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SECRETARY OF THE AIR FORCE**



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**AIR FORCE SPACE COMMAND  
Supplement 1**

**1 DECEMBER 2003**

**Personnel**

**SAFETY AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, *Awards and Decorations Programs*. It describes the Air Force Safety Program Awards and the purpose, eligibility requirements, selection criteria, and nomination processes for each. It applies to all Air Force organizations and personnel, including the Air Force Reserve and Air National Guard. **Records Management.** Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

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**(AFSPC)** The OPR for this supplement is HQ AFSPC/SEW (MSgt Martin L. Reynolds). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2833, *Safety Awards* dated 23 October 2002. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplement material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to AFSPC units and personnel including Air Force Reserve and Air National Guard units. Send proposed changes to HQ AFSPC/SEW, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4260. Upon receipt of this integrated supplement discard the Air Force basic publication.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This is the second publication revision of AFI 36-2833. This revision updates several paragraphs under paragraph **2. Administrative Procedures** such as revising the wording to add "For the purpose of this AFI, the term 'MAJCOM' includes the Air National Guard (ANG)" (paragraph **2.1.**); revising and deleting some paragraphs under paragraph **2.2.4.**, adding new paragraph **2.2.4.3.**, and adding four new awards to paragraph **2.4.1.** It makes a minor change in paragraph **3.** and the wording in paragraphs **4.2.** and **4.3.** is revised; it makes a minor wording change in paragraph **10.1.** Four new awards are added in **Table 1.** In **Section B, Section D, Section E, Section F, Section G, Section H,** and **Section M,** the Nomination Pro-

cedures have been streamlined as numerous paragraph elements were already stated in the Selection Criteria or are now incorporated in the Selection Criteria paragraphs, resulting in changes to the number of paragraphs under main paragraph elements and to paragraph numbering. It also merges previous paragraph 21.2.1. with 21.2. and 21.3.1. with 21.3. Additionally, with respect to the Colombian Trophy (Section F) and the SICOFAA Safety Award (Section G), Class A or B FODs and birdstrikes are no longer automatically excluded (paragraphs 21.4., 21.4.1. and 25.4. and new paragraph 25.4.1.. Makes minor punctuation and word changes in paragraphs 33.1.through 33.4. and 35.1. It revises wording and corrects 1SOX1 to 1S0X1 in paragraph 37., and revises wording in paragraphs 39.1., 43.2. and 47.2. In paragraph 49. IS0X1 is corrected to read 1S0X1. Previously numbered paragraph 55.1. is now paragraph 54.1. thereby realigning and changing subsequent paragraphs. It adds and sets forth the purpose, eligibility, selection criteria, and nomination procedures for the Air Force Chief of Safety Medical Achievement Award as Section O; adds and sets forth the purpose, eligibility, selection criteria, and nomination procedures for three newly established awards: the Air Force Space Safety Outstanding Achievement Award as Section P, the Air Force Chief of Safety Space Crew of Distinction Award as Section Q, and the Air Force Directed Energy Weapons Safety Outstanding Achievement Award as Section R; thereby re-alphabetizing subsequent sections and renumbering subsequent paragraphs. In Section S (now Flight Safety Plaques) Class A or B FODs and birdstrikes are no longer automatically excluded (paragraphs 73.2. and 73.2.1.) and the Selection Criteria (paragraph 74.) have been revised and expanded, changing previous edition paragraphs and adding new paragraphs. In Section T (now Missile Safety Plaques), Section U (now Explosives Safety Plaques) and Section V (now Space Safety Plaques), the Nomination Procedures have been streamlined as numerous paragraph elements were already stated in the Selection Criteria or are now incorporated in the Selection Criteria paragraphs, resulting in changes to the number of paragraphs under main paragraph elements and to paragraph numbering. In Section T, Missile Safety Plaques, Category III (paragraph 61.3. in 5 Oct 01 edition) has been deleted. Various paragraphs in Section Y (now Aero Club Safety Certificates) have been updated thereby realigning and changing some subsequent paragraphs, and Class A or B FODs and birdstrikes are no longer automatically excluded (paragraphs 97.1. and 97.1.1.). In Section Z (now Aviation Well Done Award), it revises wording in paragraphs 102.3. through 102.5. It makes a minor punctuation change in paragraphs 104.1. and 104.2. and revises wording in paragraphs 106.2. and 106.3. of the Ground/Weapons Safety Well Done Award (now Section AA). The Air Force Safety Hall of Fame Award is now Section AB. The following form is adopted in this publication: AF Form 1206, *Nomination for Award*. A "|" (bar) indicates revised material since the last edition.

(AFSPC) This publication incorporates basic changes to the supplement. It renumbers paragraphs to coincide with the basic instruction. Nomination due dates for annual awards have changed in paragraphs 115. (Added) and 121. (Added). Paragraphs 120. (Added) and 122. (Added) have been changed to specify team eligibility. Paragraphs 115.3. (Added), 121. (Added), 121.5. (Added), 123.3, 127.4. (Added), and 133.3. (Added) have been changed to specify length of award submission. A bar (|) indicates a revision from the previous edition.

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## *Section A—General Information*

### **1. Commanders' Program.**

1.1. The Air Force Safety Awards Program recognizes outstanding safety acts and achievements. **Table 1.** gives basic information for all awards covered by this instruction.

1.2. The Air Force encourages commanders at all levels of command, especially at installation level, to develop and establish recognition systems that complement the USAF Safety Awards Program.

### **2. Administrative Procedures.**

2. (AFSPC) **Administrative Procedures.** Air National Guard nominations must be coordinated through HQ ANG before being submitted to HQ AFSPC.

2.1. MAJCOMs, DRUs, and FOAs will follow the instructions of this AFI. For the purpose of this AFI, the term "MAJCOM" includes the Air National Guard (ANG) .

2.2. Commanders:

2.2.1. Publicize the awards and review achievements often to make sure deserving persons and organizations receive consideration.

2.2.2. Set up recognition systems that complement the USAF Safety Awards Program.

2.2.3. May nominate one individual or unit for single award categories. May nominate an individual or unit for more than one award; may nominate an individual or unit for more than one award for the same act.

2.2.4. Send nominations for safety awards to the Headquarters Air Force Safety Center (HQ AFSC/SEP) through command channels by 10 December after the fiscal year award period, unless otherwise specified.

2.2.4.1. Each nomination will be submitted on Air Force Form 1206, *Nomination for Award*, dated 20000701 or later.

2.2.4.2. Nominations are limited to one single-spaced page (only the front page of AF Form 1206) using a bullet or paragraph, or a combination of bullet and paragraph, format. Nominations must be submitted electronically, either on disks or via E-mail.

2.2.4.3. Include an unclassified citation for each nomination, with the exception of the nominations for Flight, Missile, Explosives, and Space Safety Plaques, and the Nuclear Surety Plaque, as citations are not given with these plaques. Suggested citation format: page setup is Landscape (11" x 8-1/2") with one inch left and right margins—specific top and bottom margins are not necessary. As this citation is designed to fit a particular layout, use the above page setup, with no more than six or seven concise, pertinent sentences on plain paper describing the main accomplishments of the individual or unit nominee. Use Times New Roman, 12-font size. HQ AFSC/SEP will add opening and closing sentences of the citation.

2.3. HQ AFSC:

2.3.1. Provides funds for safety trophies and plaques that the Secretary of the Air Force, the Air Force Chief of Staff, and the Air Force Chief of Safety approves.

2.3.2. Supports HQ USAF/XO, HQ USAF/IL, and HQ AFIA participation on the annual Safety Awards Board.

2.3.3. Provides SAF/PA with award and recipient information sufficient to publicize each safety award.

2.3.4. Prepares letter authorizing a military individual award recipient to wear the Air Force Recognition Ribbon and a civilian recipient to wear the lapel pin.

#### 2.4. Recipients:

2.4.1. Persons honored for individual actions may wear the Air Force Recognition Ribbon for any of these awards:

2.4.1.1. Chief of Staff Individual Safety Award.

2.4.1.2. Koren Kolligian, Jr., Trophy.

2.4.1.3. Chief of Safety Special Achievement Award.

2.4.1.4. Air Force Nuclear Surety Outstanding Achievement Award.

2.4.1.5. Safety Career Professional of the Year Award.

2.4.1.6. Air Force Explosive Safety Outstanding Achievement Award.

2.4.1.7. Air Force Chief of Safety Aircrew of Distinction Award.

2.4.1.8. Air Force Chief of Safety Medical Achievement Award.

2.4.1.9. Air Force Space Safety Outstanding Achievement Award.

2.4.1.10. Air Force Chief of Safety Space Crew of Distinction Award.

2.4.1.11. Air Force Directed Energy Weapons Safety Outstanding Achievement Award.

2.4.1.12. Aviation Well Done Award.

2.4.1.13. Ground/Weapons Safety Well Done Award.

2.4.2. Persons belonging to a group receiving these awards may not wear the ribbon.

2.4.3. Awarded civilians wear the lapel pin instead of the ribbon.

### ***Section B—Secretary of the Air Force Safety Award***

**3. Purpose.** The MAJCOM, DRU or FOA with the most effective overall safety program receives this, the highest safety award of the Air Force. Trophies are awarded in two categories each fiscal year.

#### **4. Eligibility.**

4.1. All MAJCOMs, DRUs, and FOAs.

4.2. One trophy (Category I) for MAJCOMs.

4.3. One trophy (Category II) for DRUs and FOAs.

**5. Selection Criteria.** The Awards Board considers:

- 5.1. Combined effectiveness of safety programs.
- 5.2. Efforts to further ORM implementation and integration.
- 5.3. Safety program management, direction, administration, and innovation.
- 5.4. Mission and operational tasks the commands' organizations perform in the award period. Include unusual hazards, environmental and occupational working conditions, and special exercises or deployments.
- 5.5. Command safety inspections and staff visits.
- 5.6. Quality of mishap investigations, reports, and analyses.
- 5.7. Noteworthy achievements in mishap prevention in all applicable functional areas.
- 5.8. Mishap experience and improvement. **Note:** A record of mishap prevention spanning two or more years merits extra consideration.

**6. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include:

- 6.1. A concise description of specific achievements and how they were accomplished and contributed to mishap prevention.
- 6.2. An unclassified citation.

