



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT RILEY
500 HUEBNER ROAD
FORT RILEY, KANSAS 66442-7000

REPLY TO
ATTENTION OF

IMRL-SO

21 June 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG), Fort Riley Safety Incentive Awards and Recognition Program

1. **References.**

- a. AR 672-20, Incentive Awards, 29 Jan 99.
- b. AR 215-3, Non-appropriated Fund Personnel Policy, 29 Aug 03.
- c. AR 600-8-10, Leaves and Passes, 15 Feb 06.
- d. AR 600-8-22, Military Awards, 11 Dec 06.
- e. AR 385-10, the Army Safety Program (*RAR 004, 10/04/2011), 23 Aug 07.
- f. DA PAM 385-10, Army Safety Program (*RAR 003, 01/19/2010), 23 May 08.

2. **Purpose.** Describes responsibilities and procedures for the Safety Incentive Awards and Recognition Program of USAG, Fort Riley to recognize safe, accident-free job performance and/or significant contributions that support the Fort Riley Safety Program.

3. **Applicability.** Soldiers and DA Civilians (appropriated funded, non-appropriated funded) assigned or attached to USAG.

4. **Intent.** A viable safety program enhances employee welfare, supports the mission, and mitigates accidents. A robust safety award and recognition program recognizes and rewards individuals and organizations for contributions made to superior safety performance, accident awareness and prevention, and successful mission accomplishments.

5. **Responsibilities.**

a. The USAG Commander has oversight of this program and is the final approving authority for all safety awards and incentives.

b. Directors, Principle Staff officer, and Supervisors.

(1) Distribute educational and marketing information on the Safety Incentive Awards and Recognition Program within the United States Army Garrison at Fort Riley. Ensure Collateral and Additional Duty Safety Officers inform all members of the organization of the incentives and recognition available through this program and encourage them to strive for

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safety excellence.

(2) Submit Garrison nominations for Safety Incentive Awards and Recognition to the Garrison Safety Office by the timeline specified in the Nomination Procedures for each award.

(3) Ensures that requests for personnel actions are accomplished for appropriated fund civilian and military personnel to update award recipients' personnel folders as applicable.

c. USAG Safety Manager.

(1) Provides Directors, Principle staff officers and Supervisors with award and recipient information sufficient to publicize each safety award.

(2) Verify all accident data and compliance with Standard Army Safety and Health Inspections (SASOHI) if applicable, prior to forwarding award submissions from the directorates to the USAG Commander.

(3) Fund promotional items for Individual Excellence in Safety Award and the On-the-Spot Incentive Award.

d. Resource Management Office. Ensures funds availability in USAG, Commander Awards Account for monetary awards for USAG Exceptional Organization Safety Award and USAG Commander's Gold Coin Safety Award.

e. Directorate of Plans, Training Mobilization and Security (DPTMS). Includes Safety Incentive Award recipients in the quarterly award recognition program and ceremonies.

f. Public Affairs Office (PAO). Publicizes Safety Incentive Award recipients and assists in media campaigns to help promote the Safety Incentive Awards and Recognition Program.

6. **General Eligibility:**

a. To qualify for an award the nominee must have been assigned to the organization for the entire period covered by the award.

b. The nominee must have not been involved in any of the below activities within the award period:

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- (1) Contributed to or caused a recordable injury;
- (2) Involved in an incident resulting in Army property damage or repair costs of \$500.00 or more;
- (3) Cited for a moving traffic violation involving DA vehicles (tactical and non-tactical);
- (4) Found "at fault" of DA vehicle (tactical or non-tactical) accident.

7. Awards and Incentives:

a. USAG Exceptional Organization Safety Award.

(1) Purpose. To recognize the organization as selected by USAG Commander with the most effective overall safety program.

(2) Eligibility. Two organizations may be selected, one from the Installation Support Directorates (Directorate of Human Resources, Directorate of Family, Morale, Welfare, and Recreation, Directorate Plans, Training Mobilization and Security, Directorate Emergency Services, Directorate of Logistics, and Directorate of Public Works); and one from the Installation Support Offices (Legal Support, Religious Support, EEO, Safety, Public Affairs, Internal Review).

