

# Fiscal Year 2024



## Department of the Air Force (DAF) Safety Awards Guide

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## **Chapter 1**

### **GENERAL INFORMATION**

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

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

**1.3. Conflicts with AFPC Awards Database** - DAF 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 Chief of Safety will provide an authorization letter (Attachment 4) for the Air Force Recognition Ribbon (authorized for wear by both Air Force and Space Force personnel, ref. DAFMAN 36-2806 *Military Awards: Criteria and Procedures*) or lapel pin for individual or team recipients (not a unit) of the following awards:

- 1.4.1. Chief of Safety Special Achievement Award
- 1.4.2. Chief of Safety Outstanding Achievement Award
- 1.4.3. Safety Civilian Professional of the Year Award
- 1.4.4. Safety Enlisted Professional of the Year Award
- 1.4.5. Safety Officer of the Year Award
- 1.4.6. Koren Kolligian, Jr. Trophy
- 1.4.7. Chief of Safety Aircrew of Distinction Award
- 1.4.8. Chief of Safety Aviation Maintenance Safety Award
- 1.4.9. Occupational Safety Career Professional of the Year
- 1.4.10. Occupational Safety Civilian of the Year
- 1.4.11. Chief of Safety Space Crew of Distinction Award
- 1.4.12. Chief of Safety Space Safety Award
- 1.4.13. Chief of Safety Weapons Safety Award
- 1.4.14. Chief of Safety Nuclear Surety Award
- 1.4.15. Well Done Award

**1.5. Special Considerations for Component-Numbered Air Forces (C-NAFs) and Component-**

**Field Commands (C-FLDCOMs)** - For awards purposes, DAF Safety will consider each C-NAF and C-FLDCOM with at least one assigned Air Expeditionary Wing (AEW) as a Major Command (MAJCOM) equivalent. These C-NAFs and C-FLDCOMs may submit nominees for both individual and unit awards directly to DAF Safety. Nominees who are/were deployed to the C-NAF/C-FLDCOM may also compete for home-station awards.

**1.6. Nomination Procedures** - Each MAJCOM (see para 1.5), FLDCOM, Direct Reporting Unit (DRU), and DAF Forward Operating Agency (FOA) may submit one nomination for each award.

1.6.1. Members or teams that prevent or mitigate a mishap caused by their own misconduct, 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 due to misconduct. If this is not feasible, submit an annual award nomination in the subsequent fiscal year and provide notification stating the reason for delay.

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

1.6.3. Send all nominations for awards to the annual safety awards workflow e-mail ([AFSEC.CC.AnnualAFSAwards@us.af.mil](mailto:AFSEC.CC.AnnualAFSAwards@us.af.mil)).

1.6.3.1. The following naming format must be used for each file sent:

MAJCOM/FLDCOM /DRU/FOA.Award Name.Category.unit/division.rank.last name  
(as applicable)

*Example:* STARCOM.CoS Outstanding Achievement.Cat3. Delta 11.TSgt Doe

1.6.4. Annual award nomination packages (Chapter 2-6 of this guide) will be accepted no later than 15 November after the fiscal year period and will include the following:

1.6.4.1. DAF Form 1206, *Nomination for Award* - Use the most current version available from the [www.e-publishing.af.mil](http://www.e-publishing.af.mil) website. Include a sufficient description of events, achievements, and/or contributions within the criteria for the given award.

1.6.4.1.1. 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.

1.6.4.1.2. Use a narrative format for the Koren Kolligian, Jr. Trophy and Chief of Safety Aircrew of Distinction Award. Use a performance statement format for all other annual awards.

1.6.4.1.3. Performance statement format awards will not exceed 36 lines including headers. Headers are not specified and not required, but if used, will count against the 36-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 3. Do not list the

names of nominees for unit nominations.

1.6.4.1.4. Do not reveal a unit's Inspector General (IG) overall grade of Initial Nuclear Surety Inspection (INSI), Nuclear Surety Inspection (NSI), or Major Graded Area on any decoration or award. The minimum classification level for INSI and NSI grading results has been elevated to 'confidential' per AF Inspection System Security Classification Guide 3263.05C, *Nuclear Weapons Technical Inspections*.

1.6.4.1.5. MAJCOM/FLDCOM/DRU/FOA will provide a final citation (see example in Attachment 3) for Koren Kolligian, Jr. Trophy and Major General Benjamin D. Foulois Memorial Award submissions.

1.6.4.2. Quality Force Review Memorandum for Record will be filled out for the individuals/individual being nominated and attached with the DAF Form 1206. Use example provided in Attachment 5.

1.6.5. Non-annual nomination packages (Chapter 7) will include the following:

1.6.5.1. DAF Form 1206, *Nomination for Award* - Use the most current version available from the [www.e-publishing.af.mil](http://www.e-publishing.af.mil) website. Include a sufficient description of events, achievements, and/or contributions within the criteria for the given award.

1.6.5.2. Use a narrative format for the Well Done Award and DAF Safety Hall of Fame.

1.6.5.3. Do not reveal a unit's Inspector General (IG) overall grade of Initial Nuclear Surety Inspection (INSI), Nuclear Surety Inspection (NSI), or Major Graded Area on any decoration or award. The minimum classification level for INSI and NSI grading results has been elevated to 'confidential' per AF Inspection System Security Classification Guide 3263.05C, *Nuclear Weapons Technical Inspections*.

## Chapter 2 CROSS-FUNCTIONAL SAFETY AWARDS

**2.1. Administration** - The DAF cross-functional safety awards span multiple safety disciplines. The Chief of Safety will assemble an Annual DAF 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/CD. AFSEC/CD will assemble recommendations from all AFSEC divisions and forward one recommendation package to the Chief of Safety for approval.

