawyer at any time during this interview. If you decide to answer questions, during this interview, you may stop the questioning at any time. Do you understand your rights? Do you want a lawyer? [If the answer is yes, cease all questions at this point and afford the witness a reasonable opportunity to consult with counsel.] Have you already consulted an attorney about this matter? [If the answer is yes, stop questioning.] Are you willing to answer questions?”

Figure 6.2. Rights Advisement for Civilian Suspects:

“I am _____ (name and grade), the [Ground] Accident Investigation Board president. I have reason to suspect you of the alleged offense or offenses of [type of offense]. I advise you that under the Fifth Amendment to the United States Constitution, you have the right to remain silent, that is, to say nothing at all. Any statement you make, oral or written, may be used as evidence against you in a trial or in other judicial or administrative proceedings. You have the right to consult with a lawyer, if you desire, and to have a lawyer present during this interview. You may obtain a civilian lawyer of your own choosing at your own expense. You may request a lawyer at any time during this interview. If you decide to answer questions, you may stop the questioning at any time. Do you understand your rights? Do you want a lawyer? [If the answer is yes, cease all questions at this point and afford the witness a reasonable opportunity to consult with counsel.] Are you willing to answer questions?”

Chapter 7

EARLY PUBLIC RELEASE OF INFORMATION

7.1. General Considerations. Early release of information involves any release of information prior to the official public release of the approved report.

7.1.1. Conducting a thorough and timely investigation is a high priority for the Air Force, NoK, seriously injured personnel, and the public. Procedures and policy for releasing information are IAW 10 U.S.C. § 2254, *Treatment of Reports of Aircraft Accident Investigations*, and this publication.

7.1.2. Unauthorized Disclosure of Mishap Information. Unauthorized disclosure of information or documents gathered during the accident investigation compromises the integrity of the accident investigation process.

7.1.3. Specific Prohibition. Prior to the official public release of the report, board members, SMEs, contractors, and federal government employees who have been given or have obtained access to accident investigation information or documents shall not disclose that information or the contents of the report for other than official and authorized purposes. Prior to public release of the report, the only authorized disclosures of accident investigation information or the contents of a report shall be for the purpose of facilitating the accident investigation. Failure to observe the prohibition in this paragraph by active duty Air Force members, AFRC members on active duty or inactive duty for training, or ANG members in federal service is a violation of Article 92, UCMJ. Violations by federal civilian employees may result in administrative disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws.

7.1.3.1. This prohibition does not preclude the accident investigation board from disclosing information on a limited basis to further the board's investigation or to write the accident investigation report; this disclosure does not include releases to NoK or seriously injured personnel, media releases, or other similar releases of public disclosure. Anyone to whom information is disclosed IAW this paragraph will be instructed by the accident investigation board to not disclose it IAW this publication.

7.1.3.2. No member of the AIB/GAIB will discuss the accident investigation nor release any substantive information related to the accident investigation to anyone in the safety community prior to approval of the accident investigation report unless specifically approved by the CA, in consultation with the CA's SJA.

7.1.3.3. All other disclosures of investigation information must be specifically approved by the CA.

7.2. Release of Information.

7.2.1. Prior to an accident investigation board president being appointed, command authorities may release initial information regarding the accident (e.g., date/time/location, number of casualties if any, emergency response activities, status of SAR, recovery of remains, salvage operations, etc.). Care must be exercised to not release information that can compromise the integrity of any Air Force accident investigations. See Attachment 2.

7.2.2. Once appointed, the accident investigation board president, or other CA designee (e.g., PA), shall be the Air Force representative for the public release of all information regarding the investigation after first obtaining approval from the CA or CA's SJA. Under no circumstances, will any member of the safety investigation board or the safety community release any investigation information to the NoK, seriously injured personnel, media, Congress, or any other member of the public.

7.2.3. Release of information to NoK and seriously injured personnel.

7.2.3.1. Releasing information to NoK or seriously injured personnel constitutes public release.

7.2.3.2. It is important to keep the NoK and seriously injured personnel apprised of the status of the safety and accident investigations. The NoK and seriously injured personnel will receive periodic updates through the FAR(s) or other designee. The board president or legal advisor contacts the FAR(s) when there is a change in status of the accident investigation.

7.2.3.3. In relaying information to the NoK or seriously injured personnel use the appointed FAR(s), or designee, rather than the board president or board members to convey the information. Board members shall only have contact with the NoK or seriously injured personnel to initially introduce him/herself (board president only), to conduct formal interviews, or to perform post-investigation briefings.

7.2.3.4. Any information that has been approved for public release shall be provided to the NoK or seriously injured personnel prior to the information being released to anyone else in the general public See paragraph 7.3.2.1 below.

7.2.4. If the accident involved personnel from other MAJCOMs, other DoD components, allied forces, or prominent public officials, it may be necessary or appropriate to advise and/or coordinate with organizations and officials outside the CA's command prior to releasing investigation information to the public. The accident investigation board consults with the CA's SJA, who, in turn, should contact AFLOA/JACC and/or AF/JAO for additional guidance.

7.3. High-Interest Mishaps.

7.3.1. High-interest mishaps include those that result in death or serious personal injury, significant civilian property damage, or are likely to generate high public, media, or congressional interest. See paragraph 1.5.2 for further guidance on high-interest mishaps.

7.3.2. Release of accident investigation information in high-interest mishaps (other than information that solely relates to the status of the investigation) requires Headquarters Air Force notification prior to public release.

7.3.2.1. If the first release of status information on the investigation substantially follows the example found in Attachment 2, and no specific investigation information is added, the Headquarters Air Force notification requirement of paragraph 7.3.2 does not apply.

7.3.2.2. Prior to releasing any investigation information (other than information that solely relates to the status of the investigation) to the NoK, seriously injured personnel, and the public, the CA's SJA shall forward the information approved by the CA for public release by e-mail to AFLOA/JACC for distribution through the Office of The

Judge Advocate General (AF/JA) to the Secretary of the Air Force (SecAF), the Air Force Chief of Staff (AF/CC) and/or their designees for their review.

7.3.2.3. Unless otherwise determined by competent authority, upon receipt, SecAF and AF/CC and/or their designees shall have four duty days to review the information after which AFLOA/JACC shall notify the CA's SJA public release can proceed. The NoK or seriously injured personnel shall be provided any information that has been approved for public release prior to the information being released to anyone else.

7.4. Public Requests of Early Release of Substantive Information. Except as noted in paragraphs 7.2.3.3 and 7.3.2, upon receipt of a public request for investigation information prior to public release of the approved report, the CA can authorize public disclosure. Prior to authorizing a public disclosure, the below requirements of 10 U.S.C. § 2254 must be met. However, the below requirements do not limit the CA's authority to release investigation information prior to public release of the report when the CA deems it appropriate.

7.4.1. The information is requested; and

7.4.2. The information will be included in the releasable report; and

7.4.3. The release of such information will not undermine the ability of safety or accident investigators to continue to conduct the investigation; and

7.4.4. The release of such information will not compromise national security.

Chapter 8

THE REPORT

8.1. Overview.

8.1.1. The board president documents the facts and circumstances surrounding the accident in the report. For AIBs, (and for GAIBs, if AFLOA/JACC authorizes a Statement of Opinion), the president also writes a Statement of Opinion reflecting his/her opinion of the cause(s) and/or substantially contributing factor(s).

8.1.2. The report is arranged in the following sequence:

8.1.2.1. Cover page.

8.1.2.2. Action of the CA (added by the CA's SJA).

8.1.2.3. Executive Summary.

8.1.2.4. Summary of Facts (with Table of Contents and List of Acronyms and Abbreviations).

8.1.2.5. Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized).

8.1.2.6. Index of Tabs.

8.1.2.7. Tabs.

8.1.3. Each of the narrative sections (Executive Summary, Summary of Facts, and Statement of Opinion for AIBs) shall be a self-contained, stand-alone document. Each section shall:

8.1.3.1. Reiterate the facts of the mishap to the extent necessary for that particular section (e.g., basic facts in the Executive Summary, thorough discussion of facts in Summary of Facts, and facts that clearly support the cause(s) and/or substantially contributing factor(s) for the Statement of Opinion for AIBs, and for GAIBs, if a Statement of Opinion is authorized).

8.1.3.2. Define acronyms used in each separate narrative section.

8.1.3.3. Explain aviation and technical concepts used in each separate narrative section.

8.1.3.4. If using a pseudonym (e.g., position of a person like mishap pilot or MP), use the same pseudonym throughout the entire report, including the narrative sections, statements, interviews and tabs.

8.1.4. Report Format. The report format described in this chapter is applicable for all accident investigations. Modify it only to the extent allowed in this chapter, Chapter 11 (abbreviated AIB), Chapter 12 (space mishap), and Chapter 13 (additional GAIB guidance). In all other cases the report format may not deviate from the format described in this publication without a specific waiver from AFLOA/JACC.

8.2. Assembling the Report.

8.2.1. Assemble the completed report on 8 1/2 inch x 11 inch paper secured on the left side in a three-ring binder. If there are multiple volumes, label the volumes (e.g., 1 of 2, 2 of 2).

8.2.2. The cover page, Executive Summary, Summary of Facts, Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized), and Index of Tabs for a report shall be single sided. The tab sections should be double sided.

8.2.3. Ensure the tabs are formatted to be printed out double sided (e.g., if the tab ends on an odd page, insert “Intentionally Left Blank” and page number on the next page).

8.2.4. All pages of the report (excluding the Cover Page, Executive Summary, and Tabs A through S) shall have a centered two line footer. Line one shall be in 11 point italicized Times New Roman font indicating the airframe/asset, tail number/identifying number, and date of the mishap. Line two shall be in 11 point (not italicized) Times New Roman font with the page number or tab page number. A sample is as follows:

MQ-1B Predator, T/N XX-XXXXXX, 1 January 2002

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8.2.4.1. Use the following page number convention for the report:

8.2.4.1.1. Cover Page and Executive Summary are not numbered.

8.2.4.1.2. Table of Contents and Acronyms and Abbreviations sections are numbered with consecutive lower case Roman numerals (e.g., i, ii, iii, etc.).

8.2.4.1.3. Summary of Facts, Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized), and Index of Tabs are numbered with consecutive Arabic numerals (e.g., 1, 2, 3, etc.).

8.2.4.1.4. Tabs are numbered with the tab letter followed by a dash and the Arabic numeral corresponding with the page (e.g., W-1, W-2, etc.), except for Tab V.

8.2.4.1.4.1. Tab V page numbers distinguish between each witness. Number each witness with “V” followed by a dash and the Arabic numeral assigned to each witness, and then a decimal point followed by the Arabic numeral page number corresponding to the transcript (e.g., V-1.1, V-1.2, V-1.3, V-1.4, etc.).

8.2.5. The SIB Part 1 portion included in the report may have a different header/footer, and the board shall not alter it, except as follows:

8.2.5.1. If the SIB Part 1 does not include page numbers, the accident investigation shall add page numbers so the report may reference a page number in Tabs A through S.

8.2.5.2. If a tab in the SIB Part 1 ends on an odd page, the accident investigation shall add an additional page stating “Intentionally Left Blank” and page number so if the report is printed, it is clear to the public this page was intended to be left blank.

8.2.5.3. If the SIB Part 1 lists a separate disc, nonpublic website, or file without including the information in the Part 1, the accident investigation board shall include the actual content of the SIB’s referenced materials in a separate tab after Tab S. Following the title or link in the SIB Part 1, an insertion in brackets will be added directing the public to the page(s) where the substantive information is located. However, audio files of the mishap crew/personnel will not be released in the report.

8.2.6. The accident investigation may create additional tabs after Tab BB if needed. Subsequent tab categories after Tab BB are at the board’s discretion.

8.2.7. All information redacted within the tabs must be white in color.

8.3. Publicly-Releasable Report. Include only publicly-releasable information in the report. No separate addenda to the report may be created for any information the board does not have permission to release, except for classified information. If questions arise regarding releasability, contact the CA's SJA. **Do not include the following items in the report:**

8.3.1. Privileged safety information. See Attachment 1 for the definition of "privileged safety information." This information shall be removed by the legal advisor should the SIB inadvertently leave it in the SIB materials transferred to the accident investigation prior to the board's arrival and shall not be shared with the rest of the board. The legal advisor shall turn over to AFSEC/JA any evidence suspected to contain privileged safety information.

8.3.2. Information withheld under FOIA, such as sensitive personal identifying information, including SSNs, birth dates, ages, home addresses, and home telephone numbers. See DoD 5400.7-R_AFMAN 33-302 and AFI 33-332.

8.3.2.1. Non-relevant information concerning persons not involved in the mishap in the tab materials (e.g., redact the non-mishap parties from the letter of Xs, training attendee lists, and previous/post non-mishap related sorties). Be selective of which maintenance records and maintenance training records should be included.

8.3.3. Information protected by the Arms Export Control Act, or the Export Administration Act of 1979 (e.g., TOs, flight checklist/manual information, engineering/analysis reports, etc.).

8.3.3.1. Obtain written approval from the technical content manager (TCM) listed as the OPR before including excerpts of these publications in the report. Include the TCM's written approval with the excerpt in the accident investigation tab and as an attachment to the post-investigation memorandum.

8.3.3.2. The CA's SJA may have a TCM review the entire report after it is submitted for final review. Alternatively, if a TCM final review at the MAJCOM level is not anticipated, the legal advisor may consider asking the TCM to review the tabs to ensure all technical data has been approved for public release.

8.3.4. FOUO, Controlled Unclassified Military Information and similar markings. Obtain written approval from the OPR before including excerpts of these documents in the report. Include the OPR's written approval with the excerpt as an attachment to the post-investigation memorandum.

8.3.5. Proprietary data. Do not include proprietary data unless the accident investigation obtains written approval from the contractor or owning entity for release of such information. If written approval is granted remove any "proprietary" demarcation and include a copy of the release authorization with the document in a tab and as an attachment to the post-investigation memorandum.

8.3.6. Recommendations or suggested corrective actions. Use caution when identifying the lack of a specific procedure, remedy, or solution as a cause or substantially contributing factor. Such "causes" or "substantially contributing factors" can amount to inappropriate recommendations or suggested corrective actions in disguise. Accident investigation reports will not contain recommendations or corrective actions.

8.3.7. Original personnel, training, medical, or flight records of mishap personnel if they are relevant to the investigation. If releasable under FOIA, copies of these documents with the appropriate Privacy Act information redacted may be included in the tabs. The originals must be returned to the proper record custodians when the accident investigation has completed its investigation.

8.3.8. Audio recordings of radio communications with Air Force or FAA ATC. Transcripts may be released with appropriate redactions IAW this publication.

8.3.9. Any graphic description of injuries. This includes descriptions in witness statements and/or interviews, autopsy reports and medical records. In addition, do not include human remains scatter diagrams or photographs of human remains.

8.3.10. Any document that estimates or gives monetary damage amounts of damage to private or non-government property or related to potential or actual third-party claims against the government. Coordinate with AFLOA/JACC.

8.3.11. Classified information.

8.3.11.1. If classified documents are essential to support a Statement of Opinion for AIBs,(and for GAIBs, if a Statement of Opinion is authorized) place the classified testimony, documents, and information in a separate classified addendum.

8.3.11.1.1. Proprietary information, International Traffic in Arms Regulations (ITAR) information, or other sensitive information not otherwise classified, do not qualify for a separate addendum (e.g., proprietary addendum).

8.3.11.2. If the board anticipates a witness testifying with classified information, conduct both a classified and unclassified interview. Include the unclassified testimony in the report and include the classified testimony in a classified addendum only if it is relevant to the cause(s) and/or substantially contributing factor(s) of the mishap for AIBs.

8.3.11.3. Recordings of classified interviews are provided to the CA's SJA IAW Chapter 9. See AFI 31-401 for safeguarding classified information.

8.3.11.4. If the report includes a classified addendum, the unclassified portion of the report shall disclose that a classified addendum exists.

8.3.12. CVR and HUD video and audio tapes and other voice recordings or communications, unless required to be released under DoD 5400.7-R_AFMAN 33-302.

8.3.12.1. CVR and HUD transcripts are publicly releasable and may be included in the report. However, classified information, information protected from public release, inappropriate comments, and non-relevant conversations shall be redacted from CVR and/or HUD transcripts as necessary to protect national security or privacy interests. Consult with the CA's SJA for guidance.

8.3.13. Names of individuals and other personally identifiable information. However, the names of the convening authority and board president will be included in the report.

8.3.13.1. Include an attachment to the post-investigation memorandum listing their names, SSNs, and contact information.

8.3.13.1.1. Names of relevant individuals as well as individuals referenced during the interviews or written statement shall be replaced with a pseudonym such as their job identifier or role in the mishap (e.g., mishap pilot, mishap navigator, mishap sensor operator, witness 1, etc.). These pseudonyms shall be consistent throughout the report and listed in an attachment in the post-investigation memorandum with the actual name and rank of the individuals.

8.3.13.1.2. In a verbatim transcript, replace the name (e.g., Capt Smith) with a pseudonym in brackets (e.g., Capt [mishap pilot] or Capt [MP]) to identify to the reader this name has been replaced. Do not delete the witness' rank/grade.

8.3.13.1.3. Names of board members shall also be omitted and replaced with a position/pseudonym (e.g., legal advisor, pilot member, maintenance member, etc.). The board president's name shall not be omitted or replaced with a pseudonym.

8.3.14. Signatures. Remove all or part of all signatures from the report so the actual signature cannot be misused. If the signature is relevant to the mishap or investigation and the entire signature is removed, replace it with a marking that states, "\\signed\\". If the signature is not relevant, it may be removed entirely.

8.3.14.1. The board president's signature shall remain intact when forwarding the report to the CA's SJA. The board president may sign the document electronically in lieu of using a "wet ink" signature. Because reports are posted online, it is recommended the board president sign the report electronically.

8.3.15. Audio recordings or video recordings of witness interviews.

8.3.16. Excerpts of instructions, regulations, and policy documents without also providing the corresponding title page of the document. Note: Ensure the excerpt of the instruction, regulation, and policy documents were those in effect at the time of the accident.

8.3.17. Footnotes in the narrative portions of the report.

8.3.18. MFRs shall not be used as a substitute for interviews. However, board members may create an MFR to summarize a document or report (e.g., medical records, autopsy report, flight records, simulation results, etc.) they reviewed for inclusion in the report in lieu of the actual document or report.

8.3.19. Subsequent remedial measures.

8.4. Cover Page. The cover page shall be Times New Roman font and on one single page. See Attachment 2 for a sample cover page. At a minimum, the cover page contains the following:

8.4.1. Title of investigation.

8.4.2. MAJCOM Emblem.

8.4.3. Mishap airframe/Asset and tail number/identification number.

8.4.4. Mishap squadron, wing, and installation.

8.4.5. Photograph of mishap airframe/asset. Do not use a photograph of the mishap wreckage.

8.4.6. Mishap location and date of accident.

8.4.7. Board president's name.

8.4.8. Authority statement (e.g., "Conducted IAW Air Force Instruction 51-503").

8.4.9. Number of volumes, as applicable.

8.5. Executive Summary. The Executive Summary shall be 12 point Times New Roman font, single spaced and one single page, in a style most easily understood by the general public, much like a press release. It is a stand-alone document without reference to the Summary of Facts or Statement of Opinion (for AIBs). The Executive Summary contains the following:

8.5.1. Date, time, and location of the accident.

8.5.2. Identification of the aircraft/asset by type and tail number/identification number, unit, and unit location. Indicate the unit and unit location of the mishap personnel if it is different from that of the aircraft/asset (e.g., active duty unit flying a reserve aircraft).

8.5.3. Brief summary of the facts and circumstances of the accident.

8.5.4. Number of injuries/deaths, both military and civilian.

8.5.5. General description of damage to aircraft/asset and other property damage. Include an estimated government loss value. Do not include estimates or a monetary damage amount to private or non-government property or related to potential or actual third-party claims against the government.

8.5.6. For AIBs, an abbreviated statement of opinion on the cause(s) and/or substantially contributing factor(s) to the accident with the legal standard applied. GAIBs may also include this information if AFLOA/JACC approved inclusion of a Statement of Opinion.

8.5.6.1. State the findings in the third person (e.g., "The AIB president found by a preponderance of the evidence...").

8.5.7. For AIBs, include the following statement in a text box (11 point italicized Times New Roman font) at the bottom of the Executive Summary: Under 10 U.S.C. § 2254(d) the opinion of the accident investigator as to the cause of, or the factors contributing to, the accident set forth in the accident investigation report, if any, may not be considered as evidence in any civil or criminal proceeding arising from the accident, nor may such information be considered an admission of liability of the United States or by any person referred to in those conclusions or statements.

