

**BY ORDER OF THE COMMANDER
GOODFELLOW AIR FORCE BASE (AETC)**

**GOODFELLOW AIR FORCE BASE
INSTRUCTION
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Personnel

SAFETY AWARDS

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This instruction implements DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, and DAFI 36-2803 Military Decorations and Awards Program, DAFI 91-202, *The U. S. Air Force Mishap Prevention Program*. 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.mv.af.mil/afrims/afrims/afrims/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 changed references from AFD 36-28 Awards and Decorations and DAFI 36-2833 Safety Awards to DAFMAN 36-2806, *Military Awards: Criteria and Procedures*, and DAFI 36-2803 Military Decorations and Awards Program and DAFI 91-202, *The U. S. Air Force Mishap Prevention Program*.

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 six 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. The award submission is well publicized.

1.7.2. Timely notification of winner.

1.7.3. Timely notification 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 preventions 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. 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 six 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. The 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. The 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 unit safety representatives 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 not exceed thirty-six 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. The 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. The 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 thirty-six 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. The 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 people 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.

WILLIAM C. DOWELL, GS-14, USAF
Executive Director

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

AFMAN 33-363, *Management of Records*

AFMAN 36-2806, *Military Awards*

DAFI 91-202, *The U. S. Air Force Mishap Prevention Program*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF IMT 1206, *Nomination for Award*

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