

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**



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MAXWELL AIR FORCE BASE SUPPLEMENT

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Personnel

SAFETY AWARDS

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AFI 36-2833, 23 October 2002, is supplemented as follows:

This supplement implements AFI 36-2833, *Safety Awards*. It implements a local Safety Awards program for Maxwell-Gunter. Users must read this supplement in conjunction with implemented publications. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. 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-af61/afrims/afrims>. This supplement applies to all units assigned or attached to Maxwell-Gunter. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This rewrite substantially simplifies the awards nomination process; updates the award descriptions; and clarifies selection procedures.

2.2.2. (AETC) Units may supplement this program to establish their own safety awards program. Assigned/attached units use this guidance for nomination of all local safety awards. Local awards include:

2.2.2.1. (Added) (MAXWELL) Quarterly Maxwell-Gunter Safety Award

2.2.2.1.1. (Added) (MAXWELL) Purpose. To recognize exceptional effort in the area of flight, ground, and/or explosives/weapons safety.

2.2.2.1.2. (Added) (MAXWELL) Award Description. A plaque, pen set, coin or other like item.

2.2.2.1.3. (Added) (MAXWELL) Eligibility. Active duty military and Department of Defense civilians employed by Maxwell-Gunter.

2.2.2.1.4. (Added) (MAXWELL) Selection Criteria. Selection is based upon an individual's contributions to safety at the unit, wing or installation level. Period of award is quarterly based on the calendar year. Awards are possible in each of the flight, ground, and explosives/weapons safety disciplines.

2.2.2.1.5. (Added) (MAXWELL) Nomination Procedures. The supervisor, through the unit commander, submits the nomination on an AF IMT 1206 describing the achievements to 42 ABW/SE within 15 days of the end of the award quarter. Use bullet format; no headings are required; limit data to 3-10 bullets.

2.2.2.1.6. (Added) (MAXWELL) Selection Procedure. 42 ABW/SE staff selects the winner.

2.2.2.1.7. (Added) (MAXWELL) Presentation. The award element is presented as deemed appropriate by the owning unit commander.

2.2.2.2. (Added) (MAXWELL) Annual Maxwell-Gunter Safety Award

2.2.2.2.1. (Added) (MAXWELL) Purpose. To recognize the singular most exceptional effort throughout the year in the area of flight, ground, or explosives/weapons safety. Awards are possible in each of the safety disciplines.

2.2.2.2.2. (Added) (MAXWELL) Award Description. A plaque, pen set, coin or other like item.

2.2.2.2.3. (Added) (MAXWELL) Eligibility. The winners of Quarterly Maxwell-Gunter Safety Awards are automatically eligible. No other nominations are accepted.

2.2.2.2.4. (Added) (MAXWELL) Selection Criteria. Selection is based upon individual contributions to include significance and effect for safety at the unit or wing level. Period of award is based on the calendar year.

2.2.2.2.5. (Added) (MAXWELL) Selection Procedures. 42 ABW/SE staff selects the winner.

2.2.2.2.6. (Added) (MAXWELL) Presentation. The award element is presented as deemed appropriate by the owning unit commander.

2.2.2.3. (Added) (MAXWELL) Quarterly Unit Safety Representative (USR) Award

2.2.2.3.1. (Added) (MAXWELL) Purpose. To recognize exceptional USRs.

2.2.2.3.2. (Added) (MAXWELL) Award Description. A plaque, pen set, coin or other like item.

2.2.2.3.3. (Added) (MAXWELL) Eligibility. All unit safety representatives to include mission partners.

2.2.2.3.4. (Added) (MAXWELL) Selection Criteria. Selection is based upon an individual's contributions to safety. Period of award is quarterly based on the calendar year.

2.2.2.3.5. (Added) (MAXWELL) Nomination Procedures. Automatic – all USRs are automatically eligible; no nominations are required. However, supervisors, through the unit commander, may submit

nominations on an AF IMT 1206 describing achievements to 42 ABW/SE within 15 days of the end of the award quarter. Use bullet format; no headings are required; limit data to 3-10 bullets.

2.2.2.3.6. (Added) (MAXWELL) Selection Procedures. 42 ABW/SE staff selects the winner.

2.2.2.3.7. (Added) (MAXWELL) Presentation. The award element is presented as deemed appropriate by the owning unit commander.

2.2.2.4. (Added) (MAXWELL) 42 ABW Safety Coin Award

2.2.2.4.1. (Added) (MAXWELL) Purpose. To recognize significant safety contributions not otherwise awarded or formally recognized.

2.2.2.4.2. (Added) (MAXWELL) Award Description. 42 ABW Safety Coin.

2.2.2.4.3. (Added) (MAXWELL) Eligibility. All Maxwell-Gunter personnel (military, civilian, dependent and contractor).

2.2.2.4.4. (Added) (MAXWELL) Selection Criteria. Selection is based upon a significant safety contribution or act for Maxwell-Gunter that has not been awarded either a quarterly or annual award.

2.2.2.4.5. (Added) (MAXWELL) Nomination Procedures. Supervisors, through the unit commander, may submit nominations on an AF IMT 1206 describing the achievements to 42 ABW/SE as soon as possible after the achievement. Use bullet format; no headings are required; limit data to 3-10 bullets.

2.2.2.4.6. (Added) (MAXWELL) Selection Procedures. 42 ABW/SE staff determines when this award is warranted.

2.2.2.4.7. (Added) (MAXWELL) Presentation. The award element is presented as deemed appropriate by the owning unit commander or 42 ABW/SE staff.

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