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SECRETARY OF THE AIR FORCE**



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**SAFETY AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, *Awards and Decorations* Programs. It describes the Air Force Safety Program Awards and the purpose, eligibility requirements, selection criteria, and nomination processes for each. It applies to all Air Force organizations and personnel, including the Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. This publication may be supplemented at any level; however, all supplements that directly implement this instruction must be routed to AFSEC/SEA for coordination prior to certification and approval. 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 847s from the field through the appropriate functional's chain of command. No waivers may be granted for any part of this publication. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The

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**(AFSOC) AFI 36-2833, *Safety Awards*, 31 October 2012, is supplemented as follows:** This supplement applies to all AFSOC units and gained Air National Guard (ANG), Air Force Reserve Command (AFRC) units that are attached to AFSOC. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Forms 847 from the field through the appropriate functional chain of command. This Supplement may further be supplemented by subordinate units, but all local supplements that directly administer this publication must be routed to AFSOC/SEP for coordination prior to certification and approval.

**SUMMARY OF CHANGES**

This interim change revises AFI 36-2833 by adding the System of Cooperation Among the Air Forces of the Americas (SICOFAA) Flight Safety Award.

**(AFSOC)** This supplement tailors AFSOC's Safety Awards Program to the Air Force Safety Center's (AFSEC) program. It implements an updated command safety awards program that complements the Air Staff's efforts, and provides safety awards that will best recognize AFSOC's personnel. **This document is substantially revised and must be completely reviewed.** Some major changes include the elimination of the headquarters level quarterly awards.

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## *Section A—General Information*

### **1. Commanders' and Directors' Program.**

1.1. The Air Force Safety Awards Program recognizes outstanding safety acts and achievements, see **Table 1** for awards covered by this instruction.

1.1.1. **(Added-AFSOC)** Attachment 5, AFSOC Award Reference Table, describes AFSOC's overall safety and risk management awards program.

1.2. The Air Force encourages commanders at all levels of command, especially at installation level, to develop and establish recognition programs that complement the Safety Awards Program.

1.3. **(Added-AFSOC)** AFSOC/SE will recognize a Command-level winner for each category and provide the appropriate award.

### **2. Administrative Procedures.**

2.1. MAJCOMs, DRUs, and FOAs will follow the instructions of this AFI.

2.2. Commanders and Directors:

2.2.1. Publicize the awards program and review achievements often to make sure deserving persons and organizations receive consideration.

2.2.2. May nominate one individual or unit for single award categories. May nominate an individual or unit for more than one award; may nominate an individual or unit for more than one award for the same act.

2.2.3. Send nominations for safety awards to the Air Force Safety Center (AFSEC/SEA) through command channels by 15 November after the fiscal year award period, unless otherwise specified.

2.2.3.1. Each nomination will be submitted using the most current version of the AF Form 1206, *Nomination for Award*. Only include achievements and contributions for the period 1 October through 30 September for the fiscal year under consideration.

2.2.3.2. Nominations are limited to a maximum of 20 lines using the Air Force Form 1206. Use bullet statements only, with the exception of the Koren Kolligian Trophy, Air Force Chief of Safety Aircrew of Distinction Award Aviation Safety Well Done Award and Ground/Weapons Safety Well Done Award which may be submitted in narrative format. List uncommon acronyms at the bottom of AF Form 1206. Submit nomination packages electronically to the Air Force Safety Awards Program Manager.

2.2.3.3. Include a final citation, between 10 to 13 lines (word doc., orientation-landscape, Microsoft Word® Times New Roman, 12-font size) as specified in the nomination procedures for each award, see examples in Attachment 2 and Attachment 3. Do not submit a citation for the following: Secretary of the Air Force Safety Award, Maj Gen Foulois Memorial Award, and the Colonel Will L. Tubbs Memorial Award for Ground Safety.

2.2.3.4. **(Added-AFSOC)** Send nominations electronically to HQ AFSOC/SEP. Nominations may be mailed (if necessary), send to 229 Cody Avenue, Suite 102, Hurlburt Field, FL 32544-5312. Provide a hard and electronic copy with wing or group commander cover letter. Nominations arriving after 15 October for the previous fiscal year will not be considered.

2.2.3.5. **(Added-AFSOC)** Forward nominations under wing/group commander (or equivalent) to AFSOC/SEP. Include cover letter, AF Form 1206, *Nomination for Award*, with all appropriate nominee information for each award. Nominations should be electronic only and multiple nominations should only be under one cover letter.

2.2.3.6. **(Added-AFSOC)** Award recipients will be notified and will be requested to provide an electronic photo for the Commando Safety Journal.

### 2.3. AFSEC:

2.3.1. Provides funds to purchase appropriate awards for nominations approved by the Secretary of the Air Force, Chief of Staff and Air Force Chief of Safety.

2.3.2. Assembles the Annual Safety Awards Board which includes representatives from AF/A3O, Current Operations; AF/A4L, Directorate of Logistics; and AFIA, Air Force Inspection Agency. In addition, AFSEC provides members from SES, Space Safety Division; SEG, Ground Safety Division; SEF, Flight Safety Division, SEW, Weapons Safety Division; and Career Field Manager in an advisory role. The Board must include two rated officers. See Attachment 3 for annual Safety Awards Board process.

2.3.3. Provide award and recipient information sufficient to publicize safety award to AFSEC/ PA, Public Affairs, office.

2.3.4. Prepares letter authorizing a military individual award recipient to wear the Air Force Recognition Ribbon and a civilian recipient to wear the lapel pin.

2.4. SAF/MR, Assistant Secretary of the Air Force for Manpower and Reserve Affairs, serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review and execution of plans, policies, programs, and budgets addressing Awards and Decorations.

2.5. AF/A1, Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services, develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the Awards and Decorations Program.

**2.6. Recipients:**

2.6.1. Persons honored for individual actions may wear the Air Force Recognition Ribbon for the following awards:

2.6.1.1. Koren Kolligian, Jr., Trophy.

2.6.1.2. Chief of Safety Special Achievement Award.

2.6.1.3. Air Force Nuclear Surety Outstanding Achievement Award.

2.6.1.4. Safety Career Professional of the Year Award.

2.6.1.5. Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety.

2.6.1.6. Air Force Chief of Safety Aircrew of Distinction Award.

2.6.1.7. Aviation Well Done Award.

2.6.1.8. Ground/Weapons Safety Well Done Award.

2.6.1.9. Air Force Chief of Safety Aviation Maintenance Safety Award

2.6.1.10. Air Force Chief of Safety Cyber Safety Award.

2.6.1.11. Air Force Chief of Safety Space Safety Award.

2.6.2. Persons belonging to a group, or individuals being recognized as a group, are not eligible for the ribbon.

2.6.3. Awarded civilians wear the lapel pin instead of the ribbon.

***Section B—Secretary of the Air Force Safety Award***

**3. Purpose.** The MAJCOM, DRU or FOA with the most effective overall safety program receives this, the highest safety award of the Air Force. An appropriate award is given each fiscal year.

