

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF INSTRUCTION 36-2833**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**



**8 OCTOBER 2003**

**Safety**

**SAFETY AWARDS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AETC/SEO  
(1st Lt Luis A. Berrios)  
Supersedes AFI 36-2833/AETC Sup 1, 29 December 2000

Certified by: HQ AETC/SEO  
(Lt Col Steven S. Koehler)  
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**AFI 36-2833, 23 October 2002, is supplemented as follows:**

AETC tenant units below wing level without a parent unit are considered wing equivalents for the purposes of this instruction. This publication applies to Air National Guard units gained by AETC. It does not apply to Air Force Reserve Command units. Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This publication is substantially revised and must be completely reviewed.** Changes annual award suspense to the numbered Air Force (NAF) and AETC (paragraph 2.2.4.1); requires a narrative format on AF Form (IMT) 1206 (paragraph 2.2.4.2); increases submission time for AETC Well Done Award (paragraph 108); combines flight, ground, and weapons into one AETC Well Done Award (Section AF); deletes traveling trophy procedures; adds AETC Safety Administrative Professional of the Year (Section AE); adds AETC Weapons Safety Excellence Award (Section AM); and deletes the flight safety plaque, AETC Flying Hour Milestone Award (including AETC Form 8), and Ground Safety Programmed Reduction Objectives Award.

2.2.2. Units may supplement this program to recognize local contributions to flight, ground, and weapons safety.

2.2.4. Wings will submit nominations for all awards through their NAF, except where it is stated that nominations are automatic. Direct reporting units (DRU) will submit their nominations to HQ AETC/SE; operating location (OL) units will submit nominations through their parent unit. For Air Force and AETC annual award nominations, the wing suspense to the appropriate NAF is 10 October.

Suspense from the NAF to HQ AETC/SE is 10 November. DRU suspense to HQ AETC is 10 November. Nominations will be submitted electronically. NAFs will quality control and verify the accuracy of all nominations before forwarding them to HQ AETC/SE. For all AETC award nominations, only a narrative format will be used on AF Form (IMT) 1206, **Nomination for Award**. Each nomination will include a cover memorandum signed by the wing commander or equivalent. NAFs will forward nominations to HQ AETC/SE with a letter of transmittal signed by the NAF commander. A fax of the transmittal letter is sufficient.

2.2.4.5. (Added)(AETC) For awards with Air Force and AETC levels, such as the Well Done Award, if unit commanders want the award to compete at both levels, they will include that statement in their cover memorandum and ensure the award package meets requirements for both awards.

2.4. Nomination procedures, award submission feedback, and award winners will be posted on the AETC Safety Web site at: <https://www.aetc.af.mil/se2/safety/oper/index.htm>. HQ AETC/SEO will provide HQ AETC/PAN a list of award winners for release through the AETC News Wire.

94.6. HQ AETC/SE will retransmit the Air Force composite rate message to all AETC units (with a info copy to the NAF/SE) for completing the National Safety Council (NSC) awards worksheet. Organizations that qualify for an award will send a typed (original) worksheet to HQ AETC/SE. (**NOTE:** Use the worksheet format in Attachment 2 of the basic AFI.) The suspense will be identified in the transmission message announcing the Air Force composite rate.

94.7. (Added)(AETC) HQ AETC/SE will announce award winners following receipt of NSC's official notification of award recipients. On receipt, award elements will be forwarded to the NAFs.

95.2. HQ AETC/SEO will send President's Award Letter nominations (in memorandum format), certifying the eligible unit had a perfect record for the fiscal award year. Also include the unit's complete title, geographic location, and authorized total military and civilian strength. AETC will select one nominee from each category to submit to the Air Force.

102. (Added)(AETC) Nominations from units will be routed through the appropriate NAF.

111. AF Form (IMT) 1206, **Nomination for Award**.

### ***Section AC (Added)(AETC)—To Promote Safety (TOPS) Trophy***

**112. (Added)(AETC) Purpose.** This award promotes safety awareness over the entire spectrum of AETC operations.

**113. (Added)(AETC) Award Description.** A trophy is presented annually and kept by the winner.

**114. (Added)(AETC) Eligibility.** All AETC wings (or equivalents) are eligible.

**115. (Added)(AETC) Selection Criteria.** The trophy is awarded to the AETC wing whose overall safety program is determined to be the best in AETC at the end of the fiscal year. A 2-year average will be used to calculate the mishap rate and verify overall improvement. Factors for consideration include:

115.1. (Added)(AETC) Class A, B, and C mishap rates.

