

13 AUGUST 2001



Personnel

11TH WING SAFETY AWARD PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ 11 WG/SE (TSgt Robert Coulter)

Certified by: 11 DS (Mr. William E. Foote)

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Distribution: F

This instruction implements AFI 36-2833, Safety Awards, May 1994. It establishes a template for safety awards. It is applicable for all units attached to the 11th Wing.

1. Purpose: This awards program seeks to reward outstanding acts and achievements. Plus, it provides the format for recognizing quality performers who contribute to the prevention of mishaps via sustained superior performance or a single act.

2. Responsibilities:

2.1. The Chief of Safety has the overall responsibility for the management of this program, including reviewing all nominations from 11th Wing units.

2.2. Unit Commanders are responsible for their unit's participation in safety recognition programs at all levels. They are encouraged to establish incentives to supplement all programs in their respective units.

2.3. Tenant units will forward nomination packages to their respective parent organization. Group Commanders will sign the finished packages and forward them to HQ 11 WG/SE.

3. Eligibility: All wing military and civilian personnel, regardless of grade or rank, are eligible for safety awards.

3.1. Nomination Procedures:

3.2. All nominations must be submitted on AF Form 1206, Nomination for Award In Accordance With AFI 36-2833 and this instruction. Pertinent headings are:

Type of Award (Individual, Large Unit, Small Unit)

Nominee's Full Name

Organization

Duty Section

Duty Phone

Duty AFSC

Grade

Date of Event

Narrative/Effect of Contribution (What, When, Where, How, 350-400 words)

3.2.1. The nominating commander must attach the AF Form 1206 to a signed cover letter on wing letterhead and forward to HQ 11 WG/SE.

3.2.2. Sample cover letter is at [Attachment 1](#).

3.2.3. Sample narrative is at [Attachment 2](#).

3.3. All packages must be forwarded to HQ 11 WG/SE no later than 30 days prior to the end of the fiscal year.

3.4. Prepare nomination in Microsoft Word.

4. Selection Criteria:

4.1. Individual - Selection must be based on demonstration of skill, ingenuity, or proficiency that prevented or reduced injury to personnel, loss of life or damage to property. Examples: minimizing or alleviating critical or recurring safety problems through sustained superior performance, one-time act in enhancing mission completion or minimizing mishaps, or approved submittal of an AF Form 457 (USAF Hazard Report), AF Form 847 (Recommendation for Change of Publication), AF Form 1000 (IDEA Application) et al, with potential/actual impact on 11th Wing programs and/or personnel.

4.2. Large units (more than 100 personnel) and small units (100 personnel or less). Selection must be based on significant contributions to safety or achievements in mishap prevention policies, programs, or procedures, within the unit, such as alleviating critical or recurring safety problems, sustained superior performance, or acts that enhanced mission completion or minimized mishap prevention.

JAMES P. HUNT, Colonel, USAF
Commander

Attachment 1

**SAMPLE
NOMINATION PACKAGE (ADDED)
(Letterhead Stationery)**

MEMORANDUM FOR HQ 11 WG/SE

FROM: 11 XS/CC

SUBJECT: HQ 11 WG Outstanding Individual Safety Award

1. It is my distinct pleasure to nominate Major Robert J. Jones for the Headquarters 11th Wing Outstanding Individual Safety Award.
2. Major Jones was responsible for the prevention of an AF vehicle and occupants from plunging down the riverbank. His airmanship and professionalism in a tense situation averted a potentially disastrous ground mishap.
3. He is very deserving of this most prestigious award.

FRED J. SMITH, Lt Col, USAF
Commander

Attachment:

Award Package

NOTE: Standard letterhead, signed by the unit commander or equivalent, must be addressed to HQ 11 WG/SE.

Attachment 2**SAMPLE NARRATIVE**

On January 25, 1999 at 1200, Major Jones prevented an AF bus from going down the riverbank after a potentially life-threatening tire failure. Major Jones was driving the AF bus, loaded with AF interns touring the base, down XX Avenue, when it suffered a blown tire and veered sharply toward the west sidewalk. After gaining some control of the bus, Major Jones realized the bus had lost power thus preventing the brakes from functioning properly. Because recovery was anything but assured, he quickly instructed the occupants to brace for the impending impact. Major Jones quickly restarted the engine thus restoring electrical power. The distance to the edge of the riverbank was too short to brake successfully, so Major Jones steered the bus toward a park bench, water fountain and clump of small trees. These obstacles combined with the brakes brought the bus to a stop with only a few feet remaining. As the bus stopped, Major Jones quickly shut down the bus and directed the emergency egress, as fuel pooled under the bus. His actions prevented the loss of life and property. Major Jones' heroic actions preserved valuable equipment and the lives of several Force officers.

NOTE: Basic description of the events or activities leading up to this individual being nominated for the award.

Nomination should be a maximum of one page in length.