(3) Criteria.

a) Commitment to safety by sustaining a record of "zero" Class A-E accidents and incurring no lost work days during fiscal year or demonstrated a significant reduction (at least 90%) of Class A, B, or C accidents and no lost work days during fiscal year as compared to the prior fiscal year.

b) Provide documented, proactive measures taken to enhance risk management, accident prevention, compliance, training etc... (e.g. description of safety processes, to include incentive programs, HAZCOM program, motor pool operations, range control, accident reporting, Lock Out Tag Out (LOTO) procedures, Army Traffic Safety Training Program, inspection results, training events, etc...).

c) Develop strategies, controls, or policies that have contributed to mission safety and operational success (e.g. circumstances, hazards, movements, and so on, evidence of

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success and potential for Army wide applicability).

d) Implement initiatives that are not required but will enhance the Fort Riley Safety Program such as partnering with the community, or other Government activities and organizations and any such initiatives that can be categorized as "best practice."

e) Ensure 100% compliance to safety training requirements as indicated in FR 385-1, the Fort Riley Safety Program.

(4) Award.

a) Certificate and Letter of Recognition signed by the USAG Commander;

b) \$250.00 Cash Award provided toward Directorate Organizational Day activities;

c) Excellence in Safety coin.

(5) Nominating Procedures.

a) A Director may self-nominate by submitting a MEMORANDUM THRU the Garrison Safety Office, providing a concise description of directorate accomplishments endorsed by the Director no later than the 10th day of September each year. Submit written justification in narrative or bullet format (not to exceed one-two standard size, single-spaced, type-written page(s)). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, and restatement of assigned duties.

b) USAG, Fort Riley Safety Office will evaluate and verify accident data, any other applicable information, and forward nomination memorandum and supporting documents to the USAG Commander. Final selection will be determined by the USAG Commander and/or Deputy Garrison Commander.

b. USAG Individual Excellence in Safety Award

(1) Purpose. To recognize individual or group/team as appropriate for a one-time special achievement or a significant safety-related contribution.

(2) Eligibility. All Soldiers and DA civilians assigned to USAG Fort Riley.

(3) Criteria.

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a) Develop an innovative safety program or specific mishap prevention activity that was adapted for use producing quantifiable reduction in accidents or property damage.

b) Provide a significant, specific contribution to the resolution of an unusual or difficult safety hazard or working condition (i.e. equipment improvement report (EIR) suggestion that is implemented to enhance safety), which contributed to the reduction in accidents or property damage, or had a quantifiable impact on the overall safe operations within an organization.

c) Any other significant specific contribution to safety that resulted in prevention of loss of life, significant physical injury, loss of Army property over \$2,000 but less than \$20,000 or development of a process or procedures that prevents loss of life or significant physical injury.

(4) Award.

a) Certificate and Letter of Recognition signed by the USAG Commander;

b) Garrison Coin;

c) Recognition article published in the 1st Infantry Division and Fort Riley Post newspaper;

d) Time Off Award (up to 9 hours).

(5) Nominating Procedures.

a) A Director may nominate an individual or group once per quarter in each fiscal year. Nominations are due on the 10th day of September to the USAG Garrison Safety Office.

b) Nomination should include the name(s), rank/grade, organization and directorate of nominee(s).

c) A concise description of the specific achievements, how the nominee(s) accomplished the achievement, and its contribution to safety. Submit written justification in narrative or bullet format (not to exceed one-two standard size, single-spaced, type-written page(s)). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, and restatement of assigned duties. Memorandum must be endorsed by the

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Director.

d) USAG, Fort Riley Safety Office will evaluate and verify accident data, any other applicable information, and forward nomination memorandum and supporting documents to the USAG Commander. Final selection will be determined by the USAG Commander and/or Deputy Garrison Commander.

c. USAG Commander's Gold Coin Safety Award

(1) Purpose. The USAG Commander's Gold Coin Safety Award is a special incentive award to recognize individuals, teams or directorates who develop a safety process or program that results in a quantifiable saving of \$10,000 or more, or results in the elimination of risk in an existing process or program that results in savings of \$10,000 or more. The intent of this award is to show that safety is a combat multiplier, as well as a cost benefit to Fort Riley and/or the Army as a whole.

(2) Eligibility. All Soldiers and DA civilians assigned to USAG Fort Riley.

