PURPOSE:
This USAF Airworthiness (AW) Circular (AC) provides a template for Director of Engineering (DOE)-Level Delegated Technical Authority (DTA) annual reports.

SCOPE:
This AC applies to all DOE-Level DTAs.

ATTACHMENTS:
1. Annual Report Template

CANCELLATIONS:
Not applicable. This is the initial release of this AC.

REFERENCED DOCUMENTS:
1. AW Bulletin (AWB)-225, Airworthiness Delegated Technical Authorities
2. AFI 91-204, Safety Investigation and Hazard Reporting

DISCUSSION:
AWB-225 requires DOE-Level DTAs to provide an annual report summarizing AW-related activities conducted during the prior calendar year. To ensure consistency, an annual report template has been developed and is provided in this AC.

RECOMMENDATION:
DOE-Level DTAs should use the template in Attachment 1 to submit their annual report to the USAF AW Office no later than 31 January of each year, as required by AWB-225. A digital copy is available at https://es2.eis.af.mil/sites/23230/Airworthiness/SitePages/Home.aspx.

POINTS OF CONTACT:
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USAF Technical Airworthiness Authority

Distribution Statement A: Approved for Public Release (Case #88ABW-2019-4549)
USAF Center of Excellence for Airworthiness
## Attachment 1

### ANNUAL REPORT TEMPLATE

<table>
<thead>
<tr>
<th>Modification Information</th>
<th>ADF</th>
<th>AW Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDS / Program</td>
<td>CE-Level DTA</td>
<td>Modification / ECP Name</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-----</td>
<td>-------------</td>
</tr>
</tbody>
</table>

### FIGURE 1. Annual Report: AW Determination Forms and AW Approvals

<table>
<thead>
<tr>
<th>Two-Letter Directorate</th>
<th>MDS Platform</th>
<th>System Safety Risk Assessment Title</th>
<th>Risk Level</th>
<th>AW-Related Risk (Y/N)</th>
<th>Initial Acceptance Date</th>
<th>Current Re-Acceptance Date</th>
<th>Date Risk Reduced</th>
<th>Flight Test Only (Y/N)</th>
<th>Additional Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Notes:**

1. If the platform does not have Serious or High risks, enter "No Serious or High Risks" in the *System Safety Risk Assessment Title* column.
2. If a risk reported in the prior reporting period was reduced to Medium/Low or eliminated, (a) “strikethrough” the entries in the *System Safety Risk Assessment Title* and *Risk Level* columns, and (b) enter the date the risk was reduced or eliminated in the *Date Risk Reduced* column.
3. If a risk reported in the prior reporting period was reduced from High to Serious, (a) “strikethrough” the entries in the *System Safety Risk Assessment Title* and *Risk Level* columns, (b) enter the date the risk was reduced in the *Date Risk Reduced* column, and (c) add a new row for the Serious risk.
4. If a risk reported in the prior reporting period was elevated from Serious to High, (a) “strikethrough” the entries in the *System Safety Risk Assessment Title* and *Risk Level* columns, (b) enter "Risk elevated from Serious to High" in the *Additional Notes* column, and (c) add a new row for the High risk.
5. *AW-Related Risk* column: Enter "Y" if the risk is AW related. Enter "N" if the risk is a system safety risk, but not AW related (e.g., risk associated with a weapon after safe separation or ground safety risk).
6. *Flight Test Only* column: Enter "Y" if the risk only applies to a flight test configuration. Enter "N" in all other cases.
7. *Additional Notes* column: Identify the status of mitigation activities, to include root cause determination, funding status (e.g., not funded, partially funded, or fully funded to be mitigated), and estimated completion date.

### FIGURE 2. Annual Report: Serious and High Risks

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FIGURE 3. Annual Report: Class A Mishaps

<table>
<thead>
<tr>
<th>Mishap Date</th>
<th>AFSAS Report #</th>
<th>Description</th>
<th>TAA Briefing Date</th>
</tr>
</thead>
</table>

Notes:
1. Do not include Privileged Safety Information. Refer to AFI 91-204 for additional guidance.
2. If there were no Class A mishaps, enter "No Class A mishaps" in the Description column.