



DEPARTMENT OF THE AIR FORCE
62D COMPTROLLER SQUADRON (AMC)



13 October 2022

MEMORANDUM FOR 62D AIRLIFT WING STAFF AGENCIES

FROM: 62 CPTS/CC

SUBJECT: Mishap Notification and Reporting

1. Any on or off-duty mishap resulting in damage to DoD property or injury to personnel (on duty only for civilians to include volunteer staff) shall be reported to the 62 AW Safety section within three business days. Supervisors will coordinate with the Unit Safety Representative (USR) to notify and report the incident. Civilians will also contact Civilian Personnel Office to take necessary action.
2. An AF Form 978, *Supervisor's Mishap Report*, will be completed by the supervisor of the individual involved in the incident and sent to the USR. The USR will forward the AF Form 978s to the 62 AW Safety staff within five workdays following the mishap. Copies of this form are located on AF e-publishing. Civilian employees submit a CA-1/CA-16 to the Civilian Personnel Office.
3. Please contact Ms. Rebecca Wood at 982-2105 if you have any questions.

WILLIAM E. GRIFFIN, Lt Col, USAF
Commander