DD Month YYYY

MEMORANDUM FOR 11 WG OL-A/SEG

FROM: Organization

SUBJECT: Appointment of Unit Safety Representatives

1. IAW DAFI 91-202, *The US Air Force Mishap Prevention Program,* each unit will have a primary and alternate Unit Safety Representative (USR) appointed by the Unit Commander. When possible, these individuals will have one-year retainability in the assigned additional duty position. The following individuals are appointed Unit Safety Representatives (USR) for organization.

USR (Primary): Name, Office Symbol, Email, and Phone

USR (Secondary): Name, Office Symbol, Email, and Phone

2. USRs will, as a minimum perform the following duties:

1. Advise the commander on safety matters
2. Conduct and document spot inspections
3. Assist unit personnel with mishap reporting requirements
4. Assist Supervisors in developing Job Safety Training Outlines
5. Conduct safety briefings and provide unit personnel with educational safety materials
6. Assist the unit commander and supervisors with hazard abatement process
7. Facilitate the inspection process and accompany safety office personnel during the inspection/ assessment

3. The appointed individuals may be contacted with any questions on the subject via the methods listed above. This letter supersedes all previous letters of the same subject.

FNAME M. LNAME, Rank, USAF

Duty Title