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Safety

SAFETY AWARD PROGRAM

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. It establishes procedures and responsibilities for supervisors in order to recognize and reward exemplary participation in the 913th Airlift Wing Mishap Prevention Program by individuals and subordinate units. The safety award program is administered by the 913th Airlift Wing Safety Office.

SUMMARY OF REVISIONS

This instruction is a revision of 913 AW Instruction 36-2801, 4 April 1998 and supersedes all guidance in that publication. A bar (|) indicates revision from the previous edition.

1. Implementation: This instruction creates safety incentive awards for which units and members may be recognized. The civilian and military awards are “Safety Person of the Quarter,” “Safety Person of the Year,” and the “Annual Unit Safety Award”. The recipients of these awards will receive a certificate of commendation and recognition in the base newspaper. Additional recognition may be specified at the discretion of the commander, 913th Airlift Wing and/or subordinate commanders.

2. Safety Award Categories:

2.1. Safety Person of the Quarter

2.1.1. May be awarded quarterly to both a civilian and/or military member of the 913th Airlift Wing who has made significant safety contributions.

2.1.2. Unit, Functional Managers, and Supervisors are responsible for nominating deserving employees and reservists to the 913 AW Safety Office. Selection will be made by the 913 AW Commander, assisted by the safety staff. Persons not selected for a particular quarter will be given consideration for following quarters.

2.1.3. Criteria for Nomination:

2.1.3.1. Mishaps prevention.

2.1.3.2. Hazards identification and abatement.

2.1.3.3. Ability to project and reinforce a sound safety attitude to others.

2.1.3.4. Other safety related accomplishments which, in the opinion of the nominator, uniquely qualifies this individual for recognition.

2.1.4. Presentation of the award can be made at the Wing Commander's Call for reservists or at the Civilian Commander's Call for civilians.

2.2. Annual Unit Safety Award:

2.2.1. May be awarded annually to a subordinate unit of the 913th Airlift Wing for vigilantly adhering to job safety standards while performing the assigned mission.

2.2.2. Selection of winning units will be made by the 913 AW Commander, assisted by the safety staff.

2.2.3. Unit scoring nomination criteria.

2.2.3.1. Mishap Rates.

2.2.3.2. Safety Program Assessment Results.

2.2.3.3. Safety Facility Inspection Results.

2.2.3.4. Other safety related accomplishments which, in the opinion of the commander, uniquely qualifies this unit for recognition.

2.2.4. Presentation of the award will be made at the Wing Commander's Call for military units and at the Civilian Commander's Call for units which employ civilians.

2.3. Safety Person of the Year: Individuals who have been selected as "Safety Person of the Quarter" during the year will automatically be placed into competition for the "Safety Person of the Year".

2.3.1. The winning individual will be selected by the commander, 913th Airlift Wing, from the nominations for "Safety Person of the Quarter".

2.3.2. Presentation of the award will be made at the Wing Commander's Call for reservists or at the Civilian Commander's Call for civilians.

2.4. Safety Person of the Year and Annual Unit Safety Award recipients will be considered for submission to higher headquarters for awards referenced in AFI 36-2833.

3. Nomination Procedures:

3.1. Send nomination(s) to the 913th Airlift Wing SEG via e-mail or Official Stationary (one per individual submitted for multiple nominations from a single unit). Telephonic nominations will not be accepted. If a deserving candidate is not selected, supervisors may update any information and re-submit it for consideration. The original submission will be used if not updated.

3.2. Include in your nomination:

3.2.1. Full Name (including middle initial)

3.2.2. Grade / Rank, Job Series / AFSC, Unit or Organization

3.2.3. The basis used for your nomination of this individual. For example, the individual's accomplishments which resulted in suggestions implemented, work conditions improved, or procedures changed which enhanced the safety of the workplace or encouraged safe work practices.

3.2.4. Cite specific examples of the individual's involvement in your unit's safety program and any supporting information which would be applicable for consideration.

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Commander