**4. Eligibility.** MAJCOMs, DRUs, and FOAs.

**5. Selection Criteria.** The Awards Board considers:

5.1. Combined effectiveness of safety programs.

5.2. Efforts to further Risk Management (RM) implementation and integration.

**Table 1. Safety Awards.**

AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
Secretary of the Air Force Safety Award (Annual)	MAJCOM, DRU, and FOA	Secretary of the Air Force	Appropriate Award	Air Force
Maj Gen Foulois Memorial Award (Annual)	MAJCOM	Air Force Chief of Staff		Order of the Daedalians
Koren Kolligian, Jr., Trophy (Annual)	Aircrew Member		Trophy	Air Force
Col Will L. Tubbs Memorial Award For Ground Safety (Annual)	MAJCOM, DRU, and FOA		Appropriate Award	
Air Force Chief of Safety Special Achievement Award (Annual)	Air Force Organization Below MAJCOM or Individual	Air Force Chief of Safety	Appropriate Award	MAJCOM, DRU, and FOA
Safety Career Professional of the Year Award (Annual)	Civilian or Enlisted Safety Career Field Individual			
Air Force Nuclear Surety Outstanding Achievement Award (Annual)	Individual or Team			
Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety (Annual)				
Air Force Chief of Safety Outstanding Achievement Award for Ground Safety, Category I-V (Annual)	Air Force Organization			
Air Force Chief of Safety Aircrew of Distinction Award (Annual)	Individual			
Air Force Chief of Safety Aviation Maintenance Safety Award (Annual)	Individual			
Air Force Chief of Safety Cyber Safety Award (Annual)				
Air Force Chief of Safety Space Safety Award (Annual)	Individual or Team			
Aero Club Safety Certificates (Annual)	Air Force Aero Club			
Aviation Well Done Award (Event)	Individual	Air Force Chief of Safety	Appropriate Award	
Ground/Weapons Safety Well Done Award (Event)				

Hall of Fame Award (Event)				
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5.3. Safety program management, direction, administration, and innovation.

5.4. Mission and operational tasks the command's organizations perform during the award period. Include unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

5.5. Command safety inspections and staff visits.

5.6. Quality of mishap investigations, reports, and analyses.

5.7. Noteworthy achievements in mishap prevention in all applicable functional areas.

5.8. Mishap record and improvements made in mishap prevention.

**6. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include a concise description of specific achievements and how they were accomplished and contributed to mishap prevention.

***Section C—Major General Benjamin D. Foulois Memorial Award (Daedalian Flight Safety Award)***

**7. Purpose.** This award recognizes the MAJCOM, DRU, or FOA with the most effective flight safety program.

**8. Eligibility.** MAJCOMs, DRUs, and FOAs that execute a flying hour program.

**9. Selection Criteria.** The Awards Board considers:

9.1. Data on flight mishaps, related causes, and safety deficiencies found during inspections and investigations.

9.2. Mishap potential among different aircraft types and their missions.

9.3. RM implementation and successes.

9.4. Command support of flight safety program through non-regulated activities.

9.5. Safety program management.

9.6. Unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

9.7. Mishaps over which MAJCOMs, DRUs, and FOAs had or shared control. Mishap record and improvements made in mishap prevention.

**10. Nomination Procedures.** The MAJCOM, DRU, and FOA may submit one nomination. Include a concise description of specific achievements and how they were accomplished and contributed to aviation safety.

***Section D—Koren Kolligian, Jr., Trophy***

**11. Purpose.** This award recognizes outstanding airmanship by an aircrew member. The crewmember must show extraordinary skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of a flight mishap.

**12. Eligibility.** Aircrew personnel of the Air Force.

**13. Selection Criteria.** The Awards Board selects the aircrew member who most successfully coped with an in-flight emergency.

13.1. The emergency must have occurred in the fiscal year award period.

13.2. The emergency must have resulted from any of these situations:

13.2.1. Mechanical difficulty while in flight or in an aircraft or with related equipment on the ground.

13.2.2. Personnel actions.

13.2.3. Environmental factors beyond the nominee's control.

13.3. Members who prevented a potential mishap that was caused by their own misdeeds, lack of judgment or foolhardy or excessive risk-taking are ineligible.

#### **14. Nomination Procedures.**

14.1. Each MAJCOM, DRU, and FOA may nominate only a single individual (i.e., no crew submissions) even if more than one member handled an emergency. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria.

14.2. MAJCOMs, DRUs, and FOAs may nominate the same person for this award and the Aviation Well Done Award. However, MAJCOMs, DRUs, and FOAs must send a separate nomination for the Koren Kolligian, Jr., Trophy. Include:

14.2.1. The nominee's name, rank, duty assignment, organization, date of the event, and type of aircraft.

14.2.2. A description detailed enough to allow the Awards Board to evaluate accurately the incident's seriousness and how much corrective action was taken by the nominee.

14.2.3. A final citation IAW paragraph 2.2.3.3, see examples in Attachment 2 and Attachment 3.

#### **15. Presentation.**

15.1. The recipient receives the Koren Kolligian, Jr., Trophy at a ceremony presided over by the Air Force Chief of Staff. This ceremony, which includes a formal reception, takes place at the Pentagon annually between 1 March and 30 September during the fiscal year following the event being recognized. The Air Force Chief of Safety funds the recipient's travel and per diem to the presentation ceremony. Members of the Air Reserve Component selected as recipients are placed on active duty status for the day of the ceremony itself (one man-day is reimbursed by AF/SE to the member's owning unit).

15.2. The recipient's spouse, or a family member, may accompany the recipient and may travel at government expense contingent upon approval of the recipient's MAJCOM, DRU,

or FOA CC. The recipient's MAJCOM, DRU, or FOA SE obtains MAJCOM, DRU, or FOA CC approval of spouse or family member travel and issuance of invitational travel orders. Per Diem is not authorized for anyone other than the recipient to travel to the presentation ceremony. See AFI 36-2805, *Special Trophies and Awards*, paragraph 1.6 for additional information.

15.3. The trophy presented each year is provided by the family of Lt Koren Kolligian, Jr., members of which have sponsored this award and been present at each year's presentation since the inception of the award in 1958. A permanent display trophy is maintained at the Pentagon in honor of all recipients. The Koren Kolligian, Jr., Trophy holds an honored place in Air Force history and is an integral part of the Air Force Mishap Prevention Program. Accordingly, in the interest of the Air Force, an exception to policy (AFI 24-101, *Passenger Movement*, paragraph 1.2.2.) has been granted by the Chief of Staff for a maximum of seven representatives of the Kolligian family to travel at government expense aboard military or commercial aircraft to attend the presentation ceremony.

#### ***Section E—Colonel Will L. Tubbs Memorial Award for Ground Safety***

**16. Purpose.** This award recognizes the most effective MAJCOM, DRU, or FOA ground safety program.

**17. Eligibility.** MAJCOMs, DRUs, and FOAs.

**18. Selection Criteria.** The Awards Board considers:

18.1. Reduction of military and civilian injuries and fatalities is the primary selection criteria.

18.2. Effective safety program management and innovations. Include unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

18.3. Evaluation results.

18.4. Specific mishap prevention activities accomplished during the award year.

18.5. Implementation and status of RM concepts, applications and successes.

18.6. Ground mishap prevention accomplishments spanning two or more years merit extra consideration.

**19. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include a concise description of specific achievements and how they were accomplished and contributed to safety.

#### ***Section F—Air Force Chief of Safety Special Achievement Award***

**20. Purpose.** This award recognizes an individual or organization for outstanding safety contributions or achievements.

**21. Eligibility.**

21.1. MAJCOMs, DRUs, and FOAs and below organizations.

21.2. Officers (Colonels and below).

21.3. Enlisted personnel.

21.4. DAFC.

**22. Selection Criteria.** The Awards Board considers special accomplishments in all areas of mishap prevention. Some examples of actions worthy of consideration are:

22.1. Safety investigation board member whose findings contribute to preventing future mishaps.

22.2. Unit or person who helped develop programs or concepts that significantly improve Air Force safety programs.

22.3. Research or design innovation or system safety management that contributes to the safety of developing weapons systems.

**23. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may nominate one person or one unit. Include:

23.1. A concise description of specific achievements.

23.2. Name, rank, and organization.

23.3. A final citation IAW paragraph 2.2.3.3, see examples in Attachment 2 and Attachment 3.

### ***Section G—Safety Career Professional of the Year Award***

**24. Purpose.** This award recognizes an individual in the safety career field for outstanding contributions to the Air Force safety program.