**2.2. Secretary of the Air Force Safety Award** - This is the most prestigious safety award in the DAF, and is given to the MAJCOM/FLDCOM/DRU/FOA with the most effective overall safety program.

2.2.1. Selection Criteria - The annual awards board considers the following:

- 2.2.1.1. Combined effectiveness of safety programs.
- 2.2.1.2. Efforts to further risk management implementation and integration.
- 2.2.1.3. Safety program management, direction, administration, and innovation.
- 2.2.1.4. Missions, operational tasks, and special exercises or deployments the unit's organizations performed during the award period.
- 2.2.1.5. Unusual hazards/challenges and environmental/occupational working conditions.
- 2.2.1.6. Command safety evaluations.
- 2.2.1.7. Noteworthy achievements in mishap prevention across all applicable functional areas.
- 2.2.1.8. Mishap record and improvements made in mishap prevention contributions by the organization to the overall Air Force or Space Force mishap prevention program.

2.2.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**2.3 Chief of Safety Special Achievement Award** - This award recognizes an organization (MAJCOM, FLDCOM, DRU, FOA, and below), team, or individual (officer O-6 and below, enlisted, or Department of the Air Force Civilian (DAFC)/NAF) for outstanding safety contributions or achievements.

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

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

2.3.1.2. A unit or person who helped develop programs or concepts that significantly improve DAF safety programs.

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

2.3.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**2.4 Chief of Safety Outstanding Achievement Award** - This award recognizes the most effective installation-level or FOA safety program. Organizations at installation level or Headquarters Air Force/Space Force-level FOAs with an individual, or combined safety program 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.

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

2.4.1.1. Category I: Large Operations/Industrial Organization - An organization (Joint Base, wing/delta or 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.

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

2.4.1.3. Category III: Small Wing/Delta Organization - An organization that does not meet the Category I or II wing criteria. This organization must be the installation host unit.

2.4.1.4. Category IV: Associate/Tenant Organization or FOA - A squadron or higher organization, including Headquarters Air Force- or Space 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.

2.4.1.5. Category V: Geographically Separated Unit (GSU) Organization - An organizational element, smaller than a Wing or Delta, geographically separated from its parent organization, that has an occupational safety program independent of the host unit occupational safety program.

2.4.2. GSU Wings, Deltas, and DRUs are considered in categories I-IV. Detachments, squadrons, and groups co-located with their parent wing/delta are part of the Wing/Delta nomination.

2.4.3. Selection Criteria - The awards board considers the following:

- 2.4.3.1. Safety performance records and achievements.
- 2.4.3.2. Complexity and types of mission tasks, including unusual hazards, environmental and working conditions, and special exercises or deployments.
- 2.4.3.3. Outstanding achievements, including awards received for accomplishments relating to personnel and material preservation.
- 2.4.3.4. Educational and publicity material developed for DAF or MAJCOM/FLDCOM/DRU/FOA publications.
- 2.4.3.5. Safety program management as measured by mishap experience and assessments of the unit by a higher organizational element.
- 2.4.3.6. Efforts by the organization to further risk management integration and sustainment.
- 2.4.3.7. Specific traffic safety program contributions benefiting military and/or the civilian community.
- 2.4.3.8. Contributions by the organization to the overall Air Force or Space Force mishap prevention programs.

2.4.4. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**2.5 DAF Safety Civilian Professional of the Year Award** - This award recognizes a Total Force civilian government employee (GS-15 or below) in the safety community for outstanding contributions to Air Force or Space Force Safety. All Total Force civilian career professionals and local national civilians working full time in a safety-coded organization for the United States Air Force or United States Space Force are eligible.

2.5.1. Selection Criteria - The annual awards board considers the following:

- 2.5.1.1. Accomplishments and innovations the nominee developed that reduced mishaps or increased the effectiveness of the mishap prevention program.
- 2.5.1.2. Incorporation of risk management principles and techniques.
- 2.5.1.3. Participation in activities and recognition in local, national, and/or international safety agencies outside the Air Force or Space Force.
- 2.5.1.4. Contributions to mishap and incident investigations.
- 2.5.1.5. Actions to include local agencies in Air Force or Space Force Safety programs.
- 2.5.1.6. Contributions to safety publications.

2.5.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to respective MAJCOM/FLDCOM/DRU/FOA Commander.

**2.6 DAF Safety Noncommissioned Officer of the Year Award** - This award recognizes a Total Force member in the grade of E-5 or E-6 in the safety community for outstanding contributions to Air Force or Space Force safety. All members who perform safety duties, either part time or full time, are eligible.

2.6.1. Selection Criteria - The annual awards board considers the following:

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

2.6.1.2. Incorporation of risk management principles and techniques.

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

2.6.1.4. Contributions to mishap and incident investigations.

2.6.1.5. Actions to include local agencies in Air Force or Space Force safety programs.

2.6.1.6. Contributions to safety publications.

2.6.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**2.7 DAF Safety Senior Noncommissioned Officer of the Year Award** - This award recognizes a Total Force member in the grade of E-7 to E-9 in the safety community for outstanding contributions to Air Force or Space Force safety. All members who perform safety duties, either part time or full time, are eligible.

