

**SAFETY  
Combat Readiness Training Center (CRTC)**

- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
- 2. Authority.** AFI 91-series of Air Force and Air National Guard (ANG) directives contain USAF and command policy and procedural guidance for a CRTC Safety work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, and is the result of a functional review.
- 3. Applicability.** This ANGMS applies to the CRTCs located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS. This standard applies to peacetime operations only.
- 4. Standard Data:**
  - a. Classification. Type III.
  - b. Approval Date. 7 November 1994.
  - c. Manpower Data Source. Staffing Pattern.
  - d. Standard Manpower Equation.  $Y=1$  (Constant Manpower).
  - e. Workload Factor. N/A.
- 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
- 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
  - a. Minimum response rates.
  - b. Minimum manpower levels.
  - c. Standardized crew complements.
  - d. Safety considerations.
  - e. Aircraft turn-around time.
  - f. Length of waiting periods.
  - g. Levels of backlog.
  - h. Hours of operation.

**DONALD W. SHEPPERD  
Major General, USAF  
Director, Air National Guard**

**OFFICIAL**

**DEBORAH GILMORE  
Chief  
Administrative Services**

**2 Attachments  
1. Work Center Description  
2. Standard Manpower Table**

**WORK CENTER DESCRIPTION****Safety  
Combat Readiness Training Center (CRTC)****DIRECT:****1. SAFETY MANAGEMENT:****1.1. EVALUATES AND REPORTS SAFETY PROGRAM PERFORMANCE:**

**1.1.1. REVIEWS AND EVALUATES PERFORMANCE.** Reviews and evaluates safety program performance in accordance with established directive.

**1.1.2. REPORTS PERFORMANCE.** Drafts, edits, and proofreads safety program performance report submitted to higher headquarters.

**1.2. COORDINATES AND PROVIDES TECHNICAL GUIDANCE:**

**1.2.1. COORDINATES WITH COMMANDER.** Coordinates with commander on condition affecting subordinate work center.

**1.2.2. PROVIDES TECHNICAL GUIDANCE.** Provides technical guidance to commander, staff, higher headquarters, or other organization or agency on matter involving safety.

**1.3. OBTAINS INFORMATION OR ASSISTANCE.** Obtains information or assistance from external source to aid in management.

**1.4. REPRESENTS THE COMMANDER.** Represents the commander at public function including safety group, public hearing, and at meeting of a special interest group.

**2. PROGRAM MANAGEMENT:****2.1. PROVIDES POLICY AND PROGRAM GUIDANCE:**

**2.1.1. DEVELOPS OR REVISES SAFETY DIRECTIVE, SUPPLEMENT, MISHAP RESPONSE PLAN, AND ANNEX.** Reviews higher headquarters guidance and determines need to develop or revise local policy or guidance. Requests input and gathers other background data. Develops draft document and obtains coordination. Finalizes document and ensures publication and distribution.

**2.1.1.1. DEVELOPS OR REVISES SAFETY DIRECTIVE:**

**2.1.1.1.1. DEVELOPS/REVISES FLIGHT SAFETY DIRECTIVE.**

**2.1.1.1.2. DEVELOPS/REVISES GROUND SAFETY DIRECTIVE.**

**2.1.1.1.3. DEVELOPS/REVISES WEAPON SAFETY DIRECTIVE.**

**2.1.1.2. DEVELOPS OR REVISES SUPPLEMENT:**

**2.1.1.2.1. DEVELOPS/REVISES FLIGHT SAFETY SUPPLEMENT.**

**2.1.1.2.2. DEVELOPS/REVISES GROUND SAFETY SUPPLEMENT.**

**2.1.1.2.3. DEVELOPS/REVISES WEAPON SAFETY SUPPLEMENT.**

**2.1.1.3. DEVELOPS OR REVISES MISHAP RESPONSE PLAN.**

**2.1.1.4. DEVELOPS OR REVISES ANNEX.**

**2.1.1.5. DEVELOPS OR REVISES OTHER PUBLICATION:**

**2.1.1.5.1. DEVELOPS/REVISES FLIGHT SAFETY PUBLICATION.**

**2.1.1.5.2. DEVELOPS/REVISES GROUND SAFETY PUBLICATION.**

**2.1.1.5.3. DEVELOPS/REVISES WEAPON SAFETY PUBLICATION.**

**2.1.2. PROVIDES TECHNICAL ASSISTANCE.** Reviews and evaluates written product. Performs research and sites survey. Prepares safety input, comment, or coordination.

