

# Fiscal Year 2019



## Air Force Safety Awards Guide

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## Chapter 1

### GENERAL INFORMATION

**1.1. Purpose.** The Air Force Safety Awards Program recognizes outstanding safety acts, achievements, and sustained performance.

**1.2. Approving Authority.** The Air Force Chief of Safety must approve all recipients of Air Force-level safety awards and will forward recommendations to the Chief of Staff of the Air Force and/or the Secretary of the Air Force when required in accordance with this guide.

**1.3. Conflicts with AFPC Awards Database.** Air Force Safety has endeavored to avoid conflicts between this guide and the AFPC Awards Database; however, if conflicts exist, this guide will take precedence.

**1.4. Air Force Recognition Ribbon.** The Air Force Chief of Safety will provide an authorization letter for the Air Force Recognition Ribbon or lapel pin for individual recipients of the following awards:

- 1.4.1. Air Force Chief of Safety Special Achievement Award (only if an individual or team, not a unit, wins the award).
- 1.4.2. Safety Civilian Professional of the Year Award.
- 1.4.3. Safety Enlisted Professional of the Year Award.
- 1.4.4. Safety Officer of the Year Award.
- 1.4.5. Koren Kolligian Jr. Trophy.
- 1.4.6. Air Force Chief of Safety Aircrew of Distinction Award.
- 1.4.7. Air Force Chief of Safety Aviation Maintenance Safety Award.
- 1.4.8. Air Force Chief of Safety Space Safety Award.
- 1.4.9. Air Force Chief of Safety Nuclear Surety Award.
- 1.4.10. Air Force Chief of Safety Weapons Safety Award.
- 1.4.11. Well Done Award.

**1.5. Special Considerations for Component Numbered Air Forces (C-NAFs).** For awards purposes, Air Force Safety will consider each C-NAF with at least one assigned Air Expeditionary Wing (AEW) as a Major Command (MAJCOM). These C-NAFs may submit nominees for both individual and unit awards directly to Air Force Safety. C-NAF nominees who are/were deployed to the C-NAF may also compete for home station awards.

**1.6. Nomination Procedures.**

- 1.6.1. Each MAJCOM (see para 1.5), Direct Reporting Unit (DRU), and Headquarters Air Force Forward Operating Agency (FOA) may submit one nomination for each award.
- 1.6.2. Members or teams that prevent or mitigate a mishap caused by their own misdeeds, lack of judgment, or excessive risk-taking are not eligible for an award. Do not nominate an individual who has been involved in a mishap unless the investigation's final message has been released. If the final message is not released before the award submission deadline, provide notification stating that investigation board(s) are not likely to find the individual(s)

causal. If this is not feasible, submit an annual award nomination in the subsequent fiscal year and provide notification stating the reason for delay.

1.6.3. For team or crew awards, only nominate members that actively contributed to the achievement or successful resolution of the emergency situation.

1.6.4. Send annual awards (Chapters 2 through 6 of this guide) no later than 15 November after the fiscal year award period to the annual safety awards workflow email ([AFSEC.CC.AnnualAFSAwards@us.af.mil](mailto:AFSEC.CC.AnnualAFSAwards@us.af.mil)). Do not send Well Done Awards to this address.

1.6.5. Send Well Done Award nominations electronically to the HQ AFSEC/CVE workflow email for processing ([AFSEC.CVE.Workflow@us.af.mil](mailto:AFSEC.CVE.Workflow@us.af.mil)). See Paragraph 7.2.6.3.

1.6.6. Nomination packages will include:

1.6.6.1. AF Form 1206, *Nomination for Award*. Use the most current version. Include a sufficient description of events, achievements, and/or contributions within the criteria for the given award.

1.6.6.1.1. Only include events, achievements, and contributions for the award period, 1 October through 30 September for the given fiscal year, unless otherwise stated in this guide.

1.6.6.1.2. Use a narrative format for the following awards: Koren Kolligian Jr. Trophy; Air Force Chief of Safety Aircrew of Distinction Award; Well Done Award; and Air Force Safety Hall of Fame. Use a bullet format for all other awards.

1.6.6.1.3. Bullet format awards will not exceed 18 lines including headers. Headers are not specified and not required, but if used, will count against the 18-line limit. Narrative format awards will not exceed the first (front) page. An ACRONYMS list (optional) and NOMINEES list (required for team/crew awards) will not count against these limits. See examples at Attachment 4. Do not list the names of nominees for unit nominations.

1.6.6.2. Non-annual awards have additional nomination package requirements. See additional guidance for each award in this guide.

1.6.6.3. The Air Force Safety Center (AFSEC) will contact the MAJCOM, DRU, or FOA to provide a final citation (see example in Attachment 3) or other additional items when required. See guidance for each award in this guide.