**Table 1. Safety Awards.**

AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
Secretary of the Air Force (Annual)	MAJCOM, DRU, and FOA	Secretary of the Air Force	Trophy	HQ USAF
Chief of Staff Individual Safety Award (Annual)	Individual	Air Force Chief of Staff	Trophy	Order of the Daedalians HQ USAF
Maj Gen Foulois Memorial Award (Annual)	MAJCOM			
Koren Kolligian, Jr., Trophy (Annual)	Aircrew Member			
Colombian Trophy (Annual)	Air Force Organization		Rotating Trophy and Replica Plaque	
SICOFAA Flight Safety Award (Annual)	Air Force Organization		Rotating Trophy	
Col Tubbs Memorial Award for Ground Safety (Annual)	MAJCOM, DRU, and FOA		Trophy	
Air Force Chief of Safety Special Achievement Award (Annual)	Air Force Organization Below MAJCOM or Individual	Air Force Chief of Safety	Plaque	MAJCOM, DRU, and FOA
Safety Career Professional Of the Year Award (Annual)	Civilian or Enlisted Safety Career Field Individual			
Nuclear Surety Outstanding Achievement Award (Annual)	Individual			
Air Force Explosive Safety Outstanding Achievement Award (Annual)				
Air Force Chief of Safety Outstanding Achievement Award for Ground Safety (Annual)	Air Force Organization			
Air Force Chief of Safety Aircrew of Distinction Award (Annual)	Individual			

AWARD NAME	RECIPIENT	APPROVAL AUTHORITY	AWARD TYPE	AWARD CEREMONY RESPONSIBILITIES
Air Force Chief of Safety Medical Achievement Award (Annual)	Air Force Organization or Individual	Air Force Chief of Safety	Plaque	MAJCOM, DRU, and FOA
Air Force Space Safety Outstanding Achievement Award (Annual)	Individual			
Air Force Chief of Safety Space Crew of Distinction Award (Annual)				
Air Force Directed Energy Weapons Safety Outstanding Achievement Award (Annual)	Air Force Organization or Individual			
Flight Safety Plaques (Annual)	Air Force Organization Below MAJCOM	Air Force Safety Awards Board		
Missile Safety Plaques (Annual)				
Explosive Safety Plaques (Annual)				
Space Safety Plaques (Annual)				
Nuclear Surety Plaques (Annual)				
Aero Club Safety Certificates (Annual)	Air Force Aero Club		Certificate	
Aviation Well Done Award (Event)	Individual	Air Force Chief of Safety	Plaque	
Ground/Weapons Safety Well Done Award (Event)				
Hall of Fame Award (Event)				

***Section C—Chief of Staff Individual Safety Award***

**7. Purpose.** This award recognizes Air Force personnel who have significantly contributed to safety.

**8. Eligibility.**

8.1. Officers (colonel and below).

8.2. Enlisted personnel.

8.3. Department of the Air Force civilians (DAFC).

**9. Selection Criteria.** Examples of actions worthy of consideration:

9.1. Developing or implementing outstanding policies, programs, or procedures that:

9.1.1. Reduce the possibility of mishaps in flight, ground, explosive, missile, space safety, or nuclear surety activities.

9.1.2. Improve operational effectiveness.

9.2. An invention, development, or research activity that:

9.2.1. Leads to improved engineering or design.

9.2.2. Ensures greater safety.

9.3. Outstanding performance of safety duties involving:

9.3.1. Inspections.

9.3.2. Education and training.

9.3.3. Incorporation of ORM principles and techniques.

9.3.4. Mishap investigations, reports, and analyses.

9.3.5. Implementation and enforcement of accepted safety practices.

**10. Nomination Procedures.** Each MAJCOM, DRU, and FOA may nominate one person. Include:

10.1. A concise description of the specific achievements and how the nominee accomplished them and contributed to safety.

10.2. Name, rank, organization.

10.3. An unclassified citation.

***Section D—Major General Benjamin D. Foulois Memorial Award (Daedalian Flight Safety Award)***

**11. Purpose.** This award recognizes the MAJCOM, DRU, or FOA with the most effective flight safety program.

**12. Eligibility.** MAJCOMs, DRUs, and FOAs that execute a flying hour program.

**13. Selection Criteria.** The Awards Board considers:

13.1. Data on flight mishaps, related causes, and safety deficiencies found during inspections and investigations.

13.2. Mishap potential among different aircraft types and their missions.

13.3. ORM implementation and successes.

13.4. Command support of flight safety program through non-regulated activities.

13.5. Safety program management.

13.6. Unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

13.7. Mishaps over which MAJCOMs, DRUs, and FOAs had or shared control. **Note:** A record of mishap prevention spanning two years or more merits extra consideration.

**14. Nomination Procedures.** The MAJCOM, DRU, and FOA may submit one nomination. Include:

14.1. A concise description of specific achievements and how they were accomplished and contributed to safety.

14.2. An unclassified citation.

### ***Section E—Koren Kolligian, Jr., Trophy***

**15. Purpose.** This award recognizes outstanding airmanship by an aircrew member. The crewmember must show extraordinary skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of a flight mishap.

**16. Eligibility.** Aircrew personnel of the Air Force, including AFRC and ANG.

**17. Selection Criteria.** The Awards Board selects the aircrew member who most successfully coped with an in-flight emergency.

17.1. The emergency must have occurred in the award fiscal year.

17.2. The emergency must have resulted from any of these situations:

17.2.1. Mechanical difficulty while in flight or in an aircraft or with related equipment on the ground.

17.2.2. Personnel errors in the air or on the ground.

17.2.3. Environmental factors beyond the nominee's control.

17.3. Members who prevented a potential mishap that was caused by their own misdeeds, lack of judgment or foolhardy or excessive risk-taking are ineligible.

**18. Nomination Procedures.**

18.1. Each MAJCOM, DRU, and FOA may nominate only a single individual (i.e., no crew submissions) even if more than one member handled an emergency.

18.2. MAJCOMs, DRUs, and FOAs may nominate the same person for this award and the Aviation Well Done Award. However, MAJCOMs, DRUs, and FOAs must send a separate nomination for the Koren Kolligian, Jr., Trophy. Include:

18.2.1. The nominee's name, rank, organization, duty assignment, duty Air Force specialty code (DAFSC), date of the event, and type of aircraft.

18.2.2. An unclassified description detailed enough to allow the Awards Board to evaluate accurately the incident's seriousness and how much corrective action the nominee took.

18.2.3. An unclassified citation.

## 19. Presentation.

19.1. The recipient receives the Koren Kolligian, Jr., Trophy at a ceremony presided over by the Air Force Chief of Staff. This ceremony, which includes a formal reception, takes place at the Pentagon annually between 1 March and 30 September during the fiscal year following the event being recognized. The Air Force Chief of Safety funds the recipient's travel and per diem to the presentation ceremony. Members of the Air Reserve Component selected as recipients are placed on active duty status for the day of the ceremony itself (one man-day is reimbursed by AF/SE to the member's owning unit).

19.2. The recipient's spouse, or a family member, may accompany the recipient and may travel at government expense contingent upon approval of the recipient's MAJCOM, DRU, or FOA CC. The recipient's MAJCOM, DRU, or FOA SE obtains MAJCOM, DRU, or FOA CC approval of spouse or family member travel and issuance of invitational travel orders. Per diem is not authorized for anyone other than the recipient to travel to the presentation ceremony. See AFI 36-2805, *Special Trophies and Awards*, paragraph 1.6 for additional information.

19.3. The trophy presented each year is provided by the family of Lt Koren Kolligian, Jr., members of which have sponsored this award and been present at each year's presentation since the inception of the award in 1958. A permanent display trophy is maintained at the Pentagon in honor of all recipients. The Koren Kolligian, Jr., Trophy holds an honored place in Air Force history and is an integral part of the Air Force Mishap Prevention Program. Accordingly, in the interest of the Air Force, an exception to policy (AFI 24-101, *Passenger Movement*, paragraph 1.14) has been granted by the Chief of Staff for a maximum of seven representatives of the Kolligian family to travel at government expense aboard military or commercial aircraft to attend the presentation ceremony.

19.3.1. Two operational support airlift (OSA) sorties are authorized each year to provide a round-trip between Hanscom AFB MA and Washington DC. The Air Force Chief of Safety is responsible for issuing invitational orders for the Kolligian family representatives' travel (per diem is not authorized).

19.3.2. If OSA is unable to support the required missions on the specified day(s), the Chief of Safety issues funded invitational orders (for travel only) and purchases round-trip commercial tickets between Boston MA and Washington DC for up to seven members of the Kolligian family to ensure they are appropriately represented at the presentation ceremony.

## *Section F—Colombian Trophy*

**20. Purpose.** This award recognizes military flight safety achievements for units as described below.

### **21. Eligibility.**

21.1. Fighter, attack, bomber, and reconnaissance units below the numbered Air Force level whose primary mission is operational.

21.2. Composite wings with a mission of fighter, attack, bomber, or reconnaissance; however, each unit within the wing must meet the mishap eligibility requirements. A composite wing may not

receive this award and the System of Cooperation Among the Air Forces of the Americas (SICOFAA) Flight Safety Award in the same fiscal year.

21.3. Squadrons and detachments must be organizationally and operationally distinct. They must also be geographically remote from the parent organization, per AFDIR 37-135, *Air Force Address Directory*. Credit any unit with own flying time.

21.4. Units that had a Class A or B mishap during the award year are usually ineligible. The MAJCOM, DRU, and FOA may nominate a unit that had no control over a mishap (i.e., FOD from a transient field, a defective part from the supply system, etc.) and that meets all other criteria, but must send a detailed explanation with the nomination.

21.4.1. In the case of Class A or B birdstrikes, if the unit demonstrated reasonable care in the face of the bird threat, that unit may still be nominated. In this case, send a detailed explanation with the nomination.

**22. Selection Criteria.** The Awards Board considers:

22.1. Unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

22.2. Outstanding accomplishments, including awards related to flight safety in the award year.

22.3. Technical order changes, hazard reports, product quality deficiency reports, and safety magazine articles.

22.4. Development of safety education and publicity material.

22.5. Material improvements, research, development, or test programs that contribute to flight safety.

22.6. Safety program management measured by higher headquarters inspections and management innovations.

22.7. Operational readiness and ORM implementation and successes.

**23. Nomination Procedures.** MAJCOMs with fighter, attack, bomber, reconnaissance, or composite units may nominate one unit. Nominate a unit for one category only. Include:

23.1. A concise description of the unit's flight safety accomplishments, including types of aircraft flown, number of flying hours and sorties, and the tasks supporting the mission.