8.5.8. The board president shall not sign the Executive Summary.

8.6. Acronyms and Abbreviations. The Acronyms and Abbreviations shall be 12 point Times New Roman font, single spaced in a double column format listing any acronyms or abbreviation (e.g, military acronyms, common usage abbreviations, symbols, etc.) used in the narrative sections of the report, in witness testimony (Tab R and Tab V), and in any other tab reference cited in the report. It is important the general public have a basic understanding of the language used in the report.

8.7. Summary of Facts. The Summary of Facts shall be 12 point Times New Roman font, single spaced in a narrative style presenting a thorough discussion of the facts relevant to the accident. It is a stand-alone document without reference to the Executive Summary or Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized). Explain all

technical terms in the report for the general public. Anticipate the audience will not have a military or technical background.

8.7.1. The Summary of Facts must meet the composition requirements below and remain within the designated scope of the accident investigation. Due to the varying complexity of accidents, there is no standard length for the Summary of Facts.

8.7.2. The Summary of Facts shall be fully supported by documentary evidence in the tabs. All factual statements in the Summary of Facts must be followed by a citation to supporting materials in the tabs. Tab citations must be to specific pages as opposed to the entire tab. Use the following format for tab citations:

8.7.2.1. Citing to a single page: (Tab V-5.3)

8.7.2.2. Citing to a range of pages within a single tab: (Tab C-3 to C-5)

8.7.2.3. Citing to multiple tabs: (Tabs N-4 to N-10, N-20, V-4.2 to V-4.4, and V-5.40)

8.7.2.4. When citing to multiple tabs, the tabs should be ordered alphabetically.

8.7.2.5. Use “Tab” if citing only one lettered tab; use “Tabs” if citing to more than one lettered tab.

8.7.3. Do not include opinions or conclusions regarding the cause of the accident in the Summary of Facts (e.g., “XX was not causal in this accident.”). The Summary of Facts should be factual in nature.

8.7.4. Outline of the Summary of Facts for AIBs. Use the following outline (paragraphs 8.7.4.1 to 8.7.4.13) to construct the Summary of Facts for AIBs. Address each section, even if to state, “not applicable.” Add additional sections to address additional issues as necessary. See Chapter 13 for the outline of the Summary of Facts for GAIBs. The report will not otherwise deviate from the outline unless authorized by this publication or AFLOA/JACC.

8.7.4.1. **AUTHORITY AND PURPOSE.**

8.7.4.1.1. Authority. Reference the authority for conducting the investigation, including this publication, the CA, and letters/orders appointing the AIB members. List the AIB members and SMEs to the board. Indicate whether the investigation is an Abbreviated Accident Investigation IAW Chapter 11.

8.7.4.1.1.1. AIB members and SMEs shall be identified by position (e.g., maintenance member, legal advisor, etc.).

8.7.4.1.2. Purpose. Use the following language for the purpose: “In accordance with AFI 51-503, *Aerospace and Ground Accident Investigations*, this accident investigation board conducted a legal investigation to inquire into all the facts and circumstances surrounding this Air Force aerospace accident, prepare a publicly-releasable report, and obtain and preserve all available evidence for use in litigation, claims, disciplinary action, and adverse administrative action.”

8.7.4.2. **ACCIDENT SUMMARY.** A brief synopsis similar to that used in the Executive Summary is preferred, usually one paragraph. Include the date of the accident, location, type of airframe and tail number, unit and unit location, pseudonyms of the

mishap crew (and their respective units and unit locations), numbers of military and civilian casualties, monetary value of government loss and generally indicate both military and civilian property damage, if any. Do not describe the cause(s) of the crash and/or any substantially contributing factor(s).

8.7.4.3. **BACKGROUND.** Include current information regarding relevant units, agencies, programs, resources, procedures, and mission tasking.

8.7.4.4. **SEQUENCE OF EVENTS.**

8.7.4.4.1. **Mission.** Describe the mission of the mishap aircraft, RPA, missile, or space vehicle. Identify the authority that authorized the mission.

8.7.4.4.2. **Planning.** Discuss mission planning and whether standard procedures were used. Identify the briefing officer and the briefing guide he/she used. Note whether squadron supervisory personnel attended the briefing. Describe the crew briefing.

8.7.4.4.3. **Preflight.** Describe crew assembly, Notices to Airmen (NOTAMs), flight plans, aircraft configuration, "Stepping to the aircraft" (the final actions the crew takes prior to beginning their aircraft inspection and preflight to include: gathering NOTAMs, filing their flight plan with ATC, receiving a weather report, inspection of aircrew flight equipment (AFE), and finishing final required briefing items), and engine start procedures.

8.7.4.4.4. **Summary of Accident.** Describe the accident flight and mission sequence, including taxi, takeoff, departure time, any weather encountered, flight parameters and route, ATC assistance, communications, terrain encountered, and navigation.

8.7.4.4.5. **Impact.** At the time of impact, describe the location, time, aircraft configuration, and flight parameters.

8.7.4.4.6. **Egress and Aircrew Flight Equipment.** Describe the ejection sequence and whether it was accomplished within the performance envelope of the system. Note any deficiencies or malfunctions of the egress system and/or the AFE. Describe the inspection currency and condition of AFE after the mishap. Describe the operation of the crash position indicator, if applicable.

8.7.4.4.7. **Search and Rescue.** Describe SAR assets and the rescue operations. Indicate the time of crash and the time and origin of the first rescue call. Identify the organization responding to the call and the time it found the survivors, fatalities, and wreckage. Describe the sequence of events from the time the initial rescue call was received. List equipment sent to the crash site. Explain any delays between the time the accident was reported, the rescue call, and the time the rescue team left for the crash site. Identify difficulties experienced in the rescue effort such as weather, time of day, topography, or civilians at the crash site.

8.7.4.4.8. **Recovery of Remains.** Describe the recovery operation and identify the organization that handled the recovery operation.

8.7.4.5. **MAINTENANCE.** Summarize aspects of the aircraft maintenance documents, personnel records and supervisory mechanisms related to the mishap. Maintenance documents, including flight manuals, maintenance manuals, TOs, and TCTOs, may be subject to the Arms Export Control Act or the Export Administration Act of 1979.

8.7.4.5.1. Forms Documentation. Summarize annotations on Air Force Technical Order (AFTO) Forms 781, *ARMS Aircrew/Mission Flight Data Document*, and missile maintenance logs that are relevant to the accident. Indicate relevant discrepancies, if any. Note the status of all TCTOs that are relevant to the accident. Report whether historical records reveal any recurring maintenance problems.

8.7.4.5.2. Inspections. Indicate the status of all scheduled inspections and whether they were satisfactorily completed. Note discrepancies, if any.

8.7.4.5.3. Maintenance Procedures. Report any maintenance procedure, practice, or performance that is related to the accident, including work completed by civilian contractors.

8.7.4.5.4. Maintenance Personnel and Supervision. Identify all personnel, units, and commercial entities that serviced or maintained any systems which may have been a factor in the accident. Review preflight servicing of the mishap aircraft, and consider the supervision provided over aircraft maintenance personnel and their performance. Determine if maintenance personnel were trained, experienced, and/or certified to complete assigned tasks by reviewing:

8.7.4.5.4.1. AF Forms 623, *Individual Training Record Folder* (or automated training records).

8.7.4.5.4.2. AF Forms 797, *Job Qualification Standard Continuation/Command Job Quality Standards* (or automated training records).

8.7.4.5.4.3. Staff progress records.

8.7.4.5.4.4. Staff certifications.

8.7.4.5.5. Fuel, Hydraulic, and Oil Inspection Analyses. Report status of fluid analyses records. Note pre- and post-accident fluid analyses results.

8.7.4.5.6. Unscheduled Maintenance. Report unscheduled maintenance performed since completion of the last scheduled inspection. Describe the work performed, and note the relationship of the unscheduled maintenance to the mishap, if any. Do not state whether the work performed was causal or contributory to the mishap or opine as to whether it was done properly or not. Identify any expendables or other items replaced, repaired, tested, or overhauled. List organizations, dates, and locations where removal, installation, bench check/testing, repair, and overhaul were completed.

8.7.4.6. **AIRFRAME, MISSILE, OR SPACE VEHICLE SYSTEMS.** Describe the conditions of relevant structures and systems post-mishap. Structures and systems include control surfaces, engines, navigational systems, instruments, warning systems, fuel, lubrication, electrical, hydraulic, pneumatic, avionics, communications, and environmental control. Compare the maintenance history of the components to post-mishap structural analyses reports. Identify manufacturers or vendors of all components, accessory systems, or products that are relevant to the mishap.

8.7.4.6.1. Engineering evaluations, analyses, and reports are routinely subject to the Arms Export Control Act or the Export Administration Act of 1979. Obtain permission to release any portions of restricted documents necessary to support the

board president's Statement of Opinion as soon as possible to avoid delays in completion of the report.

8.7.4.6.2. Identify any repair station involved in overhauling, repairing, and bench checking, or testing any components, accessory systems, or units suspected of failure. Determine whether the FAA approved or certified that station, if applicable.

8.7.4.6.3. Discuss whether required aircraft equipment was functioning as intended.

8.7.4.6.4. Review the components and accessories of system reports. State the nature of teardown analyses. Identify the organization that provided each analysis.

8.7.4.7. **WEATHER.**

8.7.4.7.1. Forecast Weather. Describe the weather forecast for the date of the mishap, including precipitation, cloud cover at applicable altitudes, and visibility.

8.7.4.7.2. Observed Weather. Describe the observed weather and any in-flight weather reports that the crew passed or received. Describe the post-mishap weather.

8.7.4.7.3. Space Environment. For space systems, discuss relevant observed and forecast space environmental conditions, including radiation environment and the geomagnetic field.

8.7.4.7.4. Operations. Discuss whether operations were being conducted and/or systems being operated within their prescribed operational weather limitations.

8.7.4.8. **CREW QUALIFICATIONS.**

8.7.4.8.1. Describe the training each crewmember completed chronologically, noting any deficiencies relevant to the mishap. Indicate each crewmember's training currency, performance, experience level, and overall qualifications.

8.7.4.8.2. Summarize the experience of each crewmember involved in the mishap by hours of flying time and include a 30-60-90 day breakdown.

8.7.4.9. **MEDICAL.** Do not include copies of medical records or extracts from them in the AIB report unless the information is critical to explain the cause(s) or substantially contributing factor(s) in the mishap and releasable under FOIA or other applicable regulations. Note: This is a very sensitive section with regard to privacy concerns.

8.7.4.9.1. Qualifications. State whether crewmembers were medically qualified for flight or missile alert duty at the time of the accident.

8.7.4.9.2. Health. Review the mishap survivor's post-accident medical examination record and state whether any results appear related to the accident.

8.7.4.9.3. Pathology. Review autopsy reports and briefly state the cause of death. Do not include autopsy reports or graphic details regarding the injury. In describing the causes of death, remain aware of the sensitivities of surviving family members. Review and discuss post-mortem toxicology reports.

8.7.4.9.4. Lifestyle. Describe unusual habits, behavior, or stress of the crew or maintenance personnel only when required to support a cause(s) or substantially

contributing factor(s) in the mishap. If none, write “There is no evidence to suggest lifestyle factors were a factor in the mishap.”

8.7.4.9.5. Crew Rest and Crew Duty Time. Discuss crew rest and crew duty time requirements and whether those requirements were met.

8.7.4.10. OPERATIONS AND SUPERVISION.

8.7.4.10.1. Operations. Discuss the operations tempo and any other operations issues not discussed elsewhere in the report.

8.7.4.10.2. Supervision. Discuss the oversight of the mission.

8.7.4.11. **HUMAN FACTORS ANALYSIS.** Discuss only those human factors that the AIB president relies on for the cause(s) and/or substantially contributing factors in his/her Statement of Opinion. Use the DoD Human Factors Analysis and Classification System definitions in AFI 91-204, Attachment 6.

8.7.4.12. GOVERNING DIRECTIVES AND PUBLICATIONS.

8.7.4.12.1. List all directives and publications relevant to the mishap mission and indicate which are available on the Air Force e-Publishing website: <http://www.e-publishing.af.mil>.

8.7.4.12.2. Give specific paragraph references from the listed directives and publications for any known deviations that were a factor in the mishap, except when otherwise discussed elsewhere in the report.

8.7.4.13. **SIGNATURE AND DATE.** The AIB president dates and signs the Summary of Facts with his/her name and signature block as “President, Accident Investigation Board.” This occurs when the report is submitted for formal quality review. The board president may sign the document electronically in lieu of using a “wet ink” signature.

8.8. Statement of Opinion for Accident Investigation Boards. The information in paragraphs 8.8.2 to 8.8.8 also applies to GAIBs in cases where AFLOA/JACC has authorized a Statement of Opinion for the GAIB. The Statement of Opinion shall be 12 point Times New Roman font, single spaced, written in first person using specific facts found in the Summary of Facts in order to support the conclusion. The opinion must be clear, complete, and concise when stating an opinion as to cause(s) and/or substantially contributing factor(s) in the mishap (as required by 10 U.S.C. § 2254(c), which only applies to aerospace investigations). It is a stand-alone document without reference to the Executive Summary or Summary of Facts. The opinion is the board president’s alone and is publicly releasable as part of the AIB report.

8.8.1. Liability and Litigation. The opinion is not considered an admission of liability by the United States or by any person referred to therein, and may not be considered as evidence in any civil or criminal proceeding arising from the aerospace accident. See 10 U.S.C. § 2254(d). At the beginning of the Statement of Opinion, include the statement provided in paragraph 8.4.8.

8.8.2. Scope of the Statement of Opinion. The opinion contains a brief recap of the mishap mission and identifies the cause(s) and/or substantially contributing factor(s) in the mishap. Any opinion as to cause(s) or substantially contributing factor(s) shall be supported by facts stated in the Summary of Facts, which must be supported by evidence included in the tabs.

8.8.3. Standard of Proof. The standard of proof shall be the preponderance of the evidence. Preponderance of the evidence is credible evidence, which, as a whole, shows that the fact sought to be proved is more probable than not. In other words, a preponderance of the evidence means such evidence as, when considered and compared with the evidence opposed to it, has more convincing force, and produces in your mind's belief that what is sought to be proved is more likely true than not true.

8.8.4. Cause. A cause is an act, omission, condition, or circumstance that starts, sustains, or creates a condition permitting the mishap, without which the mishap could not have occurred. It may be an element of human, environmental, mechanical performance or a combination thereof. A given act, omission, condition, or circumstance is a "cause" if correcting, eliminating, or avoiding it would have prevented the mishap. In other words, a factor is causal if "but for" that factor taking place, the mishap would not have occurred.

8.8.4.1. The board president provides an opinion regarding the cause(s) of the mishap only when a preponderance of the evidence supports the causal opinion.

8.8.4.2. Each individual mishap cause cited must be supported by a preponderance of the evidence.

8.8.4.3. The board president consults with the legal advisor to determine if available credible evidence meets the preponderance of the evidence standard of proof.

8.8.4.4. The legal standard must be clearly stated (e.g., "I find by a preponderance of the evidence the cause of the mishap was...").

8.8.5. Substantially Contributing Factors. A substantially contributing factor is an act, omission, condition, or circumstance that played an important role, directly or indirectly, in the mishap, but its correction, elimination, or avoidance would not, by itself, have prevented the mishap.

8.8.5.1. If the board president is unable to determine a cause, he/she shall describe the factors, if any, which substantially contributed to the mishap. In cases where the board president is able to determine the cause(s) of the mishap, he/she may also attribute substantially contributing factors.

8.8.5.2. Explain the connection between each individual substantially contributing factor and the mishap.

8.8.5.3. Each individual substantially contributing factor must be supported by a preponderance of the evidence.

8.8.5.4. The legal standard must be clearly stated (e.g., "I find by a preponderance of evidence that each of the following factors substantially contributed to the mishap...").

8.8.6. Evidence Considered. When weighing the evidence, consider all available credible evidence including:

8.8.6.1. Direct evidence (e.g., actual knowledge or observation of witnesses).

8.8.6.2. Indirect evidence (e.g., using facts or statements from which reasonable inferences, deductions, and conclusions may be drawn to establish an unobserved fact, knowledge, or state of mind). This is also known as circumstantial evidence.

8.8.7. Weighing Evidence. The weight of the evidence is not determined by the number of witnesses or documents but by considering all the evidence and evaluating the totality of the circumstances such as a witness' behavior, opportunity for knowledge, information possessed, ability to recall and relate events, bias, reliability, and relationship to the matter being considered.

8.8.7.1. The board must consider the credibility of all the evidence when discussing the potential cause(s) and/or substantially contributing factor(s).

8.8.8. Signature and Date. The board president shall date and sign the Statement of Opinion with his/her name and signature block as "President, [Ground] Accident Investigation Board." This occurs when the report is submitted for formal quality review. The board president may sign the document electronically in lieu of using a "wet ink" signature. Because reports are posted online, it is recommended the board president sign the report electronically.

8.9. Index of Tabs. The Index of Tabs follows the Statement of Opinion for AIBs and follows the Summary of Facts for GAIBs (unless the GAIB is authorized to contain a Statement of Opinion). See Attachment 2.

8.10. Tabs for Accident Investigation Boards. See Chapter 11 for information regarding the tabs for abbreviated AIBs and Chapter 13 for information regarding the tabs for GAIBs.

8.10.1. Tabs A through S of the report shall be identical to Part 1 of the SIB report (Tabs A through S), except as otherwise authorized pursuant to this publication or by AFLOA/JACC waiver on a case-by-case basis.

8.10.1.1. Any additional evidence gathered by the accident investigation that would logically fit under Tabs A through S shall be placed separately in the AIB investigation tabs (Tabs T to BB). If additional tabs are needed, the accident investigation may create tabs starting with Tab CC.

8.10.2. The board must obtain written permission before including documents or excerpts from documents subject to the Arms Export Control Act and the Export Administration Act of 1979 (e.g., maintenance documents, including flight manuals, maintenance manuals, TOs, and TCTOs). Include this written permission for release with the document excerpt(s).

8.10.3. Original documents reviewed by the AIB should be properly safeguarded. Do not make any marks on the original documents. Make alterations and redactions on copies using appropriate software.

8.10.4. Do not attach tab markers for individual documents within each tab. However, include a table of contents on the first page of each tab. See Attachment 2.

8.10.5. Include the following tabs in the AIB report. See Chapter 13 for tabs included in the GAIB report:

8.10.5.1. Tab A - Safety Investigator Information

8.10.5.2. Tab B - Not Used

8.10.5.3. Tab C - Not Used

8.10.5.4. Tab D - Maintenance Report, Records, and Data

- 8.10.5.5. Tab E - Not Used
- 8.10.5.6. Tab F - Weather and Environmental Records and Data
- 8.10.5.7. Tab G - Personnel Records
- 8.10.5.8. Tab H - Egress, Aircrew Flight Equipment, Impact, and Crashworthy Analysis
- 8.10.5.9. Tab I - Deficiency Reports
- 8.10.5.10. Tab J - Releasable Technical Reports and Engineering Evaluations
- 8.10.5.11. Tab K - Mission Records and Data
- 8.10.5.12. Tab L - Factual Parametric, Audio, and Video Data from On-board Recorders
- 8.10.5.13. Tab M - Data From Ground Radar and Other Sources
- 8.10.5.14. Tab N - Transcripts of Voice Communications
- 8.10.5.15. Tab O - Any Additional Substantiating Data and Reports
- 8.10.5.16. Tab P - Damage Summaries
- 8.10.5.17. Tab Q - AIB Transfer Documents
- 8.10.5.18. Tab R - Releasable Witness Testimony. The accident investigation redacts inappropriate or nonrelevant statement contained in Tab R.
- 8.10.5.19. Tab S - Releasable Photographs, Videos, Diagrams, and Animations
- 8.10.5.20. Tab T - Personnel Records Not Included in Tab G
- 8.10.5.21. Tab U - Maintenance Report, Records, and Data Not Included in Tab D
- 8.10.5.22. Tab V - Witness Testimony and Statements
- 8.10.5.23. Tab W - Weather and Environmental Records and Data Not Included in Tab F
- 8.10.5.24. Tab X - Statements of Injury or Death. Observe Privacy Act provisions of AFI 33-332 and do not include items that constitute an unwarranted invasion of personal privacy under DoD 5400.7-R_AFMAN 33-302. Also, limit injury or death details to information sufficient to support the findings and conclusions. Avoid graphic descriptions of trauma or injuries. Do not include the autopsy report. Be mindful of potential NoK sensitivities. The medical member should draft a general MFR indicating the cause of death or injury and describe any abnormal laboratory test results or other medical factors affecting crew performance.
- 8.10.5.25. Tab Y - Legal Board Appointment Documents. This includes all documents that appoint AIB members and details AIB SME(s). If any AIB member(s) or SME(s) are released early, include any documentation of the early release.
- 8.10.5.26. Tab Z - Photographs, Videos, Diagrams, and Animations Not Included in Tab S
- 8.10.5.27. Tab AA - Flight Documents. Include copies or excerpts of low-level route books, flying charts, and departure and approach plates that the pilot/operator used during the mishap flight. Also include flight planning documents and FAA bookings.