## Chapter 2

### CROSS-FUNCTIONAL SAFETY AWARDS

**2.1. Administration.** The U.S Air Force cross-functional safety awards span multiple safety disciplines. The Air Force Chief of Safety will assemble an Annual Air Force Safety Awards Board and select one member to serve as chairperson. This board will consider all nominations for cross-functional safety awards and forward recommendations to AFSEC/CV. AFSEC/CV will assemble recommendations from all AFSEC divisions and forward one recommendation package to the Air Force Chief of Safety for approval.

**2.2. Secretary of the Air Force Safety Award.**

2.2.1. This is the most prestigious safety award of the United States Air Force and is given to the MAJCOM, DRU, or FOA with the most effective overall safety program. Recipients of this award are approved by the Secretary of the Air Force.

2.2.2. Selection Criteria. The annual awards board considers:

2.2.2.1. Combined effectiveness of safety programs.

2.2.2.2. Efforts to further risk management implementation and integration.

2.2.2.3. Safety program management, direction, administration, and innovation.

2.2.2.4. Missions, operational tasks, and special exercises or deployments the unit's organizations performed during the award period.

2.2.2.5. Unusual hazards and challenges and environmental and occupational working conditions.

2.2.2.6. Command safety evaluations and staff visits.

2.2.2.7. Noteworthy achievements in mishap prevention in all applicable functional areas.

2.2.2.8. Mishap record and improvements made in mishap prevention.

2.2.2.9. Contributions of the organization to the overall Air Force mishap prevention program.

**2.3. Air Force Chief of Safety Special Achievement Award.**

2.3.1. This award recognizes an organization (MAJCOM, DRU, FOA, and below), team, or individual (officer O-6 and below, enlisted, or DAFC/NAF) for outstanding safety contributions or achievements.

2.3.2. Selection Criteria. The annual awards board considers special accomplishments in all areas of mishap prevention. Examples of actions worthy of consideration:

2.3.2.1. A safety investigation board member whose findings contribute to preventing future mishaps.

2.3.2.2. A unit or person who helped develop programs or concepts that significantly improve Air Force safety programs.

2.3.2.3. An individual or team that completed a research project, design innovation, or system safety management that improves the safety of a developing weapons system.

#### **2.4. Air Force Safety Civilian Professional of the Year Award.**

2.4.1. This award recognizes a Total Force civilian government employee in the safety community for outstanding contributions to Air Force safety. All Total Force civilian career safety professionals (Occupational Series GS-0017/0018/0803/0019/1815/1825) are eligible.

2.4.2. Selection Criteria. The annual awards board considers:

2.4.2.1. Accomplishments and innovations the nominee developed that reduced mishaps or increased the effectiveness of the mishap prevention program.

2.4.2.2. Incorporation of risk management principles and techniques.

2.4.2.3. Participation in activities and recognition in local, national, and/or international safety agencies outside the Air Force.

2.4.2.4. Contributions to mishap and incident investigations.

2.4.2.5. Actions to include local agencies in Air Force safety programs.

2.4.2.6. Contributions to safety publications.

2.4.2.7. Mishap investigation reports and analysis.

#### **2.5. Air Force Safety Noncommissioned Officer of the Year Award.**

2.5.1. This award recognizes a Total Force Staff Sergeant or Technical Sergeant in the safety community for outstanding contributions to Air Force safety. All members who perform safety duties, either part time or full time, are eligible.

2.5.2. Selection Criteria. The annual awards board considers:

2.5.2.1. Accomplishments and innovations the nominee developed that reduced mishaps or increased the effectiveness of the mishap prevention program.

2.5.2.2. Incorporation of risk management principles and techniques.

2.5.2.3. Participation in activities and recognition in local, national, and/or international safety agencies outside the Air Force.

2.5.2.4. Contributions to mishap and incident investigations.

2.5.2.5. Actions to include local agencies in Air Force safety programs.

2.5.2.6. Contributions to safety publications.

2.5.2.7. Mishap investigation reports and analysis.

#### **2.6. Air Force Safety Senior Noncommissioned Officer of the Year Award.**

2.6.1. This award recognizes a Total Force Master Sergeant or Senior Master Sergeant in the safety community for outstanding contributions to Air Force safety. All members who perform safety duties, either part time or full time, are eligible.

2.6.2. Selection Criteria. The annual awards board considers:

2.6.2.1. Accomplishments and innovations the nominee developed that reduced mishaps or increased the effectiveness of the mishap prevention program.

2.6.2.2. Incorporation of risk management principles and techniques.

2.6.2.3. Participation in activities and recognition in local, national, and/or international safety agencies outside the Air Force.