**2.1.2.1. REVIEWS AND EVALUATES PLAN.** Reviews and evaluates operational, test, exercise, and other plan.

**2.1.2.1.1. REVIEWS/EVALUATES FLIGHT SAFETY PLAN.**

**2.1.2.1.2. REVIEWS/EVALUATES GROUND SAFETY PLAN.**

**2.1.2.1.3. REVIEWS/EVALUATES WEAPON SAFETY PLAN.**

**2.1.2.2. REVIEWS AND EVALUATES DIRECTIVE AND SUPPLEMENT:**

**2.1.2.2.1. REVIEWS/EVALUATES FLIGHT SAFETY DIRECTIVE AND SUPPLEMENT.**

**2.1.2.2.2. REVIEWS/EVALUATES GROUND SAFETY DIRECTIVE AND SUPPLEMENT.**

**2.1.2.2.3. REVIEWS/EVALUATES WEAPON SAFETY DIRECTIVE AND SUPPLEMENT.**

**2.1.2.3. REVIEWS AND EVALUATES UNIT OPERATING INSTRUCTION (OI):**

**2.1.2.3.1. REVIEWS/EVALUATES FLIGHT SAFETY UNIT OI.**

**2.1.2.3.2. REVIEWS/EVALUATES GROUND SAFETY UNIT OI.**

**2.1.2.3.3. REVIEWS/EVALUATES WEAPON SAFETY UNIT OI.**

**2.1.2.4. REVIEWS AND EVALUATES NEW SAFETY PROCEDURE OR TECHNICAL DATA:**

**2.1.2.4.1. REVIEWS/EVALUATES FLIGHT SAFETY PROCEDURE OR TECHNICAL DATA.**

**2.1.2.4.2. REVIEWS/EVALUATES GROUND SAFETY PROCEDURE OR TECHNICAL DATA.**

**2.1.2.4.3. REVIEWS/EVALUATES WEAPON SAFETY PROCEDURE OR TECHNICAL DATA.**

**2.1.2.5. REVIEWS AND EVALUATES AGREEMENT:**

**2.1.2.5.1. REVIEWS AND EVALUATES HOST-TENANT AGREEMENT.**

**2.1.2.5.2. REVIEWS AND EVALUATES INTERSERVICE AND INTERNATIONAL AGREEMENT.**

**2.1.2.5.3. REVIEWS AND EVALUATES MEMORANDUM OF UNDERSTANDING (MOU):**

**2.1.2.5.3.1. REVIEWS/EVALUATES FLIGHT SAFETY MOU.**

**2.1.2.5.3.2. REVIEWS/EVALUATES GROUND SAFETY MOU.**

**2.1.2.5.3.3. REVIEWS/EVALUATES WEAPON SAFETY MOU.**

**2.1.3. PROVIDES PROFESSIONAL ADVICE:**

**2.1.3.1. PROVIDES VERBAL AND WRITTEN RESPONSE.** Receives inquiry on safety matter. Researches subject and provides verbal or written response.

**2.1.3.1.1. PROVIDES FLIGHT SAFETY RESPONSE.**

**2.1.3.1.2. PROVIDES GROUND SAFETY RESPONSE.**

**2.1.3.1.3. PROVIDES WEAPON SAFETY RESPONSE.**

**2.1.3.2. PERFORMS STAFF ASSISTANCE VISIT (SAV).** Performs staff assistance visit to geographically separated unit or on-base unit.

**2.1.3.2.1. PERFORMS SAV FOR FLIGHT SAFETY.**

**2.1.3.2.2. PERFORMS SAV FOR GROUND SAFETY.**

**2.1.3.2.3. PERFORMS SAV FOR WEAPON SAFETY.**

**2.1.3.3. TRAVELS TO AND FROM SAV:**

**2.1.3.3.1. TRAVELS IN LOCAL VICINITY:**

**2.1.3.3.1.1. TRAVELS FOR FLIGHT SAFETY SAV.**

**2.1.3.3.1.2. TRAVELS FOR GROUND SAFETY SAV.**

**2.1.3.3.1.3. TRAVELS FOR WEAPON SAFETY SAV.**

**2.1.3.3.2. TRAVELS OUTSIDE LOCAL VICINITY:**

**2.1.3.3.2.1. TRAVELS FOR FLIGHT SAFETY SAV.**

**2.1.3.3.2.2. TRAVELS FOR GROUND SAFETY SAV.**

**2.1.3.3.2.3. TRAVELS FOR WEAPON SAFETY SAV.**

**2.2. PROVIDES EDUCATION AND TRAINING:**

**2.2.1. PROVIDES FORMAL TRAINING:**

**2.2.1.1. DEVELOPS TRAINING PROGRAM.** Writes lesson plan, develops training material, and determines evaluation method.