2.7.1. Selection Criteria - The annual awards board considers the following:

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

2.7.1.2. Incorporation of risk management principles and techniques.

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

2.7.1.4. Contributions to mishap and incident investigations.

2.7.1.5. Actions to include local agencies in Air Force or Space Force safety programs.

2.7.1.6. Contributions to safety publications.

2.7.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**2.8. DAF Safety Officer of the Year Award** - This award recognizes a Total Force officer, O-6 or below, in the safety community for outstanding contributions to the Air Force or Space Force Safety. All members who perform safety duties, either part-time or full-time, are eligible.

2.8.1. Selection Criteria - The annual awards board considers the following:

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

2.8.1.2. Incorporation of risk management principles and techniques.

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

2.8.1.4. Contributions to mishap and incident investigations.

2.8.1.5. Actions to include local agencies in Air Force or Space Force safety programs.

2.8.1.6. Contributions to safety publications.

2.8.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

## **Chapter 3**

### **AVIATION SAFETY AWARDS**

**3.1. Administration** - The DAF 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/CD.

**3.2. Major General Benjamin D. Foulois Memorial Award (Daedalian Flight Safety Award)** - This award recognizes a MAJCOM/FLDCOM/DRU/FOA with a flying hour program and the most effective aviation safety program.

3.2.1. Selection Criteria - The awards board considers the following:

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

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

3.2.1.3. Risk management implementation and successes.

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

3.2.1.5. Safety program management.

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

3.2.1.7. Mishaps over which MAJCOMs/FLDCOMs/DRUs/FOAs had or shared control

3.2.1.8. Mishap record and improvements made in mishap prevention.

3.2.1.9. Contributions of the organization to the overall Air Force or Space Force aviation mishap prevention program.

3.2.2. Award Hardware - hardware is provided by the sponsor and is coordinated directly with MAJCOM/FLDCOM/DRU/FOA point of contact following the award announcement.

**3.3. Koren Kolligian, Jr. Trophy** - This award recognizes outstanding airmanship by a Total Force individual aircrew member in DAF. 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.

3.3.1. Selection Criteria - The awards board considers the following:

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

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

3.3.1.2.1. Mechanical difficulty while in flight or on the ground.

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

3.3.1.2.3. Actions by other persons.

3.3.1.2.4. Environmental factors beyond the nominee's control.

3.3.2 Honorary Mentions - Members nominated for this award and not selected as the winner could be considered for an Aviation Well Done Award with MAJCOM/FLDCOM/DRU/FOA concurrence (if not previously submitted).

3.3.3. Award Hardware - Hardware is provided by the award sponsor and presented during the ceremony.

**3.4. Chief of Safety Aircrew of Distinction Award** - 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 the resolution of the emergency.

3.4.1. Selection Criteria - The awards board considers the following:

3.4.1.1. 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.

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

3.4.1.2.1. Mechanical difficulty while in flight or on the ground.

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

3.4.1.2.3. Actions by other persons.

3.4.1.2.4. Environmental factors beyond the nominees' control.

3.4.2. Honorary mentions - Members nominated for this award and not selected as the winner could be considered for an Aviation Well Done Award with MAJCOM/FLDCOM/DRU/FOA concurrence (if not previously submitted).

3.4.3. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**3.5. Chief of Safety Individual Aviation Maintenance Safety Award** - This award recognizes a Total Force individual 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.

3.5.1. Selection Criteria - The awards board considers the following:

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

3.5.1.2. Contributions to mishap and incident investigations.

3.5.1.3. Incorporation of risk management principles and techniques.

3.5.1.4. Credible Technical Order changes, hazard reports, product quality deficiency reports, or material improvements that contribute to aviation maintenance safety and/or safety of flight.

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

3.5.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**3.6. Chief of Safety Team Aviation Maintenance Safety Award** - This award recognizes a team of DAF 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.

3.6.1. Selection Criteria - The awards board considers the following:

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

3.6.1.2. Contributions to mishap and incident investigations.

3.6.1.3. Incorporation of risk management principles and techniques.

3.6.1.4. Credible Technical Order changes, hazard reports, product quality deficiency reports, or material improvements that contribute to aviation maintenance safety and/or safety of flight.

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

3.6.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**3.7. Aero Club Safety Certificates** - Safety certificates promote aviation safety and recognize Air Force or Space Force aero clubs for flight safety achievement. All Air Force and Space Force Services aero clubs or aero flight training centers are eligible.

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

3.7.2. Selection Criteria - The awards board considers the following:

3.7.2.1. The administration of a satisfactory safety program.

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

3.7.2.3. Flight safety achievements.

3.7.2.4. Program management evaluation results.

3.7.2.5. Diversity of aircraft and experience level of pilots.

3.7.2.6. 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/FLDCOM/DRU/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.

3.7.3. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

## **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/CD.

**4.2. Colonel Will L. Tubbs Memorial Award for Occupational Safety** - This award recognizes the most effective MAJCOM/FLDCOM/DRU occupational safety program.

4.2.1. Selection Criteria - The awards board considers the following:

4.2.1.1. Effective safety program management and innovations.

4.2.1.2. Unusual hazards, environmental and occupational working conditions.

4.2.1.3. Special exercises or deployments.

4.2.1.4. Evaluation results.

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

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

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

4.2.1.8. Contributions by the organization to the overall Air Force or Space Force occupational mishap prevention program.

4.2.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**4.3 Occupational Safety Career Professional of the Year** - This award recognizes a Total Force member in the 1S0X1 career field for outstanding contributions to Air Force or Space Force Safety.

4.3.1. The annual awards board considers the following selection criteria:

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

4.3.1.2. Incorporation of risk management principles and techniques.

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

4.3.1.4. Contributions to mishap and incident investigations.

4.3.1.5. Actions to include local agencies in Air Force or Space Force safety programs.

4.3.1.6. Contributions to safety publications.

4.3.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**4.4. Occupational Safety Civilian of the Year** - This award recognizes a Total Force member in the 0018 and 0803 occupational series for outstanding contributions to Air Force or Space Force Safety.