23.2. An unclassified citation.

***Section G—System of Cooperation Among the Air Force of the Americas (SICOFAA) Flight Safety Award***

**24. Purpose.** This award promotes safety in the Western Hemisphere air forces by recognizing worldwide flight safety accomplishments of its military organizations.

**25. Eligibility.** Each country sets up its own eligibility and award criteria. This award recognizes military flight safety achievements for units as described below.

25.1. USAF units below the numbered Air Force level with one of these primary missions are eligible: defense, training, transport, refueling, rescue, warning/command and control, weather reconnaissance, or operations other than fighter, attack, bomber, or reconnaissance.

25.2. Composite wings with any of the missions in paragraph 25.1. are also eligible. However, each unit in the wing must meet mishap eligibility requirements. A composite wing may not receive this award and the Colombian Trophy in the same fiscal year.

25.3. Squadrons and detachments must be organizationally and operationally distinct. They must also be geographically remote from the parent organization per AFDIR 37-135. Credit a unit with own flying time.

25.4. Units that have had a Class A or B aircraft mishap during the award year are usually ineligible. The MAJCOM, DRU, and FOA may nominate a unit that had no control over a mishap (i.e., FOD from a transient field, a defective part from the supply system, etc.) and that meets all other criteria, but must send a detailed explanation with the nomination.

25.4.1. In the case of Class A or B birdstrikes, if the unit demonstrated reasonable care in the face of the bird threat, that unit may still be nominated. In this case, send a detailed explanation with the nomination.

**26. Selection Criteria.** The Awards Board considers:

26.1. Unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

26.2. ORM implementation and successes.

26.3. Operational readiness measured by higher headquarters inspections.

26.4. Technical order changes, hazard reports, product quality deficiency reports, and safety magazine articles submitted.

26.5. Safety education and publicity material.

26.6. Material improvements, research, development, or test programs that contribute to flight safety.

26.7. Outstanding accomplishments, including awards related to flight safety in the award year.

**27. Nomination Procedures.** The MAJCOM, DRU, and FOA may nominate one unit. Include:

27.1. A concise description of the unit's flight safety accomplishments, including type of aircraft, number of flying hours and sorties, and the tasks supporting the mission.

27.2. An unclassified citation.

***Section H—Colonel Will L. Tubbs Memorial Award for Ground Safety***

**28. Purpose.** This award recognizes the most effective MAJCOM, DRU, or FOA ground safety program.

**29. Eligibility.** MAJCOMs, DRUs, and FOAs are eligible for one of two awards given each year—Categories I and II:

29.1. Category I: MAJCOMs with more than 30,000 military and civilian personnel during the fiscal year.

29.2. Category II: MAJCOMs, DRUs, and FOAs with less than 30,000 personnel.

**30. Selection Criteria.** The Awards Board considers:

30.1. Reduction of military and civilian injuries and fatalities is the primary selection criteria.

30.2. Effective safety program management and innovations. Include unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

30.3. Evaluation results.

30.4. Specific mishap prevention activities accomplished during the award year.

30.5. Implementation and status of ORM concepts, applications and successes.

**NOTE:** Ground mishap prevention accomplishments spanning two or more years merit extra consideration.

**31. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination for the appropriate category. Include:

31.1. A concise description of specific achievements and how they were accomplished and contributed to safety.

31.2. An unclassified citation.

***Section I—Air Force Chief of Safety Special Achievement Award***

**32. Purpose.** This award recognizes an individual or organization for outstanding safety contributions or achievements.

**33. Eligibility.**

33.1. MAJCOMs, DRUs, and FOAs and below organizations.

33.2. Officers (colonels and below).

33.3. Enlisted personnel.

33.4. DAF civilians.

**34. Selection Criteria.** The Awards Board considers special accomplishments in all areas of mishap prevention. Some examples of actions worthy of consideration are as follows:

34.1. Safety investigation board member whose findings contribute to preventing future mishaps.

34.2. Unit or person who helps develop programs or concepts that significantly improve Air Force safety programs.

34.3. Research or design innovation or system safety management that contributes to the safety of developing weapons systems.

**35. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may nominate one person or one unit. Include:

- 35.1. A concise description of specific achievements.
- 35.2. Name, rank, organization.
- 35.3. An unclassified citation.

***Section J—Safety Career Professional of the Year Award***

**36. Purpose.** This award recognizes an individual in the safety career field for outstanding contributions to the Air Force safety program.

**37. Eligibility.** Civilian (GS-018/803 occupational series) and enlisted (AFSC 1S0X1) safety career fields.

**38. Selection Criteria.** The Awards Board considers:

- 38.1. Duty performance level above the nominee's grade or rank.
- 38.2. Innovations the nominee developed that reduce mishaps, increase program effectiveness, or enhance the career field.
- 38.3. Incorporation of ORM principles and techniques.
- 38.4. Other awards or recognition from the safety field not outlined in this instruction.
- 38.5. Participation in safety activities of agencies outside the Air Force.
- 38.6. Actions to involve local agencies in Air Force safety programs.
- 38.7. Contributions to safety publications.

**39. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

- 39.1. A concise description of specific contributions.
- 39.2. Name, rank, organization.
- 39.3. An unclassified citation.

***Section K—Air Force Nuclear Surety Outstanding Achievement Award***

**40. Purpose.** This award recognizes an individual who has significantly contributed to nuclear surety.

**41. Eligibility.** Air Force military and civilian personnel.

**42. Selection Criteria.** The Awards Board selects an individual whose outstanding achievements or contributions enhance nuclear surety and reduce the likelihood of nuclear weapon or nuclear power system mishaps.

- 42.1. Weapon Systems. Accomplishments that affect:
  - 42.1.1. Maintenance, handling, or loading quality.

- 42.1.2. Nuclear logistical movements.
- 42.1.3. Personnel Reliability Program.
- 42.1.4. Weapons security.
- 42.1.5. Technical orders.
- 42.1.6. Nuclear surety inspection.
- 42.1.7. Education and training.
- 42.1.8. Operational employment.
- 42.1.9. Mishap investigation, reports, and analysis.
- 42.2. Power Systems. Accomplishments that affect:
  - 42.2.1. Operation and maintenance quality.
  - 42.2.2. Security.
  - 42.2.3. Education and training.
  - 42.2.4. Nuclear reactor audits.
  - 42.2.5. Incident investigation, reports, and analysis.
- 42.3. Incorporation of ORM principles and techniques in paragraphs [42.1.](#) and [42.2.](#)

**43. Nomination Procedures.** The MAJCOM and FOA may submit one nomination. Include:

- 43.1. Name, rank, organization, job title, and an unclassified summary of assigned duties.
- 43.2. Unclassified or classified concise description of how the nominee accomplished specific achievements that improved nuclear surety. Prepare and mail classified nominations in accordance with security procedures in AFI 31-401, *Information Security Program Management*.
- 43.3. An unclassified citation.

***Section L—Air Force Explosive Safety Outstanding Achievement Award***

**44. Purpose.** This award recognizes an individual who has significantly contributed to explosive safety, including an individual assigned to a missile unit.

**45. Eligibility.** Air Force military and civilian personnel at all levels.

**46. Selection Criteria.** The Awards Board considers achievements or contributions that enhance explosive safety by reducing the likelihood of explosive mishaps. Accomplishments that affect:

- 46.1. Maintenance or handling.
- 46.2. Explosive site planning.
- 46.3. Reduction in explosive exemptions, waivers, and deviations.
- 46.4. Technical orders, local directives, etc.
- 46.5. Education and training.

- 46.6. Mishap investigation, reports, and analysis.
- 46.7. Mishap prevention or mitigation.
- 46.8. Incorporation of ORM principles and techniques.

**47. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination. Include:

- 47.1. Name, rank, organization, job title.
- 47.2. Unclassified or classified concise description of how the nominee accomplished specific achievements that improved explosive safety. Prepare and mail classified nominations in accordance with AFI 31-401.
- 47.3. An unclassified citation.

***Section M—Air Force Chief of Safety Outstanding Achievement Award for Ground Safety***

**48. Purpose.** This award recognizes the most effective installation-level and Field Operating Agency (FOA) and Direct Reporting Unit (DRU) ground safety programs.

**49. Eligibility.** Organizations: (1) Headquarters Air Force-level Field Operating Agencies and Direct Reporting Units that have an outstanding ground safety program and did not experience a Class A or B on-duty mishap. (2) Organizations at installation-level that have an outstanding ground safety program, which is staffed by qualified AFSC 1S0X1, GS-018/803 personnel, and did not experience a Class A or B on-duty mishap. Any Air Force installation-level organization may compete in one of Categories I-V. Headquarters Air Force-level FOAs and DRUs, other than USAFA, AFOTEC, 11 WG, and ANG, that have a formally established ground safety program that is administered for the commander by a designated agency safety representative compete in Category IV. (USAFA, AFOTEC, 11 WG, and ANG compete for the Will L. Tubbs Memorial Award for Ground Safety.)

**NOTE:** Organizations that experienced an off-duty Class A or B mishap are not disqualified from nomination. Organizations that experienced an on-duty Class A or B mishap that was the result of factors outside the organization's control are not disqualified from nomination. However, the nomination package must contain a statement of explanation regarding the mishap.

- 49.1. Category I: Large Operations/Industrial Organization. An organization (wing or wing equivalent or higher), which has a primary mission of producing, maintaining, or rehabilitating military systems and equipment, or has the complete operational control of the installation. This includes test centers and research and development organizations. This organization is the installation host unit.
- 49.2. Category II: Large/Composite Wing Organization. An organization that has three or more squadrons and 4,000 or more people assigned. This organization is the installation host unit.
- 49.3. Category III: Small Wing Organization. An organization that does not meet the Category I or II wing criteria. This organization must be the installation host unit.
- 49.4. Category IV: Associate/Tenant Organization, Field Operating Agency (FOA) or Direct Reporting Unit (DRU). A squadron or higher organization, including headquarters Air Force-level FOAs and DRUs, at a location separate from the parent organization, and with a ground safety program independent of the host installation ground safety program. **Note:** USAFA, AFOTEC, 11 WG, and ANG are

not eligible for this award. They compete for the Colonel Will L. Tubbs Memorial Award for Ground Safety.

49.5. Category V: Geographically Separated Unit (GSU) Organization. An organizational element, from a detachment up to a group, geographically separated from its parent organization, which has a ground safety program independent of the host unit ground safety program. **Note:** GSU wings are considered in categories I-IV. Detachments, squadrons and groups co-located with their parent wing are part of the wing nomination.