**25. Eligibility.** Civilian (GS-0017/0018/0803 occupational series) and enlisted (AFSC 1S0XX) safety career fields.

**26. Selection Criteria.** The Awards Board considers:

26.1. Duty performance level above the nominee's grade or rank.

26.2. Innovations the nominee developed that reduced mishaps, increased program effectiveness, or enhanced the career field.

26.3. Incorporation of RM principles and techniques.

26.4. Other awards or recognition from the safety field not outlined in this instruction.

26.5. Participation in safety activities of agencies outside the Air Force.

26.6. Actions to involve local agencies in Air Force safety programs.

26.7. Contributions to safety publications.

**27. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

27.1. A concise description of specific contributions.

27.2. Name, rank, job title, and organization.

27.3. A final citation IAW paragraph 2.2.3.3., see Attachment 2 and Attachment 3.

***Section H—Air Force Nuclear Surety Outstanding Achievement Award***

**28. Purpose.** This award recognizes an individual or team below MAJCOM, FOA, and DRU level which has significantly contributed to nuclear surety.

**29. Eligibility.** Air Force military and civilian personnel.

**30. Selection Criteria.** The Awards Board selects an individual or team whose outstanding achievements or contributions enhance nuclear surety and reduce the likelihood of nuclear weapon or nuclear power system mishaps.

30.1. Weapon Systems. Accomplishments that affect:

30.1.1. Maintenance, handling, or loading quality.

30.1.2. Nuclear logistical movements.

30.1.3. Personnel Reliability Program.

30.1.4. Weapons security.

30.1.5. Technical orders.

30.1.6. Nuclear surety inspection.

30.1.7. Education and training.

30.1.8. Operational employment.

30.1.9. Mishap investigation, reports, and analysis.

30.2. Power Systems. Accomplishments that affect:

30.2.1. Operation and maintenance quality.

30.2.2. Security.

30.2.3. Education and training.

30.2.4. Nuclear reactor audits.

30.2.5. Incident investigation, reports, and analysis.

30.3. Incorporation of RM principles and techniques described in paragraphs 30.1. and 30.2.

**31. Nomination Procedures.** The MAJCOM and FOA may submit one nomination. Include:

31.1. Name, rank, job title, organization, and a summary of assigned duties.

31.2. A concise description of how the nominee accomplished specific achievements that improved nuclear surety.

31.3. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

***Section I—Air Force Chief of Safety Outstanding Achievement Award for Weapons Safety***

**32. Purpose.** This award recognizes an individual or team below MAJCOM, DRU, and FOA level which has significantly contributed to weapons safety, including an individual assigned to a missile unit.

**33. Eligibility.** Air Force military and civilian personnel at all levels.

**34. Selection Criteria.** The Awards Board considers achievements or contributions that enhance explosives safety by reducing the likelihood of explosives mishaps. Accomplishments that affect:

- 34.1. Maintenance or handling.
- 34.2. Explosives site planning.
- 34.3. Reduction in explosives exemptions, waivers, and deviations.
- 34.4. Technical orders, local directives, etc.
- 34.5. Education and training.
- 34.6. Mishap investigation, reports, and analysis.
- 34.7. Mishap prevention or mitigation.
- 34.8. Incorporation of RM principles and techniques.

**35. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

- 35.1. Name, rank, job title, and organization.
- 35.2. A concise description of how the nominee accomplished specific achievements that improved explosives safety.
- 35.3. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

### *Section J—Air Force Chief of Safety Outstanding Achievement Award for Ground Safety*

**36. Purpose.** This award recognizes the most effective installation-level, FOA, and DRU ground safety programs.

**37. Eligibility.** Organizations: (1) Headquarters Air Force-level FOAs and DRUs that have an outstanding ground safety program and did not experience a Class A or B on-duty mishap. (2) Organizations at installation-level that have an outstanding ground safety program, which is staffed by qualified AFSC 1S0X1, GS-018/803 personnel, and did not experience a Class A or B on-duty mishap. Any Air Force installation-level organization may compete in one of five categories listed in paragraphs 40.1 through 40.5. Organizations that experienced an on-duty Class A or B mishap that was the result of factors outside the organization's control are not disqualified from nomination. However, the nomination package must include an explanation statement depicting why the organization should be considered.

- 37.1. Category I: Large Operations/Industrial Organization. An organization (wing or wing equivalent or higher), that has a primary mission of producing, maintaining, or rehabilitating military systems and equipment, or has the complete operational control of the installation. This includes test centers and research and development organizations. This organization is the installation host unit.

37.2. Category II: Large/Composite Wing Organization. An organization that has three or more squadrons and 4,000 or more people assigned. This organization is the installation host unit.

37.3. Category III: Small Wing Organization. An organization that does not meet the Category I or II wing criteria. This organization must be the installation host unit.

37.4. Category IV: Associate/Tenant Organization, FOA or DRU. A squadron or higher organization, including headquarters Air Force-level FOAs and DRUs, at a location separate from the parent organization, and with a ground safety program independent of the host installation ground safety program.

37.4.1. USAFA, AFOTEC, and AFDW are not eligible for this award. They compete for the Colonel Will L. Tubbs Memorial Award for Ground Safety.

37.5. Category V: Geographically Separated Unit (GSU) Organization. An organizational element, from a detachment up to a group, geographically separated from its parent organization, which has a ground safety program independent of the host unit ground safety program.

37.5.1. GSU wings are considered in categories I-IV. Detachments, squadrons and groups co-located with their parent wing are part of the wing nomination.

**38. Selection Criteria.** The Award Board considers:

38.1. Organization ground safety performance records and achievements.

38.2. Complexity and types of mission tasks, including unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

38.3. Outstanding feats, including awards received for accomplishments relating to personnel and material preservation in the period the nomination covers.

38.4. Educational and publicity material developed for Air Force or MAJCOM, DRU, and FOA publications.

38.5. Safety program management as measured by mishap experience and assessments of the unit by a higher organizational element.

38.6. Organization has a positive indicator for the metrics reflected in the USAF Safety Strategic Plans.

38.7. Efforts by the organization to further the RM integration and sustainment.

**39. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

39.1. A concise description of specific achievements and how they were accomplished and contributed to safety.

39.2. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and

***Section K—Air Force Chief of Safety Aircrew of Distinction Award***

**40. Purpose.** This award recognizes at least two aircrew members up to an entire aircrew in averting or minimizing the seriousness of an aircraft emergency situation.

**41. Eligibility.** Aircrew or at least two individual members of an aircrew.

41.1. Aircrews or their individual members may not receive both this award and the Koren Kolligian, Jr., Trophy for the same event.

**42. Selection Criteria.** The Awards Board selects the aircrew or aircrew members that most successfully coped with an emergency situation.

42.1. The emergency must have occurred in the fiscal year award period.

42.2. The emergency must have resulted from any of these situations:

42.2.1. Mechanical difficulty while in-flight or on the ground.

42.2.2. A significant in-flight incident that could have resulted in serious injury, loss of life or the aircraft. This category may include serious cargo mishaps such as fuel spills or shifting loads.

42.2.3. Environmental factors beyond the aircrew's control.

42.2.4. Non-aircrew personnel errors in the air or on the ground.

42.3. Each aircrew member nominated must have contributed to resolution of the emergency.

42.4. Aircrews who prevented a potential mishap that was caused by their own misdeeds, lack of judgment or foolhardy or excessive risk-taking are ineligible.

**43. Nomination Procedures.**

43.1. Each MAJCOM, DRU, and FOA may make one aircrew nomination or nominate at least two individuals of an aircrew. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

43.1.1. The aircrew's or aircrew individuals' organization and the name, rank, duty assignment, date of the event, and type of aircraft.

43.1.2. A description detailed enough for the Awards Board to evaluate the emergency and what corrective action each aircrew member took.

43.1.3. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

***Section L—Air Force Chief of Safety Aviation Maintenance Safety Award***

**44. Purpose.** This award recognizes an individual or team who significantly contributed to aviation maintenance safety.