2.6.2.4. Contributions to mishap and incident investigations.

2.6.2.5. Actions to include local agencies in Air Force safety programs.

2.6.2.6. Contributions to safety publications.

2.6.2.7. Mishap investigation reports and analysis.

**2.7. Air Force Safety Officer of the Year Award.**

2.7.1. This award recognizes a Total Force officer O-6 or below in the safety community for outstanding contributions to Air Force safety. All members who perform safety duties, either part time or full time, are eligible.

2.7.2. Selection Criteria. The annual awards board considers:

2.7.2.1. Accomplishments and innovations the nominee developed that reduced mishaps or increased the effectiveness of the mishap prevention program.

2.7.2.2. Incorporation of risk management principles and techniques.

2.7.2.3. Participation in activities and recognition in local, national, and/or international safety agencies outside the Air Force.

2.7.2.4. Contributions to mishap and incident investigations.

2.7.2.5. Actions to include local agencies in Air Force safety programs.

2.7.2.6. Contributions to safety publications.

2.7.2.7. Mishap investigation reports and analysis.



## Chapter 3

### AVIATION SAFETY AWARDS

**3.1. Administration.** The United States Air Force aviation safety awards encompass both aviation operations safety and aviation maintenance safety. The Chief of Aviation Safety will assemble an awards board to consider all nominations for aviation safety awards and forward recommendations to AFSEC/CV.

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

3.2.1. This award recognizes a MAJCOM, DRU, or FOA with a flying hour program and the most effective aviation safety program. Recipients of this award are approved by the Chief of Staff of the Air Force.

3.2.2. Selection Criteria. The awards board considers:

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

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

3.2.2.3. Risk management implementation and successes.

3.2.2.4. Command support of aviation safety programs through non-regulated activities.

3.2.2.5. Safety program management.

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

3.2.2.7. Mishaps over which MAJCOMs, DRUs, and FOAs had or shared control.

3.2.2.8. Mishap record and improvements made in mishap prevention.

3.2.2.9. Contributions of the organization to the overall Air Force aviation mishap prevention program.

**3.3. Koren Kolligian Jr. Trophy.**

3.3.1. This award recognizes outstanding airmanship by a Total Force individual aircrew member in the United States Air Force. The crewmember must have shown extraordinary skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of an aviation mishap during flight or intent for flight. Recipients of this award are approved by the Chief of Staff of the Air Force.

3.3.2. Selection Criteria. The awards board considers:

3.3.2.1. The seriousness of the incident, how well the aircrew member successfully coped with the emergency, and how much corrective action was required.

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

3.3.2.2.1. Mechanical difficulty while inflight or on the ground.

3.3.2.2.2. A significant incident that could have resulted in serious injury, loss of life, or loss of the aircraft.

3.3.2.2.3. Actions by other persons.

3.3.2.2.4. Environmental factors beyond the nominee's control.

### **3.4. Air Force Chief of Safety Aircrew of Distinction Award.**

3.4.1. This award recognizes at least two Total Force aircrew members and a maximum of one entire aircrew for outstanding airmanship. The crew must have shown extraordinary skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of an aviation mishap during flight or intent for flight. Individual aircrew members may not receive this award and the Koren Kolligian Jr. Trophy for the same event. Each aircrew member nominated must have contributed to resolution of the emergency.

3.4.2. Selection Criteria. The awards board considers:

3.4.2.1. The seriousness of the incident, how well the aircrew members worked together to successfully cope with the emergency, and how much corrective action was required.

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

3.4.2.2.1. Mechanical difficulty while inflight or on the ground.

3.4.2.2.2. A significant incident that could have resulted in serious injury, loss of life, or loss of the aircraft.

3.4.2.2.3. Actions by other persons.

3.4.2.2.4. Environmental factors beyond the nominees' control.

### **3.5. Air Force Chief of Safety Aviation Maintenance Safety Award.**

3.5.1. This award recognizes a Total Force individual or team of United States Air Force military and/or civilian personnel who directly or indirectly supported aircraft sortie generation and significantly contributed to aviation maintenance safety. Nominees must possess a record of violation-free performance through the quality assurance and/or organizational safety office.

3.5.2. Selection Criteria. The awards board considers:

3.5.2.1. Effective maintenance resource management concepts, applications, and successes.

3.5.2.2. Contributions to mishap and incident investigations.

3.5.2.3. Incorporation of risk management principles and techniques.

3.5.2.4. Credible technical order changes, hazard reports, product quality deficiency reports, or material improvements that contribute to aviation maintenance safety and/or safety of flight.

3.5.2.5. Development or improvement of a program, process, or mechanism that significantly contributed to aviation maintenance safety and/or safety of flight.