**50. Selection Criteria.** The Award Board considers:

50.1. Organization ground safety performance records and achievements.

50.2. Complexity and types of mission tasks, including unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

50.3. Outstanding feats, including awards received for accomplishments relating to personnel and material preservation in the period the nomination covers.

50.4. Educational and publicity material developed for Air Force or MAJCOM, DRU, and FOA publications.

50.5. Safety program management as measured by mishap experience and assessments of the unit by a higher organizational element.

50.6. Organization has a positive indicator for the metrics reflected in the USAF and USAF Safety Strategic Plans.

50.7. Efforts by the organization to further the integration and sustainment of ORM.

**51. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may submit one nomination per category. Include:

51.1. A concise description of specific achievements and how they were accomplished and contributed to safety.

51.2. An unclassified citation.

***Section N—Air Force Chief of Safety Aircrew of Distinction Award***

**52. Purpose.** This award recognizes at least two aircrew members up to an entire aircrew in averting or minimizing the seriousness of an aircraft emergency situation.

**53. Eligibility.** Aircrews or at least two individual members of an aircrew.

53.1. An aircrew may not receive this award and a member of the same aircrew receive the Koren Kolligian, Jr., Trophy for the same event.

**54. Selection Criteria.** The Awards Board selects the aircrew or aircrew members that most successfully coped with an emergency situation.

54.1. The emergency must have occurred in the award fiscal year.

54.2. The emergency must have resulted from any of these situations:

54.2.1. Mechanical difficulty while inflight or on the ground.

54.2.2. A significant inflight incident that could have resulted in serious injury, loss of life or the aircraft. This category may include serious cargo mishaps such as fuel spills or shifting loads.

54.2.3. Environmental factors beyond the aircrew's control.

54.2.4. Non-aircrew personnel errors in the air or on the ground.

54.3. Each aircrew member nominated must have contributed to resolution of the emergency.

54.4. Aircrews who prevented a potential mishap that was caused by their own misdeeds, lack of judgment or foolhardy or excessive risk-taking are ineligible.

## **55. Nomination Procedures.**

55.1. Each MAJCOM, DRU, and FOA may make one aircrew nomination or nominate at least two individuals of an aircrew. Include:

55.1.1. The aircrew's or aircrew individuals' organization and the name, rank, duty assignment, duty Air Force specialty code (DAFSC), date of the event, and type of aircraft.

55.1.2. An unclassified description detailed enough for the Awards Board to evaluate the emergency and what corrective action each aircrew member took.

55.1.3. An unclassified citation.

## ***Section O—Air Force Chief of Safety Medical Achievement Award***

**56. Purpose.** This award recognizes an individual or organization from the medical community for outstanding safety contributions or achievements.

## **57. Eligibility.**

57.1. Any medical unit at the Medical Group or lower level assigned to a MAJCOM or the USAFA. Squadron Medical Elements are eligible and considered part of the associated medical squadron and group for the purpose of this award.

57.2. An individual assigned to a medical unit as described above.

57.2.1. Medical officers (Colonel and below, any medical AFSC).

57.2.2. Medical enlisted personnel (any medical AFSC).

57.2.3. DAF civilians.

**58. Selection Criteria.** The Awards Board considers accomplishments benefiting safety, particularly in the area of human factors. Unit submissions should emphasize multidisciplinary teams addressing safety issues covering a broad scope of the safety spectrum. Examples of contributions worthy of consideration:

58.1. Innovative and effective human factors identification and investigation programs.

58.2. Education, training and other effective human factors prevention programs.

58.3. Human factors research.

58.4. System designs benefiting safety.

58.5. Ergonomic, industrial hygiene and similar programs which target occupational health issues yet also benefit occupational safety will be considered.

**59. Nomination Procedures.** MAJCOMs and the USAFA may nominate either one person or one unit. Include:

59.1. A concise description of specific achievements and how they were accomplished and contributed to safety.

59.2. If individual, name, rank or grade, AFSC, duty title, organization.

59.3. An unclassified citation.

### ***Section P—Air Force Space Safety Outstanding Achievement Award***

**60. Purpose.** This award recognizes an individual who has significantly contributed to space safety including launch, orbital, and spaceport range safety.

**61. Eligibility.** Air Force military and civilian personnel.

**62. Selection Criteria.** The Awards Board selects an individual whose outstanding achievements, contributions, or leadership enhanced space safety and reduced the likelihood of launch, on-orbital, and spaceport mishaps, and serious space mission degradations. The award is available to all individuals who plan, acquire, operate, maintain, or monitor space systems.

62.1. Planning and Acquisition.

62.1.1. New technologies.

62.1.2. Process improvement.

62.1.3. Innovative strategies and techniques.

62.1.4. Materials, research, design, development, engineering, or test program improvement.

62.2. Launch Operations and Systems.

62.2.1. Maintenance, handling, or loading quality.

62.2.2. Personnel Reliability Program.

62.2.3. Space systems security.

62.2.4. Space systems safety.

62.2.5. Technical orders.

62.2.6. Education and training.

62.2.7. Operational employment.

62.2.8. Mission complexity.

62.2.9. Mishap investigation, reports, and analysis.

62.3. On-orbital operations and systems.

62.3.1. Space track.

62.3.2. Conjunction assessment.

62.3.3. Collision avoidance.

62.3.4. Directed energy.

62.3.5. Orbital debris minimization.

62.3.6. Space environment.

62.3.7. Human factors.

62.3.8. Operations and maintenance quality.

62.3.9. Security.

62.3.10. Education and training.

62.3.11. Incident investigation, reports, and analysis.

62.4. Spaceport range operations and systems.

62.5. Incorporation of ORM principles and techniques.

62.5.1. In the planning and acquisition of space capabilities and systems.

62.5.2. During launch, on-orbit, and range operations.

**63. Nomination Procedures.** MAJCOMs, DRUs, and FOAs may nominate one person. Include:

63.1. Name, rank or grade, job title, organization.

63.2. An unclassified or classified concise description of specific achievements that improved space safety. Prepare and mail classified nominations in accordance with security procedures in AFI 31-401.

63.3. An unclassified citation.

### ***Section Q—Air Force Chief of Safety Space Crew of Distinction Award***

**64. Purpose.** This award recognizes at least two space crewmembers up to an entire space launch crew or satellite operations crew in averting a mishap, minimized the seriousness of a space vehicle/craft emergency situation, or prevented serious space mission degradations.

**65. Eligibility.** Space crews or at least two individual members of a space crew or space support crew.

**66. Selection Criteria.** The Awards Board selects the space crew or space crewmembers that most successfully coped with an emergency situation. The award is available to crewmembers that operate, maintain, or monitor space systems.

66.1. The emergency situation must have occurred in the award fiscal year.

66.2. The emergency must have resulted from any of these situations:

- 66.2.1. Mechanical difficulty during launch, while on-orbit, or on a spaceport range.
  - 66.2.2. A significant space launch, on-orbit, or range incident that could have resulted in serious injury, loss of life or property, space vehicle/craft, or space mission degradation.
  - 66.2.3. Environmental factors beyond the space crew's control.
  - 66.2.4. Non-space crew personnel errors in the air or on-orbit.
- 66.3. Each space crewmember nominated must have contributed to resolution of the emergency.
- 66.4. Space crews who prevented a potential mishap that was caused by their own misdeeds, lack of judgment or foolhardy or excessive risk-taking are ineligible.

## **67. Nomination Procedures.**

- 67.1. Each MAJCOM, DRU, and FOA may make one space crew nomination or nominate at least two individuals of a space crew. Include:
- 67.1.1. The space crew or space crew individuals' organization and the name, rank, duty title or assignment, duty Air Force specialty code (DAFSC), date of event, and type of space system.
  - 67.1.2. An unclassified or classified description detailed enough for the Awards Board to evaluate the emergency and what corrective action each space crewmember took. Prepare and mail classified nominations in accordance with security procedures in AFI 31-401.
  - 67.1.3. An unclassified citation.

## ***Section R—Air Force Directed Energy Weapons Safety Outstanding Achievement Award***

**68. Purpose.** This award recognizes an individual or organization that significantly contributed to Directed Energy Weapons safety.

## **69. Eligibility.**

- 69.1. MAJCOMs, DRUs, and FOAs and below organizations.
- 69.2. Officers (Colonels and below).
- 69.3. Enlisted personnel.
- 69.4. DAF civilians.

**70. Selection Criteria.** The Awards Board selects an individual or an organization whose outstanding achievements, contributions, or leadership enhanced directed energy weapons safety and reduced the likelihood of directed energy weapons mishaps and serious directed energy weapons mission degradations. This award is available to all individuals and organizations that plan, acquire, operate, maintain, or monitor directed energy weapons systems.

- 70.1. Planning and Acquisition.
  - 70.1.1. New technologies.
  - 70.1.2. Process improvement.
  - 70.1.3. Innovative strategies and techniques.

70.1.4. Materials, research, design, development, engineering, or test program improvement.

70.2. Operations and Systems.

70.2.1. Maintenance, handling, or loading quality.

70.2.2. Human factors.

70.2.3. Operations and systems security.

70.2.4. Systems safety.

70.2.5. Technical orders.

70.2.6. Education and training.

70.2.7. Operational employment.

70.2.8. Mission complexity.

70.2.9. Mishap investigation, reports, and analysis.

70.2.10. Safety program.

70.3. Incorporation of ORM principles and techniques.

70.3.1. In the planning and acquisition of directed energy weapons capabilities and systems.

70.3.2. In the operations and maintenance of directed energy weapons.

**71. Nomination Procedures.**

71.1. MAJCOMs, DRUs, and FOAs may nominate either themselves, a below organization, or an individual. Include:

71.1.1. If an individual, name, rank or grade, job title, organization.

71.1.2. An unclassified or classified concise description of specific achievements that improved directed energy weapons safety. Prepare and mail classified nominations in accordance with security procedures in AFI 31-401.

71.1.3. An unclassified citation.

***Section S—Flight Safety Plaques***

**72. Purpose.** These awards recognize Air Force organizations below numbered Air Force level for outstanding achievement in or contribution to flight safety.

**73. Eligibility.**

73.1. All flying wings and groups.

73.1.1. Including squadrons or detachments organizationally and operationally distinct, and geographically remote from the parent organization per AFDIR 37-135. Credit each unit with own flying time.

73.1.2. An individual flying squadron without a Class A or B mishap may submit a nomination even though the parent wing or group cannot submit due to a Class A or B mishap in another squadron. Credit each unit with own flying time.