8.10.5.28. Tab BB - Applicable Regulations, Directives, and Other Government Documents. This tab includes instructions, regulations, operating instructions, manuals, permits, licenses, and other documents issued by appropriate government authorities, to include Air Force officials. It only includes policy and/or guidance documents that are relevant and applicable to the accident being investigated.

8.10.5.28.1. When including documents in this tab, include the cover page and only the page(s) from the document which are referenced in the report.

8.10.5.28.2. Ensure the documents included in this tab are the version that was current at the time of the mishap and are not restricted from public release.

8.11. Informal Quality Review.

8.11.1. The purpose of the informal quality review is to quickly assess whether the report is clear, understandable, and accurate and to identify any major deficiencies in the investigation or analysis in time for the board president to make changes or continue the investigation should he/she wish to do so while the accident investigation is still in place.

8.11.2. Informal Quality Review for High-Interest Mishaps. The accident investigation shall forward a draft of the Executive Summary, Summary of Facts, and Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized) to the CA's SJA for an informal quality review. The CA's SJA may request the tabs at his/her discretion.

8.11.2.1. The CA's SJA, at his/her discretion, may elect to forward the draft to AFLOA/JACC for assistance with the informal quality review. If the CA's SJA elects to forward the draft to AFLOA/JACC, AFLOA/JACC reviews it and provides comments back to the CA's SJA. The CA's SJA is not required to accept or forward any AFLOA/JACC comments to the board president.

8.11.2.2. Regardless of whether AFLOA/JACC assists with the informal quality review, the CA's SJA must independently review the report and provide his/her own comments to the board president within three duty days of his/her receipt or one duty day from his/her receipt of any comments from AFLOA/JACC, whichever occurs later.

8.11.3. Informal Quality Review for Non High-Interest Mishaps. The accident investigation shall forward a draft of the Executive Summary, Summary of Facts, and Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized) to the CA's SJA for an informal quality review. The CA's SJA may request the tabs at his/her discretion.

8.11.3.1. The CA's SJA shall review the report and provide his/her own comments to the board president within three duty days of his/her receipt.

8.11.4. All comments will be provided through the CA's SJA to the board president through the legal advisor and will NOT be attributed to any individual. Staff officials, other than the SJA or his/her representative, shall not communicate directly in any way with the board concerning the content of the report prior to approval of the report. The CA's SJA or any member of his/her staff that has received any privileged safety information from the preceding safety investigation will not communicate directly or indirectly with any member of the board, nor will they review the report prior to approval.

8.11.5. Undue Influence. It is imperative the board president, members, and SMEs not be subjected to actual or perceived undue influence by anyone, to include the CA, his/her staff,

or any individual or organization superior to the board president, members or SMEs. Undue influence might be manifested by an attempt to direct the board president to reach a specific opinion or conclusion, improperly influence the board president, or mandate changes to the report or the perception thereof. However, the prohibition against undue influence does not prohibit a CA from communicating directly with the board president receiving periodic updates of the board's progress, requesting consideration of new evidence, or presenting for the board president's consideration alternative opinions and hypotheses interpreting the evidence. The CA's SJA may communicate directly or indirectly with the legal advisor concerning the content of the report, including arranging "operator-to-operator" or "expert-to-expert" discussions when necessary to resolve concerns raised during the review. Despite these possibilities, the CA and the CA's SJA must take precautions to ensure there is no appearance of anyone unduly influencing the accident investigation board.

8.12. Sending the Report to the Convening Authority's SJA.

8.12.1. The accident investigation shall mail (via civilian courier) the original report and as many copies (paper and electronic) as specified by the CA's SJA. If the CA's SJA only requires an electronic version of the report, send it through secure means.

8.12.2. The report shall not be mailed through the military postal system.

Chapter 9

POST-INVESTIGATION MATTERS

9.1. Personal Notes and Drafts. After the CA approves the report, the board president will instruct all board members and SMEs to destroy all investigation-related notes, emails, and draft reports. Following approval of the report, the only investigation-related records that shall exist are the approved report, items (e.g., original documents, wreckage, etc.) returned to the appropriate host installation units, and ancillary documents/evidence forwarded to the CA's SJA with the post-investigation memorandum.

9.2. Post-Investigation Memorandum. The post-investigation memorandum serves as a formal record of transmittal of all investigative documents and evidence to the CA's SJA.

9.2.1. The investigation process is not complete until board members and SMEs have returned original records to the proper custodians, transferred custody of wreckage, and forwarded the post-investigation memorandum with all ancillary documents/evidence to the CA's SJA.

9.2.2. The post-investigation memorandum consists of a cover letter with attachments. It should be properly marked "PERSONAL DATA – PRIVACY ACT OF 1974 (5 U.S.C. § 552a)" in recognition of witness and board members/SMEs personal information. See Attachment 2.

9.2.3. Attachments. Attach and forward to the CA's SJA the following documents/evidence to the post-investigation memorandum:

9.2.3.1. Evidence Inventory List. Inventory all documents, audiocassettes/CDs/DVDs, videotapes, and all other evidence, being forwarded to the CA's SJA. The board will indicate on the inventory which items may not be releasable under FOIA (such as autopsy photos, Privacy Act of 1974 information, Arms Export Control Act information, and the Export Administration Act of 1979).

9.2.3.2. Original documents regarding destroyed aircraft or deceased mishap personnel (excluding medical and dental records); video recordings; audio recordings of witness interviews; photographs; and digital media. However, forward copies of the medical and dental records for deceased mishap personnel. Original records of non-fatal mishap members shall be returned to the proper record custodians. Forward copies of these records (excluding medical and dental records) to the CA's SJA.

9.2.3.2.1. File the documents in an appropriate box. Place each document or item in a labeled or numbered file folder or envelope so it is easily identifiable and retrievable. Label boxes with date of accident, location of accident, MAJCOM, aircraft tail number/asset identification number, and item numbers contained therein (e.g., Box 2 of 3, containing Items #42 - #86). Include in each box a complete inventory list. See Attachment 2 for a sample inventory list.

9.2.3.3. Classified Evidence. If a classified interview was conducted or there is classified evidence, mark the classified information appropriately and forward the classified information separately IAW proper guidance for forwarding classified information.

- 9.2.3.3.1. After classified documents have been reviewed, if no pertinent information is found relating to the investigation, and they are not used to support the report in any way, return the items to their respective organization or source.
- 9.2.3.4. Forward a certified copy of the ATC tapes IAW AFI 51-301, *Civil Litigation*, Chapter 8. Original ATC tapes are to be retained for six months by the Airfield Operations Flight Commander IAW AFI 13-204, Volume 3, *Airfield Operations Procedures and Programs*.
- 9.2.3.5. Photo Inventory. Indicate the number of digital camera memory cards and/or CDs (and the number of images on each). Generally identify the subject matter of the photographs and identify the source of the photographs (also identify the photographer if known). This can be included as part of the basic inventory discussed above or as a separate document.
- 9.2.3.6. Wreckage Location. Describe the major wreckage components, their location, the office symbol, name and contact information for the wreckage custodian, and any other wreckage information bearing on future wreckage disposal. See Attachment 2.
- 9.2.3.7. Wreckage Disposition Transmittal Letters. Include copies of letters to the host installation commander or designee documenting transfer of wreckage. Include copies of memoranda documenting transfer of any specific parts for laboratory testing or repairs, and the contact information of the custodian. Include any AFLOA/JACC memoranda approving early disposal of the wreckage.
- 9.2.3.8. If the board president approved release of non-wreckage pieces of evidence (e.g., personal property of the mishap pilot unrelated to the mishap), attach any documentation indicating the item released and its recipient.
- 9.2.3.9. Record Transmittal Letters. Include copies of letters reflecting the return of medical, dental, personnel, flight, maintenance, or other records to the original custodian. Ensure the letters include the full address of the unit or person to whom records were returned and the custodian's signed acknowledgment. See Attachment 2 for a sample records transmittal letter.
- 9.2.3.10. TCM Approval Letters. Include letters and/or emails approving the inclusion in the report of TO excerpts, engineering analysis reports, contractor proprietary information, FOUO documents, or other documents that are subject to the Arms Export Control Act, the Export Administration Act of 1979, or other proprietary protections or protection from public release.
- 9.2.3.11. Witness List. Include a consolidated list of witnesses, including full names, units, SSNs, Defense Switch Network (DSN), commercial duty and home telephone numbers, and duty address. If the board chose not to interview a SIB witness, also include the reason why the witness was not interviewed (e.g., redundant or irrelevant testimony, witness unavailable, etc.). A sample witness list is at Attachment 2.
- 9.2.3.12. AFRC and ANG duty orders and/or any other proof of duty status. Include a copy of each AFRC and ANG witness' duty orders from the time and date of the mishap and date of the accident investigation interview.

9.2.3.13. Board members and SMEs. Include a list of board members and SMEs, including full names, board positions, DSN, commercial duty and home telephone numbers, and duty address. See Attachment 2.

9.2.3.14. Pseudonyms. Include a consolidated list of the pseudonyms of relevant individuals, including full names, units, SSNs, DSN, commercial duty and home telephone numbers, and duty address.

9.2.4. Forward the post-investigation memorandum and ancillary documents/evidence to the CA's SJA no later than 15 calendar days of forwarding the completed report to the CA's SJA.

9.2.5. The CA's SJA maintains a copy of the post-investigation memorandum until AFLOA/JACC releases the entire wreckage from legal hold.

9.3. Disposition of the Report, Documents, Evidence, and Other Materials. The CA's SJA:

9.3.1. Stores the AIB/GAIB report with original signatures for a period ending three years from the date of the mishap, and then retires it to the appropriate Federal Records Center/National Archives and Records Administration office. The report is destroyed 25 years from the date of the mishap, unless it is deemed historically significant by either the CA or AFLOA/JACC.

9.3.1.1. If the report was signed electronically, the CA has the discretion to store the report in electronic format rather than in paper copy.

9.3.2. Stores all ancillary non-privileged documents and other non-wreckage evidence (including photographs) gathered by the safety and accident investigations until released from legal hold.

9.3.3. Retains the CVR and other voice communication tapes for storage until AFLOA/JACC releases the wreckage from legal hold. Do not release CVR tapes or other voice communication tapes, HUD tapes containing audio, or copies of tapes, without the approval of AFLOA/JACC.

9.3.4. Ensures the retention of classified HUD tapes by the appropriate office at the MAJCOM or NAF until AFLOA/JACC releases the wreckage from legal hold. See paragraph 9.2.3.3.1, if applicable.

9.3.5. Responds to requests for copies of the report. Because the accident investigation report is prepared to be fully releasable to the public, approved copies of the report will not be altered or further redacted prior to release to the public.

9.3.6. Once released from legal hold, returns the ancillary documents/evidence to the source agency or disposes of them IAW applicable regulations.

9.4. Wreckage Custody, Removal, Storage and Disposal.

9.4.1. Wreckage Custody. Immediately after the mishap, custody of the wreckage is vested first in the incident commander. (The incident commander, at his/her discretion, transfers custody of the wreckage to the SIB president at the start of the SIB. The SIB president then transfers custody of the wreckage, in writing after conclusion of the safety investigation, to the accident investigation board president. After the wreckage is no longer required for the accident investigation, the board president transfers custody of the wreckage, in writing, to

the host installation commander or designee. If there is NWRM in the wreckage, the board president will notify the local NWRMAO of any NWRM that has been transferred to the installation commander or designee.

9.4.1.1. In the event an accident investigation has not been convened by the time the SIB has concluded its investigation, the SIB, through the CA's Chief of Safety, contacts the CA's SJA to determine whether an accident investigation will be convened, and if so, the SIB transfers custody of the wreckage and non-privileged safety evidence to the person or office designated by the CA's SJA. If no accident investigation will be convened, the CA's SJA in consultation with AFLOA/JACC, determines whether the evidence should be retained in anticipation of litigation, and if so, determines where the evidence will be stored and retains the appropriate chain of custody documentation. If no accident investigation will be convened, and no litigation is reasonably anticipated, the SIB transfers the wreckage and evidence IAW the instruction of the CA's SE.

9.4.2. Wreckage Removal and Storage. The host installation commander, or other custodian designated by the CA, is responsible for removing, storing and preserving wreckage transferred to his/her custody by the board president. The CA, at his/her discretion, may fund removal and storage of the wreckage.

9.4.3. Wreckage Disposal. Once released from legal hold, the host installation commander disposes of the wreckage in compliance with applicable disposal instructions. Consult with the appropriate logistics directorate for further information. If there is NWRM in the wreckage, ensure compliance with AFI 20-110 by returning any NWRM to the local NWRMAO for proper disposition.

9.5. Request for Wreckage Release. Wreckage from Class A mishaps (except for those covered by paragraphs 9.5.1 and 11.6) must be retained and preserved until specifically released from legal hold by AFLOA/JACC.

9.5.1. For a Class A mishap that resulted solely in damage to government property and did not involve loss/destruction of an Air Force asset, the CA's SJA may release the wreckage from legal hold once the report has been approved.

9.5.2. If the request for release of wreckage is initiated prior to the approval of the accident investigation report, then the board president and the CA or designee shall concur with the wreckage release request to ensure the release will not compromise the integrity of the investigation before forwarding to AFLOA/JACC for approval.

9.5.3. After the accident investigation has completed its investigation, wreckage requests for release from legal hold are submitted through the host installation's SJA and the CA's SJA to AFLOA/JACC.

9.5.4. Provide the following information in wreckage release requests:

9.5.4.1. Date of accident.

9.5.4.2. Type and tail number of aircraft, RPA, missile, or space vehicle or identification number of the asset involved.

9.5.4.3. Location of accident.

9.5.4.4. Persons killed and status of injured personnel.

9.5.4.5. Estimate of the number, types, and dollar amount of claims anticipated or filed.

9.5.4.6. Whether there is a mission requirement for immediate release of the wreckage.

9.5.5. A release from legal hold by AFLOA/JACC is not a disposal authorization. Those in possession of the wreckage must further comply with applicable disposal instructions. Consult with the appropriate logistics directorate for further information.

9.6. Request for Authorization to Repair Aircraft, RPA, Missile, Space Vehicle, or Other Asset. No aircraft, RPA, missile, space vehicle or other asset involved in a Class A mishap shall be repaired and returned to service until AFLOA/JACC releases it from legal hold. However, if the mishap resulted solely in damage to government property and did not involve the loss/destruction of the asset, the CA's SJA may authorize repair and return to service.

9.7. Release of Aero Club Aircraft Wreckage and Ancillary Documents/Evidence. Retain all Aero Club aircraft mishap wreckage and ancillary documents/evidence for NTSB investigation if the mishap involved a fatality or serious personal injury, the aircraft was destroyed, or the mishap may result in a claim or litigation.

9.7.1. The Aero Club aircraft may not be repaired and returned to service until AFLOA/JACC releases it from legal hold.

9.7.2. All documents and evidence gathered during the Aero Club investigation shall be released from legal hold at the same time AFLOA/JACC releases the wreckage from legal hold.

9.7.3. Send written requests for release from legal hold to AFLOA/JACC, with an informational copy to the Services Law Division, Office of the Staff Judge Advocate, Air Force Personnel Center, Joint Base San Antonio-Randolph, Texas. Provide the information listed in paragraph 9.5.4.

9.7.4. Release from legal hold from AFLOA/JACC is not a disposal authorization. Those in possession of Aero Club wreckage must coordinate with Community Programs Branch, Directorate of Services, Air Force Personnel Center (AFPC/SVPCR) for guidance on proper disposal/disposition of the wreckage.

9.8. Accident Site Remediation. For information concerning environmental remediation, see AFI 32-7020, *The Environmental Restoration Program*, or if overseas, see AFI 32-7001, *Environmental Management*. Questions regarding accident site restoration, as well as obtaining access to the accident site when the owner of the property denies access, may be directed to AFLOA/JACE-FSC.

9.9. Allegations Against Senior Officials or Colonels (or Civilian Equivalent). Following approval of the report, if there is information or an allegation made against a senior official or a colonel (or civilian equivalent), the CA's SJA notifies the CA. If the CA determines it to be reportable, immediately reports it to the Air Force Inspector General's Senior Official Inquiries Directorate (SAF/IGS) as required under AFI 90-301. The CA may notify intermediate commanders.

9.10. Changes to the Accident Investigation Report after Approval. After the accident investigation report has been approved, no material changes can be made to the report unless the CA formally reopens the investigation in order to make the desired modifications. If the accident investigation is reopened to make changes, the CA must accomplish a new action, which also

indicates that the investigation was reopened to make changes to the report. Material changes are any changes to the report other than fixing grammatical and typographical errors. See paragraph 10.4 for further information on reopening an investigation.

Chapter 10

APPROVAL, DISTRIBUTION OF THE ACCIDENT INVESTIGATION REPORT AND NEXT-OF-KIN BRIEFINGS

10.1. Formal Quality Review and Legal Review.

10.1.1. General considerations. The formal quality review is part of the CA's SJA's formal staffing of the completed report immediately prior to approval by the CA. During the formal quality review the CA's SJA analyzes format and content of the report for compliance with this publication, checking all citations for accuracy and ensuring non-releasable or inappropriate information is not included in the report.

10.1.1.1. Prior to the CA's approval, the report shall not be provided to any intermediate commands, officials, and organizations outside the DoD, or the public, except as otherwise mandated by international agreement or other applicable legal requirement.

10.1.1.2. At the discretion of the CA's SJA, a TCM can review the report to confirm technical data included in the report is approved for public release.

10.1.2. Formal Quality Review. The board president initiates the approval process by sending, through the legal advisor, the completed report to the CA's SJA. The CA's SJA provides the report to the appropriate staff offices, as determined by the CA (and to AFLOA/JACC for high-interest mishaps) for review and comment.

10.1.2.1. The formal quality review and legal review process should be completed in 30 days.

10.1.2.2. High-Interest Mishap Format Quality Review.

10.1.2.2.1. The CA's staff offices will review the report and provide their comments back to the CA's SJA within the time established by the CA's SJA. AFLOA/JACC will provide its comments back to the CA's SJA within five duty days of receipt of the complete report. Any delay beyond this time period will be communicated to the CA's SJA. AFLOA/JACC's comments will be limited to the narrative language, advising whether it is logical, supportable on its face, and compliant with this publication.

10.1.2.2.2. The CA's SJA must independently review the report and provide his/her own comments along with the comments received from AFLOA/JACC and CA's staff offices, back to the board president, through the legal advisor. No comment should be attributed to any particular individual, but may be identified by the originating organization or office (e.g., AFLOA/JACC, A3/5, or JA). Staff comments are not publicly releasable and are not incorporated into the report.

10.1.2.2.2.1. Neither staff officials, nor anyone else, other than the SJA or his/her representative, shall communicate directly in any way with the board concerning the content of the report prior to approval of the report.

10.1.2.2.3. The board president must consider the comments before finalizing the report. Based upon the comments received, the board president may elect to continue

the investigation, modify the report accordingly, or make no changes to the report. The legal advisor advises the CA's SJA of the course of action.

10.1.2.2.4. The CA's SJA receives the revised report, completes a final legal review, and should forward the report to the CA within 30 days of the start of the formal quality review. The legal review assesses whether the report meets the requirements of this publication and therefore is legally sufficient. The legal review is forwarded with the report to the CA, but is not publicly releasable and is not incorporated into the report.

10.1.2.3. Non High-Interest Mishap Formal Quality Review.

10.1.2.3.1. The CA's staff offices will review the report and provide their comments back to the CA's SJA within the time established by the CA's SJA.

10.1.2.3.2. The CA's SJA must independently review the report and provide his/her own comments along with the comments received from the CA's staff offices, back to the board president, through the legal advisor. No comment should be attributed to any particular individual, but may be identified by the originating organization or office (e.g., A3/5, or JA). Staff comments are not publicly releasable and are not incorporated into the report.

10.1.2.3.2.1. Neither staff officials, nor anyone else, other than the SJA or his/her representative, shall communicate directly in any way with the board concerning the content of the report prior to approval of the report.

10.1.2.3.3. The board president must consider the comments before finalizing the report. Based upon the comments received, the board president may elect to continue the investigation, modify the report accordingly, or make no changes to the report. The legal advisor advises the CA's SJA of the course of action.