**2.2.1.2. SCHEDULES STUDENT.** Schedules student and makes arrangement for classroom.

**2.2.1.3. CONDUCTS TRAINING.** Prepares classroom and presents training material.

**2.2.1.3.1. CONDUCTS ADDITIONAL DUTY SAFETY OFFICER, NCO TRAINING.**

**2.2.1.3.2. CONDUCTS TRAFFIC SAFETY EDUCATION:**

**2.2.1.3.2.1. CONDUCTS COURSE 1, STANDARD TRAFFIC SAFETY.**

**2.2.1.3.2.2. CONDUCTS COURSE 2, LOCAL CONDITIONS.**

**2.2.1.3.2.3. CONDUCTS COURSE 3, GOVERNMENT VEHICLE OPERATOR.**

**2.2.1.3.2.4. CONDUCTS COURSE 4, MOTORCYCLE CHALLENGES.**

**2.2.1.3.2.5. CONDUCTS COURSE 5, DRIVER IMPROVEMENT.**

**2.2.1.3.3. CONDUCTS SUPERVISOR SAFETY TRAINING.**

**2.2.1.3.4. CONDUCTS MISHAP INVESTIGATION BOARD TRAINING.**

**2.2.1.3.5. CONDUCTS FLIGHT SAFETY THEATER/DEPLOYMENT INDOCTRINATION.**

**2.2.1.3.6. CONDUCTS AIRCREW ORIENTATION.**

**2.2.1.3.7. CONDUCTS HAZARD COMMUNICATION TRAINING.**

**2.2.1.3.8. CONDUCTS WEAPON SAFETY TRAINING.**

**2.2.1.3.9. CONDUCTS OTHER TRAINING.**

**2.2.1.4. CONDUCTS FOLLOW-UP.** Validates training program and evaluates personnel training.

**2.2.2. PROVIDES INFORMAL TRAINING.** Conducts training.

**2.2.2.1. TRAINS COMMANDER.**

**2.2.2.2. TRAINS FUNCTIONAL MANAGER/SUPERVISOR.**

**2.2.2.3. PROVIDES UNIT BRIEFING.**

**2.2.2.4. PROVIDES INFORMAL TRAINING FOR OTHER GOVERNMENT AGENCY.**

**2.2.3. PROVIDES SAFETY INFORMATION:**

**2.2.3.1. DETERMINES TOPIC.** Reviews available data and determines need for publicity. Selects audience and topic.

**2.2.3.1.1. DETERMINES TOPIC FOR FLIGHT SAFETY.**

**2.2.3.1.2. DETERMINES TOPIC FOR GROUND SAFETY.**

**2.2.3.1.3. DETERMINES TOPIC FOR WEAPON SAFETY.**

**2.2.3.2. DEVELOPS ARTICLE, PUBLICITY MATERIAL, OR BRIEFING.** Drafts a publication or briefing.

**2.2.3.2.1. DEVELOPS ARTICLE, PUBLICITY MATERIAL, OR BRIEFING FOR FLIGHT SAFETY.**

**2.2.3.2.2. DEVELOPS ARTICLE, PUBLICITY MATERIAL, OR BRIEFING FOR GROUND SAFETY.**

**2.2.3.2.3. DEVELOPS ARTICLE, PUBLICITY MATERIAL, OR BRIEFING FOR WEAPON SAFETY.**

**2.2.3.3. PROVIDES INFORMATION.** Constructs or reformats printed material or provides briefing.

**2.2.3.3.1. PROVIDES INFORMATION ON FLIGHT SAFETY.**

**2.2.3.3.2. PROVIDES INFORMATION ON GROUND SAFETY.**

**2.2.3.3.3. PROVIDES INFORMATION ON WEAPON SAFETY.**

**2.3. CONDUCTS OR ATTENDS MEETING:**

**2.3.1. CONDUCTS MEETING.** Gathers information, organizes material, prepares briefing chart or slide, and practices presentation. Prepares and distributes agenda. Conducts meeting and writes minutes or memorandum.

