

**09 JULY 2003**



***Awards and Decorations Program***

***WING SAFETY AWARDS PROGRAM***

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This instruction implements AFD 36-28, *Awards and Decorations Program*. It establishes the 315th Wing Safety Awards Program. It outlines the requirements and nominating procedures for the Wing Safety Awards program. It applies to all members of the 315<sup>th</sup> Airlift Wing.

***SUMMARY OF REVISIONS***

Paragraph **1.1** is changed to select one overall annual winner. Paragraph 2.2. deleted, due to paragraph **4.2**. explanation of who can nominate personnel. Paragraph **3.1.1**. was added. Paragraph **4.2**. is changed to include item two, other nomination. Paragraph **5.1**. is changed indicating the winner(s) will receive recognition in the base newspaper instead of exclusively the Palmetto Bug. Paragraph **5.2**. is changed indicating the annual winner will receive recognition by the Wing Commander versus a plaque presentation. A bar (|) indicates revisions from the previous edition.

**1. Overall Purpose:** Safety awards are designed to honor and recognize people and units for contributing to safety and for preventing mishaps through either sustained superior performance or a one-time act. The safety awards program is designed to recognize our model safety awareness performers and encourage others to emulate their example.

| 1.1. **Nominations:** A short narrative describing the achievement(s), complete with the nominee's name and organization, should be sent to the Wing Safety office (315 AW/SE). Each award is selected quarterly with an overall winner being selected annually.

**2. Responsibilities:**

2.1. The Wing Safety Office (315 AW/SE) manages the wing safety awards program. The wing safety office reviews unit nominations and selects the most qualified individual for either the flight or ground safety award.

### 3. Program Specifics:

3.1. The 315 AW Flight Safety Mishap Prevention Award (Quarterly). This award is presented to individuals or units who in the performance of their duties consistently demonstrated an outstanding safety consciousness, have contributed to the overall improvement of flight safety, have prevented a serious flight mishap or have contributed significantly to the 315 AW Flight Safety Mishap Prevention Program.

3.1.1. AMC and Boeing flying hours milestone awards require submission offbase and will be processed by 315 AW/SE. Units should submit names and flying hour data IAW the Squadron Flight Safety Officer (FSO) Continuity Guide.

3.2. The 315 AW Ground Safety Mishap Prevention Award (Quarterly). This award is presented to individuals or units not involved in aerial flight who in the performance of their duties consistently demonstrated an outstanding safety consciousness, have prevented a serious ground mishap or have contributed significantly to the 315 AW Ground Safety Mishap Prevention Program.

### 4. Nomination procedures:

4.1. Individuals assigned to the 315 AW are eligible for the awards.

4.2. Nominations for the awards can be made by anyone. However, commanders and supervisors are encouraged to play an active part in the nomination process. Nominations will be forwarded to 315 AW/SE. Nominations can be sent to the safety office anytime during the quarter, but no later than one week after the quarter ends. Nominations can be made for military or civilian personnel.

4.3. The Chief of Safety will determine the winner of the awards based on the following factors:

(1) Unit Commander nominations

(2) Other nominations

(3) Safety inspection results (how the nominee contributed)

(4) Mishap prevention record (how the nominee contributed)

(5) Other noteworthy achievements and improvements made to promote the Wing Mishap Prevention Program

4.4. Award nominations must be supported by clear, concise and pertinent facts reflected in a short narrative describing the individual's or unit's achievements during the award period. If you have multiple nominees, please submit a separate nomination package for each. See [Attachment 1](#) for a sample awards package format.

### 5. Award winners:

5.1. The winner's name will be published in the Palmetto Airlifter. Each award winner will receive a Certificate of Appreciation, prepared by the safety office and signed by the Wing Commander. It will be presented to the recipient by the Wing Commander or designated representative.

5.2. All quarterly award winners will be eligible for the annual safety award. The Chief of Safety will select the award winner. The winner will receive recognition by the Wing Commander or designated representative.

GERALD A. BLACK, Brig Gen, USAFR  
Commander

**Attachment 1****SAMPLE OF SAFETY AWARD NOMINATION FORMAT**

DATE

MEMORANDUM FOR 315 AW/SE

FROM: 315 LGS/LGSF (566-1234)

SUBJECT: Quarterly Ground Safety Mishap Prevention Award

1. I nominate SSgt Helpe of the Hydrants Fuels Management Branch for the Ground Safety Mishap Prevention Quarterly Award for the period of 1 Apr through 30 Jun 95.

2. SSgt Helpe identified a problem which impacted the refueling support capability for the 123 AREFW and the safety of all assigned KC-10 aircraft. Fuel was trickling into a hydrant fueling outlet pit from where the pipe enters the bottom of the pit. This indicated that the below ground fuel pipeline was ruptured. With the system under pressure, the flow of fuel entering the pit increased, confirming the underground leak. The hazard created by the leak had potential for a catastrophic incident as well as serious environmental impact. The fuel pit is located in a mass KC-10 parking ramp. During routine inspection/maintenance the leak was detected. The ruptured fuel pipeline was isolated and drained of remaining fuel. The isolation valve was tested to prevent re-pressurization of the ruptured fuel line and found to be defective. The entire fuel system was removed from operation, the defective valve was also removed and the piping was flanged with no impact on flying operations. The prompt detection of the fuel leak and reaction to the valve malfunction enabled actions to be immediately taken which minimized hazards, eliminated environmental pollution, and fuel lost. Due to his efforts, the dangers and environmental damage associated with serious fuel leaks was eliminated with no impact on safety or the ecosystem.

I.DO CARE, Lt Col, USAFR  
Commander