10.1.2.3.4. The CA's SJA receives the revised report, completes a final legal review, and should forward the report to the CA within 30 days of the start of the formal quality review. The legal review assesses whether the report meets the requirements of this publication and therefore is legally sufficient. The legal review is forwarded with the report to the CA, but is not publicly releasable and is not incorporated into the report.

10.2. Undue Influence. It is imperative the board president, members, and SMEs not be subjected to actual or perceived undue influence by anyone, to include the CA, his/her staff, or any individual or organization superior to the board president, members or SMEs. Undue influence might be manifested by an attempt to direct the board president to reach a specific opinion or conclusion, improperly influence the board president, or mandate changes to the report or the perception thereof. However, the prohibition against undue influence does not prohibit a CA from communicating directly with the board president receiving periodic updates of the board's progress, requesting consideration of new evidence, or presenting for the board president's consideration alternative opinions and hypotheses interpreting the evidence. The CA's SJA may communicate directly or indirectly with the legal advisor concerning the content of the report, including arranging "operator-to-operator" or "expert-to-expert" discussions when necessary to resolve concerns raised during the review. Despite these possibilities, the CA and

the CA's SJA must take precautions to ensure there is no appearance of anyone unduly influencing the accident investigation board.

10.3. Approval of the Report. The CA reviews the report, decides whether to approve the report as written or return it to the board president for further action. Approval of the report indicates the accident investigation and resulting report complied with applicable laws and regulations. For AIBs and for GAIBs, if a Statement of Opinion is authorized, approval by the CA does not indicate that the CA agrees with the board president's Statement of Opinion. If the CA finds the report to be legally insufficient he/she may opt to not approve the report and convene another investigation.

10.3.1. The CA should not approve the report with comments since the comments would not fall within the purview of 10 U.S.C. §2254(d).

10.3.2. Upon approval of the report, the CA's SJA shall prepare the CA's action on the report IAW the format in Attachment 2. Once signed by the CA, the document shall be placed under the front cover of the report and distributed with the report.

10.3.3. Upon the CA's approval of the report, the CA's SJA may reduce the report to an electronic file. However, NoK and seriously injured personnel shall be offered both hard copies and electronic versions of the report.

10.4. Reopening the Accident Investigation. Following approval of the report, the CA has discretion to reopen the accident investigation upon discovery of previously unknown material evidence or evidence that in the board president's opinion could affect the Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized).

10.4.1. The CA reopens the accident investigation by issuing a convening order to the board president in a format similar to the order that initially convened the accident investigation.

10.4.2. The order that reopens the investigation will specify the scope of the accident investigation's additional investigation and the format the board president will use to report the results of the additional investigation.

10.4.3. The order will identify which board members or SMEs are recalled or newly appointed. At a minimum, the new order will specify a board president and legal advisor.

10.5. Informational Briefing. If the CA requests a formal briefing of the report prior to its approval, the board president, with the approval of the CA, may provide an informational briefing to the NAF commander (or civilian equivalent) before briefing the CA. In addition, the CA may invite the mishap wing commander to be present at the informational briefing. The purpose of this informational briefing is solely to prepare the intermediate commander(s) for the formal briefing with the CA.

10.6. Distributing the Accident Investigation Report:

10.6.1. High-Interest Mishaps.

10.6.1.1. If the report involves a high-interest mishap, the following documents must be forwarded by e-mail to AFLOA/JACC immediately following approval of the report. The documents forwarded to AFLOA/JACC (known as the high-interest mishap package) shall not be released until after the briefings to the NoK and/or seriously injured personnel.

10.6.1.1.1. A cover sheet that prominently displays “CONTROLLED UNCLASSIFIED INFORMATION. NOT APPROVED FOR PUBLIC RELEASE.”

10.6.1.1.2. The cover page of the report.

10.6.1.1.3. The CA’s action.

10.6.1.1.4. The Executive Summary.

10.6.1.1.5. The Summary of Facts, including the Table of Contents and Acronyms and Abbreviations.

10.6.1.1.6. The Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized).

10.6.1.1.7. The Index of Tabs.

10.6.1.1.8. The PA Release Plan, approved by the CA, which includes:

10.6.1.1.8.1. A proposed timeline for the release of the report, including NoK and/or seriously injured personnel briefings and public release.

10.6.1.1.8.2. A description of public, press, and congressional interest.

10.6.1.1.8.3. A press release and anticipated questions and answers.

10.6.1.2. Upon receipt of all the aforementioned documents, AFLOA/JACC will prepare and deliver a high-interest mishap package to AF/JA for forwarding to the offices of SecAF and AF/CC for review.

10.6.1.2.1. No one shall contact the NoK and/or seriously injured personnel to schedule a briefing until AFLOA/JACC informs the CA’s SJA it is permissible to do so. This will normally occur four duty days after the offices of SecAF and AF/CC receive the complete high-interest mishap package from AF/JA; however, circumstances may extend this four-duty day period.

10.6.1.3. After AFLOA/JACC informs the CA’s SJA that the NoK and/or seriously injured personnel briefings may be scheduled, the CA’s SJA may forward a copy of the CA’s Action, Executive Summary, Summary of Facts, and Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized) to the following offices (annotate on each report copy “CLOSE HOLD UNTIL PUBLIC RELEASE”) prior to briefing NoK and/or seriously injured personnel or public release of the report.

10.6.1.3.1. The CA’s Chief of Safety if a SIB was convened to investigate the mishap. Annotate on the transmittal document that no comments made or actions taken by safety personnel as a result of their review of the report are to be disclosed outside the Air Force Safety Community. Under no circumstances shall any information concerning any differences between the two investigations be relayed by anyone in the safety community to the accident investigation board or the CA’s SJA. Any concerns identified by the safety community shall be communicated directly to the CA.

10.6.1.3.2. AFSEC/JA.

10.6.1.3.3. Mishap wing commander and intermediate commanders.

10.6.1.3.4. Other MAJCOM commanders whose assets or personnel were involved in the accident.

10.6.1.3.5. Foreign military commanders and civilian authorities as appropriate.

10.6.2. Non High-Interest Mishaps.

10.6.2.1. After the CA approves the report, the CA's SJA coordinates with the CA's PA for report distribution.

10.6.2.2. After the report is approved, the CA's SJA shall e-mail a copy of the CA's Action, Executive Summary, Summary of Facts, and Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized) to AFLOA/JACC. Annotate on the e-mail that the report is "CLOSE HOLD UNTIL PUBLIC RELEASE."

10.6.2.3. In addition to the above and prior to release of the report to the public or the media, provide a copy of the CA's Action, Executive Summary, Summary of Facts, and the Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized) to the following offices. Annotate on the transmittal document that the report is "CLOSE HOLD UNTIL PUBLIC RELEASE."

10.6.2.3.1. The CA's Chief of Safety if an SIB was convened to investigate the mishap. Annotate on the transmittal document that no comments made or actions taken by safety personnel as a result of their review of the report are to be disclosed outside the Air Force Safety Community. Under no circumstances shall any information concerning any differences between the two investigations be relayed by anyone in the safety community to the accident investigation board or the CA's SJA. Any concerns identified by the safety community shall be communicated directly to the CA.

10.6.2.3.2. AFSEC/JA.

10.6.2.3.3. Mishap wing commander and intermediate commanders.

10.6.2.3.4. The SJA of any MAJCOM commander whose assets or personnel were involved in the mishap.

10.6.2.3.5. Members of Congress, if requested. See paragraph 10.8.

10.6.2.3.6. Foreign military and civilian authorities, as appropriate.

10.7. High-Interest Mishaps: Briefings to Next-of-Kin and/or Seriously Injured Personnel.

10.7.1. Before public release of the report, brief the accident investigation to the NoK and/or seriously injured personnel. The CA may, within his/her discretion, direct briefings for other close relatives or friends of the deceased member(s). The board president will be the primary briefing officer.

10.7.1.1. NoK and seriously injured personnel briefings shall not be audio/video recorded. Telephonic or video-conferenced briefings are strictly prohibited.

10.7.2. The briefing to the NoK and/or seriously injured personnel is to:

10.7.2.1. Personally express the condolences of the Department of the Air Force for the death or injury resulting from the mishap;

10.7.2.2. Personally deliver a copy of the report (either a hard copy, an electronic copy or both depending on the wishes of the NoK and/or seriously injured personnel); and

10.7.2.3. Provide a basic briefing of the investigation, including the cause(s) and/or the substantially contributing factor(s) in the mishap for AIBs (and for GAIBs, if a Statement of Opinion is authorized), and to answer briefing recipients' questions.

10.7.3. Multiple NoK and/or seriously injured personnel briefings.

10.7.3.1. If there are multiple NoK and/or seriously injured personnel, the CA will determine whether the board president will conduct all briefings in person, or if multiple briefing officers will be appointed to conduct simultaneous briefings in person. If multiple briefing officers are appointed, they will be field grade officers and should be board members when possible. The legal advisor will not attend the briefing, unless authorized by AFLOA/JACC.

10.7.3.2. Each recipient shall receive substantially the same briefing. Therefore, each briefing officer must fully understand the results of the accident investigation and clearly brief it based on a uniform briefing plan. If multiple briefing officers are used, they will not deviate from the approved briefing plan.

10.7.3.3. If multiple briefings are scheduled but will not occur at the same time, the briefing officer will ask briefing recipients to refrain from talking to the media or public about matters that were briefed until after completion of scheduled briefings. The purpose of the request is to ensure the last individuals briefed receive factual information from the briefing officer before they receive it from other sources (e.g., other individuals who were briefed, the media, etc.).

10.7.4. The CA's SJA shall provide training to Air Force personnel who will conduct the briefings. Representatives from other members of the CA's headquarters staff (e.g., PA, Mental Health, Casualty Assistance, Mortuary Affairs, Surgeon General, etc.) provide training, as appropriate.

10.8. High-Interest Mishaps: Congressional and Other Briefings.

10.8.1. Following the briefings to the NoK and/or seriously injured personnel, but before public release, provide a copy of the report and a briefing to congressional members, if requested. Contact the Air Force Legislative Liaison Program (SAF/LLP) for further guidance.

10.8.2. If the mishap involved personnel from other MAJCOMs, other DoD components, allied forces, or prominent public officials, additional briefings may be necessary or appropriate before public release, but shall follow the briefings to the NoK and/or seriously injured personnel. Consult with the CA's SJA and CA's PA for assistance in identifying and coordinating these additional briefings.

10.9. Subsequent Report Distribution in All Mishaps. The CA's SJA provides the following offices/entities with a complete electronic copy of the report within 5 duty days of public release.

10.9.1. The SJA of any MAJCOM involved in the accident.

10.9.2. AFLOA/JACC.

10.9.3. AFSEC/JA.

10.9.4. For mishaps involving contractors subject to potential contractual liability as a result of the accident, Staff Judge Advocate, Headquarters, Air Force Materiel Command.

10.9.5. For mishaps involving suspected defective or non-conforming products, Air Force Office of Special Investigations, Investigations, Collections, and Operations Nexus (AFOSI/ICON), Economic Crime Integration Desk.

10.10. Requests for Copies of the Approved Report.

10.10.1. The CA is the official release authority for the report and responds to requests for copies of the report.

Chapter 11

ABBREVIATED ACCIDENT INVESTIGATIONS

11.1. General Considerations. At the CA's discretion, an abbreviated investigation may be conducted pursuant to this chapter allowing for the investigation procedures and report format to be modified to conserve time and resources. Unless specifically addressed in this chapter, compliance with the rules and procedures in the remaining chapters of this publication is mandatory.

11.2. Convening an Abbreviated Accident Investigation Board. Abbreviated AIBs shall only be convened under the below circumstances. (See Chapter 13 for circumstances in which abbreviated GAIBs may be convened. If an abbreviated GAIB is convened, it is convened pursuant to this chapter and the provisions in this chapter apply.)

11.2.1. When an AIB is required pursuant to paragraph 1.5 and the mishap is not a high-interest mishap, involves an RPA (other than a sub-scale RPV) or a Full Scale Aerial Target Remotely Piloted Vehicle (FSAT RPV), and claims and litigation are not likely or expected to arise from the mishap.

11.2.1.1. If during an abbreviated investigation, it becomes apparent that a rights advisement is necessary, the CA's SJA should consider whether to continue with an abbreviated investigation, convene a full investigation, or terminate the investigation and refer the matter to other investigative channels.

11.2.2. When convening an AIB is discretionary. See paragraph 1.6 regarding factors to consider when determining whether to convene a discretionary AIB.

11.3. Abbreviated Accident Investigation Member Qualifications.

11.3.1. The board president should be in a grade equal to, or greater than, the grade of the corresponding SIB president or, in the case of a single SIB investigator, the accident investigation board president shall at a minimum be a field grade officer.

11.3.2. An abbreviated accident investigation shall have a president and legal advisor. Consider appointing a recorder, other board members, and SMEs, as needed.

11.3.3. The board president must be a graduate of the BPC.

11.3.4. The legal advisor shall be a graduate of the AIC or its predecessor the AIBLAC.

11.4. Collection of Evidence. An abbreviated accident investigation should proceed along the same lines as a full scale accident investigation. See Chapter 5 for conducting the investigation. Physical evidence may be viewed and tested, witnesses interviewed, and SMEs used to analyze the facts and data available. However, the documentation required, the number of witnesses interviewed, and depth of technical analyses may vary, depending on the circumstances. The abbreviated accident investigation should not sacrifice the quality of a comprehensive investigation because of its abbreviated nature.

11.5. Writing and Assembling the Abbreviated Report.

11.5.1. All reports must have an Executive Summary, Summary of Facts, and Statement of Opinion (for AIBs, and for GAIBs, if a Statement of Opinion is authorized). However, the content and amount of supporting documentation and other evidence may vary.

11.5.2. Tabs.

11.5.2.1. When the SIB, or the single investigator, has produced a formal report:

11.5.2.1.1. The accident investigation shall incorporate the SIB Part 1 as Tabs A through S of the report. The remaining Tabs T to BB may be added if necessary. If any of the Tabs T to BB are not used, indicate “Tab Not Used” where appropriate.

11.5.2.2. When the SIB, or single investigator, has not produced a formal report, tabs may be used, as necessary to incorporate non-privileged information received from the safety investigation.

11.5.3. The cover page and “Authority” paragraph of the Summary of Facts must state: “This investigation is an Abbreviated [Ground] Accident Investigation, conducted pursuant to Chapter 11 of AFI 51-503.”

11.6. Disposition of Wreckage.

11.6.1. The CA’s SJA may release wreckage from legal hold once the abbreviated report has been approved.

11.6.2. The CA’s SJA shall notify AFLOA/JACC in writing when releasing wreckage from legal hold.

11.6.3. Only the CA or designee may approve the aircraft’s or asset’s repair and return to operational service prior to approval of the abbreviated report.

11.6.4. A release from legal hold is not a disposal authorization. Those in possession of the wreckage must further comply with applicable instructions. Consult with the appropriate logistics directorate for further information. If there is NWRM in the wreckage, ensure compliance with AFI 20-110 by returning any NWRM to the local NWRMAO for proper disposition.

Chapter 12

INVESTIGATING SPACE MISHAPS

12.1. General Policy.

12.1.1. An accident investigation shall not be convened pursuant to this publication for space anomalies or other occurrences that do not meet the definition of “accident” in this publication (e.g., no damage occurred, mission was successful, etc.).

12.1.2. The unique nature of the space industry forms the basis for Air Force policy authorizing the release of relevant space mishap evidence and equipment to commercial space users with a direct interest in the information, and to other federal space agencies, prior to the completion of the SIB and AIB processes, if such release will not hamper either process. The releases allow space launch contractors to make necessary changes and continue with scheduled launches, thus enabling rapid reuse of launch platforms and equipment. The commercial users are instructed to maintain the confidentiality of the information provided to them and to refrain from releasing it without specific Air Force authorization.

12.1.3. Space accident investigations generally take considerably more time to complete due to the complex technical data that must be downloaded and analyzed, as well as, the classified and sensitive nature of the payloads and space launch vehicles.

12.1.3.1. Due to the classified nature of space assets, coordinate early with AFSPC/JA and AFLOA/JACC to obtain a waiver of the public release requirement and produce a classified addendum, if needed.

12.1.3.2. Proprietary information, ITAR information, or other sensitive information not otherwise classified, do not qualify for a separate addendum (e.g., proprietary addendum).

12.1.4. Space SIB and accident investigations may be conducted simultaneously and rely heavily on the receipt of the technical analyses conducted by the Engineering Analysis Group (EAG), discussed in paragraph 12.2 below, in arriving at their findings and conclusions.

12.1.5. There are many unique aspects of a space accident investigation, including:

12.1.5.1. Often, there is no mishap site; the only tie to the ground will be the launch or operations center.

12.1.5.2. With on-orbit mishaps, there is usually no physical evidence, just telemetry data that can only be deciphered by those who built the craft.

12.1.5.3. Space systems often do not have DoD maintenance personnel; contractors provide support for launch and on-orbit operations.

12.1.5.4. Most military satellites are bought in limited quantities; after the last is launched, contractor support quickly dwindles as those who built the craft and have the most knowledge of it have moved on to other projects.

12.1.5.5. Many space mishaps, particularly on-orbit, are classified.

12.2. The Engineering Analysis Group. The contractor and the system program office, in coordination with the SIB and AIB presidents, may establish an EAG to assist in analyzing the technical data from a mishap.

12.2.1. The group is composed of contractor personnel (who must sign confidentiality agreements), Air Force representatives, and other experts, as necessary. See Attachment 2.

12.2.2. The EAG is not required to identify causes or to make recommendations, but may do so.

12.2.3. The EAG works with, but independently of, both the SIB and AIB. The EAG is not subject to the direction or supervision of either board.

12.2.3.1. The SIB and space accident investigation may ask questions of the EAG; however, the EAG may not discuss SIB comments with the accident investigation.

12.2.4. The EAG may recommend to the SIB president and the space accident investigation president that certain non-privileged evidence and equipment be released in order that space launches may continue.

12.2.4.1. The space accident investigation president, with the concurrence of the SIB president, shall release any such evidence or equipment unless doing so will hinder the SIB and space accident investigation processes.

12.2.5. Under no circumstances will the EAG take any action that will hinder the work of the SIB or space accident investigation. If at any time, the work of the EAG is thought to be hindering the ability of the space accident investigation to meet its objectives, the space accident investigation president shall notify AFSPC/JA immediately.

12.2.6. The AIB is not required to adopt any findings or conclusions of the EAG.

12.3. Guidance for Space Mishaps. The AIB shall contact AFSPC/JA for specific guidance regarding the investigation of space mishaps.

12.4. Assembling the Space AIB Report.

12.4.1. Assemble the AIB report in the same manner as other AIB reports, IAW Chapter 8.

12.4.2. Incorporate space-unique evidence in tabs not otherwise designated in Chapter 8.

Chapter 13

GROUND ACCIDENT INVESTIGATIONS

13.1. Ground Accident Investigation Board Composition.

13.1.1. At a minimum, a GAIB must include a board president, legal advisor, and recorder.

13.1.2. Other board members and SMEs may be appointed as circumstances require, depending upon the type and complexity of the mishap. They may include individuals with extensive knowledge, training, and/or experience in specialty areas related to the mishap, including:

13.1.2.1. Medical member, if fatality or seriously injured personnel or if other medical issues are known or suspected to have been involved in the mishap.

13.1.2.2. Bioenvironmental engineering, if bioenvironmental health factors are known or suspected to have been involved in the mishap.

13.1.2.3. Vehicle maintenance, if the mishap involved a motor vehicle.

13.1.2.4. Civil engineering, if machinery, electrical equipment, drinking water treatment or distribution system components, wastewater treatment system components, or electricity distribution system components are or may have been involved in the mishap.

13.1.2.5. Fire protection, if the mishap resulted from fire.

13.1.2.6. Meteorology, if weather or weather service is known or suspected to have been involved in the mishap.

13.1.2.7. Law enforcement, if the mishap involved a motor vehicle, machinery, weapon, or Security Forces Combat Arms activity (e.g., training on a firing range). **Note:** The scope of the GAIB is to discover the facts associated with the mishap and not to conduct a criminal investigation into alleged crimes.

13.1.2.8. Munitions, if the mishap involved explosive items or munitions.

13.1.2.9. If there is no preceding SIB, and at the discretion of the CA, a trained IO not performing safety duties may serve as a SME to assist in gathering factual, non-privileged evidence.

13.1.2.10. If the accident being investigated involved a training exercise, facility, system, or activity, the GAIB may include an appropriate individual with expertise in such activities.