73.2. Units that had a Class A or B mishap in the award year are usually ineligible. However, the MAJCOM, DRU, and FOA may nominate a unit that had no control over a mishap (i.e., FOD from a transient field, a defective part from the supply system, etc.) and meets all other criteria, but must send a detailed explanation with the nomination.

73.2.1. In the case of Class A or B birdstrikes, if the unit demonstrated reasonable care in the face of the bird threat, that unit may still be nominated. In this case, send a detailed explanation with the nomination.

**74. Selection Criteria.** Awards Board consideration includes but is not limited to any of the applicable—wing, group, squadron, or detachment—paragraphs. Selections are also based on each MAJCOM's, DRU's, and FOA's allotment and the command priority preference list. The MAJCOM, DRU, and FOA allotment depends on percentages of the total USAF flying hours flown.

74.1. Unit achievements and contributions to flight safety.

74.2. Unit flight education/mishap prevention programs in all facets of the flying operation.

74.3. The complexity and types of aircraft and operations supporting the mission.

74.4. BASH program (including level of threat and monitoring and mitigation efforts).

74.5. Midair Collision Avoidance (MACA) program, including involvement of the off-base flying community.

74.6. Incorporation and integration of ORM principles and techniques.

74.7. Unusual hazards or environmental working conditions, including Ops Tempo—deployments, exercises, inspections, etc.

74.8. Higher headquarters inspections.

74.9. Submission of material, technical data, or flight manual deficiencies.

**75. Nomination Procedures.** Units nominate themselves. MAJCOMs, DRUs, and FOAs verify the information, select units, prioritize the selected units, and send a prioritized list and each unit's nomination. Include:

**75. (AFSPC) Flight Safety Plaques Nomination Procedures.** Submit Flight Safety Plaque award nominations to HQ AFSPC on AF Form 1206, **Nomination for Award**. HQ AFSPC will review and forward qualifying nominations based on specific safety accomplishments cited for the period of nomination stating what was done, how it was done, and the contributions to safety. Unique, one-of-a-kind accomplishments will be heavily weighted in the qualifying review.

75.1. Name of unit.

75.2. Location of nominated unit and parent unit.

75.3. Diversity of aircraft. List each type and model of aircraft the unit flies.

75.4. Flying hours by aircraft type.

75.5. Date of last Class A or B mishap, with detailed explanation of any A or B mishaps in this award period (see paragraphs 73.2. and 73.2.1.).

75.6. A concise description of the unit's flight safety achievements in the award period (reference paragraph 74., Selection Criteria, subparagraphs).

### ***Section T—Missile Safety Plaques***

**76. Purpose.** These awards recognize organizations below MAJCOM and FOA level for outstanding achievement and contribution to missile safety.

**77. Eligibility.** Units that had a Class A or B missile mishap in the award year due to personnel error are usually ineligible. The MAJCOM and FOA may nominate a unit that had no control over a mishap and meets all other criteria. Eligible organizations:

77.1. **Category I:** FOAs, wings, groups, or separate operating squadrons or detachments that own, use, or maintain air-launched missiles. Missile support organizations that help air-launched missile safety through research, design, development, material engineering, range safety, or launch support.

77.2. **Category II:** FOAs, wings, groups, or separate operating squadrons or detachments that own, use, launch, or maintain ground-launched missiles. Missile support organizations that help ground-launched missile safety through research, design, development, material engineering, range safety, or launch support.

**78. Selection Criteria.** The Awards Board considers significant improvements in any of the following based on ORM principles or risk-based assessments:

78.1. Unit achievements and contributions to missile safety and mishap prevention, including ORM implementation and successes.

78.2. The complexity and types of missiles and the tasks supporting the mission.

78.3. Unusual hazards, environmental and occupational working conditions, and operational and deployment settings.

78.4. Outstanding accomplishments, including awards related to missile safety in the nomination period.

78.5. Technical order changes, hazard reports, product quality deficiency reports submitted.

78.6. Safety education and publicity material for Air Force or command safety publications.

78.7. Material improvements, research, development, or test programs that contribute to missile safety.

78.8. Safety program management measured by mishap experience and higher headquarters inspections.

**79. Nomination Procedures.** MAJCOMs and FOAs send nominations with a prioritized list of nominated units. Include:

**79. (AFSPC) Missile Safety Plaques Nomination Procedures.** Submit Missile Safety Plaque award nominations to HQ AFSPC on AF Form 1206. HQ AFSPC will review and forward qualifying nomina-

tions based on specific safety accomplishments cited for the period of nomination stating what was done, how it was done, and the contributions to safety. Unique, one-of-a-kind accomplishments will be heavily weighted in the qualifying review.

79.1. Unit name, nomination category, and location.

### *Section U—Explosives Safety Plaques*

**80. Purpose.** These awards recognize organizations below MAJCOM, DRU, and FOA level for outstanding achievement in or contribution to explosives safety.

**81. Eligibility.** Units whose personnel error caused a Class A or B explosives mishap in the award year are usually ineligible. The MAJCOM, DRU, and FOA may nominate a unit that had no control over a mishap and meets all other criteria.

81.1. Category I: Centers, wings, groups, separate operating squadrons or detachments, or comparable organizations actively engaged in explosives operations.

81.2. Category II: Organizations that contribute to explosives safety through research, design, test and evaluation, logistics, or training.

**82. Selection Criteria.** The Awards Board considers significant improvements in any of the following based on ORM principles or risk-based assessments:

82.1. Achievements and contributions to prevent mishaps involving explosives, including ORM implementation and successes.

82.2. Complexity and types of munitions and tasks supporting the mission.

82.3. Unusual hazards, environmental and occupational working conditions, and special exercises or deployments.

82.4. Outstanding feats, including awards received for accomplishments relating to explosives safety in the period the nomination covers.

82.5. Technical order changes, hazard reports, product quality deficiency reports submitted.

82.6. Operational procedures setup.

82.7. Educational and publicity material developed for Air Force or command publications.

82.8. Material improvements, research, development, and testing that contribute to explosives safety programs.

82.9. Safety program management, measured by mishap experience and inspections.

82.10. Other information about explosives safety.

**83. Nomination Procedures.** The MAJCOM, DRU, and FOA may nominate organizations in each eligible category, with a prioritized list of nominated organizations for each category. Include:

**83. (AFSPC) Explosive Safety Plaques Nomination Procedures.** Submit Explosive Safety Plaque award nominations to HQ AFSPC on AF Form 1206. HQ AFSPC will review and forward qualifying nominations based on specific safety accomplishments cited for the period of nomination stating what

was done, how it was done, and the contributions to safety. Unique, one-of-a-kind accomplishments will be heavily weighted in the qualifying review.

83.1. Unit name, nomination category, and location.

### ***Section V—Space Safety Plaques***

**84. Purpose.** These awards recognize organizations below the MAJCOM level for outstanding achievement in or contribution to space safety.

**85. Eligibility.** Units that manufacture, provide launch and range operations and maintenance, command, control, or surveillance of space assets and capabilities. This excludes:

85.1. ICBMs that **Section T** covers.

85.2. Units that had a Class A or B space mishap in the award year due to personnel error are usually ineligible. The MAJCOM may nominate a unit that had no control over a mishap and meets all other criteria.

**86. Selection Criteria.** The Awards Board considers:

86.1. Unit achievements and contributions to space safety.

86.2. Complexity and types of equipment, analysis used, and the tasks supporting the mission.

86.3. Unusual hazards and environmental and occupational working conditions.

86.4. Outstanding accomplishments, including awards related to space safety during the nomination period.

86.5. Extraordinary success in manufacturing, launch and range operations and maintenance, and on-orbit operations.

86.6. Technical order changes, hazard reports, material deficiency reports submitted.

86.7. Software changes or improvements.

86.8. Educational safety, training, and publicity material developed for Air Force, command, or other safety publications.

86.9. Material improvements, research, development, test programs, software improvements, or operational procedures that contribute to space safety.

86.10. Safety program management measured by mishap experience and higher headquarters inspections.

86.11. Incorporation of ORM principles and techniques.

86.12. Policies, programs, or procedures that reduce the possibility of a space mishap or improve operational or maintenance effectiveness.

86.13. Research, design, development, engineering, logistics, and material that contribute to space safety.

86.14. Quality and timeliness of space mishap investigations, reports, and analysis.

**87. Nomination Procedures.** The MAJCOM sends nominations with a prioritized list of nominated units. Include:

**87. (AFSPC) Space Safety Plaques Nomination Procedures.** Submit Space Safety Plaque award nominations to HQ AFSPC on AF Form 1206. HQ AFSPC will review and forward qualifying nominations based on specific safety accomplishments cited for the period of nomination stating what was done, how it was done, and the contributions to safety. Unique, one-of-a-kind accomplishments will be heavily weighted in the qualifying review.

87.1. Unit name and location.

### *Section W—Nuclear Surety Plaques*

**88. Purpose.** These awards recognize organizations below MAJCOM and FOA level for outstanding achievements or contributions to the Air Force nuclear weapon system and nuclear power system programs.

**89. Eligibility.** Any Air Force organization with a nuclear-related mission may compete in one category.

89.1. Category I: Wings, groups, squadrons, detachments, or comparable organizations that handle, mate or demate, maintain, load or unload, employ, launch, or store nuclear weapons.

89.2. Category II: Organizations responsible for nuclear weapon research, design, or development or organizations with engineering, logistical airlift, training, or contingency missions that involve nuclear weapons or nuclear components.

89.3. Category III: Wings, groups, squadrons, detachments, or comparable organizations that design, construct, test, maintain, or operate nuclear reactor facilities.

**90. Selection Criteria.** The Awards Board considers significant improvements in any of the following based on ORM principles or risk-based assessments:

90.1. Unit nuclear surety performance records and achievements.

90.2. The complexity and types of support tasks the mission requires.

90.3. Results of nuclear surety inspections by higher headquarters. (A less than satisfactory rating during the award period disqualifies the unit.)

90.4. Policies, programs, or procedures that reduce the possibility of a nuclear mishap or improve operational or maintenance effectiveness.

90.5. Quality of nuclear mishap investigation, reports, and analysis.

90.6. Nuclear logistical movements.

90.7. Research, design, development, engineering, logistics, transportation, and material that contribute to nuclear surety.

90.8. Improvements to loading procedures and maintenance tasks.

90.9. Management of the unit's nuclear surety program.

90.10. Demonstrated ability to act appropriately during an actual incident.

90.11. Security program management that includes proficient security forces, security planning, upgrade programs, and entry control procedures.

