

PRE-DEPARTURE SAFETY BRIEFING

Authority: 10 U.S.C. § 8013 and E.O. 9397

Purpose(s): Document Pre-Departure Safety Briefing

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. § 552a(b)(3). The DoD 'Blanket Routine Uses' published at the beginning of the Department of the Air Force's compilation of systems of records notices apply to this system.

Disclosure: Voluntary. Failure to provide your personnel Information may delay or cause this information to not be inputted into the Personnel Data System (PDS)

System of Records Notice: AF SORN(s), F036 AF PC Q, Personnel Data System (PDS) is available at: <http://dpcl.o.defense.gov/Privacy/SORNs.aspx>

PART I

INSTRUCTIONS

1. Unit commanders may use this form to ensure that military personnel under the age of 26 have been briefed before departure on leave, TDY, or PCS, of the hazards involving recreational activities and travel by private motor vehicles.
2. If used, commander, first sergeant, flight commander, immediate supervisor, or military training manager should conduct this briefing. Group briefing may be given as applicable.
3. Units are responsible for adding to the following guidance by using educational materials tailored to the installation's location, climatic conditions, and recreational activities. Supplemental educational and briefing material can be obtained from the occupational safety office.
4. Part III, "Proposed Travel Itinerary" will be completed by the departing member and reviewed by the unit commander, first sergeant, flight commander, immediate supervisor, or the military training manager for approval prior to member's departure.
5. Dispose of this form in accordance with Air Force Records Disposition Schedule (RDS).

PART II

BRIEFING GUIDE

- ☐ 1. Urge the driver to carefully and intelligently plan the trip, allowing time for rest prior to departure and at least every 2 hours while traveling. Travelers should not drive more than 10 hours during any 24-hour period. Strongly encourage travelers to get a good night's sleep (7-8 hours) while traveling.
- ☐ 2. Encourage the traveler to be sure sufficient funds are available to cover expenses. A shortage of funds often leads to exhausting, marathon driving.
- ☐ 3. Encourage the traveler to check the weather forecast for the intended route of travel.
- ☐ 4. Discourage driving during late night hours. There is a greater chance to encounter risks/hazards such as impaired (intoxicated, fatigued) drivers, deer or other animals, reduced visibility, etc. on the road at night than during the day.
- ☐ 5. Stress the value of occupant restraint devices, including child restraints, and use of helmets and personal protective equipment by motorcyclists.
- ☐ 6. Stress the importance of vehicle condition; vehicle defects also contribute to mishaps.
- ☐ 7. Discuss the main causes of injury and death by vehicle mishaps, which are speeding, fatigue, alcohol, nonuse of occupant restraints, and nonuse of helmets by motorcyclists.
- ☐ 8. Remind personnel to extend safety principles and common sense in planned recreational activities while off duty. Sports and recreational activities are the leading cause of injuries to Airmen and Guardians. These injuries can be prevented. While there are inherent risks associated with every activity, these risks can be minimized by performing warm-up and stretching exercises prior to physical activities, drinking plenty of fluids during the activity, avoiding overexertion, and stretching after the activity.
- ☐ 9. Encourage personnel to discuss with leadership their plans to engage in high-risk activities such as flying civil aircraft, hang gliding, skydiving, para-sailing, white-water rafting, motorcycle and auto racing, scuba diving, bungee jumping, etc.
- ☐ 10. Advise the traveler to contact their unit commander, first sergeant, flight commander, immediate supervisor or command post in the event of involvement in an accident or an emergency situation. Ensure the member is provided the phone numbers of the points of contact.
- ☐ 11. Urge the traveler to inform someone (spouse, parent, friend, supervisor, first sergeant, etc.) concerning their travel plans and establish periodic check-in times to verify travel status.

LOCAL AREA/MAJCOM/FLDCOM/WING/DELTA/UNIT SPECIFIC BRIEFING ITEMS:

DAF FORM 4392, 20241210

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The information herein contains Controlled Unclassified Information (CUI), which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

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Previous editions currently in use as of date of this form are authorized - All others are obsolete.

PART III PROPOSED TRAVEL ITINERARY					
CHECK THE APPLICABLE MODES OF TRANSPORTATION					
☐ PRIVATE MOTOR VEHICLE ☐ AIRPLANE ☐ BUS ☐ TRAIN ☐ MOTORCYCLE ☐ OTHER (<i>Specify</i>)					
DEPARTURE DATE		FINAL DESTINATION			
PROVIDE INFORMATION BELOW FOR EACH DAY OF TRAVEL					
ADD	DATE	DEPARTURE POINT	ARRIVAL POINT	LENGTH OF REST PERIOD	APPROXIMATE MILEAGE
+ ▲ - ▼					
+ ▲ - ▼					
+ ▲ - ▼					
+ ▲ - ▼					
+ ▲ - ▼					
+ ▲ - ▼					
+ ▲ - ▼					
+ ▲ - ▼					
NOTES:					
BRIEFING ACKNOWLEDGEMENT					
ORGANIZATION					DATE BRIEFED
INDIVIDUAL RECEIVING BRIEF NAME (<i>Last, First</i>)		GRADE			
BRIEFER / REVIEWER NAME (<i>Last, First</i>)		GRADE			