### **3.6. Aero Club Safety Certificates.**

3.6.1. Safety certificates promote aviation safety and recognize Air Force aero clubs for flight safety achievement. All Air Force Services Aero Clubs or Aero Flight Training Centers are eligible.

3.6.2. Certificates may be awarded annually to as many aero clubs that qualify.

3.6.3. Selection Criteria. The awards board considers:

3.6.3.1. The administration of a satisfactory safety program.

3.6.3.2. The aero club's incorporation of risk management principles and techniques.

3.6.3.3. Flight safety achievements.

3.6.3.4. Program management evaluation results.

3.6.3.5. Diversity of aircraft and experience level of pilots.

3.6.3.6. Date of last Class A or B mishap. Clubs that experienced a Class A or B mishap in the award fiscal year are ineligible. However, the MAJCOM, DRU, or FOA may nominate a club that had no control over a mishap (i.e., foreign object damage at a transient field, a defective part from the supply system, etc.) and meets all other criteria. The club must include a detailed justification with the nomination. In the case of Class A or B bird strikes, if the club demonstrated reasonable care in the face of the bird threat, the club may be nominated. Include a detailed explanation with the nomination.

## Chapter 4

### OCCUPATIONAL SAFETY AWARDS

**4.1. Administration.** The Chief of Occupational Safety will assemble an awards board to consider all nominations for occupational safety awards and forward recommendations to AFSEC/CV.

**4.2. Colonel Will L. Tubbs Memorial Award for Occupational Safety.**

4.2.1. This award recognizes the most effective MAJCOM or DRU occupational safety program. Recipients of this award are approved by the Chief of Staff of the Air Force.

4.2.2. Selection Criteria. The awards board considers:

4.2.2.1. Effective safety program management and innovations.

4.2.2.2. Unusual hazards, environmental and occupational working conditions.

4.2.2.3. Special exercises or deployments.

4.2.2.4. Evaluation results.

4.2.2.5. Specific mishap prevention activities accomplished during the award year (although nomination may include references to a sustained record (two or more years) of mishap prevention).

4.2.2.6. Implementation and status of risk management concepts, applications, and successes.

4.2.2.7. Specific traffic safety program contributions benefiting military and/or the civilian community.

4.2.2.8. Contributions of the organization to the overall Air Force occupational mishap prevention program.

**4.3. Air Force Chief of Safety Outstanding Achievement Award for Occupational Safety.**

4.3.1. This award recognizes the most effective installation-level or FOA occupational safety program. Air Force organizations at installation level or Headquarters Air Force-level FOAs with a safety staff that have an occupational safety program staffed by qualified 1S0X1 or GS-0018/0803 personnel that did not experience a Class A or B on-duty mishap in the fiscal year award period are eligible. Organizations that experienced an on-duty Class A or B mishap that was the result of factors outside the organization's control as determined by the awards board are eligible. The nomination package must include a description of why the organization should be considered.

4.3.2. Any Air Force installation-level organization may compete in one of the five categories listed below:

4.3.2.1. Category I: Large Operations/Industrial Organization. An organization (wing or wing equivalent or higher) that 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.

4.3.2.2. Category II: Large/Composite Wing Organization. An organization that has three or more squadrons and 4,000 or more people assigned. This organization must be the installation host unit.

4.3.2.3. 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.

4.3.2.4. Category IV: Associate/Tenant Organization or FOA. A squadron or higher organization, including Headquarters Air Force-level FOAs, at a location separate from the parent organization that has an occupational safety program independent of the host installation occupational safety program.

4.3.2.5. Category V: Geographically Separated Unit (GSU) Organization. An organizational element, from a detachment up to a group, geographically separated from its parent organization that has an occupational safety program independent of the host unit occupational safety program.

4.3.3. DRUs such as the Air Force Academy, the Air Force Operational Test and Evaluation Center, and Air Force District Washington are not eligible for this award. These units may compete for the Colonel Will L. Tubbs Memorial Award for Occupational Safety.

4.3.4. GSU wings are considered in categories I-IV. Detachments, squadrons, and groups co-located with their parent wing are part of the wing nomination.

4.3.5. Selection Criteria. The awards board considers:

4.3.5.1. Occupational safety performance records and achievements.

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

4.3.5.3. Outstanding feats, including awards received for accomplishments relating to personnel and material preservation.

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

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

4.3.5.6. Efforts by the organization to further risk management integration and sustainment.

4.3.5.7. Specific traffic safety program contributions benefiting military and/or the civilian community.

4.3.5.8. Contributions of the organization to the overall Air Force mishap prevention program.

## Chapter 5

### SPACE SAFETY AWARDS

**5.1. Administration.** The Chief of Space Safety will assemble an awards board to consider all nominations for space safety awards and forward recommendations to AFSEC/CV.