13.1.2.11. See Chapter 3 for additional board members, SMEs or observers.

13.2. Outline of the Summary of Facts for Ground Accident Investigation Boards. Use the following outline to construct the Summary of Facts for GAIBs. Address each section, even if to state, “not applicable.” Add additional sections to address additional issues as necessary. Do not include any human factors in the GAIB report, unless a Statement of Opinion has been authorized by AFLOA/JACC, and the human factors relate to the cause and/or substantially contributing factors. The GAIB must avoid stating or implying any fact was a cause(s) or substantially contributing factor(s) in the mishap.

13.2.1. AUTHORITY AND PURPOSE.

13.2.1.1. Authority. Reference the authority for conducting the investigation, including this publication, the CA, and letters/orders appointing the GAIB members. List the board members and SMEs on the GAIB. Indicate whether the investigation is an Abbreviated Ground Accident Investigation, conducted pursuant to Chapter 11 of AFI 51-503.

13.2.1.1.1. GAIB members and SMEs shall be identified by position (e.g., maintenance member, legal advisor, etc.).

13.2.1.2. Purpose. Use the following language for the purpose: “In accordance with AFI 51-503, *Aerospace and Ground Accident Investigations*, this accident investigation board conducted a legal investigation to inquire into all the facts and circumstances surrounding this Air Force ground accident, prepare a publicly-releasable report, and obtain and preserve all available evidence for use in litigation, claims, disciplinary action, and adverse administrative action.”

13.2.2. **ACCIDENT SUMMARY.** A brief synopsis similar to that used in the Executive Summary is preferred, usually one paragraph. Include the date of the accident, precise location, type of asset and identification number, unit and unit location, pseudonyms of the mishap personnel (and their respective units and unit locations), numbers of military and civilian casualties, monetary value of government loss and generally indicate both military and civilian property damage, if any. Do not describe the cause(s) of the accident and/or any substantially contributing factor(s).

13.2.3. **BACKGROUND.** Include current information regarding relevant units, agencies, programs, resources, procedures, and mission tasking.

13.2.4. SEQUENCE OF EVENTS.

13.2.4.1. Provide a chronology of relevant events surrounding the accident and the immediate responses to the accident. The chronology will include relevant decisions and actions made by individuals and relevant organizational actions upon notification of the accident. The chronology should include or be accompanied by appropriate narrative to make it clear to readers what did/did not happen and why.

13.2.4.2. Search and Rescue. Describe SAR assets and the rescue operations. Indicate the time of accident and the time and origin of the first rescue call. Identify the organization responding to the call and the time it found the survivors, fatalities, and wreckage. Describe the sequence of events from the time the initial rescue call was received. List equipment sent to the accident site. Explain any delays between the time the accident was reported, the rescue call, and the time the rescue team left for the accident site. Identify difficulties experienced in the rescue effort such as weather, time of day, topography, or civilians at the accident site.

13.2.4.3. Recovery of Remains. Describe the recovery operation and identify the organization that handled the recovery operation.

13.2.5. MAINTENANCE.

13.2.5.1. Maintenance Documents. Describe the results of the review of maintenance documents.

13.2.5.2. Maintenance Forms. Describe annotations on maintenance forms and logs that may relate to the accident. Indicate discrepancies, if any. Note the status of all TCTOs that may relate to the accident. Report whether historical records reveal any recurring maintenance problems.

13.2.5.3. Scheduled Inspections. Indicate the status of all scheduled inspections, and whether satisfactorily completed. Note discrepancies, if any.

13.2.5.4. Maintenance Procedures. Report any maintenance procedure, practice, or performance that is related to the accident, including work completed by civilian contractors. Identify all personnel, units, and commercial entities that serviced or maintained any of the equipment, vehicles, facilities, or systems relevant to the accident. Review pre-accident maintenance service records, paying attention to the quality of supervision provided to maintenance personnel, as well as to their performance.

13.2.5.5. Unscheduled Maintenance. Report unscheduled maintenance performed since completion of the last scheduled inspection. Describe the work performed, and, if applicable, note the lack of any relationship between the unscheduled maintenance and the accident. Note any expendables or other items replaced, repaired, tested, or overhauled. List agencies, dates, and places where removal, installation, bench check/testing, repair, and overhaul were completed.

13.2.5.6. Maintenance Personnel and Supervision. Determine if maintenance personnel had adequate training, experience and supervision to complete assigned tasks by reviewing appropriate training and certification records, performance evaluations or reports, and staff progress records.

13.2.6. EQUIPMENT, VEHICLES, FACILITIES, AND SYSTEMS.

13.2.6.1. Discuss whether equipment, vehicle, facilities, and systems involved in the accident were functioning properly.

13.2.6.2. Review the maintenance history of the components and the results of any teardown analyses that were conducted.

13.2.6.2.1. Identify manufacturers or vendors of all components, accessory systems, or products that may be linked to the cause of the accident.

13.2.6.2.2. Identify any repair station involved in overhauling, repairing, bench checking, or testing any components, accessory systems, or units suspected of failure.

13.2.6.3. Describe the condition of the equipment, vehicles, facilities, and systems involved in the accident as they were found after the mishap.

13.2.7. ENVIRONMENTAL CONDITIONS.

13.2.7.1. Describe the forecast and observed weather for the date of the accident.

13.2.7.1.1. Specify illumination and visibility at time and place of accident. Mention wind conditions, if relevant.

13.2.7.1.2. Describe the post-accident weather, if relevant.

13.2.7.2. Describe topography, geology, elevation, climate, tide, fire, and/or other environmental conditions relevant to the accident.

13.2.7.3. Describe any warnings, restrictions, procedures and/or briefings about environmental conditions persons involved in the accident knew or may have known about that are relevant to the accident (e.g., fire and water restrictions, winter weather precautions, and high elevation safety measures).

13.2.8. PERSONNEL QUALIFICATIONS.

13.2.8.1. Describe the relevant training of Air Force military and civilian personnel involved in the accident. Present this information chronologically and note any deficiencies.

13.2.8.2. Describe the training currency, performance, experience level, and overall qualifications of Air Force military and civilian personnel involved in the accident.

13.2.9. MEDICAL.

13.2.9.1. Review pre- and post-accident medical examination records of Air Force military and civilian personnel involved in the accident and identify any physical or mental health attributes that are or appear to be relevant to the accident.

13.2.9.2. Generally describe injuries or medical conditions Air Force civilian and military personnel incurred due to the accident. Do not include any graphic details about the injuries.

13.2.9.3. Review autopsy reports of individuals who died as a result of the accident and generally state the causes of death. In describing the causes of death, remain acutely aware of the sensitivities of the NoK. Do not include autopsy reports in the GAIB report.

13.2.9.4. Review and discuss post mortem toxicology reports. Do not include toxicology reports in the GAIB report.

13.2.9.5. Describe unusual habits, behavior, or stress of Air Force personnel involved in the accident. If unusual habits, behavior, or stress are not factors in the accident, the GAIB report may state, "There is no evidence that lifestyle factors were a factor in the accident."

13.2.10. OPERATIONS AND SUPERVISION.

13.2.10.1. Discuss the relevant operations tempo of Air Force organizations involved in the accident.

13.2.10.2. Discuss the required and actual oversight of the equipment, vehicles, facilities, systems, and/or activities involved in the mishap.

13.2.11. GOVERNING DIRECTIVES AND PUBLICATIONS.

13.2.11.1. List all directives and publications relevant to the mishap mission and indicate which are available on the AF e-Publishing web site: <http://www.e-publishing.af.mil>.

13.2.11.2. Give specific paragraph references from the listed directives and publications for any known deviations related to the mishap, except as otherwise discussed elsewhere in the report.

13.2.12. **SIGNATURE AND DATE.** The GAIB president signs and dates the Summary of Facts with his/her name and signature block as "President, Ground Accident Investigation

Board.” This occurs when the report is submitted for formal quality review. The board president may sign the document electronically in lieu of using a “wet ink” signature. Because reports are posted online, it is recommended the board president sign the report electronically.

13.3. Statement of Opinion. Because the statutory protections of 10 U.S.C. § 2254(d) do not apply to ground accidents, GAIBs shall not contain a Statement of Opinion unless specifically authorized in advance by AFLOA/JACC.

13.4. Tabs. Include the tabs below in the GAIB report. For Class A ground mishaps, the SIB is not required to create all of Tabs A through S. At a minimum, IAW Air Force Manual 91-224, the SIB is required to create and provide the tabs marked “Mandatory” below.

- 13.4.1. Tab A - Distribution Memorandum and Safety Investigator Information [Mandatory]
- 13.4.2. Tab B - Not Used
- 13.4.3. Tab C - Not Used
- 13.4.4. Tab D - Maintenance Records and Data
- 13.4.5. Tab E - Reserved. Information that does not fall under other tabs.
- 13.4.6. Tab F - Weather and Environmental Records and Data
- 13.4.7. Tab G - Personnel Records [Mandatory]
- 13.4.8. Tab H - Not Used
- 13.4.9. Tab I - Deficiency Reports (DRs)
- 13.4.10. Tab J - Releasable Technical Reports and Engineering Evaluations
- 13.4.11. Tab K - Mission Records and Data
- 13.4.12. Tab L - Data From On-Board Recorders
- 13.4.13. Tab M - Data From Ground Radar and Other Sources
- 13.4.14. Tab N - Transcripts of Voice Communications
- 13.4.15. Tab O - Any Additional Substantiating Data and Reports [Mandatory]
- 13.4.16. Tab P - Damage and Injury Summaries
- 13.4.17. Tab Q - Legal Board Transfer Documents [Mandatory]
- 13.4.18. Tab R - Releasable Witness Testimony [Mandatory]. The accident investigation redacts inappropriate or nonrelevant statement contained in Tab R.
- 13.4.19. Tab S - Releasable Photographs, Videos, and Diagrams [Mandatory]
- 13.4.20. Tab T - Personnel Records Not Included in Tab G
- 13.4.21. Tab U - Maintenance Records and Data Not Included Tab D
- 13.4.22. Tab V - Witness Testimony and Statements
- 13.4.23. Tab W - Weather and Environmental Records and Data Not Included in Tab F

13.4.24. Tab X - Statements of Injury or Death. Observe Privacy Act provisions of AFI 33-332 and do not include items that constitute an unwarranted invasion of personal privacy under DoD 5400.7-R_AFMAN 33-302. Also, limit injury or death details to information sufficient to adequately explain the details of the mishap. Avoid graphic descriptions of trauma or injuries. Do not include the autopsy report. Be mindful of potential NoK sensitivities. The medical member should draft a general MFR indicating the cause of death or injury and describe any abnormal laboratory test results or other medical factors affecting personnel performance. Include this MFR in Tab X.

13.4.25. Tab Y - Legal Board Appointment Documents. This includes all documents that appoint GAIB members and details GAIB SME(s). If any GAIB member(s) or SME(s) are released early, include any documentation of the early release.

13.4.26. Tab Z - Photographs, Videos, Diagrams, and Animations Not Included in Tab S

13.4.27. Tab AA - Accident-Related Duty Documents. This tab includes documents or other evidence Air Force personnel involved in the accident relied upon to prepare or carry out the duties they were performing when the accident occurred. It may include blueprints, test reports, operating instructions, maps, permits or licenses, and/or training manuals.

13.4.28. Tab BB - Applicable Regulations, Directives, and Other Government Documents. This tab includes instructions or regulations, operating instructions, manuals, permits or licenses, and other documents issued by appropriate government authorities, to include Air Force officials. It only includes policy and/or guidance documents that are relevant and applicable to the accident being investigated.

13.4.28.1. When including documents in this tab, include the cover page and only the page(s) from the document which are referenced in the report.

13.4.28.2. Ensure the documents included in this tab are the version that was current at the time of the mishap and are not restricted from public release.

13.5. Abbreviated Ground Accident Investigation Boards.

13.5.1. The CA may convene an Abbreviated GAIB under the circumstances described below. An Abbreviated GAIB shall follow appropriate guidance in Chapter 11.

13.5.1.1. When the accident is classified as a Class A mishap solely because the damage to government property is expected to be \$2,000,000 or more.

13.5.1.2. When the CA exercised discretion under paragraph 1.6.

13.5.2. When the mishap is not considered high interest or there is not a reasonable likelihood that claims or litigation will arise from the mishap.

JEFFREY A. ROCKWELL
Major General, USAF Deputy Judge Advocate
General

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

- 5 U.S.C. § 552, *Freedom of Information Act*, 1966 (reformed 1986, electronic FOIA 1996)
- 5 U.S.C. § 552a, *Privacy Act*, 1974
- 5 U.S.C. § 7114, *Rights and Duties of Agencies and Labor Organizations*, 1978
- 10 U.S.C. § 130b, *Personnel in Overseas, Sensitive, or Routinely Deployable Units: Nondisclosure of Personally Identifying Information*, 2002
- 10 U.S.C. §§ 801-940, *Uniform Code of Military Justice (UCMJ)*, 2008
- 10 U.S.C. § 2254, *Treatment of Reports of Aircraft Investigations*, 1992
- 10 U.S.C. § 2254a, *Data Files of Military Flight Operations Quality Assurance Systems: Exemption from Disclosure under Freedom of Information Act*, 2011
- 10 U.S.C. § 2255, *Aircraft Investigation Boards: Composition Requirements*, 2003
- 22 U.S.C. § 2751-2799aa-2, *Arms Export Control Act*, 1981
- 42 U.S.C. § 1320 *et. seq.*, *Health Insurance Portability and Accountability Act (HIPAA)*, 1996
- 50 U.S.C. app. §§ 2401-2420, *Export Administration Act of 1979*
- AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 January 2007, Corrective Actions Applied on 10 May 2013
- AFI 13-204V3, *Airfield Operations Procedures and Programs*, 1 September 2010 (Incorporating Change 1 dated 9 January 2012)
- AFI 20-110, *Nuclear Weapons-Related Materiel Management*, 18 February 2011 (Incorporating Through Change 2 dated 12 October 2012)
- AFI 23-101, *Air Force Materiel Management*, 8 August 2013
- AFI 31-401, *Information Security Program Management*, 1 November 2005 (Incorporating Change 1 dated 19 August 2009)
- AFI 32-7001, *Environmental Management*, 4 November 2011
- AFI 32-7020, *The Environmental Restoration Program*, 7 February 2001
- AFI 33-324, *The Information Collections and Reports Management Program*, 6 March 2013
- AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 5 June 2013
- AFI 34-202, *Protecting Nonappropriated Fund Assets*, 27 August 2004, Certified current 24 November 2008
- AFI 34-225, *Air Force Services Nonappropriated Fund Governance*, 19 October 2011
- AFI 34-1101, *Air Force Warrior and Survivor Care*, 21 June 2012
- AFI 36-809, *Civilian Survivor Assistance*, 1 July 2003

AFI 36-2706, *Equal Opportunity Program, Military and Civilian*, 5 October 2010 (Incorporating Change 1 dated 5 October 2011)

AFI 36-3002, *Casualty Services*, 22 February 2010, Certified current 8 February 2012

AFI 44-119, *Medical Quality Operations*, 16 August 2011

AFI 51-301, *Civil Litigation*, 20 June 2002

AFI 51-501, *Tort Claims*, 15 December 2005

AFI 61-204, *Disseminating Scientific and Technical Information*, 30 August 2002

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 16 August 2012

AFI 90-301, *Inspector General Complaints Resolution*, 23 August 2011 (Incorporating Change 1 dated 6 June 2012)

AFI 91-204, *Safety Investigation Reports*, 12 February 2014, Corrective Actions Applied on 10 April 2014

AFI 91-206(I), *Participation in a Military or Civil Aircraft Accident Safety Investigation*, 8 July 2004

AFMAN 33-363, *Management of Records*, 1 March 2008

AFMAN 91-221, *Weapons Safety Investigations and Reports*, 8 November 2010 (Incorporating through Change 2 dated 28 March 2013)

AFMAN 91-222, *Space Safety Investigations and Reports*, 9 August 2005 (Incorporating through Change 2 dated 11 March 2010)

AFMAN 91-223, *Aviation Safety Investigations and Reports*, 16 May 2013

AFMAN 91-224, *Ground Safety Investigations and Reports*, 1 August 2004, Certified current 16 May 2014

AFPD 31-4, *Information Security*, 1 September 1998

AFPD 51-5, *Military Legal Affairs*, 27 September 1993

AFPD 91-2, *Safety Programs*, 24 February 2012

DoD 5400.7-R, *DoD Freedom of Information Act Program*, 4 September 1998

DoD 5400.7R_AFMAN 33-302, *Freedom of Information Act Program*, 21 October 2010 (Incorporating Change 1, dated 24 April 2012)

DoD 5400.11-R, *DoD Privacy Program*, 14 May 2007 (Incorporating Change 1 dated 1 September 2011)

DoD 5500.7-R, *Joint Ethics Regulation (JER)*, 30 August 1993 (Incorporating Change 7 dated 17 November 2011)

DoD 6025.18-R, *DoD Health Information Privacy Regulation*, 24 January 2003

DoD Directive 5530.3, *International Agreements*, 11 June 1987, Certified current as of 21 November 2003

DoDI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, 6 June 2011

DoD Manual 5200.01, Volume 3, *DoD Information Security Program: Protection of Classified Information*, 24 February 2012 (Incorporating Change 2 dated 19 March 2013)

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADC—Area Defense Counsel

AF—Air Force

AF/A30—B - Executive Director for United States DoD Policy Board on Federal Aviation

AF/CC—Air Force Chief of Staff

AF/JA—The Office of The Judge Advocate General

AF/JAA—Administrative Law Division

AF/JAO—Operations and International Law Directorate

AFE—Aircrew Flight Equipment

AFSA/A3—Air Force Flight Standards Agency

AFI—Air Force Instruction

AFIMS—Air Force Incident Management System

AFLOA/JACC—Claims and Tort Litigation Division, Air Force Legal Operations Agency

AFLOA/JACE—FSC - Field Support Center, Environmental Law and Litigation Division, Air Force Legal Operations Agency

AFLOA/JAJ—Air Force Judiciary, Air Force Legal Operations Agency

AFMAN—Air Force Manual

AFOSI/ICON—Air Force Office of Special Investigations, Investigations, Collections, and Operations Nexus

AFOTEC—Air Force Operational Test and Evaluation Center

AFPC/SVPCR—Community Programs Branch, Directorate of Services, Air Force Personnel Center

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRC/CC—Commander, Air Force Reserve Command

AFSEC—Air Force Safety Center

AFSEC/JA—The Office of the Staff Judge Advocate, Air Force Safety Center

AFSPC/JA—The Office of the Staff Judge Advocate, Air Force Space Command

AFTO—Air Force Technical Order

AIB—Accident Investigation Board

AIBLAC—Accident Investigation Board Legal Advisors Course

AIC—Accident Investigation Course

ANG—Air National Guard

ATC—Air Traffic Control

BPC—Board Presidents Course

CA—Convening Authority

CDI—Commander-Directed Investigation

CVR—Cockpit Voice Recorder

DoD—Department of Defense

DoDI—Department of Defense Instruction

DSN—Defense Switch Network

EAG—Engineering Analysis Group

ECM—Electronic Counter Measure

FAA—Federal Aviation Administration

FAR—Family Assistance Representative

FOIA—Freedom of Information Act

FOUO—For Official Use Only

FSAT RPV—Full Scale Aerial Target Remotely Piloted Vehicle

GAIB—Ground Accident Investigation Board

HIPAA—Health Insurance Portability and Accountability Act

HUD—Head-Up Display

IAW—In Accordance With

IO—Investigating Officer

ITAR—International Traffic in Arms Regulations

JAGUARS—Judge Advocate General Unified Automated Reporting System

MAJCOM—Major Command

MFR—Memorandum for Record

MOA—Memorandum of Agreement

NAF—Numbered Air Force

NDA—Non-Disclosure Agreement
NIMS—National Incident Management System
NoK—Next-of-Kin
NOTAMs—Notices to Airmen
NRP—National Response Plan
NTSB—National Transportation Safety Board
NWRM—Nuclear Weapons-Related Materiel
NWRMAO—Nuclear Weapons-Related Materiel Accountable Officer
OPR—Office of Primary Responsibility
PA—Public Affairs
POC—Point of Contact
RPA—Remotely Piloted Aircraft
RPV—Remotely Piloted Vehicle
SAF/IA—Air Force International Affairs
SAF/IGS—Air Force Inspector General’s Senior Official Inquiries Directorate
SAF/LLP—Air Force Legislative Liaison Program
SAR—Search and Rescue
SE—Chief of Safety
SecAF—Secretary of the Air Force
SIB—Safety Investigation Board
SJA—Staff Judge Advocate
SME—Subject Matter Expert
SSN—Social Security Number
TCM—Technical Content Manager
TCTO—Time Compliance Technical Order
TDY—Temporary Duty
TO—Technical Order
UCMJ—Uniform Code of Military Justice
USAF—United States Air Force
U.S.C.—United States Code
VTC—Video Teleconference

Terms

Accident— An unplanned occurrence, mishap or series of occurrences, that results in damage or injury and meets Class A, B, C, or D mishap reporting criteria IAW DoDI 6055.07 and AFI 91-204, Chapter 1 and Attachment 1. Damage or injury includes: damage to DoD property; occupational illness to DoD military or civilian personnel; injury to DoD military personnel on- or off-duty; injury to on-duty DoD civilian personnel; damage to public or private property; or injury or illness to non-DoD personnel caused by Air Force activities. Unless otherwise indicated, the term “accident” is used interchangeably with the term “mishap” throughout this publication.

