



DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

MEMORANDUM FOR SQUADRON PERSONNEL

8 Mar 04

FROM: 367 RCS/CC
3990 E. Bijou St.
Colorado Springs CO 80909-6806

SUBJECT: Mishap Notification Procedures

- 1. The following actions must be taken if any driver is involved in an automobile accident:**
 - a. Render all possible assistance to the injured, including first aid as required if qualified.**
 - b. Do everything possible to prevent the accident from compounding.**
 - c. Notify proper civil and military authorities (see paragraph 2) or ask someone to do this.**
 - d. Complete Accident Identification Card (DD Form 518) and give to the other party(s) involved in the accident.**
 - e. Obtain the names and addresses of all persons involved and any witnesses**
 - f. Complete an AETC Form 435 (Mishap Data Worksheet) and Standard Form 91 (Operator's Report of Motor Vehicle Accident) and make special note of the time, weather and road conditions. Both of these forms can be downloaded from the squadron web site.**
 - g. Deliver the completed AETC Form 435 and SF Form 91 to the immediate supervisor ASAP. Mishaps must be reported to AETC within 24 hours of the incident using the AETC Form 435.**
 - h. Do not leave or move the vehicle from the scene of the accident until military or civil police give permission unless the vehicle constitutes a serious traffic hazard. Some police departments have a policy of disregarding minor accidents. Drivers should make every effort to have police investigate all accidents, regardless of extent of damage. Notify squadron headquarters immediately if police will not report to the accident scene. If you are not able to obtain an on-the-scene investigation by local authorities, stop by the police department as soon as possible after the accident to complete and obtain a police report. Send this to your supervisor.**
 - i. Comply with instructions contained in GSA handbook and local laws concerning reporting motor vehicle accidents. Immediately inform squadron headquarters of any accident.**
 - j. Do not express opinions or admit liability to other party(s), or agent(s); sign no statements; complete other forms or make no agreements for the repair of the vehicles or any other matter connected the accident. Do not make official accident reports available to claimants or to any individual or non-military organizations. Refer all such matters to the squadron for resolution**

2. Immediately inform squadron headquarters of all accidents. Accidents occurring after duty hours are reported to one of the following individuals in the order listed. If unable to notify squadron personnel, contact AFRS/SE (Mr. Ray Brown, (210) 652-5339).

Safety NCO – MSgt Miles Harvey
Office (719) 554-1258
Home (719) 622-1586

First Sergeant – MSgt Wayne Klasen
Office (719) 554-1243
Cell (719) 761-5308

Superintendent – SMSgt Larry Carlton
Office (719) 554-1242
Cell (719) 761-5305

Commander – Lt Col Thomas Y. Headen
Office (719) 554-1241
Cell (719) 761-5497

3. You should have the following information ready when reporting an accident. Also, see accident notification checklist:

- a. Were there injuries?
- b. Year, make and vehicle identification number or GSA license plate number.
- c. On scene damage estimate of both vehicles (your best estimate).
- d. Exact location of accident.
- e. Narrative of exactly what happened.

4. Within five (5) days of the accident, you must submit an estimate of damages to include parts and labor. It is your responsibility to obtain this estimate from the servicing GSA motor pool, phone in estimate to logistics, then forward the written estimate to logistics and unit safety representative.


THOMAS Y. HEADEN, Lt Col, USAF
Commander