**5.2. Air Force Chief of Safety Space Safety Award.**

5.2.1. This award recognizes a Total Force individual or team of United States Air Force military or civilian personnel that made significant contributions to space safety.

5.2.2. Selection Criteria. The awards board considers:

5.2.2.1. Safety in all areas of planning, acquisition, operation, maintenance, or monitoring of space systems.

5.2.2.2. Successfully coping with an emergency situation through direct contribution to resolving problems, minimizing the seriousness of the emergency, or preventing serious space mission degradation.

5.2.2.3. Outstanding achievements, contributions, or leadership that enhanced space safety and reduced the likelihood of launch, on-orbit, or spaceport mishaps and/or serious space mission degradation.

## Chapter 6

### WEAPONS SAFETY AWARDS

**6.1. Administration.** The United States Air Force weapons safety awards encompass both conventional and nuclear weapons safety. The Chief of Weapons Safety will assemble an awards board to consider all nominations for weapons safety awards and forward recommendations to AFSEC/CV.

**6.2. Air Force Chief of Safety Weapons Safety Award.**

6.2.1. This award recognizes a Total Force individual or team of United States Air Force military and/or civilian personnel at any level below MAJCOM, DRU, and FOA, including those assigned to a missile unit, that significantly contributed to weapons safety.

6.2.2. Selection Criteria. The awards board considers:

6.2.2.1. Achievements or contributions that enhance explosives safety by reducing the likelihood of explosives mishaps.

6.2.2.2. Accomplishments that affect:

6.2.2.2.1. Maintenance or handling.

6.2.2.2.2. Explosives site planning.

6.2.2.2.3. Reduction in explosives exemptions, waivers, and deviations.

6.2.2.2.4. Technical orders, local directives, etc.

6.2.2.2.5. Education and training.

6.2.2.2.6. Mishap investigation, reports, and analysis.

6.2.2.2.7. Mishap prevention or mitigation.

6.2.2.2.8. Incorporation of risk management principles and techniques.

6.2.2.3. Contributions by the individual or team to the overall Air Force mishap prevention program.

**6.3. Air Force Chief of Safety Nuclear Surety Award.**

6.3.1. This award recognizes a Total Force individual or team of United States Air Force military and/or civilian personnel at any level below MAJCOM, DRU, or FOA that has significantly contributed to nuclear surety.

6.3.2. Selection Criteria. The awards board considers:

6.3.2.1. Outstanding achievements or contributions that enhance nuclear surety and reduce the likelihood of nuclear weapon or nuclear power system mishaps.

6.3.2.2. Incorporation of risk management principles and techniques.

6.3.2.3. For weapon systems, accomplishments that affect:

6.3.2.3.1. Maintenance, handling, or loading quality.

6.3.2.3.2. Nuclear logistical movements.

6.3.2.3.3. Personnel reliability assurance program.

- 6.3.2.3.4. Weapons security.
- 6.3.2.3.5. Technical orders.
- 6.3.2.3.6. Nuclear surety inspection.
- 6.3.2.3.7. Education and training.
- 6.3.2.3.8. Operational employment.
- 6.3.2.3.9. Mishap investigation, reports, and analysis.
- 6.3.2.4. For power systems, accomplishments that affect:
  - 6.3.2.4.1. Operation and maintenance quality.
  - 6.3.2.4.2. Security.
  - 6.3.2.4.3. Education and training.
  - 6.3.2.4.4. Nuclear reactor audits.
  - 5.3.2.4.5. Incident investigation, reports, and analysis.



## Chapter 7

### NON-ANNUAL AWARDS

**7.1. Administration.** Non-annual awards nominations are considered when received and do not adhere to the annual awards timeline.

**7.2. Aviation/Weapons/Occupational/Space Safety Well Done Award.**

7.2.1. A Well Done award recognizes an Air Force member (officer O-6 and below, enlisted, or DAFC/NAF) for a one-time outstanding act or significant achievement in support of mishap prevention.

7.2.2. These awards are not intended for heroic acts that fall within an individual's primary duties (e.g., a fireman putting out a fire) or other acts within a member's normal duties (e.g., an occupational safety manager identifying a hazard.)

7.2.3. These awards recognize a one-time act or achievement, not sustained performance over a given calendar period.

7.2.4. These awards recognize an individual, not a team, group, or crew (see Paragraph 7.2.6.1).

7.2.5. Selection Criteria. The nominee must have demonstrated above-and-beyond skill or ingenuity that prevented or reduced the loss of life, injury, or aircraft or other property damage. The skill or ingenuity must be above that expected of personnel with like training and experience in a like situation.

7.2.6. Nomination Procedures (supplemental to Chapter 1 of this guide).

7.2.6.1. If multiple individuals are nominated for the same event/accomplishment, submit a separate package for each individual. Each Form 1206 must clearly state the specific accomplishments, actions, and/or contributions of the individual nominee.