115.2. (Added)(AETC) Higher headquarter inspection results.

115.3. (Added)(AETC) Significant mishap prevention program initiatives, improvements, and innovations.

115.4. (Added)(AETC) Effectiveness of the overall safety program.

**116. (Added)(AETC) Nomination Procedures.** Wing commanders will submit their nominations through the appropriate NAF/SE to HQ AETC/SE. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206.

**117. (Added)(AETC) Presentation.** The award will be presented by HQ AETC/SE at an appropriate time.

***Section AD (Added)(AETC)—AETC Safety Professional of the Year Award***

**118. (Added)(AETC) Purpose.** This award recognizes outstanding performance by an individual whose primary duties are in a safety discipline.

**119. (Added)(AETC) Award Description.** This award consists of an award element and a certificate of recognition signed by the AETC Commander.

**120. (Added)(AETC) Eligibility.** Military and civilian personnel who fill full-time authorized safety positions are eligible.

**121. (Added)(AETC) Selection Criteria.** Selection is based on the development of outstanding safety programs or procedures and outstanding performance of safety duties.

**122. (Added)(AETC) Nomination Procedures.** Wing commanders will submit their nominations through the appropriate NAF/SE to HQ AETC/SE. DRUs will submit their nominations directly to HQ AETC/SE. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206.

**123. (Added)(AETC) Presentation.** The award element will be forwarded to the NAF for presentation at an appropriate time.

***Section AE (Added)(AETC)—Safety Administrative Professional of the Year***

**124. (Added)(AETC) Purpose.** This annual award recognizes an individual for outstanding administrative assistance to the safety mission.

**125. (Added)(AETC) Award Description.** This award consists of an award element and a certificate of recognition signed by the AETC Commander.

**126. (Added)(AETC) Eligibility.** All military and civilian personnel in an administrative position in a safety office are eligible.

**127. (Added)(AETC) Selection Criteria.** Selection is based on the demonstration of outstanding performance above and beyond required administrative duties.

**128. (Added)(AETC) Nomination Procedures.** Unit commanders will submit their nominations to the appropriate NAF/SE who will evaluate all the nominations and sends the selected ones to HQ AETC/SE. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206.

**129. (Added)(AETC) Presentation.** The award element will be forwarded to the NAF for presentation at an appropriate time.

***Section AF (Added)(AETC)—AETC Well Done Award for Flight, Ground, or Weapons Safety***

**130. (Added)(AETC) Purpose.** This award recognizes an individual who makes a significant contribution that affects the overall mishap prevention activities of flight, ground, or weapons safety and who, by exceptional performance beyond that normally expected, prevents a mishap or minimizes the seriousness of a mishap. The nominee must not have contributed to or caused the situation that precipitated the event.

**131. (Added)(AETC) Award Description.** This award consists of an award element and a certificate of recognition signed by the AETC Commander.

**132. (Added)(AETC) Eligibility.** All military and civilian employees are eligible.

**133. (Added)(AETC) Nomination Procedures:**

133.1. (Added)(AETC) The individual's unit makes the nomination to the wing safety office for screening and final preparation. The wing safety office sends the nomination package through the wing commander and appropriate NAF/SE to HQ AETC/SE.

133.2. (Added)(AETC) Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206. Nominations will indicate the proper safety discipline in the title of the award. That is, flight nominations will be called AETC Well Done Award for Flight Safety, ground nominations will be called AETC Well Done Award for Ground Safety, and weapons nominations will be called AETC Well Done Award for Weapons Safety.

133.3. (Added)(AETC) Nomination packages are due to HQ AETC/SE within 60 days of the incident that resulted in the nomination.

133.4. (Added)(AETC) HQ AETC/SE will review all nominations and forward selections to the AETC Commander for approval.

**134. (Added)(AETC) Presentation.** The award element will be forwarded to the NAF to be presented at an appropriate time.

***Section AG (Added)(AETC)—General Frank P. Lahm Trophy - AETC Flight Safety Excellence Award***

**135. (Added)(AETC) Purpose.** This award recognizes the AETC flying wing with the best flight safety program in the award year.