4.4.1. The annual awards board considers the following selection criteria:

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

4.4.1.2. Incorporation of risk management principles and techniques.

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

4.4.1.4. Contributions to mishap and incident investigations.

4.4.1.5. Actions to include local agencies in Air Force or Space Force safety programs.

4.4.1.6. Contributions to safety publications.

4.4.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

## **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/CD.

**5.2. Chief of Safety Outstanding Space Safety Program Award** - This award recognizes the most effective space safety program in the Department of the Air Force.

5.2.1. Selection Criteria - The awards board considers the following:

5.2.1.1. Program management.

5.2.1.2. Risk management implementation and success.

5.2.1.3. Complexity and mishap potential among different space missions.

5.2.1.4. Mishap record and improvements made in mishap prevention.

5.2.1.5. Data on space mishaps and safety deficiencies found during investigations.

5.2.1.6. Contributions by the organization to the overall Air Force or Space Force space mishap prevention program.

5.2.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**5.3. Chief of Safety Space Crew of Distinction Award** - This award recognizes at least two Total Force space crewmembers and a maximum of one entire space crew for outstanding operational performance.

5.3.1. Selection Criteria - The awards board considers:

5.3.1.1. The crew must have shown extraordinary skill, alertness, ingenuity, and/or proficiency in averting or minimizing the seriousness of a space mishap during the performance of space operations.

5.3.1.2. Each space crewmember nominated must have contributed to resolution of the mishap.

5.3.1.3. The seriousness of the incident, how well the space crewmembers worked together to successfully cope with the emergency, and how much corrective action was required.

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

5.3.1.4.1. Mechanical difficulty while controlling satellite operations.

5.3.1.4.2. A significant incident that could have resulted in loss of use of the satellite.

5.3.1.4.3. Actions by other persons.

5.3.1.4.4. Environmental factors beyond the nominees' control.

5.3.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**5.4. Chief of Safety Individual Space Safety Award** - This award recognizes any Total Force military or civilian persons, that made significant contribution(s) in the following categories in launch or range, orbital, ground-based space systems, and test safety.

5.4.1. Selection Criteria - The awards board considers:

5.4.1.1. Safety in all areas of planning, operations, maintenance, or monitoring.

5.4.1.2. Accomplishments and innovations the nominee developed that increased the effectiveness of the program.

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

5.4.1.4. Outstanding achievements, contributions, or leadership that enhanced safety and reduced the likelihood of serious space mission degradation.

5.4.2. Any Air Force or Space Force personnel may compete in one of the three categories listed below:

5.4.2.1. Chief of Safety Individual Launch/Range Safety Award.

5.4.2.2. Chief of Safety Individual Orbital Safety Award.

5.4.2.3. Chief of Safety Individual Ground-Based Space Systems Safety Award.

5.4.2.4. Chief of Safety Individual Space Test Safety Award.

5.4.3. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

**5.5. Chief of Safety Team Space Safety Award** - This award recognizes a team of DAF military and/or civilian personnel that made significant contribution(s) in the following categories in launch or range, orbital, ground-based space systems, and test safety.

5.5.1. Selection Criteria - The awards board considers:

5.5.1.1. Safety in all areas of planning, operations, maintenance, or monitoring.

5.5.1.2. Accomplishments and innovations the nominee developed that increased the effectiveness of the program.

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

5.5.1.4. Outstanding achievements, contributions, or leadership that enhanced safety and reduced the likelihood of serious space mission degradation.

5.5.2. Any Air Force or Space Force team may compete in one of the three categories listed below:

5.5.2.1. Chief of Safety Team Launch/Range Safety Award

5.5.2.2. Chief of Safety Team Orbital Safety Award

5.5.2.3. Chief of Safety Team Ground-Based Space Systems Safety Award

5.5.2.4. Chief of Safety Team Space Test Safety Award

5.5.3. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

## **Chapter 6**

### **WEAPONS SAFETY AWARDS**

**6.1. Administration** - The DAF 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/CD.

**6.2. Chief of Safety Individual Weapons Safety Award** - This award recognizes a Total Force individual at any level below MAJCOM/FLDCOM/DRU/FOA that significantly contributed to weapons safety.

6.2.1. Selection Criteria - The award's board considers the following:

6.2.1.1. Achievements and contributions that enhance weapons safety by reducing the likelihood of explosives mishaps, or ensure compliance with explosives, missile, nuclear surety, and directed energy safety standards.

6.2.1.2. Accomplishments that affect the following:

6.2.1.2.1. Maintenance or handling

6.2.1.2.2. Explosives site planning

6.2.1.2.3. Reduction in the number of explosives exemptions, waivers, and deviations

6.2.1.2.4. Technical Orders, local directives, etc.

6.2.1.2.5. Education and training

6.2.1.2.6. Mishap investigation, reports, and analysis

6.2.1.2.7. Mishap prevention or mitigation

6.2.1.2.8. Incorporation of risk management principles and techniques

6.2.1.3. Contributions by the individual or team to the overall mishap prevention program

6.2.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to respective MAJCOM/FLDCOM/DRU/FOA Commander

**6.3. Chief of Safety Team Weapons Safety Award** - This award recognizes a team of DAF personnel at any level across the Total Force below MAJCOM/FLDCOM/DRU/FOA that significantly contributed to weapons safety.

