

Administrative Changes to 3WGI 36-2806, *Safety Awards Program*

OPR: 3 WG/SE

References throughout to “AFPD 36-28, *Awards and Decorations Programs*” are hereby changed to “DAFPD 36-28, *Awards Program*”.

Reference to “Attachment 1” in paragraph 3 is hereby changed to refer to “Attachment 2”.

9 December 2021

**BY ORDER OF THE COMMANDER
3RD WING (PACAF)**

3RD WING INSTRUCTION 36-2806



**29 SEPTEMBER 2020
Certified Current, 7 August 2024
Personnel**

SAFETY AWARDS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 3 WG/SE
(Maj Robert K. Mayo)

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This instruction implements AFD 36-28, *Awards and Decorations Programs*, and prescribes nomination procedures for 3rd Wing (3 WG) safety awards. The safety awards program rewards outstanding safety acts and achievements, and recognizes quality performers who contribute to the prevention of mishaps through either sustained superior performance or a one-time act. Recognition of deserving individuals and units is a vital avenue for building a culture of pride, performance and mishap prevention. Recognition for heroic acts will not be considered for a safety award. This publication applies to all units in the 3 WG on Joint Base Elmendorf-Richardson (JBER), Alaska. Safety awards in this instruction are for the submittal of safety award nominations through command channels to HQ PACAF. 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 the AF Form 847 through the appropriate chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained according to AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. 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 document is substantially revised and must be completely reviewed. Changes to this document include new submission procedures, updated award deadlines, and updated award categories.

1. Responsibilities. Commanders are responsible for unit participation in the safety awards programs and are encouraged to establish complementing incentives to supplement the programs. The 3 WG Chief of Safety is responsible for managing the program and reviewing all nominations.

2. PACAF and Headquarters Air Force Awards. Units will forward nominations for PACAF and Headquarters Air Force awards (Air Force Chief of Staff Special Safety Achievement, Colombian Trophy, Koren Kolligian Jr. Trophy, etc.) to 3 WG/SE for consideration. 3 WG/SE will not nominate units or individuals for awards unless previously nominated by their commander. PACAF and Headquarters Air Force annual award nominations are due to 3 WG/SE no later than 07 September. This due date will be adjusted by 3 WG/SE based on annual SE Award guidance published by the Air Force Safety Center and PACAF/SE. 3 WG/SE will forward exceptional award nominations to higher headquarters for competition. Nomination procedures, eligibility, and selection criteria can be found in the current Fiscal Year Department of the Air Force (DAF) Safety Awards Guide with PACAF Supplement.

3. Nomination Procedures. 3 WG quarterly and annual award nominations will be submitted electronically in MFR format, as shown in [Attachment 1](#), this instruction, by the individual(s) SQ/CC. Nominations outside of the Wing are forwarded through command channels to HQ PACAF/SE.

4. Third Wing Safety Quarterly Awards. Quarterly award nominations are due 10 January, 10 April, 10 July, and 07 September. Units may forward as many nominations as deemed appropriate for award categories. Order of preference must be indicated when submitting more than one nomination for any award. Number of award selections will be determined by 3 WG/SE, unless otherwise indicated. Nominations submitted will be submitted via email to 3wg.se.1@us.af.mil, 3wg.sef@us.af.mil.

4.1. Flight Safety Award of the Quarter:

4.1.1. Purpose. Honors a 3 WG organization for sustained performance in flight safety. Winners will be nominated for 3 WG/SE Flight Safety Award of the Quarter.

4.1.2. Eligibility. All 3 WG flying organizations.

4.1.3. Selection Criteria. Selectee must have repeatedly contributed to aircrew safety through sustained superior performance and achievement.

4.2. Aircrew Safety Award of the Quarter:

4.2.1. Purpose. Honors a pilot or aircrew for outstanding airmanship.

4.2.2. Eligibility. All 3 WG flying personnel.

4.2.3. Selection Criteria. A pilot or aircrew must have displayed skill and ingenuity in handling an exceptionally difficult or unusual situation successfully. The actions of the pilot or aircrew must have prevented or reduced injury to personnel, aircraft damage, other property damage, or loss of life. Aircrews who prevented a potential mishap that was caused by their own misdeeds, lack of judgement, foolhardily or excessive risk taking are ineligible. Each aircrew member nominated must have contributed to resolution of the emergency.