7.2.6.2. Any person other than the nominee may submit a nomination to the applicable MAJCOM, DRU, or FOA safety office. The safety office will review and determine if the nomination meets the selection criteria above. If approved, the principal safety officer will provide an endorsement (see Attachment 5) and forward the complete nomination package (see Paragraph 7.2.6.4.) electronically to the AFSEC/CVE workflow email for processing ([AFSEC.CVE.Workflow@us.af.mil](mailto:AFSEC.CVE.Workflow@us.af.mil)). Submit a nomination for a Headquarters Air Force member directly to AF/SE ([usaf.pentagon.af-se.mbx.af-se-workflow@mail.mil](mailto:usaf.pentagon.af-se.mbx.af-se-workflow@mail.mil)).

7.2.6.3. AFSEC/CVE must receive nominations within six months of the event or accomplishment. If a related mishap is still under investigation six months later, the nomination may be submitted up to one month after the investigation's final message and Memorandum of Final Evaluation have been released and accepted by AFSEC.

7.2.6.4. Nomination package will include:

7.2.6.4.1. AF Form 1206, *Nomination for Award*, in narrative format. See template in Attachment 4. Provide an unclassified description of the accomplishment or actions. The nomination must clearly answer the "who, what, when, where, why and how" the nominee mitigated or prevented a potential serious mishap. If the nomination is for a

specific act, include detailed and factual information about the severity of the incident and the nominee's actions.

7.2.6.4.2. Endorsement from applicable MAJCOM, DRU, or FOA principal safety officer (see Attachment 5).

7.2.6.5. If approved, AFSEC will notify the applicable MAJCOM, DRU, or FOA and request the unit provide a final citation for the award (see example in Attachment 3).

### **7.3. Air Force Safety Hall of Fame.**

7.3.1. Air Force Safety Hall of Fame induction is a lifetime, one-time distinction, and as a consequence, induction is infrequent.

7.3.2. Selection Criteria. The board considers United States Air Force military or civilian personnel who have made unique contributions to Air Force safety. These contributions must be made over an extended period and must result in enduring, unprecedented, and significant improvements to Air Force safety. The nominee's performance and contributions should be generally recognized by his or her peers as being of unequalled excellence and beyond the scope of the nominee's normal duties.

7.3.3. Nomination Procedures (supplemental to Chapter 1 of this guide).

7.3.3.1. Any person other than the nominee may submit a nomination to the applicable MAJCOM, DRU, or FOA safety office. The safety office will review and determine if the nomination meets the selection criteria above. If approved, the principal safety officer will provide an endorsement (see Attachment 5) and forward the complete nomination package (see Paragraph 7.3.3.2.) electronically to the AFSEC/CVE workflow email for processing ([AFSEC.CVE.Workflow@us.af.mil](mailto:AFSEC.CVE.Workflow@us.af.mil)). Submit a nomination for a Headquarters Air Force member directly to AF/SE ([usaf.pentagon.af-se.mbx.af-se-workflow@mail.mil](mailto:usaf.pentagon.af-se.mbx.af-se-workflow@mail.mil)).

7.3.3.2. Nomination package will include:

7.3.3.2.1. AF Form 1206, *Nomination for Award*, in narrative format. See template in Attachment 4. Provide justification that is clear and concise with sufficient information to explain the nature and results of the individual's achievements.

7.3.3.2.3. Endorsement from applicable MAJCOM, DRU, or FOA principal safety officer (see Attachment 5).

7.3.4. Presentation. The Air Force Chief of Safety will notify the nominating officials of the results. An appropriate award commemorating the individual's induction will be sent to the nominating official for presentation. The inductee's name will be inscribed on a permanent register at the Air Force Safety Center.

JOHN T. RAUCH  
Major General  
Air Force Chief of Safety

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

5 USC 552a, *Privacy Act*

AFI 36-2805, *Special Trophies and Awards*

AFI 36-1004, *The Air Force Civilian Recognition Program*

AFMAN 33-363, *Management of Records*

***Adopted Forms***

**AF FORM 1206**, Nomination for Award

Attachment 2

TABLE OF SAFETY AWARDS

Table A2.1. Safety Awards.