**136. (Added)(AETC) Award Description.** A trophy and a plaque are presented annually and retained by the winner.

**137. (Added)(AETC) Eligibility.** All AETC flying wings are eligible.

**138. (Added)(AETC) Selection Criteria.** The trophy is awarded to the AETC wing whose flying safety program is judged the best in the command. Factors evaluated are flight mishap data; bird aircraft strike hazard; midair collision avoidance; mishap prevention program initiatives, improvements, and innovations; and higher headquarter inspection reports.

**139. (Added)(AETC) Nomination Procedures.** Wing commanders will submit their nominations through the appropriate NAF/SE to HQ AETC/SE. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206.

**140. (Added)(AETC) Presentation.** HQ AETC/SEF will coordinate with the Order of Daedalians to present the award at an appropriate time.

***Section AH (Added)(AETC)—AETC Flight Safety Professional of the Year***

**141. (Added)(AETC) Purpose.** This award recognizes an AETC flight safety individual (military or civilian) for outstanding achievement or significant contribution to flight safety.

**142. (Added)(AETC) Award Description.** This award consists of an award element and a citation signed by the AETC Commander.

**143. (Added)(AETC) Eligibility.** Full-time AETC flight safety personnel assigned to an authorized unit manning document (UMD) position are eligible for this award.

**144. (Added)(AETC) Selection Criteria.** Selection is based on individual contributions to flight safety. Selection criteria are the same as the Air Force Chief of Staff Individual Safety Award (Section C of the basic AFI).

**145. (Added)(AETC) Nomination Procedures.** Unit commanders will submit their nominations through their wing commander and appropriate NAF/SE to HQ AETC/SE. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206.

**146. (Added)(AETC) Presentation.** An award element will be forwarded to the NAF for presentation at an appropriate time.

***Section AI (Added)(AETC)—Sustained Performance Award***

**147. (Added)(AETC) Purpose.** This award recognizes flying units for successive 5-year periods without a Class A or Class B flight mishap.

**148. (Added)(AETC) Award Description.** This award consists of a plaque with Air Force pilot, senior pilot, or command pilot wings. Air Force pilot wings denote completion of 5 years without a Class A or B mishap; senior pilot wings denote 10 years; and command pilot wings denote 15 or more years (awarded at 5-year intervals).

**149. (Added)(AETC) Eligibility.** All AETC flying units are eligible.

**150. (Added)(AETC) Nomination Procedures.** Nominations are automatic. HQ AETC/SE will forward nomination recommendations to AETC Commander for approval.

**151. (Added)(AETC) Presentation.** Award element will be forwarded to the NAF to be presented at an appropriate time.

***Section AJ (Added)(AETC)—AETC Ground Safety Excellence Award***

**152. (Added)(AETC) Purpose.** This award honors the wing with the most effective ground mishap prevention program.

**153. (Added)(AETC) Award Description.** A trophy is presented annually and kept by the winner.

**154. (Added)(AETC) Eligibility.** All AETC wings are eligible, but they must meet the command's mishap reduction goal for the fiscal year. If they do not, they may still be considered if they had a

significant decrease in mishaps. Other considerations include significant mishap prevention program initiatives, improvements, and innovations and higher headquarter inspection results.

**155. (Added)(AETC) Nomination Procedures.** Wing commanders will submit their nominations through the appropriate NAF/SE to HQ AETC/SE. Format and arrange each nomination packages as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206.

**156. (Added)(AETC) Presentation.** The award will be presented by HQ AETC/SE at an appropriate time.

***Section AK (Added)(AETC)—AETC Ground Safety Manager and Ground Safety Technician of the Year Awards***

**157. (Added)(AETC) Purpose.** These awards recognize an AETC ground safety manager and a ground safety apprentice, journeyman, craftsman, superintendent, or manager (military or civilian) for outstanding achievement or significant contributions to ground safety.

**158. (Added)(AETC) Award Description.** These awards consist of an award element and a citation signed by the AETC Commander.

**159. (Added)(AETC) Eligibility.** Full-time AETC ground safety managers assigned to an authorized UMD position are eligible for the AETC Ground Safety Manager of the Year Award. Full-time ground safety apprentices, journeymen, craftsmen, and superintendents assigned to an authorized UMD position are eligible for the AETC Ground Safety Technician of the Year Award.

**160. (Added)(AETC) Selection Criteria.** Selections are based on an individual contributions to ground safety. See the Chief of Staff Individual Safety Award in Section C of the basic AFI for examples of actions worthy of consideration.