6.3.1. Selection Criteria - The awards board considers the following:

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

6.3.1.2. Accomplishments that affect the following:

6.3.1.2.1. Maintenance or handling

6.3.1.2.2. Explosives site planning

6.3.1.2.3. Reduction in the number of explosives exemptions, waivers, and deviations

6.3.1.2.4. Technical Orders, local directives, etc.

6.3.1.2.5. Education and training

6.3.1.2.6. Mishap investigation, reports, and analysis

6.3.1.2.7. Mishap prevention or mitigation

6.3.1.2.8. Incorporation of risk management principles and techniques

6.3.1.3. Contributions by the individual or team to the overall mishap prevention program

6.3.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to respective MAJCOM/FLDCOM/DRU/FOA Commander

**6.4. Chief of Safety Individual Nuclear Surety Award** - This award recognizes a Total Force individual at any level below MAJCOM/DRU/FOA that has significantly contributed to nuclear surety.

6.4.1. Selection Criteria - The awards board considers the following:

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

6.4.1.2. Incorporation of risk management principles and techniques.

6.4.1.3. For weapon systems, accomplishments that affect the following:

6.4.1.3.1. Maintenance, handling, or loading quality

6.4.1.3.2. Nuclear logistical movements

6.4.1.3.3. Personnel reliability assurance program

6.4.1.3.4. Weapons security

6.4.1.3.5. Technical Orders

6.4.1.3.6. Nuclear surety inspection

6.4.1.3.7. Education and training

6.4.1.3.8. Operational employment

6.4.1.3.9. Mishap investigation, reports, and analysis

6.4.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/DRU/FOA Commander.

**6.5. Chief of Safety Team Nuclear Surety Award** - This award recognizes a team of DAF military and/or civilian personnel at any level below MAJCOM/DRU/FOA that has significantly contributed to nuclear surety.

6.5.1. Selection Criteria - The awards board considers the following:

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

6.5.1.2. Incorporation of risk management principles and techniques.

6.5.1.3. Accomplishments that affect the following:

6.5.1.3.1. Maintenance, handling, or loading

6.5.1.3.2. Nuclear logistical movements

6.5.1.3.3. Personnel reliability assurance program

6.5.1.3.4. Weapons security

6.5.1.3.5. Technical Orders

6.5.1.3.6. Education and training

6.5.1.3.7. Operational employment

6.5.1.3.8. Mishap investigation, reports, and analysis

6.5.2. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/DRU/FOA Commander.

## Chapter 7 NON-ANNUAL AWARDS

**7.1. Administration** - Nominations for non-annual awards are considered when received, and do not adhere to the annual awards timeline.

### **7.2. Aviation/Weapons/Occupational/Space Safety Well Done Award (on-duty only).**

7.2.1. A Well Done Award recognizes an Air Force or Space Force member (officer O-6 and below, enlisted, or DAFC/NAF), or Federal employee who supports USAF/USSF operations for a one-time outstanding act or significant achievement in support of mishap prevention.

7.2.2. These awards are not intended to recognize heroic acts that fall within an individual's primary duties (e.g., a fire fighter 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, not sustained performance over a given calendar period. For sustained performance, consider the Air and Space Achievement or Commendation Medal as appropriate (based on their defined criteria). Well Done awards are not intended to be used in lieu of formal decoration.

7.2.4. These awards recognize an individual, or members of a small team, group, or crew (see Paragraph 7.2.6.1).

7.2.5. Selection Criteria - The nominee must have demonstrated superior 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. 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 due to misconduct. If this is not feasible, submit the award nomination following release of the final message and provide notification stating the reason for delay.

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

7.2.6.1. For members of a small team, group, or crew who are nominated for the same event/accomplishment, only one package must be submitted. The DAF Form 1206 must clearly state the specific accomplishments, actions, and/or contributions of each nominee.

7.2.6.2. Any person other than the nominee may submit a nomination to the applicable MAJCOM/FLDCOM/DRU/FOA safety office. The safety office will review and determine if the nomination meets the selection criteria above. If approved, the MAJCOM/FLDCOM/DRU/FOA Director of Safety will forward the complete nomination package (see Paragraph 7.2.6.4.) electronically to the AFSEC/CC Annual AF Safety Awards workflow email for processing (AFSEC.CC.AnnualAFSafetyAwards@us.af.mil).

The following naming format must be used for each file sent:  
FLDCOM/MAJCOM/DRU/FOA.Division.Rank Last Name

Example: AFCENT.Weapons.Capt Doe  
SSC.Space.Maj Doe

7.2.6.3. AFSEC/CDE 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 not later than 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 an DAF 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 provide information as to "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.

7.2.7. Award Hardware - AFSEC will procure, manage, and mail award hardware to the respective MAJCOM/FLDCOM/DRU/FOA Commander.

### **7.3. DAF Safety Hall of Fame.**

7.3.1. DAF Safety Hall of Fame induction is a lifetime, one-time distinction, and as a consequence, inductions are infrequent.

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

7.3.3. Nomination Procedures (supplemental to Chapter 1 of this guide).  
Any person other than the nominee may submit a nomination to the applicable MAJCOM/FLDCOM/DRU/FOA safety office. The safety office will review and determine if the nomination meets the selection criteria above. If approved, the MAJCOM/FLDCOM/DRU/FOA Director of Safety will forward the complete nomination package (see Paragraph 7.3.3.2.) electronically to the AFSEC/CC Annual AF Safety Awards workflow email for processing ([AFSEC.CC.AnnualAFSafetyAwards@us.af.mil](mailto:AFSEC.CC.AnnualAFSafetyAwards@us.af.mil)).