**2.3.2. ATTENDS MEETING.** Gathers and reviews input data. Attends meeting.

**2.4. ADMINISTERS SAFETY AWARD PROGRAM.** Administers a program for the nomination and presentation of safety award to local person or unit.

**2.4.1. ADMINISTERS FLIGHT SAFETY AWARD PROGRAM.**

**2.4.2. ADMINISTERS GROUND SAFETY AWARD PROGRAM.**

**2.4.3. ADMINISTERS WEAPON SAFETY AWARD PROGRAM.**

**2.5. SUPPORTS ENVIRONMENTAL DIFFERENTIAL PAY (EDP) PROGRAM:**

**2.5.1. VERIFIES HAZARD AND PROVIDES RECOMMENDATION:**

**2.5.1.1. PROVIDES RECOMMENDATION FOR FLIGHT SAFETY.**

**2.5.1.2. PROVIDES RECOMMENDATION FOR GROUND SAFETY.**

**2.5.1.3. PROVIDES RECOMMENDATION FOR WEAPON SAFETY.**

**2.5.2. PERFORMS CASE REVIEW.** Reviews subsequent action on case.

**2.5.2.1. PERFORMS FLIGHT SAFETY CASE REVIEW.**

**2.5.2.2. PERFORMS GROUND SAFETY CASE REVIEW.**

**2.5.2.3. PERFORMS WEAPON SAFETY CASE REVIEW.**

**2.6. PERFORMS ANALYSIS:**

**2.6.1. PERFORMS TREND ANALYSIS.** Reviews mishap and deficiency report data and formulates finding.

**2.6.1.1. PERFORMS TREND ANALYSIS ON FLIGHT SAFETY.**

**2.6.1.2. PERFORMS TREND ANALYSIS ON GROUND SAFETY.**

**2.6.1.3. PERFORMS TREND ANALYSIS ON WEAPON SAFETY.**

**2.6.2. PERFORMS JOB SAFETY OR HAZARD ANALYSIS.** Reviews work procedure, equipment, and environment for relationships among man, machine, environment, and human factors which may affect safety.

**2.6.2.1. PERFORMS ANALYSIS ON FLIGHT SAFETY.**

**2.6.2.2. PERFORMS ANALYSIS ON GROUND SAFETY.**

**2.6.2.3. PERFORMS ANALYSIS ON WEAPON SAFETY.**

**2.7. PARTICIPATES IN WAIVER OR VARIANCE PROCESS.** Assists in preparation, review, and coordination of waiver which affects safety.

**2.7.1. PARTICIPATES IN WAIVER OR VARIANCE PROCESS FOR FLIGHT SAFETY.**

**2.7.2. PARTICIPATES IN WAIVER OR VARIANCE PROCESS FOR GROUND SAFETY.**

**2.7.3. PARTICIPATES IN WAIVER OR VARIANCE PROCESS FOR WEAPON SAFETY.**

**2.8. MANAGES THE SEAT BELT PROGRAM.** Manages all aspects of the seat belt program to ensure that the policy of the commander is carried out. Provides feedback to the commander and staff and disseminates information relative to the seat belt program. Supervises seat belt checks.

**2.9. MANAGES/MONITORS MIDAIR COLLISION AVOIDANCE PROGRAM:**

**2.9.1. INFORMS APPROPRIATE AUTHORITY.** Informs Federal Aviation Administration authority, fixed base operator, and others involved in training general aviation pilot of military flight operation.

**2.9.2. DEVELOPS AND DISSEMINATES GUIDANCE.** Develops and disseminates map, handbook, and other informational handout to general aviation pilot.

**2.9.3. CONDUCTS SEMINAR.** Conducts MACA seminar at general aviation pilot meeting.

**2.9.4. PERFORMS TRAVEL ASSOCIATED WITH THE MACA PROGRAM.**

**2.10. MANAGES/MONITORS BASE BIRD STRIKE HAZARD REDUCTION PROGRAM:**

**2.10.1 REVIEWS PROGRAM.** Reviews base bird strike hazard reduction program for compliance with higher headquarters policy.

**2.10.2. EVALUATES LOW ALTITUDE ROUTE AND AREA.** Evaluates low altitude route and area for bird strike hazard potential according to guideline set by HQ USAF/LEE and forwards to higher headquarters.