**45. Eligibility.** Air Force military and civilian personnel who, directly or indirectly, support aircraft sortie generation. Nominees must possess a record of violation-free performance through the quality assurance and/or organizational safety office.

**46. Selection Criteria.** The Awards Board considers:

46.1. Effective Maintenance Resource Management (MRM) concepts, applications and successes.

46.2. Incorporation of RM principles and techniques.

46.3. Credible technical order changes, hazard reports, product quality deficiency reports, or material improvements that contribute to aviation maintenance safety and/or safety of flight.

46.4. Development or improvement of a program, process or mechanism that significantly contributed to aviation maintenance safety and/or safety of flight.

**47. Nomination Procedures.** Each MAJCOM, DRU, and FOA may nominate one individual or team. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

47.1. Name, rank or grade, duty title, and organization.

47.2. If a team award, include name, rank or grade, duty title, and organization of all the individuals who comprised the team.

47.3. A description detailed enough for the awards board to evaluate impact of the individual or team's actions.

47.4. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

#### ***Section M—Air Force Chief of Safety Cyber Safety Award***

**48. Purpose.** This award recognizes an individual or team that significantly contributed to cyber safety.

**49. Eligibility.** Air Force military and civilian personnel who, directly or indirectly, support cyber operations.

**50. Selection Criteria.** The Awards Board considers:

50.1. Effective Cyber Resource Management concepts, applications, and successes.

50.2. Incorporation of RM principles and techniques.

50.3. Developed or improved a program, process, or mechanism that significantly contributed to cyber safety and/or surety of a system.

**51. Nomination Procedures.** Each MAJCOM, DRU, and FOA may nominate one individual or team.

51.1. Name, rank or grade, duty title, and organization.

51.2. A description detailed enough for the Awards board to evaluate impact of the individual or team's actions.

51.3. Include a final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

### *Section N—Air Force Chief of Safety Space Safety Award*

**52. Purpose.** This award recognizes an individual or team that has made significant contributions to space safety. Submission implies that the individual or team performed beyond normal expectations of proficiency and/or performance.

**53. Eligibility.** Air Force military and civilian personnel.

**54. Selection Criteria.** Nominations may be submitted for safety contributions through one or both of the following criteria in the planning, acquisition, operation, maintenance or monitoring of space systems:

54.1. Successfully coping with an emergency situation through direct contribution to problem resolution, minimization to the seriousness of the emergency situation or prevention of serious space mission degradation. Note: Individuals/teams that took actions during a mishap they caused are ineligible for consideration.

54.2. Outstanding achievements, contributions or leadership which enhanced space safety and reduced the likelihood of launch, on-orbit or spaceport mishaps, and/or serious space mission degradation.

**55. Nomination Procedures.** Each MAJCOM, DRU, and FOA may submit one individual or team nomination for contributions made during the award period. Include:

55.1. The name(s), rank(s), duty title(s), type of system and the mishap date, if applicable.

55.2. For mishaps, nominations should include the actions, results, and impacts with enough detail so the Awards Board can fully evaluate the contributions made by the individual/team.

55.3. For achievements, nominations should include a concise description of specific achievements that improved space safety.

55.4. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

### *Section O—Aero Club Safety Certificates*

**56. Purpose.** Safety certificates promote aviation safety and award the Air Force Aero Clubs for flight safety achievements.

**57. Eligibility.** All Air Force Aero Clubs listed in the USAF Aero Club Directory that AFPC/SVP compiles and maintains are eligible.

57.1. Clubs that experienced a Class A or B mishap in the award year are usually ineligible. However, the MAJCOM, DRU, and FOA may nominate a club that had no control over a mishap (i.e., FOD from a transient field, a defective part from the supply system, etc.) and meets all other criteria, but must send a detailed justification with the nomination.

57.1.1. In the case of Class A or B bird strikes, if the club demonstrated reasonable care in the face of the bird threat, that club may still be nominated. In this case, send a detailed explanation with the nomination.

57.2. Consideration must be given to the Aero Club's incorporation of RM principles and techniques.

**58. Nomination Procedures.**

58.1. Aero Club safety officers, together with the wing or base safety officer, advise the MAJCOM, DRU, or FOA through command channels of a club's eligibility.

58.2. MAJCOMs, DRUs, and FOAs verify the data and satisfactory safety program management, and forward approved nominations.

58.3. A brief summary of the club's safety accomplishments will include:

58.3.1. Name of club.

58.3.2. Location of club and parent command.

58.3.3. Diversity of aircraft. List each type and model of aircraft the club flies.

58.3.4. Date of last Class A or B mishap.

58.3.5. A concise description of the club's flight safety achievements during the award period, including RM implementation and successes and higher headquarters inspections.

***Section P—Aviation Safety Well Done Award***

**59. Purpose.** This award recognizes personnel whose outstanding airmanship or support to aircrew prevented, or reduced the impact of, a serious flight mishap. In special cases, this award may be given to an individual(s) whose contribution significantly impacted the safety of the USAF aviation community.

**60. Eligibility.** Pilots, other aircrew members, and personnel who support flight operations directly, or indirectly (Colonel and below, enlisted personnel, and DAFC).

**61. Selection Criteria.** Examples of actions worthy of consideration:

61.1. Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or aircraft or other property damage.

62.1.1. The skill or ingenuity must be above that expected of personnel with like training and experience in a like situation.

62.2. Development and implementation of a special program or course that improves the effectiveness of aviation operations.

62.3. Development of an innovative aviation safety program or specific aviation mishap prevention activity that was adapted for use at wing level or higher.

**62. Nomination Procedures.** Any person, other than the nominee, who knows about an individual's action, may send a nomination to the MAJCOM, DRU, or FOA safety office. An Air Staff individual's nomination may be submitted to their appropriate Air Staff office. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

62.1. Nominee's name, rank, duty or job title, organization, type of aircraft, and date of event (if applicable to nomination).

62.2. Provide an unclassified description of the event that prompted the nomination IAW paragraph 2.2.3.2. If the nomination is for a specific incident, information must be provided that specifically and factually tells how serious the incident was and how nominee took action. If the nomination is for a particular contribution to aviation safety, provide enough information to detail the what, when, where, and how of the contribution.

62.3. If there are multiple nominations, information must be provided for each nominee stating what that particular individual did to prevent the mishap, or what significant safety contribution was made to the USAF aviation community.

62.4. A photograph showing the nominee or nominees clearly. It may be a photograph taken either beside the aircraft or in the work environment. Ensure imagery is cleared for public release by the local unit public affairs office before submitting.

62.5. The MAJCOM, DRU, or FOA safety office, and an Air Staff individual's appropriate Air Staff office, reviews and endorses the nomination before forwarding it to AFSEC/SEA.

62.6. AFSEC/SEA must receive nominations within six months after the event or after the action was accomplished.

62.7. A final citation IAW paragraph 2.2.3.3., see examples in Attachment 2 and Attachment 3.

### ***Section Q—Ground/Weapons Safety Well Done Award***

**63. Purpose.** This award recognizes non-safety personnel who make a significant contribution that affects overall mishap prevention activities toward ground/weapons safety.

**64. Eligibility.**

64.1. Officers (Colonel and below).

64.2. Enlisted personnel.

64.3. DAFC.

**65. Selection Criteria.** Examples of actions worthy of consideration:

65.1. Development and implementation of a special program or course that improves ground/weapons and/or air operational effectiveness.

65.2. Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or Air Force property damage.

65.3. Developed an innovative safety program or specific mishap prevention activity that was adapted for use at wing level or higher.

65.4. Provided a significant specific contribution to the resolution of an unusual or difficult safety hazard or working condition.

