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**Personnel**

**SAFETY AWARDS PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*, and Air Force Instruction (AFI) 36-2833, *Safety Awards*. It establishes procedures for identifying and recognizing those individuals and units who promote and emphasize safety within the 442 Fighter Wing (442 FW). It applies to all personnel, civilian and military, assigned to the 442 FW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

This document replaces and substantially changes 442 FWI 91-302 and must be completely reviewed. Major changes include; elimination of several award categories; clarification of submission process and submission deadline.

**1. Objective:** Safety awards are designed to honor and recognize individuals and units for contributing to safety and preventing mishaps through either sustained superior performance or a one-time act. The safety awards program is designed to recognize our model safety awareness performers and encourage others to emulate their example on a calendar year basis. Additionally, the safety awards program identifies wing-level nominees for higher headquarters awards.

## 2. Responsibilities:

2.1. The 442 FW Chief of Safety (442 FW/SE), is responsible for Safety Awards program management.

2.2. All Safety Awards should be presented by the 442 FW Commander (442 FW/CC) or designated representative.

## 3. Nominating Procedures:

3.1. All individuals assigned to the 442 FW are eligible for the awards to include military and/or civilians.

3.2. Nominations for the awards can be made by anyone; however, Commanders, Supervisors, and Unit Safety Representatives (USR) are encouraged to play an active part in the nomination process. Nominations will be forwarded to the 442 Fighter Wing Safety Office (442 FW/SE). All awards, with the exception of the Safety in Action Award, are selected and presented on an annual basis and nominations are due to the 442 FW/SE no later than (NLT) 15 September.

3.2.1. Nominations will include:

3.2.1.1. Name and office symbol of nominee.

3.2.1.2. A brief summary of the action. The action could either be a safe act other than those covered under normal written procedures that prevented injury to personnel or damage to equipment, engineering or design change of equipment or facilities that enhanced safety, or an idea that results in a program, policy or procedural change that promotes safety.

3.3. Once the nomination deadline has passed, the 442 FW/SE staff will review and validate the nominations. The safety award recipients will be selected by the 442 FW Chief of Safety.

## 4. Categories of Safety Awards:

4.1. ***Safety in Action Award*** – An award that recognizes an individual contribution to general safety awareness and practice. The award will be issued to groups or an individual who has enhanced safety in a special way. The Chief of Safety will approve this award on an as warranted basis.

4.2. ***Annual Ground Safety Award*** – Selected from the Safety in Action recipients, this award recognizes the person who most significantly contributed to ground safety for the year.

4.3. ***Annual Weapons Safety Award*** – Selected from the Safety in Action recipients, this award recognizes the person who most significantly contributed to weapons safety for the year.

4.4. ***Annual Flight Safety Award*** – Selected from the Safety in Action recipients, this award recognizes the person who most significantly contributed to flight safety for the year.

4.5. ***Shop Safety of the Year Trophy*** – A trophy that recognizes a particular work area for outstanding contributions to safety. Items of interest could include: documentation of safety briefings, good housekeeping, innovated ideas that promote or enhance safe practices, and inspection findings. The trophy will exhibit name plates of past recipients and rotate

annually to its new recipient.

ERIC S. OVERTURE, Brig Gen, USAFR  
Commander

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

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

AFI 36-2833, *Safety Awards*, 8 February 2011

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

***Adopted Forms***

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

***Abbreviations and Acronyms***

**442 FW**—442d Fighter Wing

**442 FW/CC**—442d Fighter Wing Commander

**442 FW/SE**—442d Fighter Wing Chief of Safety

**AF**—Air Force

**AFI**—Air Force Instruction

**AFPD**—Air Force Policy Directive

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**FWI**—Fighter Wing Instruction

**NLT**—No Later Than

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**USR**—Unit Safety Representative