Accident Investigation— An investigation of an aerospace or ground mishap constituting an accident as defined above, conducted pursuant to the provisions of AFI 51-503. Aerospace accident investigations arise from mishaps involving aircraft or flying operations. Ground accident investigations arise from mishaps occurring on land or while afloat.

Adverse Information— Information that constitutes: (1) a violation of criminal law; the UCMJ; DoD 5500.7-R, *Joint Ethics Regulation (JER)*; the Anti-Deficiency Act; DoD Directives and Instructions; Air Force Instructions; or military or civilian personnel policies; (2) an abuse of authority, especially when an element of personal benefit accrues to the official, a family member, or an associate; (3) fraud, waste, and abuse or mismanagement, governed by AFI 90-301 or involving non-appropriated funds or morale, welfare, and recreation assets, including personnel and facilities, as governed by AFI 34-225, *Air Force Services Nonappropriated Fund Governance* and AFI 34-202, *Protecting Non-appropriated Funds Assets*; (4) misconduct by a medical provider requiring actions to suspend, limit, or revoke clinical privileges, as governed by AFI 44-119, *Medical Quality Operations*; (5) prohibited discrimination or sexual harassment as described by AFI 36-2706, *Equal Opportunity Program, Military and Civilian*; or (6) a matter not included above which may reflect adversely on the individual’s judgment or exercise of authority.

Adverse Administrative Action— Any proceeding or action taken that adversely affects or has a potential to adversely affect an individual’s current position or career. Such actions include, but are not limited to, discharge, demotion, bar to reenlistment, court-martial, nonjudicial punishment, Letter of Reprimand, or adverse performance evaluation.

Cause— An act, omission, condition, or circumstance that starts, sustains, or creates a condition permitting the mishap, without which the mishap could not have occurred. It may be an element of human, environmental, mechanical performance or a combination thereof. A given act, omission, condition, or circumstance is a “cause” if correcting, eliminating, or avoiding it would have prevented the mishap.

Colonel (or Civilian Equivalent)— For purposes of this publication, any Air Force, Air Force Reserve, or ANG officer in the grade of O-6; officer who has been selected for promotion to the grade of O-6 but has not yet assumed that grade; or Air Force civil service employee in the grade of GS-15.

Convening Authority— The individual responsible for convening and approving the legal (accident) investigation of an on-duty accident involving Air Force aircraft, RPAs (including unmanned aerial vehicles and aerostat balloons), missiles, space systems or equipment, and other Air Force assets or personnel. The convening authority initiates the accident investigation by

convening a board and closes the investigation by approving or disapproving the report prepared about the investigation.

Destroyed Aircraft, RPA, Missile, Space Launch System, or Space Asset— A damaged aircraft/RPA not repaired is not automatically a “destroyed” aircraft/RPA. The decision whether or not to return a damaged aircraft/RPA to service is independent of the mishap class. When the aircraft/RPA will not be returned to service, classify the mishap damage according to the total estimated repair cost as if it had been returned to service. Detailed procedures for obtaining disposition recommendations from the program manager can be found in AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*.

Direct Cost— Direct mishap costs ONLY include property damage costs (DoD and non-DoD) and environmental cleanup costs. According to DoDI 6055.07, calculate the direct cost of an accident by adding all costs of damaged or destroyed assets, including resultant costs such as environmental decontamination and restoration, property clean-up and restitution. The direct cost of damage to DoD or non-DoD property will be computed using the actual cost of repair or replacement (including work hours for repair), or the best official estimate available. The cost of a destroyed aircraft will include the original fly-away cost plus the cost of all modifications in then-year dollars. Do not include the costs of any further DoD property damage resulting from rescue or salvage. The cost of intentionally jettisoned items will not be included in the cost of the mishap.

Department of Defense Civilian Personnel— A Federal civilian employee of the Department of Defense directly hired and paid from appropriated or non-appropriated funds, under permanent or temporary appointment. This includes Reserve Component military technicians (unless in a military duty status), and non-dual status technicians; U.S. Army Corps of Engineers Civil Works employees; Youth or Student Assistance Program employees; and foreign nationals employed by the DoD Components.

Department of Defense Components— The Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the combatant commands, the Office of the Inspector General of the Department of Defense, the Department of Defense agencies, Department of Defense field activities, and all other organizational entities in the Department of Defense.

Department of Defense Military Personnel— All U.S. military personnel, including members of the Army, Navy, Air Force, and Marine Corps Reserves, the Army National Guard of the United States, and the Air National Guard of the United States, on active duty or inactive duty for training under the provisions of Title 10 U.S.C. or Title 32 U.S.C.; cadets of the United States Military Academy and the United States Air Force Academy; midshipmen of the United States Naval Academy; Reserve Officer Training Corps cadets when engaged in directed training activities; and foreign national military personnel assigned to the DoD Components.

Engineering Analysis Group (EAG)— An independent group of contractor personnel, Air Force representatives, and other experts established to assist the SIB and space accident investigation in analyzing the technical data from a space mishap investigation. The EAG may recommend to the SIB president and space accident investigation president that certain non-privileged evidence and equipment be released while the investigations are pending in order that space launches may continue.

Evidence— Information or data upon which a conclusion or judgment may be based. Evidence is information that tends to prove or disprove the existence of a fact. Evidence can include documents, witness testimony or statements, drawings, photographs, videotapes or other recorded information, wreckage, physical objects, test reports and analysis. Evidence includes direct and circumstantial evidence

Executive Summary— A one-page statement of the basic facts surrounding the accident being investigated. For AIBs, and GAIBs if authorized, it also presents the AIB president's opinion regarding the cause(s) and/or factor(s) that substantially contributed to the mishap. The Executive Summary is a stand-alone document often used in press releases. It must be complete and make sense without reference to any other document.

Factual Data Animation— An aircraft accident animation based on non-privileged factual data (also known as a raw cut animation). AFSEC technicians sometimes prepare an animation of the mishap for the SIB. As the raw cut of that animation does not contain any privileged safety information, the accident investigation may use it as part of its investigation.

Fatal Injury— Injury resulting in death, either during the mishap or at a later time, including within 30 days subsequent to a medical discharge, retirement or separation from military service, if the action arises from mishap injuries.

Foreign Country— Any land, water, or airspace that is subject to competent exercise of jurisdiction by one or more foreign governments or international organizations; a nation, territory, or geographic area that is outside the United States.

Friendly Fire— A circumstance in which authorized members of U.S. or friendly military forces, U.S. or friendly official government employees, U.S. DoD or friendly nation contractor personnel, and nongovernmental organizations or private volunteer organizations, who, while accompanying or operating with the U.S. Armed Forces, are mistakenly or accidentally killed or wounded in action by U.S. or friendly forces actively engaged with an enemy or who are directing fire at a hostile force or what is thought to be a hostile force. This also includes incidents that result in only damage or destruction of U.S. or friendly nation's military property mistakenly or accidentally damaged in action by U.S. or friendly forces actively engaged with an enemy, or who are directing fire at a hostile force or what is thought to be a hostile force.

Full Scale Aerial Target Remotely Piloted Vehicle (FSAT RPV)— An RPV that is or was formerly capable of carrying a person. It is usually an aircraft that has been modified to a remotely piloted configuration. Normally used as a target, decoy, sensor platform, or test bed (e.g., QF-4, QF-16, etc.). When an FSAT is carrying a person, it is considered an aircraft under this publication.

Host Installation— The Air Force installation nearest to the accident, unless host installation responsibilities are assigned to an alternate installation or an Air Reserve Component installation. The host installation initially responds to the mishap and provides administrative and logistical support to ensuing safety and accident investigations. The host installation or designee also provides storage and security for evidence and wreckage, as directed. Upon release from legal hold, the host installation disposes of the wreckage. The host installation normally has responsibility for initial clean-up of the accident site and any required follow-on environmental remediation or restoration. For joint bases where the Air Force is not the host service or in control of the installation, the Air Force active duty wing (or group if there if no

active duty wing) takes on the responsibilities of “host installation” to the extent practicable, under the guidance of the CA, and subject to any interservice support agreements. If there is no active duty/component Air Force organization of the joint installation, the AFRC wing (if any) or ANG wing (if there is no AFRC wing) takes on the responsibilities of “host installation” to the extent practicable, under the guidance of the CA, and subject to any interservice support agreements.

Incident Commander— A trained and experienced responder who provides on-scene control using subject matter experts (SME) and support from other functional areas. Normally, incident commanders are SMEs from the Fire, Medical, or Security Forces response elements. The incident commander uses the Air Force Incident Management System (AFIMS) to manage the incident. AFIMS is a methodology designed to incorporate the requirements of Homeland Security Presidential Directive - 5, the National Incident Management System (NIMS), and the National Response Plan (NRP). AFIMS has replaced the term “on scene commander” with “incident commander” to be consistent with NIMS and NRP terminology. See AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*.

Installation— A base, camp, post, station, yard, center, or other DoD activity under the jurisdiction of the Secretary of one of the DoD’s military departments. An installation might be located in the United States or in a territory, commonwealth, or possession of the United States. An installation might also be located in an area outside the United States. An installation may be a grouping of facilities, located in the same vicinity, which support particular functions.

International Agreement— A multilateral or bilateral agreement, such as a base rights or access agreement, a status of forces agreement, including practices and standards established pursuant to such agreement, or any other instrument defined as a binding international agreement under DoD Directive 5530.3, *International Agreements*.

Joint Service Accident— A single mishap involving two or more military services of the DoD in which one or more services experiences reportable injuries or damages.

Legal Investigation— An investigation of a DoD accident conducted for any purpose other than mishap prevention. A legal investigation inquires into the facts and circumstances surrounding an accident, but does not focus on mishap prevention. A legal investigation obtains and preserves evidence for use in litigation, adjudication of tort claims, disciplinary action, adverse administrative action, and all other purposes except mishap prevention. A legal investigation can include an accident investigation, CDI, or any other formal investigative process.

Major Command (MAJCOM)— The primary subdivisions that are directly subordinate to Headquarters United States Air Force.

Major Command Commander— Commander of an Air Force Major Command. The Air Force Major Commands are Air Combat Command, Air Education and Training Command, Air Force Global Strike Command, Air Force Materiel Command, Air Force Reserve Command, Air Force Space Command, Air Force Special Operations Command, Air Mobility Command, Pacific Air Forces, and United States Air Forces in Europe - Air Forces Africa. In addition, for purposes of this publication, this term includes the air component commander of a Unified Combatant Command during contingency or combat operations.

Mishap— See definition of “accident.”

Mishap Costs— See definition of “direct costs.”

Missile Mishap— Mishaps involving missiles that are propelled through air or water that are unmanned, guided by internal or external systems, self-propelled, and designed to deliver ordnance to a target or act as a target. This term includes missile support equipment.

Next—of-Kin (NoK) - The person(s) most closely related to another person. Normally, the NoK for a married person is the decedent’s widow or widower. For single individuals without children, the NoK normally is the surviving parents or, if none, surviving siblings. The CA and board president should not use this definition as a firm limitation on who may attend the NoK briefing. Sensitivities to family relations and circumstances should dictate how many people and who may attend the NoK briefing, or if separate briefings are more appropriate.

On—Duty - DoD personnel are on-duty when: (1) physically present at any location where they are to perform their officially assigned work (officially assigned work includes organization-sponsored events an employee is permitted to attend, regardless of location, and includes those activities incident to normal work activities that occur on DoD installations, such as lunch, coffee, or rest breaks, and all activities aboard military vessels); (2) being transported by DoD or commercial conveyance to perform officially assigned work (includes travel in private motor vehicles or commercial conveyances while performing official duty but does not include routine travel to and from work or employee travel during a permanent change of station move); and (3) on TDY or additional duty (TDY personnel are on-duty 24-hours a day for any injury that results from activities essential or incidental to the TDY assignment; however, when personnel deviate from the normal incidents of the trip and become involved in activities, personal or otherwise, that are not reasonably incidental to the duties of the TDY assignment contemplated by the employer, the person ceases to be considered on-duty for purposes of this publication). See DoDI 6055.07, *Mishap Notification, Investigation, Reporting, and Record Keeping*, for additional information.

Off-Duty— DoD personnel are off-duty when they are not on-duty. Reserve Component personnel performing inactive duty training (IDT) (e.g., drill, Additional Flight Training Program flights) shall be considered off-duty: When traveling to or from the place at which such duty is performed; or While remaining overnight, immediately before the commencement of IDT; or While remaining overnight between successive periods of IDT, at or in the vicinity of the site of the IDT, unless the site of the IDT is outside reasonable commuting distance of the member's residence.”

Overseas— A nation, territory, or geographic area that is outside the United States; a foreign country or territory.

Personally Identifying/Identifiable Information— According to 10 U.S.C. § 130b, “personally identifying information,” with respect to any person, means the person’s name, rank, duty address, and official title and information regarding the person’s pay. According to DoD 5400.11-R, *DoD Privacy Program*, “personally identifiable information” means information which can be used to distinguish or trace an individual’s identity, such as their name, SSN, date and place of birth, mother’s maiden name, biometric records, including any other personal information which is linked or linkable to a specified individual.

Preponderance of Evidence— The greater weight of credible evidence. Evidence, which, as a whole, shows that the fact sought to be proved is more probable than not. In other words, a

preponderance of the evidence means such evidence as, when considered and compared with the evidence opposed to it, has more convincing force, and produces in your mind's belief that what is sought to be proved is more likely true than not true.

Privileged Safety Information— Privileged safety information refers to information that is exempt by case law from disclosure outside the Air Force safety community. The military safety privilege is judicially recognized and protects the military investigative process. Safety privileged information shall only be used for mishap prevention. The Air Force treats privileged safety information as confidential information to ensure commanders quickly obtain accurate mishap information thereby promoting safety, combat readiness, and mission accomplishment. Privileged information includes: (1) Findings, conclusions, causes, recommendations, analysis, and the deliberative process of safety investigators; (2) Diagrams and exhibits if they contain information which depicts the analysis of safety investigators. This includes draft versions of the above material; (3) Information given to safety investigators pursuant to a promise of confidentiality, including any information derived from that information or direct/indirect references to that information; (4) Computer generated animations, simulations, or simulator reenactments in which safety investigator analysis or hypotheticals are incorporated. Animations made exclusively from recorder data (including Military Flight Operations Quality Assurance data) are not privileged; (5) Photographs, imagery, and animations that reveal the deliberative process of the board, including photographs with markings; and (6) IAW AFI 91-204 the SIB's life sciences material, particularly 14-day and 72-hour histories, are only privileged if privilege was granted by a safety or life sciences investigator. However, if histories are not labeled either "privileged" or "non-privileged," then the legal advisor shall confirm with the SIB whether the histories are "non-privileged" before allowing other board members and SMEs access.

Recorder— A DoD military member familiar with administrative procedures associated with accident investigations. A recorder should be detailed to the accident investigation to provide administrative assistance as directed by the board president. A paralegal should serve as recorder.

Remotely Piloted Aircraft (RPA)— A powered aerial vehicle that does not carry a human operator, uses aerodynamic forces (including buoyancy or dynamic action) to provide vehicle lift, can fly autonomously or be piloted remotely, can be expendable or recoverable, and can carry a lethal or nonlethal payload. This includes aerostat balloons. Ballistic or semi-ballistic vehicles, cruise missiles, and artillery projectiles are not considered RPAs. RPAs are operated and exclusively controlled by a DoD Component, or furnished by the Government or in bailment to a non-DoD organization for modification, maintenance, repair, test, contract training, or experimental project for a DoD Component, when the Government has assumed ground and flight risk.

Remotely Piloted Vehicle (RPV)— An unmanned vehicle capable of being controlled from a distant location through a communication link. It is normally designed to be recoverable. An RPV may be used as a target, attack reconnaissance, electronic counter measure (ECM), or test bed-carrying vehicle. It may be an aircraft specifically designed as an RPV or a formerly manned aircraft modified to the remotely piloted configuration. For purposes of this publication, all RPVs are aerospace vehicles.

Safety Investigation— An investigation of a DoD accident conducted solely to prevent future mishaps. A safety investigation tries to determine why a mishap occurred and identifies actions

that can be taken to prevent similar accidents from happening in the future. AFI 91-204 prescribes when and how to conduct an Air Force safety investigation.

Senior Official— A Senior Official is defined as any active or retired Regular Air Force, Air Force Reserve, or Air National Guard military officer in the grade of O-7 (brigadier general) select and above, and Air National Guard Colonels with a Certificate of Eligibility (COE). Current or former members of the Senior Executive Service (SES) or equivalent and current and former Air Force civilian Presidential appointees are also considered senior officials. (NOTE: under DOD policy, an officer becomes an O-7 select, and therefore a senior official, at the time the selection board that selects the officer adjourns.)

Serious Injury— An injury or occupational illness that, in the opinion of competent medical authority, results in permanent total disability or permanent partial disability.

Site— Any single parcel of land, regardless of size, used and maintained by a DoD Component. A mishap site is any location where a mishap occurs, regardless of land ownership or use.

Space Mishap— A mishap involving space systems or unique space support equipment. Space anomalies or other occurrences (e.g., no damage occurred, mission was successful, etc.) that do not meet the definition of “accident” in this publication are not space mishaps.

Statement of Opinion— A written narrative of the AIB president’s opinion on the cause(s) and/or substantially contributing factor(s) of the accident being investigated. If authorized by AFLOA/JACC, a GAIB president may also write a statement of opinion. The Statement of Opinion is a stand-alone document and does not address matters outside the scope of the accident investigation. A Statement of Opinion is prepared and included in the AIB report.

Status of Forces Agreement— A bilateral or multilateral agreement that defines the legal position of a visiting military force deployed in the territory of a friendly state.

Subject Matter Expert (SME)— An expert whose involvement with the board is limited to his/her area of expertise. A SME must have sufficient knowledge, skill, or training in a specific matter to be considered an expert in that subject area. Typically, SMEs do not participate in board deliberations or witness interviews, but may provide input on witness interview questions to ask. SMEs shall not be appointed on the convening order.

Substantially Contributing Factor— An act, omission, condition, or circumstance that is shown by a preponderance of evidence to have played an important role, directly or indirectly, in the mishap, but its correction, elimination, or avoidance would not, by itself, have prevented the mishap.

Summary of Facts— A written narrative of the relevant facts regarding the accident being investigated. It does not include conclusions or opinions about the cause(s) and/or factor(s) that substantially contributed to the accident. The Summary of Facts should be written in a manner that the general public can comprehend and must explain all technical terms. All statements of facts must be cited to a tab in the report.

Tabs— Portion of the AIB/GAIB report containing the documents and other evidence referenced in the Summary of Facts. Tabs are numbered consecutively from A to Z, followed by AA, BB, and so on to ZZ. Each tab contains different information. An Index of Tabs appears before Tab A that identifies all tabs contained in the report.

Technical Content Manager (TCM)— An individual who may authorize (as appropriate) a TCTO, TO, flight manual excerpt, engineering analysis report, or FOUO document for inclusion in a publicly-releasable report.

Unified Combatant Command— A command that has a broad continuing mission under a single commander and is composed of significant assigned components of two or more Military Departments. A Unified Combatant Command is established and so designated by the President through the Secretary of Defense with the advice and assistance of the Chairman of the Joint Chiefs of Staff. Also called a Unified Command.

United States Air Force Aerospace Vehicle— All manned vehicles and RPAs supported in flight by buoyancy or dynamic action. The term includes those vehicles owned or leased by the Air Force, AFRC, or ANG. Generally, Air Force aerospace vehicles are: (1) operated and exclusively controlled or directed by the Air Force; (2) furnished or leased by the Air Force to a non-Air Force organization when the United States Government has assumed ground and flight risk; and (3) any aerospace vehicle under test by the Air Force, including aircraft furnished by a contractor when operated by an Air Force aircrew.