7.3.3.1. Submit a nomination for a Department of the Air Force member directly to AF/SE Workflow ([AF.SE.Workflow@us.af.mil](mailto:AF.SE.Workflow@us.af.mil)).

7.3.3.2. Nomination packages will include an DAF Form 1206, *Nomination for Award*, in narrative format. See template in Attachment 3. Provide justification that is clear and concise with sufficient information to explain the nature and results of the individual's achievements. The following naming format must be used for each file sent:

FLDCOM/MAJCOM/DRU/FOA.Hall of Fame.Rank Last Name

Example: STARCOM.Hall of Fame.MSgt Doe

7.3.4. Presentation - The Chief of Safety will notify the MAJCOM/FLDCOM/DRU/FOA Director of Safety of the results. An appropriate award commemorating the individual's induction will be sent to the MAJCOM/FLDCOM/DRU/FOA for presentation. The inductee's name will be inscribed on a permanent register at the Air Force Safety Center.

SEAN M. CHOQUETTE  
Major General, USAF  
Chief of Safety

## **Attachment 1**

### **GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

#### ***References***

5 USC 552a, *Privacy Act*

DAFMAN 36-2806, *Military Awards: Criteria and Procedures*

DoDI1400.25V451\_DAFI36-1004\_AFGM2020-01, *Department of the Air Force Civilian Recognition Program*

AFI 33-322, *Records Management and Information Governance Program*

#### ***Adopted Forms***

DAF FORM 1206, *Nomination for Award*

#### ***Acronyms***

AFPC – Air Force Personnel Center

AFSEC – Air Force Safety Center

C-FLDCOM- Component Field Command

C-NAFs – Component-Numbered Air Forces

DAF – Department of the Air Force

DAFC – Department of the Air Force Civilian

DRU – Direct Reporting Unit

FLDCOM – Field Command

FOA – Forward Operating Areas

GSU – Geographically Separated Unit

IG – Inspector General

MAJCOM – Major Command

NAF – Numbered Air Force

NSI – Nuclear Surety Inspection

**Attachment 2  
TABLE OF SAFETY AWARDS**

**Table A2.1. Safety Awards.**

<b>DISCIPLINE</b>	<b>AWARD NAME</b>	<b>RELEVANCE</b>	<b>FORM 1206 FORMAT</b>	<b>RECIPIENT</b>
Cross- Functional	Secretary of the Air Force Safety Award	Performance within Fiscal Year	Performance Statements	MAJCOM, FLDCOM, DRU, or FOA
	Chief of Safety Special Achievement Award	Performance within Fiscal Year	Performance Statements	Individual or Air/ Space Force Org at or below MAJCOM/FLDCOM
	Chief of Safety Outstanding Achievement Award	Performance within Fiscal Year	Performance Statements	By Category
	DAF Safety Civilian Professional of the Year Award	Performance within Fiscal Year	Performance Statements	Civilian Safety Career Field Individual
	DAF Safety Noncommissioned Officer of the Year Award	Performance within Fiscal Year	Performance Statements	NCO in Safety Community
	DAF Safety Senior Noncommissioned Officer of the Year Award	Performance within Fiscal Year	Performance Statements	SNCO in Safety Community
	DAF Safety Officer of the Year Award	Performance within Fiscal Year	Performance Statements	Officer O-6 or below in Safety Community
Aviation	Maj Gen Foulois Memorial Award	Performance within Fiscal Year	Performance Statements	MAJCOM or FLDCOM
	Koren Kolligian, Jr. Trophy	Event within Fiscal Year	Narrative	Individual Aircrew Member
	Chief of Safety Aircrew of Distinction Award	Event within Fiscal Year	Narrative	Aircrew (at least two members)
	Chief of Safety Individual Aviation Maintenance Safety Award	Performance within Fiscal Year	Performance Statements	Individual
	Chief of Safety Team Aviation Maintenance Safety Award	Performance within Fiscal Year	Performance Statements	Team
	Aero Club Safety Certificate	Performance within Fiscal Year	Performance Statements	AF or SF aero club(s) and training center(s)

<b>DISCIPLINE</b>	<b>AWARD NAME</b>	<b>RELEVANCE</b>	<b>FORM 1206 FORMAT</b>	<b>RECIPIENT</b>
Occupational	Colonel Will L. Tubbs Memorial Award for Occupational Safety	Performance within Fiscal Year	Performance Statements	MAJCOM, FLDCOM, DRU, or FOA
	Occupational Safety Career Professional of the Year	Performance within Fiscal Year	Performance Statements	Individual
	Occupational Safety Civilian of the Year	Performance within Fiscal Year	Performance Statements	Individual
Space	Chief of Safety Outstanding Space Safety Program Award	Performance within Fiscal Year	Performance Statements	Team
	Chief of Safety Space Crew of Distinction Award	Performance within Fiscal Year	Performance Statements	Team
	Chief of Safety Individual Space Safety Award	Performance within Fiscal Year	Performance Statements	Individual
	Chief of Safety Team Space Safety Award	Performance within Fiscal Year	Performance Statements	Team
Weapons	Chief of Safety Individual Weapons Safety Award	Performance within Fiscal Year	Performance Statements	Individual
	Chief of Safety Team Weapons Safety Award	Performance within Fiscal Year	Performance Statements	Team
	Chief of Safety Individual Nuclear Surety Award	Performance within Fiscal Year	Performance Statements	Individual
	Chief of Safety Team Nuclear Surety Award	Performance within Fiscal Year	Performance Statements	Team
Non-Annual	Aviation/Occupational/ Weapons/Space Safety/Well Done Award	Event or Significant Accomplishment	Narrative	O-6 or below individual
	DAF Safety Hall of Fame	Lifetime	Narrative	Individual