4.3. Safety “Chain-breaker” Award of the Quarter:

4.3.1. Purpose. Recognizes an individual whose exceptional achievements enhanced flight line mission completion or prevented injury to personnel or loss of aircraft.

4.3.2. Eligibility. All 3 WG active duty or civilian members performing flight line or back-shop duties.

4.3.3. Selection Criteria. Individuals submitted must display skill and ingenuity beyond that usually expected. They may be selected for their sustained superior performance or one-time act in enhancing mission completion.

4.4. Weapons Safety Award of the Quarter:

4.4.1. Purpose. Honors a work group or individual for sustained superior performance or specific achievement in weapons safety.

4.4.2. Eligibility. All 3 WG organizations.

4.4.3. Selection Criteria. Must have contributed to safety through sustained superior performance and achievement. Other criteria includes value-added improvements, positive mishap reduction trends, enhancing safety practices through AFI, OI, or WGI changes.

5. 3 WG Annual Safety Awards:

5.1. Quarterly winners will be automatically considered for these awards, however, units are encouraged to nominate deserving individuals for this award. For nomination procedures see [paragraph 3](#), this instruction. Annual awards nominations are due no later than 07 September.

5.2. Flight Safety Award of the Year:

5.2.1. Purpose. Honors a 3 WG organization for sustained superior performance in flight safety.

5.2.2. Eligibility. All 3 WG flying organizations.

5.2.3. Selection Criteria. Selectee must have repeatedly contributed to aircrew safety through sustained superior performance and achievement.

5.3. Aircrew Safety Award of the Year:

5.3.1. Purpose. Honors a pilot or aircrew for outstanding airmanship.

5.3.2. Eligibility. All 3 WG flying personnel.

5.3.3. Selection Criteria. A pilot or aircrew must have displayed skill and ingenuity in handling an exceptionally difficult or unusual situation successfully. The actions of the pilot or aircrew must have prevented or reduced injury to personnel, aircraft damage, other property damage, or loss of life. Aircrews who prevented a potential mishap that was caused by their own misdeeds, lack of judgement, foolhardily or excessive risk taking are ineligible. Each aircrew member nominated must have contributed to resolution of the emergency.

5.4. Safety “Chain-breaker” Award of the Year:

5.4.1. Purpose. Recognizes an individual whose exceptional achievements enhanced flight line mission completion or prevented injury to personnel or loss of aircraft.

5.4.2. Eligibility. All 3 WG active duty or civilian members performing flight line or back shop duties.

5.4.3. Selection Criteria. Individuals submitted must display skill and ingenuity beyond that usually expected. They may be selected for their sustained superior performance or one-time act in enhancing mission completion.

5.5. Weapons Safety Award of the Year:

5.5.1. Purpose. Honors a work group or individual for sustained superior performance or specific achievement in weapons safety.

5.5.2. Eligibility. All 3 WG organizations.

5.5.3. Selection Criteria. Must have contributed to safety through sustained superior performance and achievement. Other criteria includes value-added improvements, positive mishap reduction trends, enhancing safety practices through AFI, OI, or WGI changes.

TRAVOLIS A. SIMMONS, Colonel, USAF
Commander

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

AFI 33-322, *Records Management and Information Governance Program.*

AFPD 36-28, *Awards and Decorations Programs.*

AFMAN 36-2806, *Awards and Memorialization Program.*

Acronyms and Abbreviations

AFI— Air Force Instructions

OI— Operating Instructions

WGI— Wing Instructions

Attachment 2

NOMINATION LETTER FORMAT

Figure A2.1. Nomination Letter.



DEPARTMENT OF THE AIR FORCE
3RD WING (PACAF)
JOINT BASE ELMENDORF-RICHARDSON, ALASKA

XX XXX XX

MEMORANDUM FOR 3 WG/SE

FROM: XXX/CC

SUBJECT: 3 WG/SE Award MFR Template

1. The purpose of this memorandum is to highlight an individual or team for efforts dedicated to safety that either prevented or resolved actions that would lead to a mishap.
2. Fill in details of the date the actions took place, the individual(s) involved, what they did that led to a safe outcome of a potentially dangerous situation or prevented a mishap, and how those actions impacted the unit/Wing/AF overall.
3. If you have any questions or concerns, please do not hesitate to contact me via e-mail at 3WG.SEf@us.af.mil or by phone at DSN 317-551-3389, or DSN 317-552-4681.

//SIGNED//
GREGORY J. SNUFFY, Lt Col, USAF
Commander