The term “United States Air Force Aerospace Vehicle” does not include: (1) aerospace vehicles leased to contractors, commercial airlines, or foreign governments when the lessee has assumed risk of loss; (2) aircraft loaned to other United States government agencies or transferred to other governments; (3) civil air carrier aircraft owned by civil operators and flying contractor air missions for the Air Force under civil operating rules or regulations; (4) factory—new production aerospace vehicles not formally accepted by the Air Force; (5) aerospace vehicles of another military service, even when they are taking part in a joint air operation controlled by the Air Force; (6) Air Force Aero Club aircraft; and (7) aircraft assigned to, owned by, or leased by the Civil Air Patrol (CAP).

United States Air Force Guided Missile— An unmanned, self-propelled vehicle moving above the surface of the Earth or through water whose trajectory or flight path is capable of being altered by an external or internal mechanism. Included are intercontinental ballistic missiles, surface-to-air, air-to-air, and air-to-surface guided missiles, and torpedoes.

United States Air Force guided missiles are: (1) owned in part or in whole by the Air Force; (2) operationally controlled by the Air Force; (3) furnished by the Air Force (Government Furnished Property or Government Furnished Equipment or leased to a non—Air Force organization for modifications, tests, or experimental projects for the Air Force, except when the lessee has assumed risk of loss); or (4) under test by Air Force commands or agencies.

United States Air Force Space Systems and Space Support Systems— All of the devices and organizations forming the space network. The network includes spacecraft, ground control stations, and associated terminals. Includes systems that are: (1) owned in whole or in part or leased by the Air Force; (2) operated and controlled or directed by the Air Force; (3) furnished by the Air Force or leased to a non-Air Force organization when the Air Force has retained the risk of loss; (4) systems for which the Air Force has contractual development, contractual launch, or procurement responsibility; or (5) under test by the Air Force.

Wreckage— For purposes of this publication, “wreckage” includes all structures, components, parts or pieces of the aircraft/asset (to include engines), damaged or destroyed in the mishap. The

following exceptions apply: (1) "Wreckage" does not include explosive ordnance, seat rockets/explosives, or other similar components, the immediate disposal of which is appropriate for safety reasons, unless the board president reasonably suspects these components to be causal or substantially contributory to the mishap or of investigatory value. If such components are reasonably suspected of being causal or substantially contributory to the mishap or of investigatory value, they should be retained, but only if it can be done in a manner which ensures the safety of investigators and others; (2) "Wreckage" does not include ECM or other electronic pods or attachments to the vehicle unless the board president reasonably suspects these components to be causal or substantially contributory to the mishap or of investigatory value; and (3) "Wreckage" does not include the personal effects of crewmembers or passengers unless the board president reasonably suspects those personal effects to be causal or substantially contributory to the mishap or of investigatory value.

Attachment 2

SAMPLE LETTERS TEMPLATES

Figure A2.1. Sample Convening Order.

MEMORANDUM FOR [BOARD PRESIDENT]

FROM: [CONVENING AUTHORITY]

SUBJECT: Convening of AFI 51-503 [Ground] Accident Investigation Board; Class A, [A/C TYPE] Mishap, [DATE OF MISHAP], T/N [__-____], [MISHAP SQUADRON], [MISHAP LOCATION]

An [ground] accident investigation board is hereby convened under the provisions of AFI 51-503 to investigate the subject mishap. You must avoid accessing any privileged safety information regarding this mishap until approval of the report. This appointment letter is your authority to interview witnesses, take sworn testimony, and review all documents, files, and wreckage relevant to your investigation. Upon receipt of a complete Part 1 of the safety investigation board (SIB) report, you and other detailed members are relieved of all other duties until the report is submitted for approval. You may consider releasing any member when his/her responsibilities are complete. The following personnel are detailed to serve on the [ground] accident investigation board:

| | |
|----------------------|--------------------|
| [NAME, ORGANIZATION] | President |
| [NAME, ORGANIZATION] | Legal Advisor |
| [NAME, ORGANIZATION] | Pilot Member |
| [NAME, ORGANIZATION] | Maintenance Member |
| [NAME, ORGANIZATION] | Medical Member |
| [NAME, ORGANIZATION] | Recorder |

Your investigation will follow the guidelines and procedures in AFI 51-503. [CONVENING AUTHORITY'S SJA] will advise you on preliminary administrative matters, as required. Your legal advisor is required to be present during all witness interviews, and must review all evidence, documents, transcripts, and statements prior to inclusion in your report. Your report will include an Executive Summary, Summary of Facts, [and Statement of Opinion (for AIBs) and for GAIBs, if a Statement of Opinion is authorized by AFLOA/JACC] as required by AFI 51-503. All witnesses, documents, records, and other evidence within the control of the Air Force will be made available to you, other than privileged safety information. All witnesses who testify must do so under oath or affirmation. Your report shall be released to the public and shall not contain any privileged safety or Privacy Act-protected information.

For AIBs, and for GAIBs, if a Statement of Opinion is authorized, your Statement of Opinion must be supported by a preponderance of the evidence contained in your report. Your legal advisor will assist you in evaluating evidence. Do not include recommendations for corrective or disciplinary action in your report. You and the other board members are not

Travel and billeting will be funded by [CONVENING MAJCOM]. Travel orders should be issued locally and authorize variations in travel for all board members. A fund cite will be provided by [CONVENING AUTHORITY'S SJA]. All travel costs needed for witness interviews outside the [HOST INSTALLATION] area should be coordinated with [CONVENING AUTHORITY'S SJA] in advance.

In accordance with AFI 51-503, [HOST INSTALLATION] will assist you with logistical and administrative support. A host installation liaison will be appointed by [HOST INSTALLATION/CC] to assist with arranging billeting, vehicles (if available), facilities, administrative support, and reproduction services. Make contact with the host installation liaison through the office of the [HOST INSTALLATION/CC]. Additionally, the mishap squadron shall appoint a point of contact to assist the investigation with access to witnesses and evidence secured by the unit.

Your investigation should be completed within 30 days from receipt of non-privileged safety information from your legal advisor. Submit any requests for extensions, additional advisors, or other matters to [CONVENING AUTHORITY'S SJA]. Submit your final report to [CONVENING AUTHORITY'S SJA], and he/she will forward it to me for approval.

[INSERT THIS PARAGRAPH IF THE ACCIDENT INVOLVED IS A HIGH-INTEREST MISHAP.] In addition to your duties as board president, you will serve as the conduit for accident investigation information to the next-of-kin (NoK), to seriously injured personnel, and to the public. In order to provide timely information to these individuals, you should proceed to the scene of the accident no later than 48 hours after the arrival of the SIB. After assessing the situation, you may prepare and process an Early Release of Information for release to the NoK and to the public in accordance with AFI 51-503, Chapter 7. You may then seek [CONVENING AUTHORITY'S SJA] approval to depart the accident site, pending receipt of the Part 1 of the SIB report.

My point of contact for any questions is [POC AT CONVENING AUTHORITY'S SJA, phone, fax, e-mail].

[CA's Signature] _____
CA's signature block

cc:

Each board member
Intermediate commands
Host Installation/CC
Convening authority's DO/FM/JA/PA/SE
Mishap Squadron/CC

Figure A2.2. Sample Foreign Military Representative/Observer

MEMORANDUM FOR [FOREIGN MILITARY REPRESENTATIVE/OBSERVER]
 FROM: [CONVENING AUTHORITY]
 SUBJECT: Foreign Military Representative/Oberserver -- [Ground] Accident Investigation Board; Class A, [A/C TYPE] Mishap, [DATE OF MISHAP], T/N [__-____],[MISHAP SQUADRON], [MISHAP LOCATION]

On [DATE], an [ground] accident investigation board was convened to investigate the [AIRFAME/ASSET] accident identified above. [CONVENING AUTHORITY] has appointed [PRESIDENT] as board president. The board will be held at [LOCATION]. The following members have been appointed to the accident investigation board:

| | |
|----------------------------|-----------------------|
| [RANK, NAME, ORGANIZATION] | President |
| [RANK, NAME, ORGANIZATION] | Legal Advisor |
| [RANK, NAME, ORGANIZATION] | [subject area] Member |
| [RANK, NAME, ORGANIZATION] | [subject area] Member |
| [RANK, NAME, ORGANIZATION] | Recorder |

[CONVENING AUTHORITY] has also identified [RANK, NAME, ORGANIZATION] to serve as a foreign military representative/observer.

[As with all members of the accident investigation, as a representative/observer to the board you are not authorized to disclose board information, finding or opinions (for AIBs, and for GAIBs, if a Statement of Opinion is authorized), except to members of my staff, prior to my approval of the report.]

This appointment letter will be provided to the personnel listed below. Contact [CONVENING AUTHORITY'S SJA] at [DSN and COMMERCIAL PHONE NUMBER, FAX NUMBER, AND E-MAIL ADDRESS] if you have any questions about this letter. We look forward to working with you.

[CA's Signature] _____
 CA's signature block

cc:
 [G]AIB president
 [G]AIB legal advisor
 SAF/IARP
 AFLOA/JACC

Figure A2.3. Sample Memorandum to Host Installation Commander.

MEMORANDUM FOR [HOST INSTALLATION COMMANDER]
 FROM: [CONVENING AUTHORITY]
 SUBJECT: Host Installation Support for [Ground] Accident Investigation Board; Class A, [A/C TYPE] Mishap, [DATE OF MISHAP], T/N [__-____],[MISHAP SQUADRON], [MISHAP LOCATION]

The attached Memorandum convenes an [ground] accident investigation to investigate the subject mishap. Your installation has been designated as the host installation for the [ground] accident investigation. AFI 51-503, paragraph 4.10.1 details the logistical and administrative support required from the host installation. A listing of support requirements can be found in AFI 51-503, Attachment 3, Figure A3.1.

It is your responsibility to appoint a host installation liaison before the accident investigation arrives at your installation.

The board president, [NAME] or legal advisor [NAME], has been directed to contact your office to make arrangements for the investigation and to obtain the above support. My POC at this headquarters is [POC AT CONVENING AUTHORITY'S SJA].

[CA's Signature] _____

CA's signature block

Attachment:
 Convening order

cc:
 [G]AIB president
 [G]AIB legal advisor
 Intermediate commander
 Convening authority's SJA

Figure A2.4. Sample Memorandum to Mishap Wing Commander.

MEMORANDUM FOR [MISHAP WING COMMANDER]
 FROM: [CONVENING AUTHORITY'S SJA]
 SUBJECT: Convening of AFI 51-503 [Ground] Accident Investigation Board; Class A, [A/C TYPE] Mishap, [DATE OF MISHAP], T/N [__-____],[MISHAP SQUADRON], [MISHAP LOCATION]

An accident investigation has been convened to investigate the above referenced mishap. In accordance with AFI 51-503, paragraph 4.2.7, I request your support in providing a point of contact from [MISHAP UNIT] to support the board members in accessing witnesses and evidence.

The board president, [NAME] or legal advisor [NAME], has been directed to contact your office to make arrangements for the investigation and to obtain the above support. My POC at this headquarters is [POC at CA's SJA].

[CA's Signature] _____

CA's signature block

Attachment:
Convening Order

cc:
[G]AIB president
[G]AIB legal advisor

Figure A2.5. Memorandum for Contractors Serving as Subject Matter Experts to Accident Investigations.

MEMORANDUM FOR [NON-AIR FORCE REPRESENTATIVE'S NAME AND COMPANY/ORGANIZATION]

FROM: [GROUND] ACCIDENT INVESTIGATION BOARD

SUBJECT: Nondisclosure Agreement - [Ground] Accident Investigation Board; Class A, [A/C TYPE] Mishap, [DATE OF MISHAP], T/N [__-____],[MISHAP SQUADRON], [MISHAP LOCATION].

1. In response to my request for technical assistance, the Air Force and your employer have agreed that you will serve as a subject matter expert for the [ground] accident investigation board referenced above over which I preside. Any technical report you provide to the accident investigation may be included in the publicly-releasable report.
2. In accepting your appointment to serve as a subject matter expert, you must agree to preserve the confidentiality of information related to the accident investigation and any information obtained during the accident investigation, including any facts, evidence, interviews, or deliberations, unless given express permission by me.
3. You must also agree you will not divulge any investigation related information to any individual not authorized to receive it. You must also agree that unless otherwise required to do so by statute, regulation, or court order, you will not divulge any investigation related information to any individual not authorized to receive it. You also agree to return any information or evidence provided to you by the Air Force for the purposes of serving as a subject matter expert or technical advisor to the accident investigation upon my request or the conclusion of the investigation, unless I indicate otherwise. Any questions concerning the releasability of investigation related information after the investigation has concluded will be directed to the Air Force through the legal office of the convening authority that convened the accident investigation.

4. Before beginning your service to this [ground] accident investigation, please sign and date the 1st Indorsement below. I will give you a copy of this memorandum.

[Board President's Signature] _____
Board President's signature block

1st Indorsement
To: [Ground] Accident Investigation Board
I acknowledge understanding of the contents of this memorandum and receipt of a copy thereof,

and I agree to comply with the duties and responsibilities stated therein.

[SME's Signature] _____
SME's Signature Block

Figure A2.6. Sample Routing Cover Sheet for Convening Authority's Staff.

[GROUND] ACCIDENT INVESTIGATION BOARD REPORT
CONTROLLED DOCUMENT
FOR OFFICIAL USE ONLY
SENSITIVE DATA
NO REPRODUCTION OR ACCESS WITHOUT
EXPRESS APPROVAL OF
[CONVENING AUTHORITY OR CONVENING AUTHORITY'S SJA]

ALL INDIVIDUALS AUTHORIZED TO REVIEW THIS DOCUMENT MUST SIGN BELOW. ALL COPIES MUST BE ACCOUNTED FOR AND HAND CARRIED TO [CONVENING AUTHORITY'S SJA] FOR DESTRUCTION.

I understand that I have been requested to review this draft report prior to official approval and release to the public. This review is being done as part of my official duties within the Department of the Air Force.

I hereby certify that I will not release any information obtained during my review of this report, nor discuss the contents with any person, whether military or civilian, who has not been duly authorized access to this report, and who has not signed a certification of nondisclosure, until such time as this report has been approved for release to the general public by the [THE CONVENING AUTHORITY].

| | | |
|-----------|-----------|------|
| NAME/RANK | SIGNATURE | DATE |
|-----------|-----------|------|

Figure A2.7. Sample Tasker to Convening Authority's Staff.

MEMORANDUM FOR [CONVENING AUTHORITY'S STAFF]
FROM: [CONVENING AUTHORITY'S SJA]
SUBJECT: Review of [Ground] Accident Investigation Board Report; Class A, [A/C TYPE]

Mishap, [DATE OF MISHAP], T/N [__-____],[MISHAP SQUADRON], [MISHAP LOCATION]; **SUSPENSE: DD MON YR**

Request you review the attached report. Your evaluation will become a permanent record reviewed by [CONVENING AUTHORITY and/or BOARD PRESIDENT] but will not be released to the public as part of the report. Until the report is approved and publicly released, neither the report nor its contents may be disclosed to anyone without an official need to know. It should only be disseminated to those personnel on your staff who need to review it in the course of their official duties. No portion of the report may be reproduced or copied, except pages used for mark-up comments submitted to JA.

Provide written comments and recommendation for action on the report for [CONVENING AUTHORITY'S and/or BOARD PRESIDENT'S] review. Limit comments to deficiencies or inaccuracies, or to any follow-up investigation actions that may be warranted. Do not make any comments or recommendations concerning disciplinary action. Note that the board president was not provided privileged safety information from the SIB report. Base your comments on the facts contained in the report, not on privileged safety information that is only found in the SIB report. Although testimony may discuss matters similar to that which may have been gathered in the previous safety investigation, SE and A3 should also review the report to ensure no improper or privileged safety information is included in the report.

Provide supporting rationale or explanations for any comments. For AIBs, if you disagree with the opinion of the board president, state your reasons. Do not write on the report; comments should be on a separate memorandum or annotated on a page photocopied specifically for this purpose. Do not contact the AIB/GAIB without the express authorization of the CA or the CA's SJA.

Comments with two-letter endorsement are requested by [DATE]. POC for this matter is [NAME, RANK, TELEPHONE NUMBER]. After completing your review, hand carry the report back to [CONVENING AUTHORITY'S POC]. Do not place the report in distribution.

[CA's Signature] _____

CA's signature block

Attachment:
Accident investigation report

Figure A2.8. Sample Letter to NoK or Seriously Injured Personnel.

[NAME & ADDRESS OF NOK OR SERIOUSLY INJURED PERSONNEL]

Dear [MR. AND MRS.]

On behalf of the Air Force, [CONDOLENCES AS APPROPRIATE].

I am writing to let you know that the Air Force is nearly finished with the investigation into the [date of accident] [aircraft/asset] accident. Once it has been completed and approved, you will be provided a personal copy. [Name of Board President or Briefing Officer], the

Accident Investigation Board President/Briefing Officer, will be available to personally deliver this report to you. [He/She] will explain the report and be available to answer questions you or your family may have about the accident and the resulting investigation.

Other families involved in this mishap will also be receiving the report. To ensure you and the other families receive the report prior to any media or public release, and to protect everyone's privacy, all of the families will be briefed on the same day, if possible. Although the exact date has not yet been firmly set, a member of my staff will call you to confirm the date.

Please contact [POC] if you have any questions. [HE/SHE] may be reached at (XXX) XXX-XXXX. Again, [CONDOLENCES].

[CA's Signature] _____
CA's signature block

Figure A2.9. Sample Convening Authority's Action.

ACTION OF THE CONVENING AUTHORITY

The report of the accident investigation board, conducted under the provisions of AFI 51-503, that investigated the [DATE OF MISHAP] mishap near [MISHAP LOCATION], involving [A/C TYPE], T/N [__-____], assigned to the [MISHAP SQUADRON], complies with applicable regulatory and statutory guidance and on that basis is approved.

[CA's Signature] _____
CA's signature block

Figure A2.10. Sample Distribution Memorandum.

MEMORANDUM FOR [POST-PUBLIC RELEASE DISTRIBUTION]

FROM: [CONVENING AUTHORITY'S SJA]

SUBJECT: [Ground] Accident Investigation Board Report; Class A, [A/C TYPE] Mishap, [DATE OF MISHAP], T/N [__-____],[MISHAP SQUADRON], [MISHAP LOCATION]

Subject [ground] accident investigation board report has been approved by [CONVENING AUTHORITY] for release to the public. Attached is a copy for your use.

You are authorized to reproduce and use the report for official purposes. Requests for copies for private use and from unofficial sources should be processed forwarded to [CONVENING AUTHORITY'S SJA]. [CONVENING AUTHORITY'S SJA] is the release authority for the report.

| |
|---|
| <u>[CA's SJA Signature]</u> CA's SJA signature block |
| Attachment: Accident investigation report |

Figure A2.11. Sample Post-Investigation Memorandum.

| |
|---|
| PERSONAL DATA – PRIVACY ACT OF 1974 (5 U.S.C. § 522a) |
| MEMORANDUM FOR [CONVENING AUTHORITY'S SJA] |
| FROM: [BOARD PRESIDENT] |
| SUBJECT: Post-Investigation Memorandum - [Ground] Accident Investigation Board; Class A, [A/C TYPE] Mishap, [DATE OF MISHAP], T/N [__-____],[MISHAP SQUADRON], [MISHAP LOCATION] |
| <p style="text-align: center;">This memorandum is being forwarded in accordance with AFI 51-503, Chapter 9, and serves as a formal record of transmittal to your office of all investigative evidence and documents created or obtained by subject accident investigation.</p> |
| <u>[Board President's Signature]</u> Board President's signature block |
| Attachments: |
| <ol style="list-style-type: none"> 1. Evidence inventory 2. Ancillary evidence and wreckage location listing 3. Records transmittal letters 4. Technical content manager approval letters 5. AFRC/ANG orders 6. Witness list 7. Board member list 8. [Additional attachments as needed] |

Figure A2.12. Sample Evidence Inventory for Post-Investigation Memorandum.

| |
|--|
| EVIDENCE INVENTORY - [Ground] Accident Investigation Board; Class A, [A/C TYPE] Mishap, [DATE OF MISHAP], T/N [__-____],[MISHAP SQUADRON], [MISHAP LOCATION] |
|--|

1. CD of testimony:
 - a. [DD MON YR] interview of Col Parr [track 1];
 - b. [DD MON YR] interview of Mrs. Diane [track 2];
 - c. [DD MON YR] interview of Mrs. Victoria [track 3];
 - d. [DD MON YR] interview of Mr. Glenn [track 4]
 - e. [DD MON YR] interview of Mr. Higgins [track 5];
2. One regular size [MEDIA TYPE e.g., Maxell cassette tape, CD, DVD] of the [DD MON YR] interview of Capt Edgar.
3. CAMS Computer Generated Aircraft Maintenance History Report for [A/C TYPE], T/N [__-____]; from [DD MON YR] to [DD MON YR] (34 computer printout size pages).
4. Warner-Robins Air Logistic Center Acceptance Inspection Report for [A/C TYPE], T/N [__-____], undated (9 pages).
5. Hand receipt and aircraft system check at Elmendorf AFB AK prior to cross-country PDM delivery sortie; [A/C TYPE], dated [DD MON YR]. Includes AFTO 345, *Aerospace Vehicle Transfer Inspection Checklist and Certification*, and AF Form 2692, *Aircraft/Missile Equipment Transfer/Shipping Listing* (8 pages total).
6. Oil Analysis Request, dated [DD MON YR] (one page), and [A/C TYPE], T/N [__-____] Mission Debrief report, dated [DD MON YR] (one page).
7. Worksheet to calculate total aircraft weight after refueling to determine maximum G force limit, dated [DD MON YR] (6 pages).
8. Witness list provided by SIB.
9. Telephone records of calls made to/from Elmendorf AFB AK.
10. Four 5x7 photographs and one CD containing nine photographs (5 of which were used in final report).