**2.11. PROVIDES WEAPON SAFETY ASSESSMENT:**

**2.11.1. PERFORMS WEAPON SAFETY RISK ASSESSMENT.** Calculates over-pressure and performs risk and damage assessment forecasting for the storage area, flight line, missile site, and other area where explosives may be present.

**2.11.2. PROVIDES WEAPON SAFETY ASSESSMENT:**

**2.11.3. PROCESSES WEAPON LOADED AIRCRAFT PARKING PLAN.**

**2.12. PROCESSES WEAPON SAFETY SITE PLAN:**

**2.12.1. ASSISTS IN PREPARATION OF WEAPON SITE PLAN.** Reviews, researches, and performs quantity and distance.

**2.12.2. TRAVELS TO RANGE OR SITE.** Travels to and from range or site.

**2.12.2.1. TRAVELS IN LOCAL VICINITY.**

**2.12.2.2. TRAVELS OUTSIDE LOCAL VICINITY.**

**2.12.3. REVIEWS SITE OR RANGE PLAN.** Reviews and coordinates on site or range plan and forwards to Civil Engineering.

**2.13. PROCESSES EXPLOSIVE FACILITY LICENSE (AF FORM 2047):**

**2.13.1. REVIEWS REQUEST.** Reviews request for completeness and accuracy. Performs on-site evaluation.

**2.13.2. TRAVELS TO AND FROM FACILITY:**

**2.13.2.1. TRAVELS IN LOCAL VICINITY.**

**2.13.2.2. TRAVELS OUTSIDE LOCAL VICINITY.**

**2.13.3. COORDINATES REQUEST.** Coordinates request with Fire Department and Security Police.

**2.13.4. PROVIDES/RECOMMENDS APPROVAL OR DISAPPROVAL.** Approves operating instruction and issues license or provides reason for disapproval.

**2.14. PROCESSES REQUEST FOR QUANTITY-DISTANCE WAIVER, EXEMPTION, OR DEVIATION:**

**2.14.1. DETERMINES NEED OR REVIEWS REQUEST.** Determines need based on current construction or site plan. Initiates request for completeness and accuracy. Performs on-site evaluation.

**2.14.2. TRAVELS TO AND FROM FACILITY:**

**2.14.2.1. TRAVELS IN LOCAL VICINITY.**

**2.14.2.2. TRAVELS OUTSIDE LOCAL VICINITY.**

**2.14.3. COORDINATES REQUEST.**

**2.14.4. FORWARDS PACKAGE.**

**3. MISHAP INVESTIGATION:**

**3.1. CONDUCTS INTERIM MISHAP INVESTIGATION:**

**3.1.1. TRAVELS TO AND FROM MISHAP SITE.**

**3.1.2. INVESTIGATES MISHAP.**

**3.1.3. PREPARES AND SUBMITS APPROPRIATE REPORT.**

**3.1.4. PROVIDES BRIEFING.**

**3.2. PERFORMS BOARD OR APPOINTED INVESTIGATING OFFICER MISHAP INVESTIGATION FOR CLASS A AND B MISHAP:**

**3.2.1. BRIEFS BOARD.**

**3.2.2. TRAVELS TO AND FROM MISHAP SITE:**

**3.2.2.1. TRAVELS IN LOCAL VICINITY:**

**3.2.2.1.1. TRAVELS TO AND FROM FLIGHT SAFETY MISHAP SITE.**

**3.2.2.1.2. TRAVELS TO AND FROM GROUND SAFETY MISHAP SITE.**

**3.2.2.1.3. TRAVELS TO AND FROM WEAPON SAFETY MISHAP SITE.**

**3.2.2.2. TRAVELS OUTSIDE LOCAL VICINITY:**

**3.2.2.2.1. TRAVELS OUTSIDE FLIGHT SAFETY LOCAL VICINITY.**

**3.2.2.2.2. TRAVELS OUTSIDE GROUND SAFETY LOCAL VICINITY.**

**3.2.2.2.3. TRAVELS OUTSIDE WEAPON SAFETY LOCAL VICINITY.**

**3.2.3. INITIATES AND PREPARES SUPPLEMENTAL AND PROGRESS REPORT:**

**3.2.3.1. PREPARES REPORT ON FLIGHT SAFETY.**

**3.2.3.2. PREPARES REPORT ON GROUND SAFETY.**

**3.2.3.3. PREPARES REPORT ON WEAPON SAFETY.**

**3.2.4. PERFORMS INVESTIGATION.** Identifies and interviews witness, collects sample, directs photograph taking, secures record and preserves evidence, and assesses damage.