(3) Criteria.

a) Develop an innovative safety program, process or specific mishap prevention activity that was adapted for use producing quantifiable reduction in accidents or property damage valuing \$10,000 or more.

b) Provided a significant, specific contribution to the resolution of an unusual or difficult safety hazard or working condition (i.e. equipment improvement report (EIR) suggestion that is implemented to enhance safety), which contributed to the reduction in accidents or property damage, or had a quantifiable impact on the overall safe operations within an organization resulting in \$10,000 or more.

(4) Award.

a) Certificate of Achievement (DA Form 1119-1);

b) Letter of Recognition signed by the USAG Commander;

c) Excellence in Safety coin;

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d) \$250 Cash Award (if given to an individual);

e) Recognition article published in the 1st Infantry Division and Fort Riley Post newspaper.

(5) Nominating Procedures.

a) A Director can nominate one individual or group annually. Nominations are due on the 10th day of September.

b) Nomination should include the name(s), rank/grade, organization and directorate of nominee(s).

c) A concise description of the specific achievements, how the nominee(s) accomplished the achievement, and its contribution to safety. Submit written justification in narrative or bullet format (not to exceed one-two standard size, single-spaced, type-written page(s)). **There must be quantifiable evidence that verifies the cost savings of \$10,000 or more in order to be considered for this award.** Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, and restatement of assigned duties. Memorandum must be endorsed by the Director.

d) USAG, Fort Riley Safety Office will evaluate and verify accident data, any other applicable information, and forward nomination memorandum and supporting documents to the USAG Commander. Final selection will be determined by the USAG Commander and/or Deputy Garrison Commander.

d. USAG Safety Star On-the-Spot Incentive.

(1) Purpose. To provide on-the-spot incentive to individuals who by their situational awareness, prevent unsafe acts, prevent the loss of Army property or resources, and/or contribute to the overall safety culture of Fort Riley.

(2) Eligibility. All Soldiers and DA civilians assigned to USAG Fort Riley.

(3) Criteria.

a) USAG Safety Star (or any such marker as developed by individual directorates) can be given to any Soldiers and DA civilian by Directors, principle staff officers, and supervisors. Up to 15 stars may be given in any quarter of the fiscal year. Stars may be

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given to individual at any time during the duty day at the discretion of Directors, principle staff officers, and supervisors.

b) Examples of "star worthy" acts are, but not limited to, on the spot prevention of a safety mishap, active participation in a safety council, correcting or reminding a Soldier or employee to wear their Personal Protective Equipment (PPE), participating in an additional duty safety resident or online course (courses provided through the Combat Readiness Center), actively participating in a safety related event/activity as a volunteer trainer or participate, submission of a safety article relating to a process or procedures in assigned directorate, developing a safety newsletter, maintaining safety bulletin board, and/or any other act that relates to safety or in support of a safety "Line of Effort" indicated in the IMCOM Campaign Plan or Fort Riley Campaign Plan.

(4) Award.

a) Excellence in Safety coin;

b) Safety cap/cup.

(5) Nominating Procedures.

a) Each quarter the Soldier and/or DA Civilian that has collected the most Safety Stars (or any such designation or marker developed by individual directorates) will receive an award. Directors, principle staff officers, and supervisors are responsible for tracking Safety Stars and making internal selections within their organization. Directors will submit their quarterly nominations by memorandum THRU the USAG, Fort Riley Safety Office providing written justification for the award.

b) Nomination should include the name(s), rank/grade, organization and directorate of nominee(s).

c) A concise description of the specific achievements, how the nominee(s) accomplished the achievement, and its contribution to safety. Submit written justification in narrative or bullet format (not to exceed one-two standard size, single-spaced, type-written page(s)). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, and restatement of assigned duties. Memorandum must be endorsed by the Director.

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d) USAG, Fort Riley Safety Office will evaluate and verify accident data, any other applicable information, and forward nomination memorandum and supporting documents to the USAG Commander. Final selection will be determined by the USAG Commander and/or Deputy Garrison Commander.

8. POC for this policy is the USAG, Fort Riley Safety Office, (785) 240-0647, richard.e.hearron.civ@mail.mil.



JOHN D. LAWRENCE
COL, AG
Commander

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