DD MMM YY

MEMORANDUM FOR ALL SQUADRONS PERSONNEL

FROM: YOUR OFFICE

SUBJECT: Mishap Reporting/Notification Procedures on/off Duty

1, If you are hurt either on duty or off duty, you must report your injury to both your supervisor and the Unit Safety Representative (USR). Similarly, if you are involved in an incident in which Air Force equipment or property is damaged, the same people must be notified.

2. During duty hours, the supervisor must take the following action:

1. Notify the USR at XXX-XXXX and the commander at XXX-XXXX of the mishap.
2. Notify Fire Department by calling ext. 911 or Security Forces at ext. 911.
3. Obtain an AF Form 978, *Supervisor’s Mishap Report*, from the USR. Fill out the AF Form 978 immediately and return the AF Form 978 to USR for review.
4. If a serious mishap/incident occurs after duty hours, call the command post at XXX-XXXX and notify 11 WG/SEG O-LA at 202-255-9458.

YOUR COMMANDER, Rank, USAF

Commander