

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE**

**GOODFELLOW AIR FORCE BASE
INSTRUCTION 36-2802**



28 JUNE 2012

Incorporating Change 1, 2 April 2013

Certified Current on 9 May 2014

Personnel

SAFETY AWARDS

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 17 TRW/SE

Certified by: 17 TRW/SE
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Pages: 6

This instruction implements AFD 36-28, *Awards and Decorations Program* and AFI 36-2833, *Safety Awards*. It explains the Goodfellow Air Force Base Safety Program Awards and the purpose, eligibility, selection criteria, and nomination processes for each. It does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Ensure all records created as a result of processes prescribed in this publication are maintained according to AFMAN 33-363, *Management of Records* and disposed of according to the Air Force Records Disposition Schedule (RDS) at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

This interim change revises GOODFELLOWAFBI 36-2802 by changing the time frames for quarterly and annual awards from calendar year to fiscal year. A margin bar (|) indicates newly revised material.

1. Wing Safety Individual of the Quarter Award.

1.1. Purpose. This award recognizes outstanding contributions or superior achievements in ground and/or weapons safety. It is reserved for individuals whose mishap prevention efforts merit recognition above squadron level.

1.2. Submission. The award submission must reach the Safety Office by the fourth duty day after the award quarter. Quarterly award submissions (by fiscal year) are: 1 October-31 December (1st Quarter), 1 January-31 March (2nd Quarter), 1 April-30 June (3rd Quarter), and 1 July-30 September (4th Quarter).

1.3. Description. The award will consist of an appropriate award or prize (usually a plaque) that is available at the time.

1.4. Eligibility. Military and civilian personnel, not assigned as a unit safety representative, are eligible for this award. This includes personnel assigned to geographically separated units, tenant units, and non-appropriated fund personnel.

1.5. Nomination. Commanders, unit safety representatives, and supervisors may nominate eligible personnel using the AF IMT 1206, *Nomination for Award*. All nominations must be routed through the Unit Safety Representative or the Commander prior to coming to the Safety Office. The information included in the AF IMT 1206 must be in either bullet or narrative format and must be seven lines, to include the safety accomplishment of the individual.

1.6. Selection. The Wing Safety staff will make the final selection and forward the winner to the Chief of Safety for approval. The overall winner will be the individual who had the greatest impact on safety. Other selection criteria can include, but is not limited to, validity and accuracy of information listed on the AF IMT 1206, compliance with standards, etc. If a tie occurs, the Chief of Safety will make the final decision.

1.7. Publicity and Presentations. The Chief of Safety will ensure:

1.7.1. Award submission period is well publicized.

1.7.2. Timely notification of winner.

1.7.3. Timely presentation of award.

2. Unit Safety Representative (USR) of the Quarter Award.

2.1. Purpose. This award recognizes outstanding contributions and superior achievements in ground or weapons/explosives safety by a person assigned as a USR. This award is for individuals whose mishap prevention efforts merit recognition above the squadron level.

2.2. Submission. The award submission must reach the Safety Office by the fourth duty day after the award quarter. Quarterly award submissions (by fiscal year) are: 1 October-31 December (1st Quarter), 1 January-31 March (2nd Quarter), 1 April-30 June (3rd Quarter), and 1 July-30 September (4th Quarter).

2.3. Description. The award will consist of an appropriate award or prize (usually a plaque) that is available at the time.

2.4. Eligibility. Military and civilian personnel assigned as unit safety representatives are eligible for this award. This includes personnel assigned to geographically separated units, tenant units, and non-appropriated fund personnel.

2.5. Nomination. Commanders, unit safety representatives, and supervisors may nominate eligible personnel using the AF IMT 1206, *Nomination for Award*. All nominations must be routed through the Unit Safety Representative or the Commander prior to coming to Wing

Safety. The information included in the AF Form 1206 must be in either bullet or narrative format, and must be nine lines, to include the safety accomplishment of the individual.

2.6. Selection. The Wing Safety staff will make the final selection and forward the winner to the Chief of Safety for approval. The winner selected will usually be the individual whose accomplishment had the most impact on safety. Other selection criteria can include, but is not limited to; validity and accuracy of information listed on the AF IMT 1206, member's contact with the Wing Safety Office, mishap reporting and rates, compliance with standards, etc. If a tie occurs, the Chief of Safety will make the final decision.

2.7. Publicity and Presentations. The Chief of Safety will ensure:

2.7.1. Award submission period is well publicized.

2.7.2. Timely notification of winner.

2.7.3. Timely presentation of award.

3. Wing Safety Individual of the Year Award.

3.1. Purpose. The award recognizes outstanding contributions, superior achievements, and consistent, proactive results in ground or weapons safety.

3.2. Submission. Annual award submission must reach the Safety Office by the tenth duty day after the end of the award year (1 October-30 September).

3.3. Description. The award will consist of an appropriate award or prize (usually a plaque) that is available at the time.