65.5. Any other significant specific contribution to ground/weapons safety.

**66. Nomination Procedures.** Any person, other than the nominee, who knows about an individual's specific contribution, may submit a nomination to the MAJCOM, DRU, or FOA safety office; an Air Staff individual's nomination may be submitted to their appropriate Air

Staff office. An individual who has been involved in a mishap should not be submitted, unless the Air Force Chief of Safety has approved the MOFE and the individual was not identified as a causal factor. When a MOFE is not conducted, acceptance of the final message meets the criteria. Include:

- 66.1. Nominee's name, rank or grade, duty or job title, and organization.
- 66.2. Provide an unclassified description of the action that prompted the nomination IAW paragraph 2.2.3.2.
- 66.3. A photograph showing the nominee clearly. It may be a photograph taken in the work environment. Ensure imagery is cleared for public release by the local unit public affairs office before submitting.
- 66.4. The MAJCOM, DRU, or FOA safety office, and an Air Staff individual's appropriate Air Staff office, reviews and endorses the nomination before forwarding to AFSEC/SEA.
- 66.5. AFSEC/SEA must receive nomination within six months after the action was accomplished.
- 66.6. A final citation IAW paragraph 2.2.3.3. see examples in Attachment 2 and Attachment 3.

### ***Section R—Air Force Safety Hall of Fame Award***

**67. Purpose.** This award recognizes individuals who have made singularly unique contributions to safety in general and the USAF Mishap Prevention Program in particular. These contributions made over an extended period of time should result in enduring and significant improvements in safety. These achievements will demonstrably enhance the Air Force's mishap prevention program as sustained superior safety performance, both now and in the future. The performance and contributions of the nominee should be generally recognized by his or her peers as being of unequalled excellence. As a consequence of these standards, this award is infrequently conferred.

**68. Eligibility.** This award is intended for Air Force military or civilian personnel.

**69. Selection Criteria.** The Awards Board considers:

- 69.1. MAJCOM, DRU, and FOA nominations.
- 69.2. Persons whose contributions to Air Force safety and mishap prevention are of an unprecedented and enduring significance. NOTE: The Awards Board expeditiously reviews the nominations on an ad hoc, case-by-case basis.

**70. Nomination Procedures and Presentation.** The nomination package will consist of:

- 70.1. A cover letter to the Air Force Chief of Safety nominating the individual, with rank or grade, title, and organization.
- 70.2. Justification must be clear and concise, with sufficient information to explain the nature and results of the individual's achievements. The achievements must have significantly improved Air Force safety by reducing mishaps, improved safety policies, guidance or procedures. The justification must also demonstrate that the individual's initiative(s) or process improvements accomplished were above and beyond the scope of his or her normal position duties.

70.3. Submit nominations IAW paragraph 2.2.3.2. Include a current 5 x 7-inch professional (service dress/business suit) color photograph of the nominee (use American Flag as backdrop). This photograph will be used for display should the nomination be approved. Ensure imagery is cleared for public release by the local unit public affairs office before submitting.

70.4. Presentation. The nominating official will be notified of the results. An appropriate award commemorating the individual's induction will be sent to the nominating official for presentation. The inductee's name will be inscribed into a permanent register on display at the Air Force Safety Center.

### ***Section S—On-the-Spot Recognition and Appreciation Awards***

**71. Purpose.** The Air Force Chief of Safety/Safety Center Commander and the Air Force Safety Center Executive Director may purchase organizational coins with appropriated funds. This program is intended to provide the Air Force Chief of Safety/Commander and the Executive Director with an official but informal means to show special recognition of, and appreciation for, a job well done.

**72. Eligibility.** These coins may be presented to military and appropriated funded civilian personnel who, by their dedicated individual or team effort, have contributed to the effectiveness and efficiency of the Air Force and Air Force Safety.

**73. Recognition.** Coins can be utilized as a substitute for a plaque or recognition item, but cannot be used with another appropriated fund purchased recognition item. This program will comply with AFI 36-2805 particularly paragraphs 1.4. and 1.7. and AFI 65-601, Volume 1, *Budget Guidance and Procedures*.

### **74. Organizational Coins.**

74.1. May be used for on-the-spot recognition of personal efforts associated with an actual achievement to improve a particular program, function, or mission.

74.2. May be presented to military members reenlisting.

74.3. Must be stored and accounted for separately from coins purchased with any other funds.

74.4. May be awarded to civilian employees and should be annotated in the employee's personnel folder.

74.5. Are not intended to be used for mementos, commemorative or personal gifts, morale building, or to recognize permanent change of station, retirements, and similar occasions. Note: These limitations do not apply if coins are donated by a private organization or purchased by the Commander or Executive Director with his or her personal funds.

74.6. Cannot be used as tokens of appreciation for government officials, foreign officials, or non-federal personnel in recognition of general support or improved community relations. (These limitations do not apply if coins are donated by a private organization or purchased by the Commander or the Executive Director with his or her personal funds.) Note: Coins for such officials, unless DOD contractors, may be purchased with official representation funds for situations covered by AFI 65-603, *Official Representation Funds-Guidance*.

74.7. Will not be awarded to contractor personnel under any type of funding (see AFI 36-1004, *The Air Force Civilian Recognition Program*, paragraph 2.8.5.1.)

***Section T—National Safety Council (NSC) Awards***

**75. Purpose.** Three plaques and an engraved letter from the President of the NSC recognize mishap reduction in ground safety. Air Force organizations below MAJCOM, DRU, and FOA level that significantly reduce ground mishaps may be considered for: Award of Honor; Award of Merit; Award of Commendation, and President’s Award Letter.

**76. Please contact the NSC at [customerservice@nsc.org](mailto:customerservice@nsc.org) for more information.**

**77. The SICOFAA Flight Safety Award promotes safety in the Western Hemisphere Air Forces by recognizing worldwide flight safety accomplishments of its military organizations.** The winner of the Major General Benjamin D. Foulois Memorial Award will be the Air Force nominee for the SICOFAA Flight Safety Award. See Section C for guidance on the Major General Benjamin D. Foulois Memorial Award.

**77. (AFSOC)Purpose.** AFSOC safety and risk management awards are designed to recognize units and individuals for superior contributions to the command's safety and risk management program through sustained superior performance or singular acts of achievement.

***Section U (Added-AFSOC)—AFSOC Safety and Risk Management Awards Program***

**78. (Added-AFSOC)Eligibility.** All AFSOC owned, gained, attached, and supporting personnel are eligible as specified. All AFSOC Primary Subordinate Units and Field Operating Agencies may participate. AFSOC gained Air Force Reserve and Air National Guard units may participate and are encouraged to do so.

**79. (Added-AFSOC) Selection Criteria:** Contributions to the AFSOC Safety, Risk Management, and Mishap Prevention Programs in their safety field. Examples include, but are not limited to: Development or implementation of outstanding safety management programs, policies, procedures, or new concepts that reduce mishap potential in any safety or risk management discipline. Any additional information, not already covered in the above documentation, a chief of safety wishes to provide in support of selection for this award.

79.1. **(Added-AFSOC) Nomination Procedures.** Follow procedures outlined in paragraph 2.2.3. of AFI36-2833 basic instruction and submit to HQ AFSOC/SEP by 15 October after the fiscal year period.

79.1.1. **(Added-AFSOC)** Submission requirement applies to all annual awards.

79.1.2. **(Added-AFSOC)** All awards that are not an annual submission should be submitted within 90 days of the achievement or at the discretion of the Director of Safety, HQ AFSOC/SE.

**80. (Added-AFSOC) Command Safety and Risk Management Awards.**

80.1. **(Added-AFSOC) Annual Awards.** Awards are presented by the Commander in two general categories: safety professionals and additional duty safety personnel. Additional special categories may be designated when necessary to appropriately recognize personnel serving in primary and additional duty safety positions. Nominations will only include safety

accomplishments during the period of time the nominee held the specific position. Each unit may submit one nominee per award.

