COMNAVAIRFORINST 1650.3 N45 09 Sep 2007

COMNAVAIRFOR INSTRUCTION 1650.3

Subj: COMNAVAIRFOR AVIATION SAFETY PROFESSIONAL COMMENDATION

Ref: (a) BUPERINST 1430.16E (b) COMNAVAIRFORINST 1650.15C

Encl: (1) Example Commendation Submission

1. <u>Purpose</u>. To establish procedures for commending those COMNAVAIRFOR personnel who distinguish themselves through exceptional initiative in naval aircraft mishap prevention.

2. <u>Cancellation</u>. COMNAVAIRPACINST 1650.3D and COMNAVAIRLANT 1650.2.

3. <u>Background</u>. Constant safety awareness and a willingness to take action to correct unsafe situations are essential for maintaining operational readiness and achieving critical mishap reduction goals. COMNAVAIRFOR Safety Professional Commendations recognize outstanding personal actions in support of aviation safety. A CNAP/CNAL Letter of Commendation will be awarded to those individuals who make outstanding contributions to aviation safety by reducing risk, preventing mishaps, saving lives, and/or preserving essential material assets.

4. Action.

a. Unit Commanding Officers shall:

(1) Submit a brief summary of exceptional safety performance and appropriate supporting enclosures (e.g., command safety award) to respective Type Commander using enclosure (1) as guidance. More than one individual may be nominated for the same event. This award is open to any rank or rate. COMNAVAIRFORINST 1650.3 N45

(2) Forward Safety Professional Commendation nominations to COMNAVAIRPAC (Code N45) or COMNAVAIRLANT (Code N45), as appropriate, via naval message, official letter, or electronic mail. Include the date of the event and the nominee's rank/rate, designator, and full name. Include the Type Wing Commander as an information addressee on all submissions. For correspondence, use the following addresses:

Commander, Naval Air Force, U.S. Pacific Fleet (N45) P.O. Box 357051 San Diego, CA 92135-7051

Commander, Naval Air Force, U. S. Atlantic Fleet (N45) 1279 Franklin Street Norfolk, VA 23511-2494.

(3) Per reference (a), credit enlisted personnel who receive the Safety Professional Commendation with advancement points.

(4) Reference this award in the unit's annual submission to the Admiral Flatley Memorial Award and the CNO Aviation Safety Award (reference (b)).

b. COMNAVAIRPAC (Code N45) and COMNAVAIRLANT (Code N45) shall review submissions monthly and award Safety Professional Commendations based on merit.

//s// S. J. LAUKAITAS Chief of Staff

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EXAMPLE COMMENDATION SUBMISSION

AVIATION STRUCTURAL MECHANIC SECOND CLASS I. M. SAILOR UNITED STATES NAVY

For outstanding performance of duties while attached to (full name of unit). AM2 Sailor demonstrated exceptional safety performance on XX Oct 20XX while (insert three to five sentences describing the noteworthy action). His/her attention to detail, initiative, and dedication to safety identified a major hazard and averted a potential mishap. Petty Officer Sailor's actions reflected great credit upon himself/herself and are deserving of commendation as a COMNAVAIRPAC/COMANVAIRLANT Safety Professional.