

**SECURITY FORCES MINOR ACCIDENT WORKSHEET**

PRIVACY ACT STATEMENT

**Authority:** 10 U.S.C. 8013, Secretary of the Air Force: powers and duties; delegation by; DoD Instruction (DODI) 1000.19, Mishap Investigation, Reporting and Recordkeeping; DODI 6055.4, Department of Defense Traffic Safety Program; Air Force Instruction (AFI) 31-201, Security Police Policies and Procedures, and AFI 31-204, Motor Vehicle Traffic Supervision. **Purpose(s)** Used to record information on traffic accidents and violations. Reports are forwarded to the appropriate individual within an organization who ensures corrective action is taken, or to US Magistrate as applicable. **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) as follows: The Department of the Air Force "Blanket Routine Uses" set forth at the beginning of the Air Force's compilation of systems of records notices apply to this system. Records from this system of records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or statistical use. Additionally, accident reports may be disclosed to private attorneys, representatives of insurance companies and private citizens. **Disclosure** is Voluntary.

**PART 1 - REPORTS AND ANALYSIS USE ONLY**

ACCIDENT REPORT NUMBER:

**PART 2 - RESPONDING PATROLMAN INFORMATION**

NAME		GRADE	
DATE	TIME	LOCATION	
WEATHER/SURFACE CONDITIONS			
TYPE OF ACCIDENT			
CAUSE OF ACCIDENT			
SEAT BELT USED <input type="checkbox"/> YES <input type="checkbox"/> NO      VEH 1 <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER      VEH 2 <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER			
AIR BAGS DEPLOYED <input type="checkbox"/> YES <input type="checkbox"/> NO      VEH 1 <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER      VEH 2 <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER			
PRIVATE PROPERTY DAMAGE		\$	
GOVERNMENT PROPERTY DAMAGE		\$	

**PART 3 - PERSONNEL INVOLVED**

<b>VEHICLE # 1</b>			
NAME (Last, First, MI)		GRADE	
SQ/DP		STATUS	
DATE OF BIRTH (YYMMDD)		PLACE OF BIRTH (City and State)	
SSN	DRIVER LICENSE #	STATE	
ADDRESS		HOME PHONE	
YEAR	MAKE	MODEL	
LICENSE PLATE #	STATE	DD FORM 2220 #	
INSURANCE COMPANY		POLICY #	
DAMAGE		\$	
<b>VEHICLE # 2</b>			
NAME (Last, First, MI)		GRADE	
SQ/DP		STATUS	
DATE OF BIRTH (YYMMDD)		PLACE OF BIRTH (City and State)	
SSN	DRIVER LICENSE #	STATE	
ADDRESS		HOME PHONE	
YEAR	MAKE	MODEL	
LICENSE PLATE #	STATE	DD FORM 2220 #	
INSURANCE COMPANY		POLICY #	
DAMAGE		\$	

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

SKETCH

NARRATIVE(Who, What, Where, When, Why, How, and Contributing Factors)

PATROLMANS SIGNATURE

DATE