### Attachment 3

#### CITATION FORMAT FOR SAFETY AWARDS (Figure A3.1)

CITATION TO ACCOMPANY THE AWARD OF  
THE 202X KOREN KOLLIGIAN, JR. TROPHY

TO

MAJOR JOHN C. DOE

The 202X Koren Kolligian, Jr. Trophy is presented to Major John C. Doe, xxth Fighter Squadron, xxth Fighter Wing, Xxxx Air Force Base, State. On xx December 202X, Major Doe led a 4-ship of F-16s performing a daytime Tactical Intercept mission. Midway through the sortie, Major Doe's engine made an uncommanded power advancement to full afterburner and became unresponsive. With only five thousand pounds of fuel and a fuel flow in excess of thirty five thousand pounds per hour, Major Doe immediately understood he had about 8 minutes of fuel remaining. He immediately called a "knock it off," and pointed his aircraft towards Xxxx Air Force Base. He methodically and swiftly executed his emergency checklists, switching the engine to its secondary operating mode which terminated the afterburner, but left the engine in full military power. Completing the checklist, Major Doe understood he would have to intentionally shut down his motor by starving it of fuel and make a flame-out landing. This is an irreversible action and demanded that Major Doe fly a perfect flame-out landing with no available go-around option. After shutting down the engine, despite the challenge and due to his superior skill, Major Doe flew a perfect flame-out approach and landing. The distinctive accomplishments of Major Doe reflect great credit upon himself 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 3

## DAF FORM 1206 EXAMPLES

**Figure A3.2. Performance Statement Format Example.**

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable) I-V*	AWARD PERIOD 1 Oct YY - 30 Sep YY
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Risk Management Team**		MAJCOM, FOA, OR DRU MAJCOM/FLDCOM/FOA/DRU
DAFSC/DUTY TITLE N/A***	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 1st Fighter Squadron/ CDE**** / 123 First St / Langley AFB / 12356		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col/Jane E. Johnson/DSN: XXX-XXXX & COMM: (XXX) XXX-XXXX		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
MISSION ACCOMPLISHMENT:		
<ul style="list-style-type: none"> <li>- MSgt Doe deployed an 18-member Radar, Airfield, and Weather Systems team which supported EUCOM's crisis response evacuation of 7M refugees and employed C2 systems at two locations valued at \$10M.</li> <li>- Sarah enabled the premier Suppression of Enemy Air Defense F-16 mission set. The team sustained 125 systems across 19 programs and performed 2K maintenance actions for over \$12M in assets to support numerous operations.</li> <li>- They enabled a USMC exercise by deploying a 43-member Airfield Operation team with two air traffic control and landing systems, ultimately ensuring 10K Marines were combat-ready, and culminating in seven joint decorations.</li> <li>- MSgt Doe optimized four radars analyzing 362K sq-miles in the CENTCOM AOR, which fortified the ground-based C2 air picture by 21% and enabled 1.5K sorties exemplifying the SECAF's Operational Imperative II mission.</li> <li>- They eliminated radar airspace loss at 70 DOD and civilian airfields while the technicians analyzed nine border radars, executed six FAA conversions, and performed 1.2K systems checks protecting more than 10M flights annually.</li> <li>- MSgt Doe's team supported Allied nations by deploying a mobile Air Traffic Control Tower and moving 18.6 tons of cargo and five Airmen, thus filling a long-term EUCOM shortfall and upholding a 12-nation AFRICOM alliance.</li> <li>- Focused on long-term force development, MSgt Doe designed 8 advanced Radar and Weather Systems courses and established 322 new manpower positions across 9 MAJCOMs, 6 DoD activities, and 70 installations. These courses increased the operational readiness of 240 Airmen thus far, with another 2.7K programmed through Fiscal Year 2026.</li> <li>- In response to the Ukraine crisis, MSgt Doe led deployment of \$500K in weather systems, portable Doppler radars, and 15 support personnel for the defense of 3 nations, all within 6 hours of deployment notification. All team members were personally coined by COMUSAFE!</li> </ul>		
MISHAP PREVENTION:		
<ul style="list-style-type: none"> <li>- As the Top-3 president, MSgt Doe organized 25 professional development courses and stood up the first flight leadership class. Her actions enabled the development of 462 SNCOs and CGOs.</li> <li>- Sarah crushed her last 3 classes and earned a Master's Degree in Organizational Leadership. They published an article on the base website on the benefits of continued learning. MSgt Doe's article received over 900 engagements.</li> </ul>		
<p>36 lines maximum, excluding NOMINEES list (required for team/crew nominations)</p> <p>Headers such as MISHAP PREVENTION are not specified, not required, and will count against the 36-line limit</p> <p>* Category applies only to Air Force Chief of Safety Outstanding Achievement Award for Occupational Safety</p> <p>** For team nominations, include a NOMINEES list of team/crew members nominated for the award</p> <p>*** For individual nominations, include individual information as indicated on the form</p> <p>**** For team nominations, use suitable office symbol and contact information</p>		
NOMINEES:		
<ul style="list-style-type: none"> <li>- Maj Henry H. "Hap" Arnold, Team Lead</li> <li>- Capt Charles E. "Chuck" Yeager, Team Member</li> </ul> <p>- 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</p>		

