



DEPARTMENT OF THE AIR FORCE
62D COMPTROLLER SQUADRON (AMC)



5 May 2022

MEMORANDUM FOR 62 CPTS & WING STAFF AGENCIES PERSONNEL

FROM: 62 CPTS/CC

SUBJECT: Commander's Safety Expectations

1. As members of the 62d Comptroller Squadron and the Wing Staff Agencies, you provide vital support to our wing's airlift mission. Our work environment has many potentially unsafe situations—your jobs are to minimize the risks associated with this environment and make workplaces as safe as possible while still providing critical airlift for our nation.
2. Agency chiefs, flight leaders, and supervisors must lead the way. You must be visible and active proponents of safety. Set the example for your personnel and look for opportunities to stress the importance of safety awareness at work and home.
3. Risk Management is the best way to minimize risks associated with our jobs. We all need to deliberately identify hazards in our workplace, figure out ways to eliminate as much risk as possible, and then consciously determine what level of remaining risk we should accept. Do not place yourself, your family or your fellow Airmen in harm's way by cutting corners or taking unnecessary risks.
4. Military members contemplating participation in high risk activities must complete an AF Form 4391, *High-risk Activities Worksheet*. High risk activities examples include: sky diving, white water rafting, bungee jumping & scuba diving. Majors or above, supervisors in the grade of GS-12 or above, and our Unit Safety Representatives are delegates who may sign AF Form 4391.
5. In the event of a mishap the expectation for 62d CPTS and Wing Staff Agencies is to submit an AF Form 978 within five workdays following the mishap.
6. Let's continue to make Joint Base Lewis-McChord a safe place to work, live, and play. Your Unit Safety Representatives, Ms. Rebecca Wood and TSgt Lakendrick Moore, 982-2105, stand ready to assist in your efforts to eliminate hazards and maintain a safe working environment.

WILLIAM E. GRIFFIN, Lt Col, USAF
Commander