| DISCIPLINE       | AWARD NAME  | RELEVANCE                      | FORM 1206<br>FORMAT | RECIPIENT   |
|------------------|---|--------------------------------|---------------------|---|
| Cross-Functional | Secretary of the Air Force Safety Award   | Performance within Fiscal Year | Bullet              | MAJCOM, DRU, or FOA                               |
|                  | Air Force Chief of Safety Special Achievement Award   | Performance within Fiscal Year | Bullet              | Individual or Air Force Organization below MAJCOM |
|                  | Air Force Safety Civilian Professional of the Year Award  | Performance within Fiscal Year | Bullet              | Civilian Safety Career Field Individual           |
|                  | Air Force Safety Noncommissioned Officer of the Year Award                                      | Performance within Fiscal Year | Bullet              | NCO in Safety Community                           |
|                  | Air Force Safety Senior Noncommissioned Officer of the Year Award                               | Performance within Fiscal Year | Bullet              | SNCO in Safety Community                          |
|                  | Air Force Safety Officer of the Year Award  | Performance within Fiscal Year | Bullet              | Officer O-6 or below in Safety Community          |
| Aviation         | Maj Gen Foulois Memorial Award  | Performance within Fiscal Year | Bullet              | MAJCOM  |
|                  | Koren Kolligian Jr. Trophy  | Event within Fiscal Year       | Narrative           | Individual Aircrew Member                         |
|                  | Air Force Chief of Safety Aircrew of Distinction Award  | Event within Fiscal Year       | Narrative           | Aircrew (at least two members)                    |
|                  | Air Force Chief of Safety Aviation Maintenance Safety Award                                     | Performance within Fiscal Year | Bullet              | Individual  |
|                  | Aero Club Safety Certificate  | Performance within Fiscal Year | Bullet              | Air Force Aero Club(s) and Training Center(s)     |
| Occupational     | Colonel Will L. Tubbs Memorial Award for Occupational Safety                                    | Performance within Fiscal Year | Bullet              | MAJCOM, DRU, or FOA                               |
|                  | Air Force Chief of Safety Outstanding Achievement Award for Occupational Safety, Categories I-V | Performance within Fiscal Year | Bullet              | (by category)                                     |

Table A2.1. Safety Awards (Continued).

| <b>DISCIPLINE</b> | <b>AWARD NAME</b>   | <b>RELEVANCE</b>                          | <b>FORM 1206<br/>FORMAT</b> | <b>RECIPIENT</b>           |
|-------------------|---|---|-----------------------------|----------------------------|
| Space             | Air Force Chief of Safety<br>Space Safety Award                   | Performance<br>within Fiscal<br>Year      | Bullet                      | Individual or Team         |
| Weapons           | Air Force Chief of Safety<br>Nuclear Surety Award                 | Performance<br>within Fiscal<br>Year      | Bullet                      | Individual or Team         |
|                   | Air Force Chief of Safety<br>Weapons Safety Award                 | Performance<br>within Fiscal<br>Year      | Bullet                      | Individual or Team         |
| Non-Annual        | Aviation/Occupational/<br>Weapons/Space Safety<br>Well Done Award | Event or<br>Significant<br>Accomplishment | Narrative                   | O-6 or below<br>individual |
|                   | Air Force Safety Hall of Fame                                     | Lifetime                                  | Narrative                   | Individual                 |

**Attachment 3**

**CITATION FORMAT FOR SAFETY AWARDS**

CITATION TO ACCOMPANY THE AWARD OF

THE AIR FORCE CHIEF OF SAFETY OUTSTANDING ACHIEVEMENT AWARD  
FOR OCCUPATIONAL SAFETY

CATEGORY II

TO

2D SPECIAL OPERATIONS WING

The Air Force Chief of Safety Outstanding Achievement Award for Occupational Safety, Category II, for Fiscal Year 2020 is presented to the 2d Special Operations Wing, Hurlburt Field, Florida. The wing oversaw an amazing turnaround in off-duty fatalities, reducing the number from nine during the previous two years to zero in 20##. The wing's world-class safety education programs trained more than 2,500 base personnel in a myriad of supervisory, motorcycle, and traffic safety subjects. Safety personnel supported safety programs and investigations in five countries and provided the only United States military occupational safety expert during humanitarian relief operations in the earthquake-damaged country of Haiti. Due to its multi-faceted awareness programs, the wing safely endured the 101 Critical Days of Summer and every major holiday of the fiscal year without incident. The distinctive accomplishments of the men and women of the 2d Special Operations Wing reflect great credit upon themselves, Air Force Special Operations Command, and the United States Air Force.

**NOTE:** Print the citation in landscape format. Left and right margins must be 1 1/2 inches. Ensure the citation narrative is a minimum of 10 and a maximum of 13 lines and adequately describes the nominee's accomplishments or achievements.