**81. (Added-AFSOC) Awards.**

**81.1. (Added-AFSOC) Command Primary Duty Flight Safety Officer of the Year.**

81.1.1. (Added-AFSOC) Recognizes flight safety officers at the group, center or wing level.

**81.2. (Added-AFSOC) Command Additional Duty Flight Safety Officer of the Year.**

81.2.1. (Added-AFSOC) Recognizes flight safety officers at the unit level.

**81.3. (Added-AFSOC) Command Primary Duty Flight Safety Noncommissioned Officer of the Year.**

81.3.1. (Added-AFSOC) Recognizes flight safety noncommissioned officer at the group, center or wing level.

**81.4. (Added-AFSOC) Command Additional Duty Flight Safety Noncommissioned Officer of the Year.**

81.4.1. (Added-AFSOC) Recognizes flight safety noncommissioned officers at the unit level.

**81.5. (Added-AFSOC) Command Primary Duty Weapons Safety Noncommissioned Officer or Civilian of the Year.**

81.5.1. (Added-AFSOC) Recognizes weapons noncommissioned officers or civilian at the group or wing level.

**81.6. (Added-AFSOC) Command Additional Duty Weapons Safety Noncommissioned Officer or Civilian of the Year.**

81.6.1. (Added-AFSOC) Recognizes weapons safety noncommissioned officers or civilians at the unit level.

**81.7. (Added-AFSOC) Command Ground Safety Noncommissioned Officer or Civilian of the Year.**

81.7.1. (Added-AFSOC) Recognizes ground safety technicians or specialists at the group or wing level.

**81.8. (Added-AFSOC) Command Ground Safety Representative of the Year.**

81.8.1. (Added-AFSOC) Recognizes ground safety representatives at the unit level.

**81.9. (Added-AFSOC) Command Additional Duty Safety Manager of the Year.**

81.9.1. (Added-AFSOC) For safety managers at the unit level and who are not assigned to an operational flying squadron.

**81.10. (Added-AFSOC) Command Safety Office of the Year Award.** This award recognizes the top safety office in the command for each fiscal year. The purpose is to recognize exceptional leadership on the part of the wing/center/group safety staff rather than the safety record of assigned units. A plate is added to the wing, center or group's Unit Award History Commando Safety Award Frame at a local ceremony.

81.11. **(Added-AFSOC) Command Flight, Weapons and Ground Safety Office of the Year Awards.** These three awards separately honor the AFSOC organization (wing/group or equivalent) with the most effective flight, weapons and ground mishap prevention program.

81.12. **(Added-AFSOC) Accident Free Flying Hour Award.** This award recognizes flying wing, groups or equivalents and squadrons that complete annual flying hours without a flight related class A/B mishap which occurred while logging flight hours. A plate is added to the Unit History Commando Safety Award Frame for each year safe flying goals are reached. The AFSOC Chief of Flight Safety designates units eligible for this award.

81.13. **(Added-AFSOC) Individual Accident Free Flying Hour Award.** This award recognizes an individual with a significant number of flying hours without being found causal in a mishap. HQ AFSOC/SE delegates approval authority for this award to wing, group or squadron commanders.

81.13.1. **(Added-AFSOC)** The following increments may be awarded when approved. 1000 hours, 2000 hours, 3000 hours, 4000 hours, 5000 hours, and 10000 hours.

81.13.2. **(Added-AFSOC)** Patches are worn on flight suits only, above the AFSOC patch. Units are authorized to procure subdued-type patches once approved using unit-gained funds.

81.14. **(Added-AFSOC) Outstanding Achievement in Traffic Safety Award.** Awarded annually to the organization with the most effective Traffic Safety Program.

81.15. **(Added-AFSOC) AFSOC Distinguished Aircrew Safety Award.** This award recognizes extraordinary feats of airmanship which prevented or substantially reduced loss of life, personal injuries, or damage to aircraft. All AFSOC crewmembers are eligible. Crewmembers must have displayed skill and ingenuity in averting an aircraft mishap or reducing the seriousness of a mishap by contending with a critical in-flight emergency. The emergency condition must not have been caused by the crew.

81.16. **(Added-AFSOC) AFSOC Outstanding Achievement in Safety or Risk Management Award.** This award recognizes any person or group for significant contributions or support to the command's risk management program. It may also be used to recognize safety achievements not already covered in this supplement or the basic regulation. This award is not presented solely for longevity in the safety field or for retirement purposes.

81.17. **(Added-AFSOC) The Commando Safety Medallion Award.** The Director of Safety uses this award to recognize and record only the most significant safety acts, accomplishments, and leadership of lasting value to the command's safety program, or longstanding and extraordinary achievements and contributions to safety. This award does not replace other safety awards and decorations for safety related acts and may be awarded along with them.

81.18. **(Added-AFSOC) AFSOC Mishap Prevention Award.** This award recognizes individuals or groups with a significant achievement or one-time act that prevented or substantially reduced the seriousness of a safety flight, ground, or weapons mishap. The possible mishap must have had the potential for loss of life, personal injury, or reportable

damage to resources such as aircraft, vehicles, and facilities and displayed alertness, skill, or ingenuity beyond reasonable or expected performance.

81.18.1. **(Added-AFSOC)** Selection Criteria. Examples include, but are not limited to: Discovery of a previously overlooked safety deficiency that, if left undetected, would most probably result in a mishap. An improvement or correction of a procedure that may have otherwise caused a reportable mishap.

81.19. **(Added-AFSOC) Commando Safety Recognition for Contributions and Support.** When individuals receive AFSEC's Koren Kolligian, Jr., Trophy, wing and group commanders, at the request of an awardee, may nominate contributing and supporting units and persons for Commando Safety recognition. These nominations recognize persons and units who made significant contributions or provided significant support that directly led to a person winning the Air Force level award. Nominations that do not fully justify an award are generally returned without further action. Depending on the significance of an approved nomination, the Director of Safety will award the appropriate Commando Safety recognition. This system allows commanders and major Air Force level award winners to fully participate in the command safety awards program and ensure deserving personnel are appropriately recognized.

**82. (Added-AFSOC) AFSOC Award Presentation Items.** AFSOC presents four generic items for recognition in the Commando Safety awards program:

82.1. **(Added-AFSOC)** The Commando Safety Award is presented to individuals, units and groups or equivalent. It is reserved for presentation when all other awards do not sufficiently recognize the accomplishments of an individual, unit, group or equivalent. The award is presented in several forms:

82.1.1. **(Added-AFSOC)** The Unit Award History Commando Safety Award Frame.

82.1.2. **(Added-AFSOC)** The Commando Safety Award Plate. To recognize unit outstanding achievement for winning command unit awards, standard size engraved plates are added to the frame. Thus, the history of a unit's accomplishments in Air Force and command safety awards programs will be recorded and highly visible. A plate is awarded for the following:

82.1.2.1. **(Added-AFSOC)** The Accident Free Flying Hour Award.

82.1.2.2. **(Added-AFSOC)** The Command Safety Office of the Year Award.

82.1.2.3. **(Added-AFSOC)** The Command Flight/Weapons/Ground Safety Office of the Year Award.

82.1.3. **(Added-AFSOC)** The Commando Safety Medallion Award. Recipient will receive a medallion and presentation case.

82.1.4. **(Added-AFSOC)** Individual awards will be presented in the form of a plaque or certificate except as otherwise noted.

**83. (Added-AFSOC) Awards Program Administration.** The AFSOC headquarters safety staff manages the command's safety awards program. HQ AFSOC/SE will provide funds for safety awards that the Director of Safety approves.

83.1. **(Added-AFSOC)** Responsibilities. AFSOC/SEP manages the overall command safety awards program. Chiefs of safety are encouraged to appoint a counterpart to support and assist the command action officer with the following:

83.1.1. **(Added-AFSOC)** Serve as the single point of contact for safety awards and coordinate with the AFSOC awards program manager.