**91. Nominating Procedures.** Units nominate themselves to their MAJCOM or FOA. If more than one unit nominates itself, the MAJCOM or FOA validates the information, selects and prioritizes units, and sends a prioritized list with:

91. **(AFSPC) Nuclear Surety Plaques Nomination Procedures.** Submit Nuclear Surety Safety Plaque award nominations to HQ AFSPC on AF Form 1206. HQ AFSPC will review and forward qualifying nominations based on specific safety accomplishments cited for the period of nomination stating what was done, how it was done, and the contributions to safety. Unique, one-of-a-kind accomplishments will be heavily weighted in the qualifying review.

91.1. Unit name and nomination category (I, II, or III).

91.2. An unclassified or classified concise description of significant achievements based on the selection criteria in paragraph 90. and the impact on nuclear surety. Prepare and mail classified nominations in accordance with security procedures in AFI 31-401.

### ***Section X—National Safety Council (NSC) Awards***

**92. Purpose.** Three plaques and an engraved letter from the President of the NSC recognize mishap reduction in ground safety. Air Force organizations below MAJCOM, DRU, and FOA level that significantly reduce ground mishaps may be considered for:

92.1. Award of Honor.

92.2. Award of Merit.

92.3. Award of Commendation.

92.4. President's Award Letter.

**93. Eligibility.** Organizations below MAJCOM, DRU, and FOA level that meet personnel number requirements and lose no workdays because of an on-duty reportable mishap. Units with imperfect records are eligible if they have no on-duty fatalities and meet the specified rate reduction and personnel numbers requirements. Fatalities caused by factors outside the unit's control do not disqualify the unit.

93.1. Award of Honor and Award of Merit: Wings and groups with 1000 personnel (civilian and military) or more.

93.2. Award of Commendation: Organizations with 500 to 999 personnel (civilian and military). Units must be organizationally and operationally distinct. They must also be geographically remote from the parent organization per AFDIR 37-135.

93.3. President's Award Letter: Organizations with 50 to 499 personnel (civilian and military). These units must be organizationally, operationally, and geographically separate from the parent organization per AFDIR 37-135.

**94. Selection Criteria.**

94.1. **General Information.** Selection is based on the organization's on-duty composite ground mishap rate. (The total number of civilians and military injuries and fatalities per 200,000 work hours.)

94.2. **Award of Honor.** To receive the highest award, an eligible organization must have:

94.2.1. A perfect record or a reduction of 10 percent or more in the ground mishap rate compared to the average of the 2 previous fiscal years.

94.2.2. A composite rate better than the Air Force composite rate for the fiscal award year and better than its own rate for the previous fiscal year.

94.2.3. Zero on-duty ground mishap fatalities.

94.3. **Award of Merit.** To receive the second highest award, an eligible organization must have:

94.3.1. A perfect record or a reduction of at least 5 percent in the ground mishap rate compared to the average of the 2 previous fiscal years.

94.3.2. A composite rate better than the Air Force composite rate for the fiscal year.

94.3.3. Zero on-duty ground mishap fatalities.

94.4. **Award of Commendation.** To receive this award, smaller organizations must meet the criteria for the Award of Merit.

94.5. **President's Award Letter.** An organization must have a perfect ground mishap record in the fiscal year.

94.6. HQ AFSC will issue the USAF composite rate via E-mail to the MAJCOMs, DRUs, and FOAs after 1 January of the calendar year for the prior fiscal year mishap rate, so they can determine their units' eligibility for their respective NSC awards.

## **95. Nomination Procedures.**

95.1. Units nominate themselves to their MAJCOM, DRU, or FOA using the format at [Attachment 2](#).

95.2. MAJCOMs, DRUs, and FOAs, at their option, will determine their subordinate unit recipients and handle all actions regarding their unit awards with the NSC.

## ***Section Y—Aero Club Safety Certificates***

**96. Purpose.** Safety certificates promote aviation safety and award the Air Force Aero Clubs for flight safety achievements.

**97. Eligibility.** All Air Force Aero Clubs listed in the *USAF Aero Club Directory* that HQ AFSVA/SVP compiles and maintains are eligible.

97.1. Clubs that had a Class A or B mishap in the award year are usually ineligible. However, the MAJCOM, DRU, and FOA may nominate a club that had no control over a mishap (i.e., FOD from a transient field, a defective part from the supply system, etc.) and meets all other criteria, but must send a detailed explanation with the nomination.

97.1.1. In the case of Class A or B birdstrikes, if the club demonstrated reasonable care in the face of the bird threat, that club may still be nominated. In this case, send a detailed explanation with the nomination.

97.2. Consideration must be given to the Aero Club's incorporation of ORM principles and techniques.

## **98. Nomination Procedures.**

98.1. Aero Club safety officers, together with the wing or base safety officer, advise the MAJCOM, DRU, or FOA through command channels of a club's eligibility.

98.2. MAJCOMs, DRUs, and FOAs verify the data and satisfactory safety program management, and forward approved nominations.

98.3. A brief summary of the club's safety accomplishments. Include:

98.3.1. Name of club.

98.3.2. Location of club and parent command.

98.3.3. Diversity of aircraft. List each type and model of aircraft the club flies.

98.3.4. Date of last Class A or B mishap.

98.3.5. A concise description of the club's flight safety achievements during the award period, including ORM implementation and successes and higher headquarters inspections.

## ***Section Z—Aviation Well Done Award***

**99. Purpose.** This award recognizes personnel whose outstanding airmanship or support to aircrew prevented, or reduced the impact of, a serious flight mishap. In special cases, this award may be given to an individual(s) whose contribution significantly impacted the safety of the USAF aviation community.

**100. Eligibility.** Pilots, other aircrew members, and personnel who support flight operations directly or indirectly (colonel and below, enlisted personnel, DAF civilians).

**101. Selection Criteria.** Examples of actions worthy of consideration:

101.1. Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or aircraft or other property damage.

101.2. The skill or ingenuity must be above that expected of personnel with like training and experience in a like situation.

101.3. Error or neglect disqualifies the nominee, even though the nominee's later actions satisfy other criteria.

101.4. Development and implementation of a special program or course that improves the effectiveness of aviation operations.

101.5. Development of an innovative aviation safety program or specific aviation mishap prevention activity that was adapted for use at wing level or higher.

**102. Nomination Procedures.** Any person, other than the nominee, who knows about an individual's action may send a nomination to the MAJCOM, DRU, or FOA safety office; an Air Staff individual's nomination may be submitted to their appropriate Air Staff office. Include:

102.1. Nominee's name, organization, rank, duty or job title, date of event, and type of aircraft (if applicable to nomination).

102.2. Provide a brief, unclassified description of the event that prompted the nomination. If the nomination is for a specific incident, information must be provided that specifically and factually tells how serious the incident was and how nominee took action. If the nomination is for a particular contribution to aviation safety, provide enough information to detail the what, when, where, and how of the contribution.

102.3. If there are multiple nominations, information must be provided for each nominee stating what that particular individual did to prevent the mishap, or what significant safety contribution was made to the USAF aviation community.

102.4. Submit in narrative or bullet format on Air Force Form 1206 dated 20000701 or later (front page only). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, or restatement of normal duties.

102.5. A photograph showing the nominee or nominees clearly. As this award is published in *Flying Safety* magazine, an 8 x 10 inch glossy is preferred or a digital image not smaller than 5 x 7 inches at a resolution of at least 300 ppi. It may be a photograph taken either beside the aircraft or in the work environment. If sending an 8 x 10 glossy, do not staple the photograph to accompanying document.

102.6. The MAJCOM, DRU, or FOA safety office, and an Air Staff individual's appropriate Air Staff office, reviews and endorses the nomination before forwarding it to HQ AFSC/SEF.

102.7. HQ AFSC/SEF must receive nominations within six months after the event or after the action was accomplished.

### ***Section AA—Ground/Weapons Safety Well Done Award***

**103. Purpose.** This award recognizes non-safety personnel who make a significant contribution that affects overall mishap prevention activities toward ground/weapons safety.

#### **104. Eligibility.**

104.1. Officers (colonel and below).

104.2. Enlisted personnel.

104.3. DAF civilians.

**105. Selection Criteria.** Examples of actions worthy of consideration:

105.1. Development and implementation of a special program or course that improves ground/weapons and/or air operational effectiveness.

105.2. Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel, or Air Force property damage.

105.3. Developed an innovative safety program or specific mishap prevention activity that was adapted for use at wing level or higher.

105.4. Provided a significant specific contribution to the resolution of an unusual or difficult safety hazard or working condition.

105.5. Any other significant specific contribution to ground/weapons safety.

**106. Nomination Procedures.** Any person, other than the nominee, who knows about an individual's specific contribution may submit a nomination to the MAJCOM, DRU, or FOA safety office; an Air Staff individual's nomination may be submitted to their appropriate Air Staff office. Include:

106.1. Nominee's name, organization, rank or grade, duty or job title.

106.2. Provide a brief, unclassified description of the action that prompted the nomination. Submit in narrative or bullet format on Air Force Form 1206 dated 20000701 or later (front page only), and provide enough information to detail the what, when, where, and how of the action. Avoid generalities, broad or vague terms, local acronyms, abbreviations, or restatement of normal duties.

106.3. A photograph showing the nominee clearly. As this award is published in *Road & Rec* magazine, an 8 x 10 inch glossy is preferred or a digital image not smaller than 5 x 7 inches at a resolution of at least 300 ppi. If sending an 8 x 10 glossy, do not staple the photograph to accompanying document.

106.4. The MAJCOM, DRU, or FOA safety office, and an Air Staff individual's appropriate Air Staff office, reviews and endorses the nomination before forwarding to HQ AFSC/SEP.

106.5. HQ AFSC/SEP must receive nomination within six months after the action was accomplished.

### ***Section AB—Air Force Safety Hall of Fame Award***

**107. Purpose.** This award recognizes individuals who have made singularly unique contributions to safety in general and the USAF Mishap Prevention Program in particular. These contributions made over an extended period of time should result in enduring and significant improvements in safety. These achievements will demonstrably enhance the Air Force's mishap prevention program as sustained superior safety performance, both now and in the future. The performance and contributions of the nominee should be generally recognized by his or her peers as being of unequalled excellence. As a consequence of these standards, this award is infrequently conferred.

**108. Eligibility.** Primarily intended for, but not limited to, career military and civilian safety personnel. Non-career nominees must meet exacting standards wherein their short-term contributions to safety are judged to be of unparalleled significance.

