



DEPARTMENT OF THE AIR FORCE
AIR FORCE RECRUITING SERVICE (AETC)

8 Mar 04

MEMORANDUM FOR SUPERVISORS

FROM: 367 RCS/CC
3990 East Bijou Street
Colorado Springs CO 80909-6806

SUBJECT: Safety Briefing for Personnel Under Age 26

1. If you are the supervisor for a member of the squadron who is under the age of 26 you are responsible for the following:
 - a. Ensuring the member receives a safety briefing for any leave taken OUTSIDE of the local area.
 - b. Ensuring the member receives a safety briefing when departing on TDY's or leave. This only needs to be done every 60 days; not every time the member goes TDY or on leave.
 - c. Ensuring that the squadron safety rep receives a copy of the safety briefing given to the member for either leave out of the local area or for TDY's within a 60-day period.
2. This briefing will be documented on the 367 RCS overprint of the AETC Form 29B, which you can download from the squadron web site.
3. Leave and TDY orders will not be completed until the AETC Form 29B is received by the squadron.
4. Supervisors must maintain their copy of the AETC Form 29B for 90 days after travel is complete.
5. If you have any questions, please contact your unit safety representatives.


THOMAS Y. HEADEN, Lt Col, USAF
Commander