**161. (Added)(AETC) Nomination Procedures.** Unit commanders will submit their nominations through their wing commander and the appropriate NAF/SE to HQ AETC/SE. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206.

**162. (Added)(AETC) Presentation.** The award element will be forwarded to the NAF for presentation at an appropriate time.

***Section AL (Added)(AETC)—AETC Weapons Safety Professional of the Year Award***

**163. (Added)(AETC) Purpose.** This award recognizes an AETC weapons safety manager, journeyman, craftsman, superintendent, technician, or specialist (military or civilian) for outstanding achievement or significant contributions to weapons safety.

**164. (Added)(AETC) Award Description.** This award consists of an award element and a citation signed by the AETC Commander.

**165. (Added)(AETC) Eligibility.** AETC weapons safety managers, technicians, specialists, journeymen, craftsmen, and superintendents assigned to an authorized UMD safety position at wing level are eligible.

**166. (Added)(AETC) Selection Criteria.** Selections are based on an individual's contributions to the explosives and weapons safety program.

**167. (Added)(AETC) Nomination Procedures.** Wing commanders will submit their nominations through the appropriate NAF/SE to HQ AETC/SE. DRUs will submit their nominations directly to HQ AETC/SE. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206.

**168. (Added)(AETC) Presentation.** An award element will be forwarded to the NAF for presentation at an appropriate time.

***Section AM (Added)(AETC)—AETC Weapons Safety Excellence Award***

**169. (Added)(AETC) Purpose.** This award honors the wing that has the most effective weapons mishap prevention program.

**170. (Added)(AETC) Award Description.** A trophy is presented annually and kept by the winner.

**171. (Added)(AETC) Eligibility.** All AETC wings are eligible, but they must meet the command mishap reduction goal for the fiscal year. If they do not, they may be considered if they had a significant decrease in mishaps. Other considerations include significant mishap prevention program initiatives, improvements, and innovations and higher headquarter inspection results.

**172. (Added)(AETC) Nomination Procedures.** Wing commanders will submit their nominations through the appropriate NAF/SE to HQ AETC/SE. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206.

**173. (Added)(AETC) Presentation.** The award will be presented by HQ AETC/SE at an appropriate time.

***Section AN (Added)(AETC)—AETC Flight Safety Individual Award of Distinction***

**174. (Added)(AETC) Purpose.** This quarterly award recognizes an individual for his or her distinctive accomplishments in flight safety.

**175. (Added)(AETC) Award Description.** This award consists of an award element and a citation signed by the AETC Commander.

**176. (Added)(AETC) Eligibility.** All military and civilian personnel are eligible.

**177. (Added)(AETC) Nomination Procedures.** Wing commanders will submit their nominations to the appropriate NAF/SE within 10 days after the end of the quarter. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206. The NAF/SE will evaluate all nominations and send the qualified nominations to HQ AETC/SE within 21 days after the end of the quarter.

**178. (Added)(AETC) Presentation.** An award element and a citation will be forwarded to the NAF to be presented at an appropriate time.

***Section AO (Added)(AETC)—AETC Ground Safety Individual Award of Distinction.***

**179. (Added)(AETC) Purpose.** This quarterly award recognizes an individual for distinctive accomplishments in ground safety.

**180. (Added)(AETC) Award Description.** This award consists of an award element and a citation signed by the AETC Commander.

**181. (Added)(AETC) Eligibility.** All military and civilian personnel are eligible.

**182. (Added)(AETC) Nomination Procedures.** Wing commanders will submit their nominations to the appropriate NAF/SE within 10 days after the end of the quarter. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206. The NAF/SE will evaluate all nominations and send the qualified nominations to HQ AETC/SE within 21 days after the end of the quarter.

**183. (Added)(AETC) Presentation.** An award element and a citation will be forwarded to the NAF to be presented at an appropriate time.

***Section AP (Added)(AETC)—AETC Weapons Safety Individual Award of Distinction***

**184. (Added)(AETC) Purpose.** This quarterly award recognizes an individual for distinctive accomplishments in weapons safety.

**185. (Added)(AETC) Award Description.** This award consists of an award element and a citation signed by the AETC Commander.