**109. Selection Criteria.** The Awards Board considers:

109.1. MAJCOM, DRU, and FOA nominations.

109.2. HQ USAF/SE and HQ AFSC nominations.

109.3. Persons whose contributions to Air Force safety and mishap prevention are of an unprecedented and enduring significance.

**NOTE:** The Awards Board expeditiously reviews the nominations on an ad hoc, case-by-case basis.

**110. Nomination Procedures and Presentation.** The nomination package will consist of:

110.1. A cover letter to the Air Force Chief of Safety not later than 30 days prior to retirement nominating the individual, with rank or grade, title, DOS, and organization.

110.2. A narrative justification that is clear and concise, with sufficient information to explain the nature and results of the individual's achievements. The achievements must have significantly improved Air Force safety by reducing mishaps, improved safety policies, guidance or procedures. The narrative must also demonstrate that the individual's initiative(s) or process improvements accomplished were above and beyond the scope of his or her normal position duties.

110.3. All acronyms and names, which are non-USAF or no longer existing, must be defined and objectives of those programs explained.

110.4. Submissions should be at least one single-spaced typed page and not more than two single-spaced typed pages, and include a 5 x 7 inch glossy photograph of the nominee.

110.5. Presentation: The nominating official will be notified of the results. A plaque commemorating the individual's induction will be sent to the nominating official for presentation. The inductee's name will be inscribed into a permanent register on display at the Air Force Safety Center.

**111. Form Adopted: AF 1206, Nomination for Award.**

***Section AC—(Added-AFSPC) Air Force Space Command Individual Safety Award of Distinction - CATEGORIES I, II, III, and IV***

**112. (Added-AFSPC) Purpose of the Award.** The Air Force Space Command Individual Safety Award of Distinction is available for presentation annually to AFSPC personnel for outstanding achievement in, or contribution to safety.

**113. (Added-AFSPC) Who is Eligible?** All Air Force personnel, military or civilian, assigned unit safety representative (USR) responsibilities in flight, weapons, ground or space discipline and full-time safety personnel assigned to AFSPC. Individuals may compete in one of the following categories:

113.1. (Added-AFSPC) Category I. All AFSPC personnel, military or civilian, regardless of rank and duty position, who are not qualified for Categories II, III, and IV. Any person who was previously nominated for, or a winner of the quarterly award in **Section AA** is eligible to be re-submitted for this category.

113.2. (Added-AFSPC) Category II. Additional duty unit safety representative (USR). This is any individual, military or civilian, assigned safety responsibility for the unit as an additional duty in any safety discipline.

113.3. (Added-AFSPC) Category III. Full-time ground safety individual, military or civilian, other than those qualified for category IV below.

113.4. (Added-AFSPC) Category IV. Ground Safety Manager or Ground Safety Superintendent.

**114. (Added-AFSPC) Selection Criteria.** Select an individual who, in the opinion of the commander, has made an outstanding contribution to the safety program, either by a specific event or a continued term

of service. Do not select an individual who has recently cross-trained and is in upgrade training in the safety career field for categories III and IV.

**115. (Added-AFSPC) Nomination Procedures.** Each wing/group may nominate one individual for each category. Nominations must reach HQ AFSPC/SE no later than 10 Nov following the fiscal year award period (electronic submittal is authorized if followed by a hardcopy signed by the appropriate commander). Include:

115.1. (Added-AFSPC) Type and category of award for which submitted.

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

115.3. (Added-AFSPC) Use an AF Form 1206 (one form, front only) in bullet format stating what was done, how it was done, and contributions to safety.

**116. (Added-AFSPC) Selection Procedures.** HQ AFSPC/SE staff will review the nominations for accuracy and completeness, and submit recommendations to HQ AFSPC/SE to forward to AFSPC/CC for approval. All winning packages from Category III and IV will be considered for Air Force-level awards, if the appropriate AF-level award nomination packages are included with the AFSPC award nomination.

**117. (Added-AFSPC) Award Ceremony.** The award is sent to the NAF or wing commander for presentation at an appropriate ceremony.

#### ***Section AD—(Added-AFSPC) Air Force Space Command Unit Safety Award***

**118. (Added-AFSPC) Purpose of the Award.** Air Force Space Command Unit Safety awards are available for presentation annually to AFSPC units below MAJCOM level, for outstanding achievements in, or contribution to, the AFSPC mishap prevention program.

**119. (Added-AFSPC) Who is Eligible?** Every AFSPC operationally, organizationally, or geographically separated unit (GSU). Units may compete in one of the following categories:

119.1. (Added-AFSPC) Category I. Each wing/group that has not had a class A or B on-duty mishap during the past fiscal year. Note: Units that had a class A or B mishap that was beyond their control may submit a waiver request to HQ AFSPC/SE.

119.2. (Added-AFSPC) Category II. Squadrons with 100 or more assigned military and Department of the Air Force Civilian (DAFC) personnel that have had no class A or B on-duty disabling injuries, or class A or B Air Force motor vehicle mishaps for the past fiscal year.

119.3. (Added-AFSPC) Category III. A squadron with less than 100 assigned military and DAFC personnel that has had no class A or B on-duty disabling injuries, or class A or B Air Force motor vehicle mishaps for the past fiscal year.

**120. (Added-AFSPC) Selection Criteria.** Selections are based on a unit's contribution to the safety program.

**121. (Added-AFSPC) Nomination Procedures.** Each wing/group may submit for Category I and all qualified units in Categories II and III. Nominations must reach HQ AFSPC/SE no later than 10 Nov following the fiscal year award period (electronic submittal is authorized if followed by a hardcopy signed by the appropriate commander). Include:

121.1. (Added-AFSPC) Type and category of award for which the unit is being submitted.

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

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

121.4. (Added-AFSPC) Unusual hazards or environmental working conditions of the unit.

121.5. (Added-AFSPC) Use an AF Form 1206 (one form, front only) in bullet format stating what was done, how it was done, and contributions to safety.

**122. (Added-AFSPC) Selection Procedures.** HQ AFSPC/SE staff will review the nominations for accuracy and completeness, and submit recommendations to HQ AFSPC/SE to forward for AFSPC/CC approval.

**123. (Added-AFSPC) Award Ceremony.** The award is sent to the NAF or wing commander for presentation at an appropriate ceremony.

***Section AE—(Added-AFSPC) Air Force Space Command Crew Safety Award of Distinction***

**124. (Added-AFSPC) Purpose of the Award.** The Air Force Space Command Crew Safety Award is available for presentation annually to flight, satellite control, space launch, space warning, space surveillance, and ICBM crews for outstanding performance or a one-time act in the area of safety.

124.1. (Added-AFSPC) Category I. Flight crew.

124.2. (Added-AFSPC) Category II. Satellite control crew.

124.3. (Added-AFSPC) Category III. Space launch crew.

124.4. (Added-AFSPC) Category IV. Space warning crew.

124.5. (Added-AFSPC) Category V. Space surveillance crew.

124.6. (Added-AFSPC) Category VI. ICBM crew.

**125. (Added-AFSPC) Who is Eligible?** All AFSPC military and DAFC crews who perform or support flight, satellite control, space launch, space warning, space surveillance, or ICBM operations.

**126. (Added-AFSPC) Selection Criteria.** A crew must have displayed skill and ingenuity in handling an exceptionally difficult or unusual situation successfully. The crew's actions must have prevented or reduced loss of life, injury, damage to equipment, or other property damage.

**127. (Added-AFSPC) Nomination Procedures.** Each wing/group may nominate one crew per category annually. Nominations must reach HQ AFSPC/SE no later than the 10 Nov following the end of the fiscal year award period (electronic submittal is authorized if followed by a hardcopy signed by the appropriate commander). Include:

127.1. (Added-AFSPC) Type of award and category.

127.2. (Added-AFSPC) Name, rank, and job title of crewmembers, and organization, including office symbol with address.

127.3. (Added-AFSPC) A concise narrative of annual accomplishments stating what was done, how it was done, and its contribution to safety.

127.4. (Added-AFSPC) Use an AF Form 1206 (one form, front only) in bullet format stating what was done, how it was done, and contributions to safety.

**128. (Added-AFSPC) Selection Procedures.** HQ AFSPC/SE staff reviews nominations for accuracy and completeness and recommendations to HQ AFSPC/SE to forward for AFSPC/CC approval.

**129. (Added-AFSPC) Award Ceremony.** The award is sent to the NAF or wing commander for presentation at an appropriate ceremony.

***Section AF—(Added-AFSPC) Air Force Space Command Safety Award of Distinction - QUARTERLY***

**130. (Added-AFSPC) Purpose of the Award.** The Air Force Space Command Safety Award of Distinction is available for presentation quarterly to military and DAFC personnel for outstanding performance or a one-time act in preventing mishaps or protecting resources from damage, in support of Flight, Ground, Satellite Control, Space Launch, Space Warning, Space Surveillance, and the ICBM mission. Individuals or teams nominated may compete in one of the following categories:

- 130.1. (Added-AFSPC) Category I. Flight.
- 130.2. (Added-AFSPC) Category II. Ground.
- 130.3. (Added-AFSPC) Category III. Satellite control.
- 130.4. (Added-AFSPC) Category IV. Space launch.
- 130.5. (Added-AFSPC) Category V. Space warning.
- 130.6. (Added-AFSPC) Category VI. Space surveillance.
- 130.7. (Added-AFSPC) Category VII. ICBM operations

**131. (Added-AFSPC) Who is Eligible?** All AFSPC military and DAFC personnel who perform or support flight, ground, satellite control, space launch, space warning, space surveillance, or ICBM operations.

**132. (Added-AFSPC) Selection Criteria.** Individuals or teams must have displayed skill and ingenuity in handling an exceptionally difficult or unusual situation successfully. The actions of the individual or team must have prevented or reduced loss of life, injury, damage to equipment, or other property damage. Contributors may be in any area of flight, ground, satellite control, space launch, space warning, space surveillance, and the ICBM mission (maintenance, operations, security police, support areas, etc.).

**133. (Added-AFSPC) Nomination Procedures.** Each wing/group may nominate one individual per category per quarter, based on the fiscal year. Nominations must reach HQ AFSPC/SE no later than the 15th of the month following the quarter (electronic submittal is authorized if followed by a hardcopy signed by the appropriate commander). Include:

- 133.1. (Added-AFSPC) Type of award and category for which submitted.
- 133.2. (Added-AFSPC) Name, rank, job title, and organization, including office symbol with address.
- 133.3. (Added-AFSPC) Use an AF FORM 1206, no more than 20 lines, typed, single spaced, in bullet format stating what was done, how it was done, and contributions to safety.

