

**BY ORDER OF THE COMMANDER  
439TH AIRLIFT WING**

**439TH AIRLIFT WING INSTRUCTION  
36-2802**



**15 SEPTEMBER 2010**

**Personnel**

**SAFETY AWARD PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 439AW/SEG

Supersedes: 439AWI36-2802,  
3 August 2005

Certified by: 439AW/SE  
(Lt Col David M. Heroux)

Pages: 4

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Programs*. It establishes procedures and responsibilities for supervisors to recognize and reward exemplary participation in the 439th Airlift Wing Mishap Prevention Program by individuals and subordinate units. The 439th Airlift Wing Safety Office (439 AW/SE) administers the safety award program. It applies to all units assigned or attached to Westover ARB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 to 439 AW/SE, 100 Lloyd Street, Suite 102, Westover ARB, MA 01022-1825.

**SUMMARY OF CHANGES**

The website for the Air Force Records Disposition Schedule (RDS) has been updated. The name of the current base commander has been updated. A Summary of Changes has been added.

**1. Implementation.** This instruction creates safety incentive awards for which individual members may be recognized. The civilian and military awards are “Safety Person of the Quarter” and, “Safety Person of the Year”. The recipients of these awards will receive a certificate of commendation and recognition. Additional recognition may be specified at the discretion of the commander, 439th Airlift Wing and/or subordinate commanders.

**2. Safety Award Categories.**

## 2.1. Safety Person of the Quarter.

### 2.1.1. The 4 quarters are:

2.1.1.1. 1st Quarter, October-December (Selection made in January).

2.1.1.2. 2nd Quarter, January-March (Selection made in April).

2.1.1.3. 3rd Quarter, April-June (Selection made in July).

2.1.1.4. 4th Quarter, July-September (Selection made in October).

2.1.2. Submissions for any quarter must be received in 439 AW/SE not later than the end of the Unit Training Assembly (UTA) for each selection month.

2.1.3. May be awarded quarterly to either a civilian or military member of the 439th Airlift Wing who has made significant safety contributions.

2.1.4. Selection criteria include: Mishap prevention, hazards identification and abatement, ability to project and reinforce a sound safety attitude to others. Other safety related accomplishments, in the opinion of the nominator, which uniquely qualifies this individual for recognition.

## 2.2. Safety Person of the Year.

2.2.1. Individuals who have been selected as "Safety Person of the Quarter" during the year will automatically be placed into competition for the "Safety Person of the Year" Award.

2.2.2. Selections for the Safety Person of the Year will be made in November and awarded during the December UTA.

2.2.3. Safety Person of the Year recipients will be considered for submission to higher headquarters for awards referenced in AFI 36-2833, *Safety Awards*.

## 3. Nomination Procedures.

3.1. Unit commanders, functional managers, and supervisors are responsible for nominating deserving members to the 439 AW/SE.

3.2. Send nomination(s) to the 439 AW/SEG via e-mail or official memorandum (one per individual). Telephone nominations will not be accepted. If a candidate is not selected, supervisors may update the information and resubmit it for future consideration. Each submission is considered current for two quarters.

### 3.2.1. Include in your nomination:

3.2.1.1. Full Name (including middle initial).

3.2.1.2. Grade/Rank, Job Series/AFSC, Unit or Organization.

3.2.1.3. The basis used for your nomination of this individual; for example, the individual's accomplishments, which resulted in implemented suggestions, improved work conditions, or changed procedures, which enhanced the safety of the workplace or encouraged safe work practices.

3.2.1.4. Cite specific examples of the individual's involvement in your unit's safety program and any supporting information that would be applicable for consideration.

**4. Presentation.**

4.1. Selection will be made by the 439 AW Commander with recommendations from the safety staff.

4.2. Presentation of the award can be made at the Wing, Squadron or Civilian Commander's Call. Coordination with the commanders will be accomplished by 439 AW/SE.

ROBERT R. SWAIN, JR., Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

AFMAN 33-363, *Management of Records*, 1 March 2008

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AFI 36-2833, *Safety Awards*, 20 September 2006