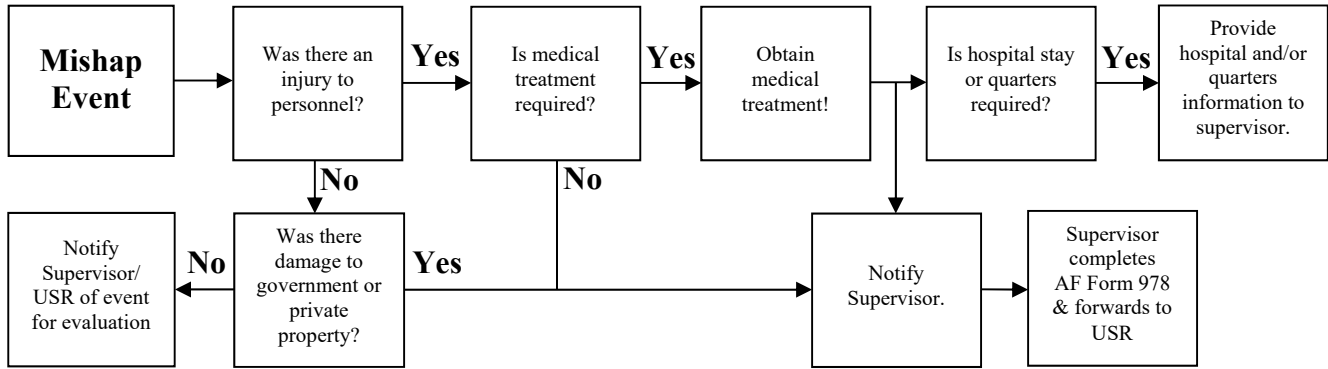


# Air Force Pentagon Mishap and Hazard Reporting Procedures

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The key to **MISHAP REPORTING** is timely notification. Don't delay reporting. If you can't locate an individual, proceed to the next step.

1. Individual: If a military person is injured on or off duty, a civilian is injured on duty, or equipment/property is damaged to include vehicle accidents, **NOTIFY SUPERVISOR IMMEDIATELY.**



2. Supervisor: **NOTIFY YOUR UNIT SAFETY REPRESENTATIVE (USR).** Initiate AF Form 978, *Supervisor's Mishap Report*, with the individual, complete Supervisor's signature block, and send it to USR.
3. Unit Safety Representative: **NOTIFY YOUR UNIT COMMANDER** and **THE AF PENTAGON SAFETY OFFICE** during normal duty hours or **COMMAND POST** after normal duty hours. Review AF Form 978 from supervisor, complete USR signature block and forward to commander for their review and signature. Provide completed AF Form 978 to the AF Pentagon Safety Office ***within 5 workdays.***

Any individual may report any **HAZARDOUS CONDITION, POLICY, AND/OR PROCEDURE** that is not able to be corrected at the unit level or via a work order request to the AF Pentagon Safety Office via the methods below. All hazard reports may be submitted anonymously.

1. The Airman Safety App is available on the App Store, Google Play, and phone & computer web browsers at [www.asap.safety.af.mil](http://www.asap.safety.af.mil) or via the QR code to the right. Common Access Card is not required to access the app or website.
2. Contact the AF Pentagon Safety Office directly by email, phone, or by stopping by the office in person (1E918).
3. Complete an AF Form 457, *USAF Hazard Report*, (available on ePubs ([www.e-publishing.af.mil](http://www.e-publishing.af.mil))) either electronically or hardcopy, and provide it to the AF Pentagon Safety Office via email or in-person.



11th Wing OL-A Safety Office  
 Pentagon Room 1E918  
 COMM: (703) 693-SAFE (7233)  
 DSN: (312) 223-SAFE (7233)  
 Org Box: [11wg.pentagon.safety@us.af.mil](mailto:11wg.pentagon.safety@us.af.mil)  
 SharePoint: <https://usaf.dps.mil/sites/11-WG/safety/AF Pentagon>



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