83.1.2. **(Added-AFSOC)** Publish program/suspense information and timely reminders for award program input.

83.1.3. **(Added-AFSOC)** Receive, review, and suspense all award nominations.

83.1.4. **(Added-AFSOC)** HQ AFSOC/SEP will ensure units are notified of award winners.

83.1.5. **(Added-AFSOC)** Ensure articles on awardees appear in The Commando Safety Journal and other appropriate media to the maximum extent possible.

83.1.6. **(Added-AFSOC)** Serve as the safety point of contact with the command section when more than one branch must arrange award ceremonies involving the commander or vice commander.

83.1.7. **(Added-AFSOC)** Coordinate and schedule staff review periods for AFSEC and AFSOC annual awards.

83.1.8. **(Added-AFSOC)** Maintain a data base of all safety awards and award nominations.

83.1.9. **(Added-AFSOC)** Coordinate an award ceremony and presentations for the Secretary of the Air Force Award. Monitor branch actions for all other award ceremonies and consolidate efforts when appropriate.

83.1.10. **(Added-AFSOC)** Award nominations are considered and approved within AFSOC Safety Directorate.

83.1.11. **(Added-AFSOC)** Cover letters and awards are forwarded to the unit chief of safety for local endorsement and forwarding. The unit chief of safety arranges a local ceremony with appropriate wing/group command participation and media coverage.

DARRELL D. JONES, Lt General, USAF  
DCS, Manpower, Personnel and Service

**(AFSOC)**

KEVIN A. GORDEY, Colonel, USAF  
Director of Safety

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

AFPD36-28, *Awards and Decorations Programs*, 1 August 1997

AFI24-101, *Passenger Movement*, 27 October 2004

AFI36-2805, *Special Trophies and Awards*, 29 June 2001

AFI36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009

AFI65-601V1, *Budget Guidance and Procedures*, 3 March 2005

AFI65-603, *Official Representation Funds*, 24 August 2011

AFMAN33-363, *Management of Records*, 1 March 2008

HAF Mission Directive 1-24, *Manpower and Reserve Affairs*, 15 December 2008

HAF Mission Directive 1-32, *Manpower, Personnel and Services*, 1 July 2009

***Adopted Forms***

**AF IMT 847**, Recommendation for Change of Publication

**AF FORM 1206**, Nomination for Award

***Abbreviations and Acronyms***

**AF**—Air Force (as used on forms)

**AF/A1**—The Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services

**AFI**—Air Force Instruction

**AFDW**—Air Force District of Washington

**AFOTEC**—Air Force Operational Test and Evaluation Center

**AFRC**—Air Force Reserve Command

**ANG**—Air National Guard

**Awards Board**—Air Force Safety Awards Board

**AFIA**—Air Force Inspection Agency

**AFSEC**—Air Force Safety Center

**AFSEC/SEA**—Air Force Safety Center, Analyses & Integration Division

**AFPC/SVP**—Air Force Service Agency

**AF/A30**—Current Operations

**AF/A4L**—Directorate of Logistics

**AF/SE**—Air Force Chief of Safety

**DAF**—Department of the Air Force

**DAFC**—Department of the Air Force Civilian DOD—Department of Defense

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency FOD—Foreign Object Damage

**GSU**—Geographically Separated Unit

**MAJCOM**—Major Command

**MOFE**—Memorandum of Final Evaluation

**NSC**—National Safety Council

**RM**—Risk Management

**SAF/MR**—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

**USAF**—United States Air Force

**USAFA**—United States Air Force Academy

**Attachment 2****CITATION FORMAT FOR SAFETY AWARDS****CITATION TO ACCOMPANY THE AWARD OF****THE AIR FORCE CHIEF OF SAFETY OUTSTANDING ACHIEVEMENT AWARD  
FOR GROUND SAFETY****CATEGORY II****TO****2D SPECIAL OPERATIONS WING**

The Air Force Chief of Safety Outstanding Achievement Award for Ground Safety, Category II, for fiscal year 2011 is presented to the 2d Special Operations Wing, Hurlburt Field, Florida. During this period, the wing oversaw an amazing turn-around in off-duty fatalities, reducing the number from nine during the previous two years to zero in 2011. Their world-class safety education programs trained more than 2,500 base personnel in a myriad of supervisory, motorcycle, and traffic safety subjects. Relevant world-wide, safety personnel supported safety programs and investigations in five countries, including the only United States military ground safety expert during humanitarian relief operations in the earthquake-damaged country of Haiti. Absolute professionals, their multi-faceted awareness program resulted in wing personnel safely navigating the 101 Critical Days of Summer and every major holiday. The distinctive accomplishments of the men and women of the 2d Special Operations Wing reflect great credit upon themselves, Air Force Special Operations Command, and the United States Air Force.

**NOTE:** Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 10 to 13 lines which properly describe the nominee's accomplishments or achievements.

**Attachment 3****CITATION FORMAT FOR SAFETY AWARDS****CITATION TO ACCOMPANY THE AWARD OF  
THE CHIEF OF SAFETY SPECIAL ACHIEVEMENT AWARD****TO****CAPTAIN JOHN J. DOE**

The Air Force Chief of Safety Special Achievement Award for fiscal year 2011 is presented to Captain John J. Doe, 23rd Air Refueling Wing, Travis Air Force Base, California. During this period, Captain Doe served as 23rd Air Refueling Wing, Chief of Flight Safety for 60 KC-135 aircraft, four flying squadrons, and over 400 aircrew members. Through superior program management, he led his office to garner an "Excellent" rating in the February 2011 Headquarters Air Mobility Command Unit Compliance Inspection. Additionally, Captain Doe further distinguished himself when he established a fully functioning group safety office, while serving as Chief of Safety for the 455th Air Expeditionary Group. While deployed, he facilitated the mishap-free multi-modal aerial delivery of 815 mine resistant ambush protected all terrain vehicles in support of Operation ENDURING FREEDOM. The safety awareness and risk management these accomplishments exhibit, reflect great credit upon Captain Doe, Air Mobility Command, and the United States Air Force.

**NOTE:** Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Limit the citation to approximately 10 to 13 lines which properly describe the nominee's accomplishments or achievements.

Attachment 4

AWARDS BOARD FLOW PROCESS

A4.1. This attachment contains the process to select and approve the Annual Air Force Safety Awards.

Figure A4.1. Awards Board Flow Process.