Attachment 4

AF FORM 1206 EXAMPLES

Figure A4.1. Bullet Format Example.

| NOMINATION FOR AWARD  |  |                                      |
|---|--|--------------------------------------|
| AWARD   | CATEGORY (If Applicable)<br>I-V*   | AWARD PERIOD<br>1 Oct YY - 30 Sep YY |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)<br>Risk Management Team**  |  | MAJCOM, FOA, OR DRU<br>MAJCOM        |
| DAFSC/DUTY TITLE<br>n/a***  | NOMINEE'S TELEPHONE (DSN & Commercial)<br>DSN 555-1234 / Comm 505-555-1234 |                                      |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE<br>1st Fighter Squadron / CDE**** / 123 First St / Langley AFB / 12345  |  |                                      |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)<br>Lt Col Richard J. Smith / DSN 555-5678 / Comm 505-555-5678  |  |                                      |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)   |  |                                      |
| MISSION ACCOMPLISHMENT:   |  |                                      |
| <ul style="list-style-type: none"> <li>- 18 lines max, excluding ACRONYMS list (optional) and NOMINEES list (required for team/crew nominations)</li> <li>- Headers such as MISHAP PREVENTION are not specified, not required, and will count against the 18-line limit</li> <li>- * CATEGORY applies only to Air Force Chief of Safety Outstanding Achievement Award for Occupational Safety</li> <li>- ** For team nominations, include a NOMINEES list of team/crew members nominated for the award</li> <li>- *** For individual nominations, include individual information as indicated on the form</li> <li>- **** For team nominations, use suitable office symbol and contact information</li> </ul> |  |                                      |
| MISHAP PREVENTION:  |  |                                      |
| <p>NOMINEES:</p> <ul style="list-style-type: none"> <li>- Maj Henry H. "Hap" Arnold, Team Lead</li> <li>- Capt Charles E. "Chuck" Yeager, Team Member</li> <li>- Include only team/crew members nominated for the award; nominated members must have actively contributed to the achievement; do not include a list of nominees for unit nominations</li> </ul>   |  |                                      |
| <p>ACRONYMS:</p> <p>AFSAS - Air Force Safety Automated System</p>   |  |                                      |

Figure A4.2. Narrative Format Example.


| NOMINATION FOR AWARD   |  |  |
|--|--|--|
| AWARD<br>Award Title   | CATEGORY (If Applicable)<br>*  | AWARD PERIOD<br>DD Mmm YY (Event Date)** |
| RANK/NAME OF NOMINEE (First, Middle Initial, Last)<br>Maj Robert Olds, Jr.***  | MAJCOM, FOA, OR DRU<br>MAJCOM  |  |
| DAFSC/DUTY TITLE<br>11FX / Executive Officer   | NOMINEE'S TELEPHONE (DSN & Commercial)<br>DSN 555-1234 / Comm 505-555-1234 |  |
| UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE<br>1st Fighter Squadron / CDE / 123 First St / Langley AFB / 12345   |  |  |
| RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial)<br>Lt Col Richard J. Smith / DSN 555-5678 / Comm 505-555-5678   |  |  |
| SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)<br>The following awards utilize a narrative format: Koren Kolligian, Jr., Trophy; Air Force Chief of Safety Aircrew of Distinction Award; Well Done Award; and Air Force Safety Hall of Fame. Do not exceed the first (front) page. For the Air Force Chief of Safety Aircrew of Distinction Award, provide a NOMINEES list, and only nominate aircrew members that actively contributed to the successful resolution of the emergency situation. ACRONYMS and NOMINEES lists may be included on the second (back) page if needed. |  |  |
| ACRONYMS:<br>AFSAS - Air Force Safety Automated System   |  |  |
| * For Well Done Awards, state AVIATION, OCCUPATIONAL, WEAPONS, or SPACE in CATEGORY field.<br>** For Air Force Safety Hall of Fame, state LIFETIME in AWARD PERIOD field.<br>*** For Air Force Chief of Safety Aircrew of Distinction Award, state the aircraft call sign in the RANK/NAME OF NOMINEE field.   |  |  |



## Attachment 5

## MAJCOM, DRU, OR FOA ENDORSEMENT EXAMPLE

Figure A5.1. Endorsement Example.



**MAJCOM LETTERHEAD**  
MAJCOM AFB

Date

MEMORANDUM FOR HQ AFSEC/CV

FROM: HQ MAJCOM/SE

SUBJECT: Weapons Safety Well Done Endorsement for SSgt John Doe

1. Our office received the attached package from 12 ABW/SE for a Weapons Safety Well Done Award for SSgt John Doe. We have reviewed and revised the package and hereby submit it for your consideration. Please accept this memorandum as our official endorsement.
2. If you have any questions, please contact MSgt David Ray, MAJCOM/SEW, DSN 555-1234.

MICHAEL P. MI, Col, USAF  
Director of Safety

2 Attachments:  
1. AF Form 1206  
2. Citation

**NOTE:** MAJCOM, DRU, or FOA endorsement is required for Well Done Award and Safety Hall of Fame nominations.