**134. (Added-AFSPC) Selection Procedures.** HQ AFSPC/SE staff reviews nominations for accuracy and completeness and submits recommendations to the HQ AFSPC Director of Safety for approval.

**135. (Added-AFSPC) Award Ceremony.** The award is sent to the NAF or wing commander for presentation at an appropriate ceremony.

***Section AG—(Added-AFSPC) Air Force Space Command Individual Flying-Hour Milestone Award***

**136. (Added-AFSPC) Purpose of the Award.** Air Force Space Command Individual Flying-Hour Milestone Awards are available for presentation to AFSPC aircrew members having military mishap-free flying hours.

**137. (Added-AFSPC) Who is Eligible?** All AFSPC aircrew members. Aircrew members cited as a “cause” of a DOD class A or B flight mishap are not eligible.

**138. (Added-AFSPC) Selection Criteria.** Selections are based on 1,000; 1,500; 2,500; and 5,000 flying hours and must include a minimum of 600 hours in rotary-wing aircraft.

**139. (Added-AFSPC) Nomination Procedures.** Helicopter flight (HF) commanders nominate aircrew members for mishap-free hour awards in Aircrew Position Indicator (API) 1 positions. HQ AFSPC directors nominate staff aircrew members. Forward nominations to HQ AFSPC/SE after the required flying hours are attained (electronic submittal is authorized if followed by a signed hardcopy). Prepare nomination letters in one original (no more than two single-spaced typewritten pages). Include:

139.1. (Added-AFSPC) Type and hourly award for which the aircrew member is being submitted.

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

139.3. (Added-AFSPC) A concise narrative of accomplishments stating type of aircraft flown, and inclusive dates.

**140. (Added-AFSPC) Selection Procedures.** HQ AFSPC/SE staff reviews nominations for accuracy and completeness and submits recommendations to the HQ AFSPC Director of Safety to forward for AFSPC/CC approval.

**141. (Added-AFSPC) Award Ceremony.** The award is sent to the NAF or wing commander for presentation at an appropriate ceremony. Milestone patches are worn on flight clothing attached to the top of the AFSPC patch. HQ AFSPC/SEF will provide patches and certificates upon request (two patches per individual).

KENNETH W. HESS, Major General, USAF  
Chief of Safety

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

AFPD 36-28, *Awards and Decorations Programs*

AFI 24-101, *Passenger Movement*

AFI 31-401, *Information Security Program Management*

AFI 36-2805, *Special Trophies and Awards*

AFDIR 37-135, *Air Force Address Directory* (converted to a database)

AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4)

***Abbreviations and Acronyms***

**AF**—Air Force (as used on forms)

**AFOTEC**—Air Force Operational Test and Evaluation Center

**AFRC**—Air Force Reserve Command

**AFSC**—Air Force Specialty Code

**ANG**—Air National Guard

**Awards Board**—Air Force Safety Awards Board

**DAF**—Department of the Air Force

**DAFC**—Department of the Air Force Civilian

**DAFSC**—Duty Air Force Specialty Code

**DOS**—Date of Separation

**DRU**—Direct Reporting Unit

**FOA**—Field Operating Agency

**FOD**—Foreign Object Damage

**GSU**—Geographically Separated Unit

**HQ AFIA**—Headquarters Air Force Inspection Agency

**HQ AFSC**—Headquarters Air Force Safety Center

**HQ AFSC/SEP**—Headquarters Air Force Safety Center, Policy, Research and Technology Division

**HQ AFSVA/SVP**—Headquarters Air Force Service Agency

**HQ USAF/IL**—Headquarters Air Force Installations and Logistics

**HQ USAF/SE**—Headquarters Air Force Chief of Safety

**HQ USAF/XO**—Headquarters Air and Space Operations

**MAJCOM**—Major Command

**NSC**—National Safety Council

**ORM**—Operational Risk Management

**SAF/PA**—Secretary of the Air Force Office of Public Affairs

**SICOFAA**—System of Cooperation Among the Air Forces of the Americas

**USAF**—United States Air Force

**USAFA**—United States Air Force Academy

## Attachment 2

### FORMAT FOR NATIONAL SAFETY COUNCIL AWARD NOMINATIONS

#### A2.1. Format for National Safety Council Award Nominations .

A2.1.1. Fiscal Year \_\_\_\_\_

A2.1.2. Instructions:

A2.1.3. Submit **Figure A2.1.**, Nomination Worksheet, on regular bond or tabulated paper.

A2.1.4. Exclude all instructions (this block, or those enclosed in parentheses, and omit sections that do not apply to your organization)

A2.1.5. Bottom margin must be a minimum of 1 and 1/2 inches.

A2.1.6. Follow procedure line by line, unless instructions indicate otherwise.

A2.1.7. AFRC and ANG units must review paragraph **A2.2.** and modify as applicable.

#### Figure A2.1. Nomination Worksheet.

Nominee Organization, Installation:

Parent Organization: (Omit if not applicable or nominee strength exceeds 999.)

Intermediate Command: (Omit if not applicable or nominee strength exceeds 999.)

MAJCOM, DRU, or FOA:

1. Average monthly strengths: (FY total strength/12)

A. Military \_\_\_\_\_ B. Civilian \_\_\_\_\_ C. Combined \_\_\_\_\_

2. Man-hours of Exposure: (Combined strengths, line 1C x 2016) (Omit if combined strength is less than 500.) Total: \_\_\_\_\_

3. Lost workday injuries and fatalities, military and civilian:

A. Injuries \_\_\_\_\_ B. Fatalities \_\_\_\_\_

C. Total injuries and fatalities (A + B) \_\_\_\_\_

(IF COMBINED STRENGTH IS LESS THAN "500" OMIT SECTIONS 4, 5, 6, AND GO TO 7D.)

4. Present composite rate: (line 3C x 200,000 divided by line 2, expressed to four decimal points) \_\_\_\_\_.

5. Previous years' composite rates and average:

A. FY \_\_\_\_\_ (2 years' previous). \_\_\_\_\_

B. FY \_\_\_\_\_ (last fiscal year). \_\_\_\_\_

C. Average (A + B divided by 2). \_\_\_\_\_

## 6. Final computations:

line 4. \_\_\_\_\_

(minus) - line 5C. \_\_\_\_\_

A. Difference = \_\_\_\_\_ (indicate as "+" or "-")

B. Percentage (line 6A divided by line 5C x 100 \_\_\_\_\_ . \_\_\_\_\_

(indicate as "+" or "-")

C. USAF composite rate for present FY: \_\_\_\_\_

7. Eligibility: (indicate "yes" or "no" as appropriate) Answers must be "yes" to proceed to next question. If "no," omit entire section and proceed as directed.

## A. Award of Honor:

(1) Combined strength (line 1C) greater than 999? \_\_\_\_\_ (If no, go to 7C.)

(2) Percentage reduction 10% or more? \_\_\_\_\_ (line 6B between -100.00 and -10.00. If no, go to 7B.)

(3) Zero on-duty ground fatalities? \_\_\_\_\_ (line 3B. If no, unit is disqualified, go to 8.)

(4) Composite rate lower than USAF rate? \_\_\_\_\_ (line 4 less than line 6C. If no, unit is disqualified, go to 8.)

(5) Present composite rate lower than previous year's rate? \_\_\_\_\_ (line 4 less than line 5B. If no, go to 7B.)

(IF ALL ANSWERS ARE "YES," OMIT 7B, C AND D, GO TO 8.)

## B. Award of Merit:

(1) Combined strength (line 1C) greater than 999? \_\_\_\_\_ (If no, go to 7C.)

(2) Percentage reduction 5% or more? \_\_\_\_\_ (line 6B between -100.00 and -5.00. If no, unit is disqualified, go to 8.)

(3) Zero on-duty ground facilities? \_\_\_\_\_ (line 3B. If no, unit is disqualified, go to 8.)

(4) Composite rate lower than USAF rate? \_\_\_\_\_ (line 4 less than line 6C. If no, unit is disqualified, go to 8.)

## C. Award of Commendation:

(1) Combined strength (line 1C) between 500 and 999? \_\_\_\_\_ (If no, go to 7D.)

(2) Unit geographically separate from parent unit? \_\_\_\_\_ (If no, unit is disqualified, go to 8.)

(3) Percentage reduction 5% or more? \_\_\_\_\_ (line 6B between -100.00 and -5.00. If no, unit is disqualified, go to 8.)

(4) Zero on-duty ground fatalities? \_\_\_\_\_ (line 3B. If no, unit is disqualified, go to 8.)

(5) Composite rate lower than USAF rate? \_\_\_\_\_ (line 4 less than line 6C. If no, unit is disqualified, go to 8.)

(IF ALL ANSWERS ARE YES, OMIT 7D AND GO TO 8.)

## D. President's Award Letter:

- (1) Combined strength (line 1C) between 50 and 499? \_\_\_\_\_ (If no, unit is disqualified, go to 8.)
- (2) Unit geographically separate from parent unit? \_\_\_\_\_ (If no, unit is disqualified, go to 8.)
- (3) Perfect mishap record? \_\_\_\_\_ (line 3C equals zero. If no, unit is disqualified, go to 8.)

8. Preparer's Signature, Name, Grade and Date. (Omit signature if electronically submitted to MAJCOM, DRU, or FOA.)

9. MAJCOM, DRU, or FOA Reviewer's Name.

**A2.2.** AFRC and ANG units with combined strengths exceeding 499 must modify **Figure A2.1.** as follows:

A2.2.1. Item 1, Line A - the military average monthly personnel is multiplied by 672 for AFRC units or 566.4 for ANG units.

A2.2.2. Item 1, Line B - the civilian average monthly personnel is multiplied by 2016.

A2.2.3. Item 1, Line C - the total of Line 1A and Line 1B.

A2.2.4. Item 2 - Man-hours of Exposure: (Combined strengths, line 1C x 2016) (Omit if combined strength is less than 500.)

A2.2.5. Item 3 - Lost workday injuries and fatalities, military and civilian:

A. Injuries \_\_\_\_\_ B. Fatalities \_\_\_\_\_

C. Total injuries and fatalities (A + B) \_\_\_\_\_

A2.2.6. Item 4 - Present composite rate equals Line 3C multiplied by 200,000, divided by Line 2, carried out to four decimal points.

A2.2.7. Complete the rest of **Figure A2.1.** as needed.