

COMMANDER'S NEWCOMERS' SAFETY BRIEFING

PART I.

INSTRUCTIONS

1. All newly assigned military personnel under 26 years of age must receive a newcomers' orientation briefing within 30 days of arrival. The purpose of this briefing is to provide personnel with information essential to helping
2. The briefing will be conducted by the unit commander, first sergeant, flight commander, section commander,
3. AETC units are responsible for adding any installation and mission-unique safety concerns such as climatic conditions, high mishap potential areas on and off base, unusual traffic signs or conditions, etc., to the briefing.
4. Part III, "Other Information," may be locally overprinted for local information, group briefing, etc.
5. Dispose of this form IAW AFMAN 37-139, Records Disposition-Standards (formerly AFR 4-20, Volume 2).

PART II.

BRIEFING GUIDE

1. Convey that safety is an integral part of our Air Force way of life. Safety is an individual and group responsibility. Working together, we can possibly prevent mishaps and loss of life.
2. Cite recent statistics or trends involving fatalities, injuries, property damage, etc. Stress that 90 percent of all Air Force mishaps can be directly attributed to human error. The individuals involved in mishaps either
3. Explain how the unit measures or assesses its safety program, and describe the knowledge and capabilities the personnel will be expected to have or demonstrate. Explain the main objective of the safety program is to
4. Discuss the requirement to promptly report on- and off-duty injuries requiring medical treatment to the unit
5. Advise military personnel under the age of 26 of the requirement to receive a predeparture safety briefing
6. Stress the need for safe vehicular operations on and off base. Emphasize that alcohol, excessive speed, nonuse of occupant restraints, and operator fatigue are the leading causes of vehicle-related injuries and fatalities
7. Advise personnel of the Air Force's occupant restraint policy. Inform personnel that by using occupant protection systems (safety belts, air bags, head restraints, and child safety seats) they can increase the chances
8. Discuss your unit's DWI/DUI prevention initiatives (Designated Driver Program, Courtesy Rides, Share Ride, etc.). Advise personnel of the impact a DWI/DUI, if convicted, will have on their Air Force career.
9. Provide the names and phone numbers of the unit motorcycle monitors to all licensed and potential
10. Sports and recreational activities are the leading cause of military injuries. These injuries can be prevented. While there are inherent risks associated with every activity, these risks can be minimized by performing stretching exercises prior to starting, drinking plenty of fluids during the activity, avoiding overexertion, and

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

PART I I(Continued)

11. Discuss the requirement for personnel who engage in high risk activities such as flying civil aircraft, hang gliding, skydiving, parasailing, white-water rafting, motorcycle and auto racing, scuba diving, bungee jumping, etc., to inform their military training manager, immediate supervisor, flight commander, first sergeant, or unit commander. These personnel will schedule a follow-on briefing with the appropriate individual to discuss the

12. Distribute any pamphlets, wallet-size safety reminders.

PART III.

OTHER INFORMATION (Local information, group briefings, etc.)

NAME, GRADE AND ORGANIZATION OF INDIVIDUAL BRIEFED

DATE BRIEFED

SIGNATURE OF INDIVIDUAL BRIEFED

BRIEFED BY (Name and Grade)