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The OPR for this supplement is 21 SW/SEW (Mr. Thomas L. Quinn). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2833, *Safety Awards*, 5 Oct 01. The AFI is published word-for-word without editorial review. This supplement describes 21 SW's procedures for use in conjunction with Air Force Space Command's (AFSPC) supplement and the basic AFI. It applies to all activities/tenants supported by the Safety Office (SE) 21st Space Wing. Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Changes TEAM 21 to 21 SW and now includes all units/personnel in the Peterson Complex and 21 SW geographically separated units (GSUs). Adds a quarterly Unit Safety Representative Award, a Safety Well Done Award for individual(s), a Safety Milestone Award, and a Mishap Rate Award.

Section Y (Added)– 21 SW UNIT SAFETY AWARD – ANNUAL

95. (Added) Purpose of the Award. 21 SW Unit Safety Awards are presented to Peterson Complex units, including tenants, in recognition of outstanding achievements toward an effective unit safety program and for significant contributions toward the 21 SW's Mishap Prevention Program.

96. (Added) Who is Eligible. Units will be considered in the following categories:

96.1. (Added) **Large Unit Category.** All units located within the PAFB Complex, regardless of MAJ-COM, and GSUs with over 100 people.

96.2. (Added) **Small Unit Category.** All units located within the PAFB Complex, regardless of MAJ-COM, and GSUs with 100 people or less.

97. (Added) Selection Criteria. Selections are based on the unit's contribution to the Peterson Complex Mishap Prevention Program. Areas of consideration include, but are not limited to:

97.1. (Added) **Mishap Rates.** Reportable on and off duty mishap rates, first aid injury trend rates, and AF motor vehicle accident rates.

97.2. (Added) **Safety Meetings.** Attendance at Bi-Monthly Unit Safety Representative and Wing Quarterly Safety Council (QSC) meetings.

97.3. (Added) **Safety Training.** Attendance by unit members, at safety training courses, i.e. Supervisor Safety Training, Motorcycle Safety Foundation Training, Operational Risk Management courses, etc.

97.4. (Added) **Initiatives .** Contributions to mishap prevention and hazard abatement programs and unit personnel involvement in the safety program.

97.5. (Added) **Inspections/Evaluations.** Management involvement in the mishap prevention program. Timely responses and correction of facility discrepancies and program deficiencies.

98. (Added) Nomination Procedures. Each unit may nominate itself for this award. Nominations must reach 21 SW/SE no later than 10 October (electronic submittal is authorized if followed by a hardcopy of the nomination letter, signed by the appropriate commander). The hardcopy of the nomination letter must be received by 15 October. Units may fax the nomination letter to 21 SW at 556-4004 or DSN 834-4004. Include:

98.1. (Added) Type of award and category for which submitted.

98.2. (Added) Organization, including office symbol with address, and number of personnel assigned.

98.3. (Added) A concise summary of the unit's annual safety accomplishments stating what was done, how it was done, and the contributions to safety.

98.4. (Added) Unusual hazards of environmental working conditions of the unit.

98.5. (Added) Use an AF Form 1206, **Nomination For Award**, (one form, no more than front and back) in bullet format stating what was done, how it was done, and contributions to safety.

99. (Added) Selection Procedures. Wing Safety personnel will review and submit nominations to the Ground Safety Manager (GSM) no later than 15 October following the award period.

99.1. (Added) The GSM will review all nominations for accuracy and completeness, and submit recommendations to the Chief of Safety for final selection.

99.2. (Added) The Chief of Safety will make the final determination and approve the two category recipients for the Annual Unit Ground Safety Awards.

100. (Added) Awards Ceremony. The awards will be sent to the Wing Commander for presentation at an appropriate ceremony.

100.1. (Added) Award recipients that meet AFSPC criteria will be submitted for the Air Force Space Command Unit Safety Award.

Section Z (Added)– 21 SW UNIT SAFETY REPRESENTATIVE AWARD – ANNUAL

101. (Added) Purpose of the Award. 21 SW Ground Safety Awards are presented to a Unit Safety Representative (USR) in recognition of outstanding achievement or significant contribution to the 21 SW's Mishap Prevention Program.

102. (Added) Who is Eligible. All additional duty unit safety representatives, military and civilian, assigned to 21 SW, or at a 21 SW GSU, that are designated by appointment letter as the USR.

