

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



**KIRTLAND AIR FORCE BASE  
INSTRUCTION 91-206**

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Safety**

**377TH AIR BASE WING  
SAFETY AWARDS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Instruction (AFI) 36-2833, *Safety Awards*. It establishes and governs the Kirtland Air Force Base (KAFB) Occupational Safety and Health (OSH) Awards Program for the 377 Air Base Wing (377 ABW) associate units and all associated personnel. This program has been established to recognize KAFB personnel who have made significant contribution(s) to the mission(s) of KAFB in the realm of OSH Program(s) and applies to military, Department of Defense (DOD) civilians and associate personnel integrated with a given mission or internal DOD team attached to a KAFB organization. This publication applies to Air Force Reserve Command (AFRC) Units and to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s 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>. See Attachment 1 for a Glossary of References and Supporting Information.

**SUMMARY OF CHANGES**

This instruction has been significantly rewritten and must be reviewed in its entirety. Changes include adding significant OSH contributions to a mission or project, using the AF Form 1206, *Nomination for Award*, and submitting the nomination electronically, the safety office will not

accept nominations by telephone, nominations may be submitted directly to the safety office, coordination through the unit commander is encouraged, mandatory titles are included for the nomination, suspense date is changed to the 10th of the month.

**1. Basic Evaluation Criteria.** Cited accomplishments must apply to the period for which the recognition pertains. However, specific achievements culminating during, but initiated before the award period may be included in the nomination narrative. Include contributions to and involvement in base activities, missions and the civilian community.

1.1. Contributions may include: superior safety program management, making a significant OSH contribution to a mission, project or assignment, using initiative and creativity to make improvements in a product, process, or mission related operation.

1.2. Contributions may also include any individual(s) act of heroism, or achievement in the realm of safety and or mishap prevention.

1.3. Multiple personnel may be nominated for the award when the significant event involves a team effort.

**2. Administrative Procedures for Nomination Submission.**

2.1. Individuals or teams may be nominated by submitting an AF Form 1206. The Base Safety Office will accept nominations electronically and should include the minimum information required by the AF Form 1206.

2.2. The nominations must indicate the quarter for which the nomination is submitted. Supervisors, managers or co-workers may submit a nomination directly to the Safety Office. Organization commander or director coordination is encouraged.

2.3. The award nominations are to be titled: *Quarterly Occupational Safety and Health Safety Award Nomination Ground; Quarterly Occupational Safety and Health Safety Award Nomination Weapons; or Quarterly Occupational Safety and Health Safety Award Nomination Flight respectively.*

2.4. Nominations must be received by 377 Air Base Wing Safety Office (377 ABW/SE) no later than the 10th day of the month following the applicable quarter. A safety award selection committee will review all quarterly nominations and make selections. The awards are presented at the next quarterly KAFB Combined Safety Council (CSC) or Environmental, Safety and Occupational Health Council (ESOHC) meeting.

2.5. In the event no nominations are received, the safety award selection committee may select a deserving Unit Safety Representative (USR), Motorcycle Safety Representative (MSR), or other individual or group that demonstrated a desire and willingness to enhance the safety of TEAM KIRTLAND.

**3. Program Responsibilities.**

3.1. The 377 ABW Chief of Safety is the authority for the Safety Awards Program. The 377 ABW Commander (377 ABW/CC) encourages 377 ABW Units, Associate Commanders and all KAFB personnel to support the Safety Awards Program.

**4. Safety Award Selection Board**

4.1. The Safety Award Selection Committee consists of the 377 ABW Chief of Safety, Ground Safety Manager and Weapons Safety Manager. The committee members meet quarterly to review submitted nominations and select the award winners. The 377 ABW/SE will coordinate the procurement and formal presentation of awards at the CSC or the ESOHC meeting with the 377 ABW/CC.

JOHN C. KUBINEC, Colonel, USAF  
Commander, 377th Air Base Wing

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

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

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

***Adopted Forms***

AF Form 1206, *Nomination for Award*, 1 July 2000

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

***Abbreviations and Acronyms***

**ABW**—Air Base Wing

**ABW/CC**—Air Base Wing Commander

**ABW/SE**—Air Base Wing Safety Office

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Reserve Command

**ANG**—Air National Guard

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

**CSC**—Combined Safety Council

**DOD**—Department of Defense

**ESOHC**—Environmental, Safety and Occupational Health Council

**KAFB**—Kirtland Air Force Base

**MSR**—Motorcycle Safety Representative

**OPR**—Office of Primary Responsibility

**OSH**—Occupational Safety and Health

**RDS**—Records Disposition Schedule

**USR**—Unit Safety Representative