**3.2.4.1. INVESTIGATES FLIGHT SAFETY.**

**3.2.4.2. INVESTIGATES GROUND SAFETY.**

**3.2.4.3. INVESTIGATES WEAPON SAFETY.**

**3.2.5. PROVIDES LOGISTICAL SUPPORT TO BOARD:**

**3.2.5.1. PROVIDES SUPPORT FOR FLIGHT SAFETY.**

**3.2.5.2. PROVIDES SUPPORT FOR GROUND SAFETY.**

**3.2.5.3. PROVIDES SUPPORT FOR WEAPON SAFETY.**

**3.2.6. PREPARES AND CONDUCTS BRIEFING:**

**3.2.6.1. BRIEFS ON FLIGHT SAFETY.**

**3.2.6.2. BRIEFS ON GROUND SAFETY.**

**3.2.6.3. BRIEFS ON WEAPON SAFETY.**

**3.2.7. PREPARES FINAL REPORT.**

**3.2.8. CONDUCTS CLOSE-OUT:**

**3.2.8.1. CONDUCTS CLOSE-OUT ON FLIGHT SAFETY.**

**3.2.8.2. CONDUCTS CLOSE-OUT ON GROUND SAFETY.**

**3.2.8.3. CONDUCTS CLOSE-OUT ON WEAPON SAFETY.**

**3.3. CONDUCTS CLASS C AND HIGH ACCIDENT POTENTIAL MISHAP INVESTIGATION:**

**3.3.1. RESPONDS TO NOTIFICATION.** Receives notification and travels to and from mishap site.

**3.3.1.1. RESPONDS TO FLIGHT SAFETY NOTIFICATION.**

**3.3.1.2. RESPONDS TO GROUND SAFETY NOTIFICATION.**

**3.3.1.3. RESPONDS TO WEAPON SAFETY NOTIFICATION.**

**3.3.2. GATHERS DATA FOR INTERIM REPORT.** Identifies and interviews witness, collects sample, directs photograph taking, secures record and preserves evidence, and assesses damage.

**3.3.2.1. GATHERS DATA FOR FLIGHT SAFETY.**

**3.3.2.2. GATHERS DATA FOR GROUND SAFETY.**

**3.3.2.3. GATHERS DATA FOR WEAPON SAFETY.**

**3.3.4. GATHERS DATA ON-SITE.** Identifies and interviews witness, collects sample, directs taking of photograph, secures record and assesses damage.

**3.3.4.1. GATHERS DATA FOR FLIGHT SAFETY.**

**3.3.4.2. GATHERS DATA FOR GROUND SAFETY.**

**3.3.4.3. GATHERS DATA FOR WEAPON SAFETY.**

**3.3.5. COLLECTS INFORMATION OFF-SITE.** Collects all necessary information from off-site source.

**3.3.5.1. COLLECTS INFORMATION FOR FLIGHT SAFETY.**

**3.3.5.2. COLLECTS INFORMATION FOR GROUND SAFETY.**

**3.3.5.3. COLLECTS INFORMATION FOR WEAPON SAFETY.**

**3.3.6. ANALYZES DATA AND PREPARES REPORT.** Analyzes mishap data and makes conclusions and recommendations. Writes, edits, finalizes, and coordinates report.

**3.3.6.1. PREPARES REPORT ON FLIGHT SAFETY MISHAP.**

**3.3.6.2. PREPARES REPORT ON GROUND SAFETY MISHAP.**

**3.3.6.3. PREPARES REPORT ON WEAPON SAFETY MISHAP.**

**3.3.7. CONDUCTS CLOSE-OUT:**

**3.3.7.1. CONDUCTS CLOSE-OUT ON FLIGHT SAFETY.**

**3.3.7.2. CONDUCTS CLOSE-OUT ON GROUND SAFETY.**

**3.3.7.3. CONDUCTS CLOSE-OUT ON WEAPON SAFETY.**

**3.4. CONDUCTS CLASS D AND NONREPORTABLE MISHAP INVESTIGATION:**

**3.4.1. RESPONDS TO NOTIFICATION.** Receives notification and travels to and from mishap site.

**3.4.1.1. RESPONDS TO FLIGHT SAFETY NOTIFICATION.**

**3.4.1.2. RESPONDS TO GROUND SAFETY NOTIFICATION.**

**3.4.1.3. RESPONDS TO WEAPON SAFETY NOTIFICATION.**

**3.4.2. GATHERS DATA ON-SITE.** Identifies and interviews witness, collects sample, directs photograph taking, secures record and preserves evidence, and assesses damage.