Figure A2.13. Sample Ancillary Evidence and Wreckage Location Listing.

| ANCILLARY EVIDENCE AND WRECKAGE LOCATION LISTING | | |
|--|--|--------------------------------|
| <u>ITEM</u> | <u>LOCATION</u> | <u>POC</u> |
| 1. Capt Smith's LPU | Life Sciences Center [LSC/CCCC] Bldg 562 | Mr. Paul Green DSN 555-3221 |

| | | |
|---------------------------------|--|---------------------------------|
| Brooks City-Base TX 78235-5000 | | |
| 2. Ejection Seat | Smithfield Aerospace [SA/DDD] 533 Adams Street Jonesville, Ohio 32249 | Ms. Karen Smith 701-555-2222 |
| 3. Aircraft Wreckage (7 crates) | 56 FW/LGAA Bldg 245 Luke AFB AZ 85309-5000 | Mr. Red Jones DSN 555-3434 |

Figure A2.14. Sample Records Transmittal Memorandum.

MEMORANDUM FOR [RECORDS CUSTODIAN]

FROM: [BOARD PRESIDENT]

SUBJECT: [MEDICAL, PERSONNEL, TRAINING RECORDS, ETC.] - [Ground] Accident Investigation Board; Class A, [A/C TYPE] Mishap, [DATE OF MISHAP], T/N [__-____],[MISHAP SQUADRON], [MISHAP LOCATION]

The attached [medical, personnel, training] records are no longer needed by the [ground] accident investigation board convened under AFI 51-503 to investigate the crash of a [A/C TYPE] at, [MISHAP LOCATION], on [MISHAP DATE].

The records for the following individuals who were killed [or injured] in the crash are returned to you for appropriate disposition. If you ship these records elsewhere, please provide [CONVENING AUTHORITY’S SJA] with a copy of your transmittal letter for each of these records to ensure they can be retrieved in the future.

The following records are enclosed:

NAME, RANK, SSN (Last 4), TYPE OF RECORD.

Please contact [POC] at DSN 555-1234 if you have any questions.

[Board President’s Signature] _____
Board President’s signature block

Received by [print name]:
Signature:
Unit/Phone Number
Date:

Figure A2.15. Sample Witness List.

| |
|--|
| |
|--|

| |
|---|
| <p>PERSONAL DATA – PRIVACY ACT OF 1974 (5 U.S.C. § 522a) WITNESS LIST</p> |
| <p>Captain Dee Weevil (Mishap Pilot) SSN USAFFWS/OGOA 1220 Duffy Ave., Suite 835 Nellis AFB NV 89191-5000 DSN: 555-1989</p> |
| <p>Mr. Jay Hood (General Manager) SSN CME Aviation Inc. Acme Flight Services 2 Dude Road Crooked Foot Airport Jennifer, Ohio 89832 (800) 555-1905</p> |
| <p>Mr. Fred Nerdly (Electronics Specialist) SSN 9 WG/OGXE 222 Rambo Ave, Suite 111 Robins AFB GA 31098-5000 DSN: 555-0000</p> |
| <p>Colonel Wilbur Muchmore (Commander) SSN 3 WG/OG 155 Tough Guy Ave, Suite 222 Elmendorf AFB AK 99506-5000 DSN: 555-8983</p> |

Figure A2.16. Sample Board Member Listing.

| |
|---|
| <p>PERSONAL DATA – PRIVACY ACT OF 1974 (5 U.S.C. § 522a) BOARD MEMBER LISTING</p> |
| <p>Colonel Bobby Joe Smith (Board President) USAFFWS/OGOA 1220 Dufis Ave., Suite 835 Nellis AFB NV 89191-5000 DSN: 555-1989</p> |

Major Wilbur Jones (Pilot member)
 3 WG/OG
 155 Tough Guy Ave, Suite 222
 Elmendorf AFB AK 99506-5000
 DSN: 555-8983

Major I.M. Good (Legal advisor)
 AFLOA/JACC
 1501 Wilson Blvd, Suite 835
 Arlington, VA 22209-2403
 DSN: 555-8983

Capt Bob Smith (Maintenance member)
 56 LG/MOON
 1333 Swimmer Ave.
 MacDill AFB FL 33621-5000
 DSN: 555-8983

Figure A2.17. Sample First Release of Investigatory Status Information (Fatality Mishaps).

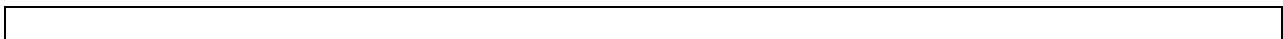
The investigation into the [DD MONTH YR] crash of a [A/C TYPE] from the [MISHAP SQUADRON], is currently underway. The pilot was killed during the mishap. The crash site is located on at Northern Pines AFB, North Carolina. There is not yet enough evidence gathered to draw any conclusions as to the cause of this mishap. Additional information will be released as it becomes available.

The [vice] commander, [MAJCOM], convened a safety investigation board (SIB) immediately after the mishap in order to quickly determine the cause of the crash and to recommend measures necessary to prevent a recurrence. The SIB will not produce a publicly-releasable report.

The [vice] commander, [MAJCOM], also convened an [ground] accident investigation board to investigate the matter and to produce a publicly-releasable report. The board president is [BOARD PRESIDENT'S RANK, NAME, AND UNIT].

For AIBs, in addition to setting forth factual information concerning the accident, the board president is required to state in the report his/her opinion concerning the cause(s) of the accident and describe those factor(s), if any, that substantially contributed to the accident. After the report has been approved by the [vice] commander, [MAJCOM], it will be presented to the next-of-kin family of each deceased crewmember, passenger, and seriously injured personnel. After the family has had an opportunity to be personally briefed, the report will be released to the general public.

Figure A2.18. Sample Report Cover Page



UNITED STATES AIR FORCE
AIRCRAFT* ACCIDENT INVESTIGATION
BOARD REPORT

MAJCOM EMBLEM

[Airframe/Asset], T/N ##-####

[SQUADRON]
[WING]
[INSTALLATION]

**CLIP ART OF MISHAP
AIRCRAFT OR ASSET**

LOCATION: [MISHAP LOCATION]

DATE OF ACCIDENT: [DATE]

BOARD PRESIDENT: [RANK] [NAME]

Conducted IAW Air Force Instruction 51-503

[If abbreviated investigation, change to “Abbreviated Accident Investigation, conducted pursuant to Chapter 11 of Air Force Instruction 51-503”]

Volume One of Two (if applicable)

***If a ground mishap, change “Aircraft” to “Ground”**

Figure A2.19. Sample Index of Tabs for AIB

INDEX OF TABS

SAFETY INVESTIGATOR INFORMATION

A

NOT USED B

NOT USED C

MAINTENANCE REPORT, RECORDS, AND DATA D

NOT USED E

WEATHER AND ENVIRONMENTAL RECORDS AND DATA F

PERSONNEL RECORDS G

EGRESS, AIRCREW FLIGHT EQUIPMENT, IMPACT, AND CRASHWORTHY ANALYSIS
H

DEFICIENCY REPORTS I

RELEASABLE TECHNICAL REPORTS AND ENGINEERING EVALUATIONS J

MISSION RECORDS AND DATA K

FACTUAL PARAMETRIC, AUDIO AND VIDEO DATA FROM ON-BOARD
RECORDERS L

DATA FROM GROUND RADAR AND OTHER SOURCES M

TRANSCRIPTS OF VOICE COMMUNICATIONS N

ANY ADDITIONAL SUBSTANTIATING DATA AND REPORTS O

DAMAGE SUMMARIES P

ACCIDENT INVESTIGATION BOARD TRANSFER DOCUMENTS Q

RELEASABLE WITNESS TESTIMONY R

RELEASABLE PHOTOGRAPHS, VIDEOS, DIAGRAMS, AND ANIMATIONS S

PERSONNEL RECORDS NOT INCLUDED IN TAB G T

MAINTENANCE REPORT, RECORDS, AND DATA NOT INCLUDED IN TAB DU

WITNESS TESTIMONY AND STATEMENTS V

| | |
|---|-------------|
| WEATHER AND ENVIRONMENTAL RECORDS AND DATA <u>NOT INCLUDED IN TAB F</u> | |
| <u>W</u> | |
| <u>STATEMENTS OF INJURY OR DEATH</u> <u>X</u> | |
| <u>DOCUMENTS APPOINTING THE AIB MEMBERS</u> | <u>Y</u> |
| PHOTOGRAPHS, VIDEOS, DIAGRAMS AND ANIMATIONS <u>NOT INCLUDED IN TAB S</u> | |
| <u>Z</u> | |
| <u>FLIGHT DOCUMENTS</u> | <u>AA</u> |
| APPLICABLE REGULATIONS, DIRECTIVES, AND OTHER GOVERNMENT DOCUMENTS <u>BB</u> | |
| <u>[ADDITIONAL TAB, IF NECESSARY]</u> | <u>[CC]</u> |
| <u>[ADDITIONAL TAB, IF NECESSARY]</u> | <u>[DD]</u> |
| <u>[ADDITIONAL TAB, IF NECESSARY]</u> | <u>[EE]</u> |
| <u>[ADDITIONAL TAB, IF NECESSARY]</u> | <u>[FF]</u> |
| <u>[ADDITIONAL TAB, IF NECESSARY]</u> | <u>[GG]</u> |
| Note: For a GAIB, follow the headings for the tabs IAW Chapter 13.3. | |
| Note: If any of the prescribed SIB or AIB tabs are not used, include “[NOT USED]” after the tab name. For example: | |
| <u>FLIGHT DOCUMENTS [NOT USED]</u> | <u>AA</u> |

Figure A2.20. Sample Tab Table of Contents

| | |
|---|------|
| TAB AA | |
| FLIGHT DOCUMENTS | |
| <u>AA1. HAZARDOUS AIR TRAFFIC REPORT (HATR)</u> | AA-3 |
| <u>AA2. TOWER DEPARTURE STRIP TALLAHASSEE</u> | AA-6 |

Figure A2.21. Privacy Act Statement

| Privacy Act Statement |
|--|
| <p><u>Authority:</u> Title 10, United States Code, Sections 2254 and 2255, DoD Instruction 6055.07, <i>Accident Investigation, Reporting, and Record Keeping</i>, AFPD 51-5, <i>Military Legal Affairs</i>, and AFI 51-503, <i>Aerospace and Ground Accident Investigations</i>.</p> |
| <p><u>Purpose:</u> This information is used by the DoD to locate witnesses for any civil or criminal proceeding arising from an aircraft [ground] accident.</p> |
| <p><u>Routine Uses:</u> The information may be: forwarded to Federal, State, or local law enforcement agencies for their use; used as a basis for summaries, briefings, or responses to Members of Congress or other agencies in the Executive Branch of the Federal Government; or provided to Congress or other Federal, State, and local agencies, when determined necessary.</p> |
| <p><u>Disclosure:</u> For Military Personnel: Disclosure of personal information is mandatory and failure to do so may subject the individual to disciplinary action. For DoD Civilians: Failure to disclose personal information in relation to individual's position responsibilities may subject the individual to adverse personnel action. For All Other Personnel: Disclosure of personal information is voluntary and no adverse action can be taken against individuals for refusing to provide personal information.</p> |

Figure A2.22. Verbatim Transcript Template

| VERBATIM TESTIMONY OF |
|---|
| [RANK AND PSEUDONYM] |
| <p>PRESIDENT: My name is [BOARD PRESIDENT]. We are investigating the [AIRFRAME/ASSET] accident that occurred on [DATE] near [LOCATION]. This investigation, conducted under AFI 51-503, is separate and apart from the safety investigation conducted under AFI 91-204. This accident investigation board is a legal investigation that was convened to inquire into the facts surrounding the accident, to prepare a publicly-releasable report, and to gather and preserve all available evidence for use in litigation, claims, disciplinary actions, administrative proceedings, and for other purposes. A safety investigation was previously conducted on this accident. Any testimony you gave before the safety investigation board will be kept confidential, if you were so advised, and can be used only for accident prevention purposes. This board does not have access to any confidential testimony you gave before the safety investigation board. You may not state that you gave any particular information to the safety board under a promise of confidentiality. Your sworn testimony to us may be used for any proper purpose. Additionally, your testimony can be released to the public. Do you understand the difference between your testimony before the safety board and this accident board?</p> |
| <p>WITNESS:</p> |

PRESIDENT: [If telephonic or VTC] I must inform you that this interview is being recorded and that you may not use your own recording device during the interview. Do you consent to this interview being recorded?

WITNESS:

PRESIDENT: Your testimony in this investigation will be under oath. At this time, I will administer the oath. Please raise your right hand.

Do you solemnly [swear/affirm] that the testimony you are about to give in the matter now under investigation shall be the truth, the whole truth, and nothing but the truth, [so help you God]?

WITNESS:

PRESIDENT: Today is the [DATE]. This time is now _____. This interview is being conducted in [BUILDING], [ROOM], [LOCATION]. The persons present are the witness,[WITNESS NAME]; the legal advisor; the pilot advisor; the medical advisor; the maintenance advisor; and the recorder. I am [BOARD PRESIDENT], the Board President. The witness has been sworn.

Q1 (PRESIDENT):

A1 (WITNESS):

Q2 (PILOT MEMBER):

A2 (WITNESS):

Figure A2.23. Summarized Transcript Template

| |
|---|
| <p>SUMMARIZED TESTIMONY OF</p> <p>[RANK OF WITNESS and PSEUDONYM]</p> <p>I, [NAME/PSEUDONYM], of [UNIT/SQUADRON], at _____ Air Force Base, _____, after being placed under [OATH/AFFIRMATION,] hereby state that before my interview, the difference between the nature of an [ground] accident investigation board ([AIB/GAIB]) under AFI 51-503 and a safety investigation board (SIB) under AFI 61-204 was explained to me. An [G]AIB is a legal investigation convened to inquire into the facts surrounding [aerospace/ground] accidents, to prepare a publicly-releasable report, and to gather and preserve all available evidence for use in litigation, claims, disciplinary actions, and administrative proceedings. I understand the difference between an [G]AIB and SIB. I understand my [G]AIB testimony may be used for any purpose and can be released to the public.</p> |
|---|

[Summary of important points, (e.g., what was seen or known or heard by this witness that is helpful in determining the how and why the accident occurred, or bears on the qualifications, training, skills, of the Air Force military members or civilian employees involved in the accident)].

[Witness' Signature]
Witness' signature block

Signed and sworn to before me this ____ day of _____, 20__.

[Board President's Signature]
Board President's signature block

Attachment 3

SUPPORT REQUIREMENTS

Figure A3.1. Listing of Accident Investigation Support Requirements.

PURPOSE: This accident investigation support requirements list is included in this publication to outline the type and quantity of support items that are normally required to accomplish a formal accident investigation of a mishap. This list affords the host installation a chance to assess their internal capability and their ability to acquire non-possessed items from other sources, as well as identification of equivalent or alternative sources.

FACILITIES

1. One large room with a conference style seating arrangement capable of accommodating all board members. This room serves as the main meeting room.
2. One private office for the board president.
3. One office for conducting interviews. This room must accommodate all of the board members, the witness, the court reporter and his/her equipment. This room must also have a rectangular or square-shaped conference table in which the attendees can sit around (e.g. not a U-shaped table).
4. Key to the building for every board member.

Note: All rooms shall be located together and must be capable of being secured and locked.

COMPUTER/PERIPHERALS/SOFTWARE

Note: Each piece of equipment will have identical capabilities IAW host base standard hardware and software configuration and be compatible with all listed peripherals and software.

Computers:

1. One computer for each board member.
2. Each board-dedicated computer will:
 - a. Reside on the same LAN.
 - b. Have local email account for each board member.
 - c. Have access to the Internet.
 - d. Have access to a common colored printer.
 - e. Have access to a Shared Drive established for and used by board members only.
 - f. Have the ability to burn a CD and DVD.
3. One standalone computer with a projector to project documents on a screen or the wall.

Peripherals (installed with current drivers):

1. Common color printer will have double-sided print capability and produce a minimum of 1200 dpi print quality (with extra toner).
2. Common scanner with 1200 dpi minimum scan quality and Optical Character Recognition compatible with installed word processing software.
3. At least 24 DVD+R.

Software (installed and configured):

1. Most current AF-approved version of Microsoft Office.

2. File compression and PDF (Adobe Acrobat) software. Members must have access to the full version of Adobe Acrobat and have the capability to create PDF files themselves. Adobe Acrobat Reader, which only allows users to view PDF files, is not sufficient.
3. At least two licenses of the most current AF-approved version of Adobe Acrobat Professional.

PHONES

1. At least four speakerphones with the following capabilities: mute, hold, transfer, conference, and voice mail.
 - a. One in the board president's office.
 - b. One in the interview room.
 - c. At least two in the main meeting room.
2. All board phones interconnected so any other board phone can answer a ringing line or forward a call to another line.
3. DSN with immediate access capability.
4. FTS/Commercial long distance capability on phones.

FAX MACHINES

1. 24-hour access to a fax machine (with extra toner).

RECORDERS

1. At least one digital recorder with extra batteries.
2. Transcription software and equipment for transcribing witness interviews.

IMPAC CARD

Government Purchase Card POC so board may acquire supplies, as needed, via a local source.

OFFICE EQUIPMENT/SUPPLIES

1. One desk and chair for each board member.
2. Tables and chairs to accommodate all board members, the witness, the court reporter, and an addition chair for an ADC or union representative.
3. Safe for classified information.
4. Two locking four-drawer file cabinets.
5. One large shredder (not a wastebasket type).
6. Four large white dry erase boards (one in the board president's office and three in the main meeting room).
7. At least one easel with paper.
8. One large refrigerator.
9. One 12-cup coffee pot.
10. One microwave.
11. One heavy duty three-hole punch with large holes.
12. One two-hole punch.
13. Three staplers (two of them regular desk-type and one heavy duty) with extra staples.
14. One precision paper cutter.
15. At least 2 external hard drives with a minimum of 250 GB each.
16. 50 hanging file folders with tabs.

17. 50 file folders.
18. Three boxes of multiple colors dry erase markers.
19. Several boxes of multi-color ink pens, one package of black permanent markers, one package of mechanical pencils, and one box of yellow highlighters.
20. 20 steno pads.
21. 20 letter-size legal pads.
22. Two cases of 8" x 11" printer paper.
23. One roll of butcher paper.
24. Boxes of binder clips (various sizes).
25. Paper clips.
26. Base Phone Book or Directory.
27. At least 2 Scotch tape dispensers and Scotch tape.
28. Masking or Duct tape.
29. Packing tape for mailing boxes to the MAJCOM.
30. Post-it Notes (various sizes).
31. One correction tape dispensers.
32. At least five litigation boxes.
33. At least 10 sets of tabs A through Z and AA through ZZ.
34. Three-ring (D-ring) blue or white binders with clear front display pocket, or its equivalent, for accident investigation reports (size and quantity will vary depending on the report).
35. Appropriate PPE (e.g., work gloves, masks, etc.) for use when inspecting the aircraft wreckage.

SUPPLY/OTHER FACILITIES

1. Priority use for equipment such as engine hoists, special tools, and any other needed equipment.
2. Priority use of special use facilities such as labs, hush house, etc., as necessary.

PHOTOGRAPHY SUPPORT

Photography support with digital camera capability, seven days a week.

SERVICES/MISCELLANEOUS SUPPORT

1. Billeting for all accident investigation members in the same building.
2. Support from DLA Document Services (DAPS) to meet accident investigation requirements. If DAPS is not available, the use of the GPC for the use of a commercial printing company.
3. Access to communications and computer support, seven days a week.