**186. (Added)(AETC) Eligibility.** All military and civilian personnel are eligible.

**187. (Added)(AETC) Nomination Procedures.** Wing commanders will submit their nominations to the appropriate NAF/SE within 10 days after the end of the quarter. DRUs will submit their nominations directly to HQ AETC/SE within 10 days after the end of the quarter. Format and arrange each nomination package as indicated in paragraph 2.2.4 of the basic AFI and this supplement. Also, see Attachment 3 (Added)(AETC) of this supplement for a sample citation and a completed AF Form (IMT) 1206. The NAF/SE will evaluate all nominations and send the qualified nominations to HQ AETC/SE within 21 days after the end of the quarter.

**188. (Added)(AETC) Presentation.** An award element and a citation will be forwarded to the NAF to be presented at an appropriate time.

***NOTE: The following is added to Attachment 1:***

***Abbreviations and Acronyms (Added)(AETC)***

**UMD**—unit manning document

EDWARD TALBOTT  
Deputy Director of Safety

***1 Attachment (Added)(AETC)***

3. Sample Citation and AF Form (IMT) 1206

**Attachment 3 (Added)(AETC)****SAMPLE CITATION AND AF FORM (IMT) 1206**

**CITATION TO ACCOMPANY THE AWARD  
OF  
THE AETC WELL DONE AWARD FOR FLIGHT SAFETY  
TO  
CAPTAIN JAMES T. JONES**

Captain James T. Jones, 12th Flying Training Wing, Randolph Air Force Base, Texas, is awarded the Air Education and Training Command Well Done Award in recognition of his exceptional airmanship. On 10 August 2002, the crew of Night Hawk 2 flew a night vision goggle (NVG) training sortie. During the flight, the entire crew detected the acrid smell of an electrical fire. The crew turned back to base and began troubleshooting in accordance with the written guidance in the operating manual. Unable to locate the source of the fumes in the dark and underneath the NVGs at 8-percent illumination, the crew attempted to de-energize the smoldering circuitry by switching off various electrical systems, including the instrument panel's secondary lights. Upon arrival to base, Captain Stevens performed a flawless NVG landing without full instrument lighting, relying on precise, orchestrated inputs from Captain Jones, Technical Sergeant Fort, and Staff Sergeant Williams, based on Crew Resource Management theory. Upon inspection, maintenance found a short circuit in the wiring and two burned resistors in the overhead panel. The quick and professional actions of the crew saved a valuable Air Force asset by preventing a bad situation from becoming much worse.

***NOTE:** Use 12-point Times New Roman font. Center the citation horizontally (landscape) on 11- by 8 1/2-inch inch bond paper, with 1-inch left and right margins, a 1 1/2-inch top margin, and a 1-inch bottom margin. The citation should be no more than 10 lines long (not including the opening and closing sentences).*

NOMINATION FOR AWARD		
AWARD AETC Well Done Award for Flight Safety	CATEGORY (If Applicable)	AWARD PERIOD Jul - Sep 02
RANK/NAME OF NOMINEE (First, Middle Initial, Last) Captain James T. Jones	SSN (Enter Last 4 Only) 1232	MAJCOM, FOA, OR DRU AETC
DAFSC/DUTY TITLE 11H3H Pilot	NOMINEE'S TELEPHONE (DSN & Commercial) DSN: 487-1212/(210) 652-1212	
UNIT/OFFICE SYMBOL/STREET ADDRESS/STATE/ZIP CODE AETC/SEOP 1234 5th Street East, Randolph AFB TX 78150		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Col Michele S. Sanders, DSN: 487-1212/(21) 652-1212		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format) <p>On 10 August 2002, while on a night-vision goggle (NVG) sortie, the crew of Night Hawk 2 detected the acrid smell of an electrical fire. The crew immediately turned back to the base and began to troubleshoot the problem in accordance with the operating manual. Unable to locate the source of the fumes in the dark, under NVGs at 8-percent illumination the crew opted to de-energize the smoldering circuitry by switching various electrical systems, including the instrument panel's secondary lighting. Upon arrival at base, the aircraft commander, Capt Stevens, performed a flawless NVG landing without full instrument lighting, relying on precise inputs from Captain Jones, Technical Sergeant Fort, and Staff Sergeant Williams. During the post-flight inspection, maintenance personnel found a short circuit in the wiring and two burned resistors in the overhead panel. If not for quick action, expert analysis of the problem, and outstanding crew resource management, this event could have rapidly deteriorated into a much more serious problem.</p>		