**3.4.2.1. GATHERS DATA FOR FLIGHT SAFETY.**

**3.4.2.2. GATHERS DATA FOR GROUND SAFETY.**

**3.4.2.3. GATHERS DATA FOR WEAPON SAFETY.**

**3.4.3. COLLECTS INFORMATION OFF-SITE.** Collects all necessary information from off-site source.

**3.4.3.1. COLLECTS INFORMATION FOR FLIGHT SAFETY.**

**3.4.3.2. COLLECTS INFORMATION FOR GROUND SAFETY.**

**3.4.3.3. COLLECTS INFORMATION FOR WEAPON SAFETY.**

**3.4.4. ANALYZES DATA AND PREPARES REPORT.** Analyzes mishap data and makes conclusions and recommendations. Writes, edits, finalizes, and coordinates report.

**3.4.4.1. PREPARES REPORT ON FLIGHT SAFETY.****3.4.4.2. PREPARES REPORT ON GROUND SAFETY.****3.4.4.3. PREPARES REPORT ON WEAPON SAFETY.****3.4.5. CONDUCTS CLOSE-OUT:****3.4.5.1. CONDUCTS CLOSE-OUT ON FLIGHT SAFETY.****3.4.5.2. CONDUCTS CLOSE-OUT ON GROUND SAFETY.****3.4.5.3. CONDUCTS CLOSE-OUT ON WEAPON SAFETY.****3.5. MANAGES HAZARD REPORTING PROGRAM:**

**3.5.1. DISSEMINATES INFORMATION.** Publicizes hazard reporting program.

**3.5.1.1. DISSEMINATES INFORMATION ON FLIGHT SAFETY.****3.5.1.2. DISSEMINATES INFORMATION ON GROUND SAFETY.****3.5.1.3. DISSEMINATES INFORMATION ON WEAPON SAFETY.**

**3.5.2. REVIEWS AND DOCUMENTS USAF HAZARD REPORT, AF FORM 457.** Reviews the USAF Hazard Report, AF Form 457, and annotates log.

**3.5.2.1. DOCUMENTS REPORT ON FLIGHT SAFETY.****3.5.2.2. DOCUMENTS REPORT ON GROUND SAFETY.****3.5.2.3. DOCUMENTS REPORT ON WEAPON SAFETY.**

**3.5.3. PERFORMS INVESTIGATION.** Validates hazard, gathers data if required, analyzes data, and assigns risk assessment code.

**3.5.3.1. INVESTIGATES FLIGHT SAFETY HAZARD.****3.5.3.2. INVESTIGATES GROUND SAFETY HAZARD.****3.5.3.3. INVESTIGATES WEAPON SAFETY HAZARD.**

**3.5.4. PREPARES INITIAL CORRESPONDENCE.** Determines office of primary responsibility and writes, edits, and coordinates correspondence.

**3.5.4.1. PREPARES CORRESPONDENCE ON FLIGHT SAFETY.**

**3.5.4.2. PREPARES CORRESPONDENCE ON GROUND SAFETY.**

**3.5.4.3. PREPARES CORRESPONDENCE ON WEAPON SAFETY.**

**3.5.5. FINALIZES REPORT.** Initiates final correspondence and closes out hazard report.

**3.5.5.1. FINALIZES REPORT ON FLIGHT SAFETY.**

**3.5.5.2. FINALIZES REPORT ON GROUND SAFETY.**

**3.5.5.3. FINALIZES REPORT ON WEAPON SAFETY.**

**3.5.6. PREPARES FINAL CORRESPONDENCE.** Writes and edits response, coordinates, and closes out log.

**3.5.6.1. PREPARES CORRESPONDENCE ON FLIGHT SAFETY.**

**3.5.6.2. PREPARES CORRESPONDENCE ON GROUND SAFETY.**

**3.5.6.3. PREPARES CORRESPONDENCE ON WEAPON SAFETY.**

**3.6. PROCESSES/MONITORS HAZARDOUS AIR TRAFFIC REPORT (HATR):**

**3.6.1. PROCESSES HATR INFORMATION.**

**3.6.2. INVESTIGATES HATR CONDITION OR EVENT.**

**3.6.3. ANALYZES DATA AND PREPARES REPORT.** Analyzes data, makes conclusion and recommendation, and prepares report.

**3.6.4. PERFORMS CLOSE-OUT.**

**4. HAZARD ABATEMENT MANAGEMENT:**

**4.1. MANAGES THE HAZARD ABATEMENT PROGRAM:**

**4.1.1. ASSESSES DEGREE OF RISK OF HAZARD OR DEFICIENCY.** Determines risk assessment code (RAC), determines cost effective index, and determines the abatement priority number.