103. (Added) Selection Criteria. Selections are based on an individual's contribution to the safety program and will be determined by the Chief of Safety based on some, or all, of the following factors:

103.1. (Added) Establishment of a special ongoing or one-time project enhancing safety.

103.2. (Added) An action that prevented or reduced loss of life, injury, property damage, or mission degradation.

103.3. (Added) Mishap experience and the number of days since last mishap.

104. (Added) Nomination Procedures. Each unit may nominate one individual for this award. Nominations must reach 21 SW/SE no later than 10 October (electronic submittal is authorized if followed by a hardcopy of the nomination letter, signed by the appropriate commander). The hardcopy of the nomination letter must be received by 15 October. Units may fax the nomination letter to 21 SW at 556-4004 or DSN 834-4004. Include:

104.1. (Added) Type of award and category for which submitted.

104.2. (Added) Name, rank, job title, and organization, including office symbol with address.

104.3. (Added) Use an AF Form 1206, **Nomination For Award**, (no more than one form) in bullet format stating what was done, how it was done, and contributions to safety.

105. (Added) Selection Procedures. Wing Safety personnel will review and submit nominations to the Ground Safety Manager (GSM) no later than 15 October following the award period.

105.1. (Added) The GSM will review all nominations for accuracy and completeness, and submit recommendations to the Chief of Safety for final selection.

105.2. (Added) The Chief of Safety will make the final determination and approve the recipient for the award.

106. (Added) Awards Ceremony. The awards will be presented to the recipient or their Unit Commander at the quarterly wing safety council.

106.1. (Added) Award recipients that meet AFSPC criteria will be submitted for the Air Force Space Command Individual Safety Award of Distinction – Category II.

Section AA (Added)– 21 SW UNIT SAFETY REPRESENTATIVE AWARD – QUARTERLY

107. (Added) Purpose of the Award. Quarterly 21 SW Ground Safety Awards are presented to a Unit Safety Representative in recognition of a specific act, outstanding achievement, or significant contribution to the 21 SW's Mishap Prevention Program.

108. (Added) Who is Eligible. All additional duty unit safety representatives, military and civilian, assigned to 21 SW, or at a 21 SW GSU.

109. (Added) Selection Criteria. Selections are based on an individual's contribution to the safety program and will be determined by the Chief of Safety based on some, or all, of the following factors:

109.1. (Added) Establishment of a special ongoing or one-time project enhancing safety.

109.2. (Added) An action that prevented or reduced loss of life, injury, property damage, or mission degradation.

109.3. (Added) Outstanding contribution to safety observed by a member of wing safety staff.

109.4. (Added) Mishap experience and the number of days since last mishap.

110. (Added) Nomination Procedures. Each unit may nominate one individual for this award. Nominations must reach 21 SW/SE no later than the 10th of the month following the award period (Jan, Apr, July, Oct). Electronic submittal is authorized if followed by a hardcopy of the nomination letter, signed by the appropriate commander. The hardcopy must be received by the 15th of the month following the award period. Units may fax the nomination letter to 21 SW at 556-4004 or DSN 834-4004. Include:

110.1. (Added) Type of award and category for which submitted.

110.2. (Added) Name, rank, job title, and organization, including office symbol with address.

110.3. (Added) Use an AF Form 1206, **Nomination For Award**, (no more than one form) in bullet format stating what was done, how it was done, and contributions to safety.

111. (Added) Selection Procedures. Wing Safety personnel will review and submit nominations to the Ground Safety Manager (GSM) no later than 15th day following the award period.

111.1. (Added) The GSM will review all nominations for accuracy and completeness, and submit recommendations to the Chief of Safety for final selection.

111.2. (Added) The Chief of Safety will make the final determination and approve the recipient for the award.

112. (Added) Awards Ceremony. The awards will be presented to the recipient or their Unit Commander at the quarterly wing safety council.

Section BB (Added)– 21 SW SAFETY “WELL DONE” AWARD –QUARTERLY

113. (Added) Purpose of the Award. Quarterly 21 SW Safety Well Done Awards are presented to an individual or a group of individuals in recognition of a specific act, outstanding achievement, or significant contribution to the 21 SW's Mishap Prevention Program.

114. (Added) Who is Eligible. All personnel, military and civilian, assigned to 21 SW, to include 21 SW GSUs.