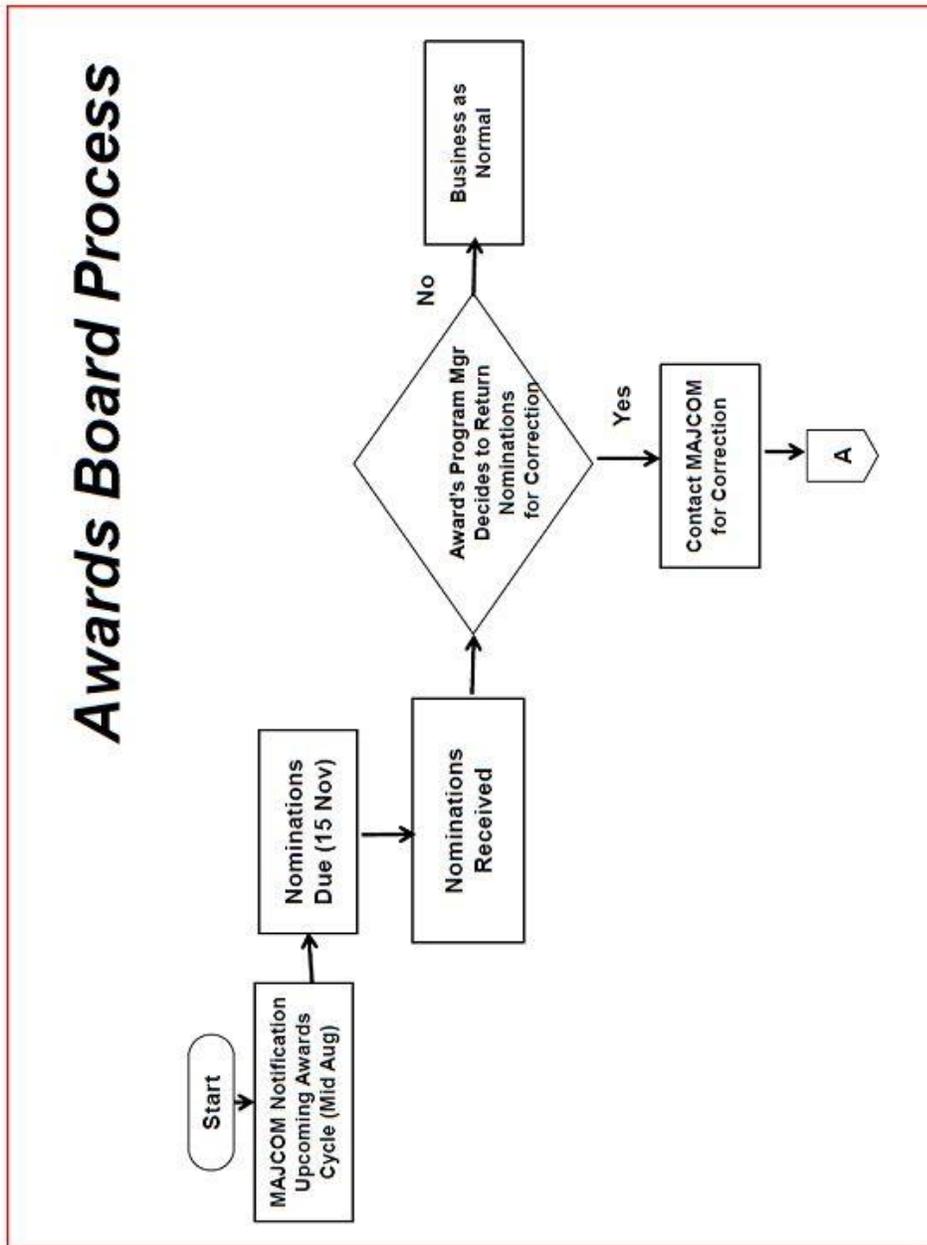
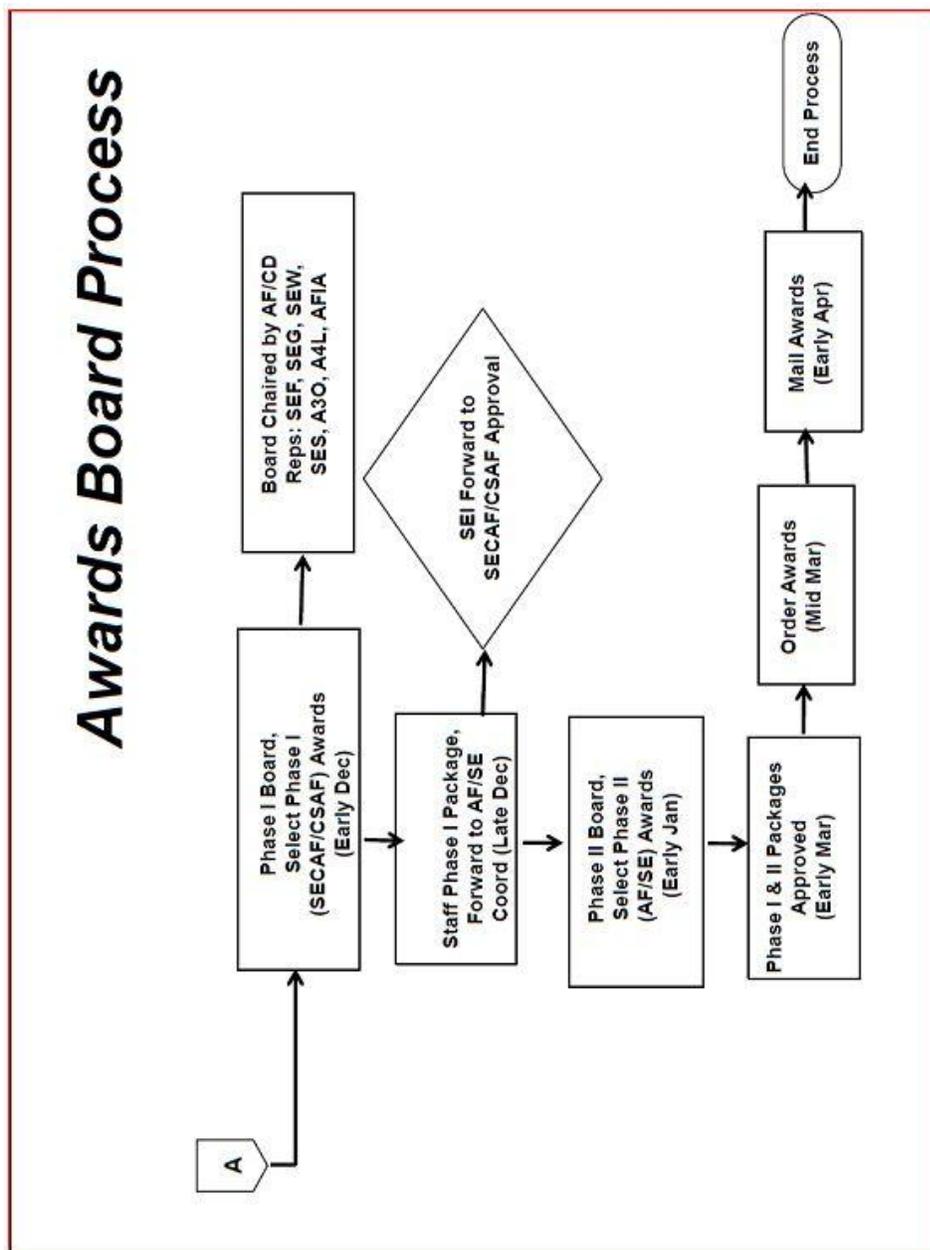


Figure A4.2. Awards Board Flow Process.



## Attachment 5 (Added-AFSOC)

## AFSOC AWARD REFERENCE TABLE

Table A5.1. AFSOC Award Reference Table.

<b>AFSOC Awards</b>	<b>Number &amp; Frequency Selected</b>	<b>Awarded To:</b>	<b>Award Type:</b>	<b>Recommended Presenter</b>
Individual Safety Awards	One Annually per Category	Person	Commando Safety Plaque	Wing/Group
Safety Office of the Year	One Annually	Wing/Group	Commando Safety Plate	Wing/Group
Flight/Weapons/ Ground Safety Office of the Year	One Annually per category	Wing/Group	Commando Safety Plate	Wing/Group
Accident Free Flying Hour Award	Annually per Wing/Group/ Unit as Determined	Wing/Group/ Unit	Commando Safety Plate	Wing/Group
Outstanding Achievement in Traffic Safety	One Annually	Wing/Group/ Unit	Commando Safety Plate	Wing/Group
Individual Accident Free Flying Hour Award	As Determined	Person	Flight Hours Patch	Unit
Distinguished Aircrew Safety Award	As Determined	Unit/Persons	Certificates (Person)	AFSOC/CC
Outstanding Achievement in Safety or Risk Management	As Determined	Person/ Persons	AFSOC/SE Discretion	Wing/Group
Commando Safety Medallion	As Determined	Person	Commando Safety Medallion	AFSOC/CC
Mishap Prevention Award	As Determined	Person/ Persons	AFSOC/SE Discretion	Wing/Group
Commando Safety Recognition	As Determined	Person/ Persons	AFSOC/SE Discretion	Wing/Group