**4.1.2. PREPARES NOTICE OF HAZARD, AF FORM 1118.** Records hazard or deficiency and develops corrective action.

**4.1.3. COORDINATES WITH ACTION AGENCY.** Coordinates with fire and health official, the civil engineer, logistics, and the activity possessing the hazard or deficiency.

**4.1.4. MAINTAINS HAZARD ABATEMENT PLAN.** Obtains input for identified safety hazard or deficiency from functional managers and fire and health official. Consolidates input with safety hazard or deficiency to form the Base Hazard Abatement Plan (RACs 1-5).

**4.1.4.1. OBTAINS INPUT.**

**4.1.4.2. MAINTAINS MASTER HAZARD ABATEMENT PLAN FOR IDENTIFIED SAFETY HAZARD OR DEFICIENCY (RACs 1-5).**

**4.2. PARTICIPATES IN THE ESTABLISHMENT OF BASE FUNDING PRIORITY:****4.2.1. PARTICIPATES AND ESTABLISHES PRIORITY FOR FUNDING.****4.2.2. PROVIDES HAZARD ABATEMENT DATA FOR THE BUDGET.****4.3. SUBMITS HAZARD ABATEMENT PLAN:****4.3.1. SUBMITS HAZARD ABATEMENT PLAN TO COMMANDER ANNUALLY FOR REVIEWS AND APPROVAL.****4.3.2. SUBMITS HAZARD ABATEMENT PLAN TO MAJCOM AS REQUIRED.****4.4. CERTIFIES COMPLETION OF ABATEMENT ACTION.****5. MANAGES AIR FORCE OCCUPATIONAL SAFETY AND HEALTH COUNCIL:****5.1. PREPARES AND DISTRIBUTES COUNCIL AGENDA.****5.2. PREPARES AND PRESENTS MANDATORY ITEMS TO THE COUNCIL (AFR 127-12, PARAGRAPHS 19A(6) (A) - (E)).****5.3. PREPARES AND DISTRIBUTES MINUTES.****6. ENGINEERING PROJECT REVIEW:****6.1. REVIEWS PROPOSED PROJECT DOCUMENT FOR FACILITY, EQUIPMENT, AND SERVICES.****6.2. PROVIDES SAFETY CRITERIA.** Provides safety criteria (in-house or contract effort) for inclusion in project book, shop layout, specification, drawing, blueprint, and operating procedures.**6.3. REVIEWS WORK ORDER REQUEST.** Reviews work order (AF Form 332) and makes recommendation.**6.4. DEVELOPS ENGINEERING ANALYSIS.** Performs system safety analysis of a systems facility, equipment, or process.**7. OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) REQUIREMENTS:****7.1. PREPARES FOR OSHA VISIT.****7.2. ASSISTS OSHA PERSONNEL DURING VISIT.****7.3. PREPARES POST-VISIT REPORT.****7.4. COMPILES AND POSTS OSHA REPORT.****8. SELF-INSPECTION PROGRAM:****8.1. DEVELOPS/UPDATES SELF-INSPECTION CHECKLIST.****8.2. CONDUCTS SELF-INSPECTION SEMIANNUALLY.****8.3. PROVIDES CROSS-FEED TO ALL FUNCTIONAL AREAS.**

**8.4. RECEIVES REPORTS OF SELF-INSPECTION FROM FUNCTIONAL AREAS.**

**8.5. RECEIVES CROSS-FEED/CROSS-TELL FROM OTHER AGENCIES.**

**8.6. FOLLOWS UP AND ENSURES CORRECTIVE ACTION IS TAKEN TO CORRECT DISCREPANCIES.**

**INDIRECT:** Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of indirect work are Supervision, Administration, Meeting, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC				APPLICABILITY MAN-HOUR RANGE						
CRTC/Safety/1060TC				Constant Manpower						
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Safety	1S0X1	AGR	1							
TOTAL			1							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										