3.4. Eligibility. Military and civilian personnel not assigned as a unit safety representative are eligible for this award. This includes personnel assigned to geographically separated units, tenant units, and non-appropriated fund personnel.

3.5. Nomination. Commanders, unit safety representatives, and supervisors may nominate eligible personnel using the AF IMT 1206. All nominations will need to be routed through the Unit Safety Representative or the Commander prior to coming to the Wing Safety. The information included in the AF IMT 1206 must be in either bullet or narrative format, and must be fifteen lines, to include the safety accomplishment of the individual.

3.6. Selection. The Wing Chief of Safety will make the selection and forward the winner to the Vice Commander for approval. The winner selected will be the individual who had the greatest impact on safety. Other selection criteria can include, but is not limited to; validity and accuracy of information listed on the AF IMT 1206, compliance with standards, etc. If a tie occurs, the Chief of Safety will make the final decision.

3.7. Publicity and Presentations. The Chief of Safety will ensure:

3.7.1. Award submission period is well publicized.

3.7.2. Timely notification of winner.

3.7.3. Timely presentation of award.

4. Unit Safety Representative (USR) of the Year Award.

4.1. Purpose. This award recognizes outstanding contributions, superior achievements, and consistent proactive involvement in the development and implementation of their commander's unit mishap prevention program.

4.2. Submission. Annual award submission must reach the Safety Office by the tenth duty day after the end of the award year (1 October-30 September).

4.3. Description. The award will consist of an appropriate award or prize (usually a plaque) that is available at the time.

4.4. Eligibility. Personnel assigned as a unit safety representative are eligible for this award.

4.5. Nomination. Commanders, unit safety representatives, and supervisors may nominate eligible personnel using the AF IMT 1206. All nominations will need to be routed through the Unit Safety Representative or the Commander prior to coming to the safety office. The information included in the AF IMT 1206 must be in either bullet or narrative format, and must be twenty lines, to include the safety accomplishment of the individual.

4.6. Selection. The Wing Chief of Safety will make the selection and forward the winner to the Vice Commander for approval. The winner selected will be the individual who had the greatest impact on safety. Other selection criteria can include, but is not limited to; validity and accuracy of information listed on the AF IMT 1206, member's contact with the Wing Safety Office, mishap reporting and rates, compliance with standards, etc. If a tie occurs, the Chief of Safety will make the final decision.

4.7. Publicity and Presentations. The Chief of Safety will ensure:

4.7.1. Award submission period is well publicized.

4.7.2. Timely notification of winner.

4.7.3. Timely presentation of award.

5. Safety Achievement Award.

5.1. Purpose. This award is given at the discretion of the Wing Safety Office for one or more persons for their involvement in the mishap prevention program. Involvement can be, but is not limited to, a single event, action, or specific contribution to the mishap prevention program.

5.2. Description. The award will consist of a safety coin presented by a Safety Professional or a printed certificate signed by the Chief of Safety.

5.3. Eligibility. Any person involved with the 17 TRW can receive this award.

5.4. Nomination. Nominations will not be accepted for this award.

5.5. Selection. Selection is non-competitive and will be based on the sole discretion of 17 TRW/SE personnel. This award can be given at any time.

6. Submissions for Second Air Force, AETC, and Air Force Safety Center level Safety Awards. All quarterly and annual award winners meeting the requirements below may be submitted by the Wing Safety Office to Second Air Force and AETC, if requested by the squadron commander. No more than six or seven concise, pertinent lines describing the main accomplishments will be used in award submissions to higher headquarters. *AETC Ground*

Safety Individual Award of Distinction (Quarterly): This quarterly award recognizes an individual for distinctive accomplishments in ground safety. ***AETC Weapons Safety Individual Award of Distinction (Quarterly)***: This quarterly award recognizes an individual for distinctive accomplishments in weapons safety. ***AETC Well Done Award for Ground or Weapons Safety (Quarterly)***: This award recognizes an individual who makes a significant contribution that affects the overall mishap prevention activities of ground, or weapons safety, and who, by exceptional performance beyond that normally expected, prevents a mishap or minimizes the seriousness of a mishap. The nominee must not have contributed to or caused the situation that precipitated the event. ***Ground/Weapons Safety Well Done Award***: This award recognizes non-safety personnel who make a significant contribution that affects overall mishap prevention activities toward ground/weapons safety. ***Ground Safety Plaques***: These awards recognize organizations below MAJCOM, DRU, and FOA level for outstanding achievement in, or contribution to, ground safety.

MARK T. DAMIANO, Colonel, USAF
Commander

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

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

AFMAN 33-363, *Management of Records*, 01 Mar 2008

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

Adopted Forms

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

AF IMT 1206, *Nomination for Award*, 1 Jul 2000

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

GSU—Geographically Separated Unit

IMT—Information Management Tool

RDS—Records Disposition Schedule

USR—Unit Safety Representative