### Attachment 3

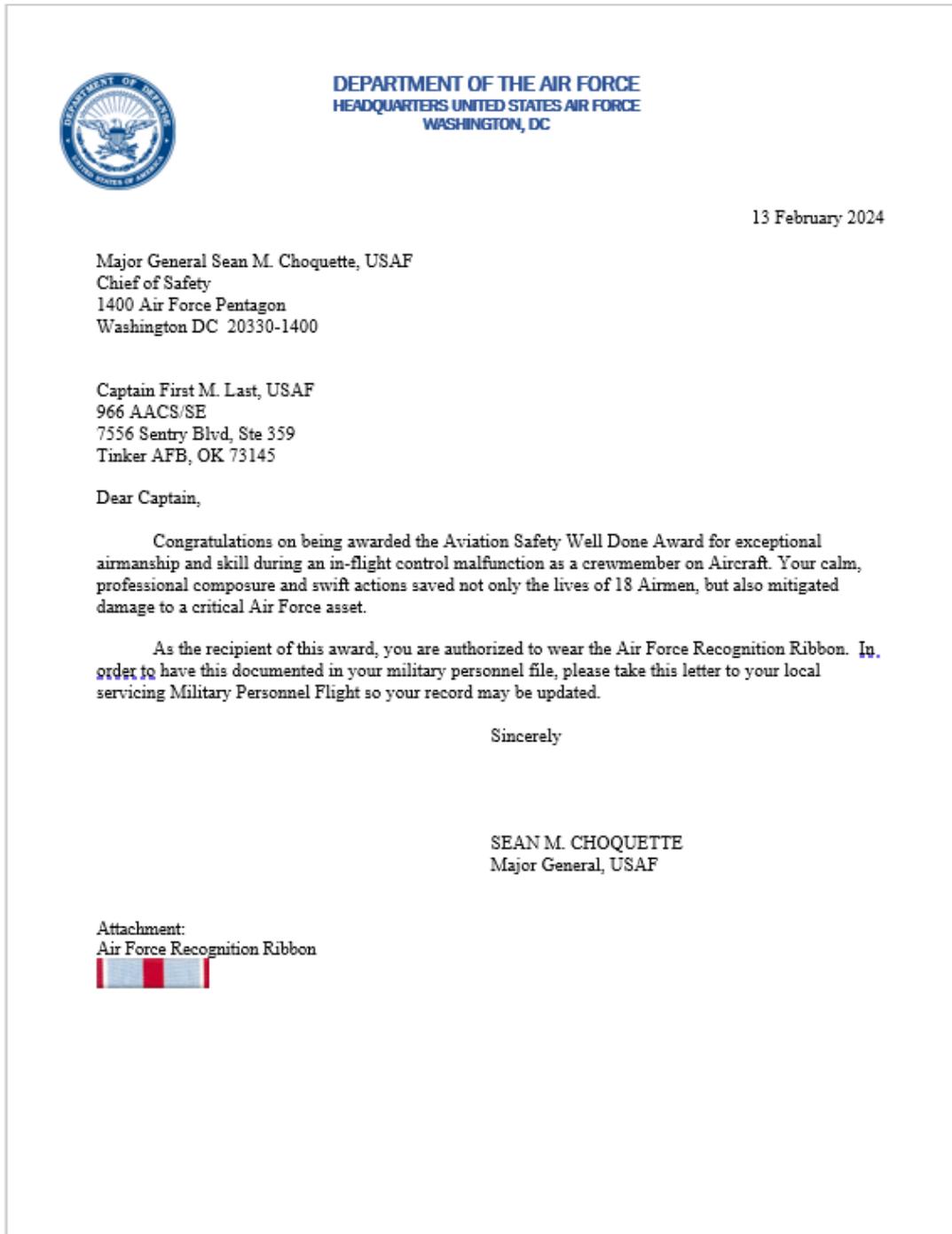
**Figure A3.3. Narrative Format Example.**

NOMINATION FOR AWARD		
AWARD Award Title	CATEGORY (If Applicable) *	AWARD PERIOD DD Mmm YY (Event Date)**
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Maj Robert Olds, Jr.***	MAJCOM, FOA, OR DRU MAJCOM	
DAFSC/DUTY TITLE 11FX / Executive Officer	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 555-1234 / Comm 505-555-1234	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE 1st Fighter Squadron / CDE / 123 First St / Langley AFB / 12345		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Lt Col Richard J. Smith / DSN 555-5678 / Comm 505-555-5678		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) 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: AFSAS - Air Force Safety Automated System  * For Well Done Awards, state AVIATION, OCCUPATIONAL, WEAPONS, or SPACE in CATEGORY field. ** For Air Force Safety Hall of Fame, state LIFETIME in AWARD PERIOD field. *** For Air Force Chief of Safety Aircrew of Distinction Award, state the aircraft call sign in the RANK/NAME OF NOMINEE field.		

## Attachment 4

### Chief of Safety Authorization Letter: Air Force Recognition Ribbon

Figure A4.1. Air Force Recognition Ribbon Authorization Letter Example



**Attachment 5**  
**Quality Force Review Memorandum for Record**

(Insert Date)

MEMORANDUM FOR DAF SAFETY

FROM: ORG/SYM

SUBJECT: Nomination for FY## DAF Safety Award

The following Individual/Individuals are submitted as ORG/SYM nominees for consideration at the appropriate Department of the Air Force Safety awards board. I certify these personnel meet all standards for dress and appearance, fitness, and do not have any derogatory or negative quality force indicators.

My point of contact for this matter is *Name, Rank, e-mail address, phone number.*

SIGNATURE BLOCK FOR  
COMMANDER, DIRECTOR or  
FIRST SERGEANT