115. (Added) Selection Criteria. Selections are based on an individual's contribution to the safety program and will be determined by the Chief of Safety based on some, or all, of the following factors:

115.1. (Added) Establishment of a special ongoing or one-time project enhancing safety.

115.2. (Added) An action that prevented or reduced loss of life, injury, property damage, or mission degradation.

115.3. (Added) Outstanding contribution to safety observed by a member of wing safety staff.

116. (Added) Nomination Procedures. Each unit may nominate deserving personnel for this award. Nominations must reach 21 SW/SE no later than the 10th of the month following the award period (Jan, Apr, July, Oct). Electronic submittal is authorized if followed by a hardcopy of the nomination letter, signed by the appropriate commander. The hardcopy must be received by the 15th of the month following the award period. Units may fax the nomination letter to 21 SW at 556-4004 or DSN 834-4004. Include:

116.1. (Added) Type of award and category for which submitted.

116.2. (Added) Name, rank, job title, and organization, including office symbol with address.

116.3. (Added) Use an AF Form 1206, **Nomination For Award**, (no more than one form) in bullet format stating what was done, how it was done, and contributions to safety.

117. (Added) Selection Procedures. Wing Safety personnel will review and submit nominations to the Ground Safety Manager (GSM) no later than the 15th day following the award period.

117.1. (Added) The GSM will review all nominations for accuracy and completeness, and submit recommendations to the Chief of Safety for final selection.

117.2. (Added) The Chief of Safety will make the final determination and approve the recipients for the award. Multiple awards or no award may be given in a quarter.

118. (Added) Awards Ceremony. The awards will be presented to the recipient or their Unit Commander at the wing quarterly safety council.

118.1. (Added) Award recipients that meet AFSPC criteria will be submitted for the Air Force Space Command Individual Safety Award of Distinction - Quarterly.

Section CC (Added)– 21 SW SAFETY MILESTONE AWARD – WHEN ACHIEVED

119. (Added) Purpose of the Award. 21 SW Milestone Awards are presented to a unit when they reach 500, 1,000, 1,500, 2,000...etc. days without a reportable mishap. Reportable mishap criteria is outlined in AFI 91-204, *Safety Investigations and Reports*.

119.1. (Added) The 500 days award will be a framed certificate. The 1,000, 1,500, 2,000 days and above will be an engraved plaque.

120. (Added) Who is Eligible. All units assigned to 21 SW and 21 SW GSUs.

121. (Added) Selection Criteria. Selections are based on the unit's achievement of the number of day's mishap free.

122. (Added) Nomination Procedures. The Wing Safety office will monitor each unit's statistics.

123. (Added) Selection Procedures. Wing Safety personnel will review and submit nominations to the Ground Safety Manager (GSM) as the milestones are reached.

123.1. (Added) The GSM will review all nominations for accuracy and completeness, and submit recommendations to the Chief of Safety for final selection.

123.2. (Added) The Chief of Safety will make the final determination and approve the recipients for the award.

124. (Added) Awards Ceremony. This award will be presented to the Unit Commander at the Quarterly Safety Council, when practical. If not practical, units will be recognized at the QSC and the plaque mailed to the unit for presentation.

Section DD (Added)– 21 SW MISHAP RATE AWARD – ANNUAL

125. (Added) Purpose of the Award. 21 SW Mishap Rate Award is presented on a fiscal year basis to the unit that has the lowest mishap rate when compared to the other eligible units.

126. (Added) Who is Eligible. All units assigned to 21 SW and 21 SW GSUs that have a population greater than 75, including DoD and NAF civilians. Contractors are not included in the unit's population.

127. (Added) Selection Criteria. Selections are based on the unit achievement of the lowest mishap rate when compared to other eligible units.

128. (Added) Nomination Procedures. The Wing Safety office will monitor each unit's statistics.

129. (Added) Selection Procedures. Wing Safety personnel will review the eligible unit's mishap rate and submit to the GSM the unit with the lowest mishap rate no later than 10 October of each year.

129.1. (Added) The GSM will review the unit submitted for accuracy and completeness, and submit to the Chief of Safety for a final review.

129.2. (Added) The Chief of Safety will make the final determination and approve the recipient for the award.

130. (Added) Awards Ceremony. This award will be presented to the Unit Commander at the quarterly wing safety council, when practical. If not practical, units will be recognized at the QSC and the plaque mailed to the unit for presentation.

DUANE W. DEAL, Brigadier General, USAF
Commander