



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

AMIM-RLG-SO (100)

16 July 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum - Safety Incentive and Awards Program

1. **References:**

- a. AR 672-20, Incentive Awards
- b. AR 215-3, Non-appropriated Fund Personnel Policy
- c. AR 600-8-10, Leaves and Passes
- d. AR 600-8-22, Military Awards
- e. AR 385-10, the Army Safety Program
- f. DA PAM 385-10, Army Safety Program

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

3. **Applicability.** This policy is applicable to all Installation Management Command (IMCOM) Appropriated Fund (AF) and Non-Appropriated Fund (NAF) Civilian employees as well as Soldiers assigned or attached to USAG – Fort Riley.

4. **Intent.** A robust safety award and recognition program recognizes and rewards individuals and organizations for contributions made to support superior safety performance, accident awareness and prevention, and successful mission accomplishments to further sustainability of the force and readiness.

5. **Responsibilities.**

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

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(1) Directors, principle staff officers, and supervisors. Distributes educational and marketing information on the Safety Incentive Awards and Recognition Program within the USAG. Ensure Directorate Safety Officers (DSOs) are aware of the incentives and recognition available through this program and encourage them to strive for safety excellence.

(2) Submits Garrison nominations for awards to the Garrison Safety Office (GSO) by the timeline specified in the nomination procedures for each award.

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

b. USAG Safety Director.

(1) Verifies 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.

(2) Funds promotional items for awards (*if applicable*).

c. Resource Management Office (RMO). Ensures fund availability in USAG, Commander Awards Account for monetary awards for USAG Exceptional Organization Safety Award and USAG Individual Excellence in Safety Award *if* Directors determines an On the Spot monetary or Time-Off Award (TOA) will be given as an incentive for being nominated for the award. No monetary or TOAs are inherently provided as an incentive for safety award recipients, but Directors are encouraged to reward top safety performers as their budgets allow.

(1) Directors are responsible for approving awards that have a monetary value IAW the Fort Riley Civilian Employee and Military Garrison Awards Program.

(2) The USAG Safety Office does not approve monetary awards or incentive awards (On the Spot, Time-Off Awards). These are given according to the Director's discretion and are not incentives in the Safety Awards policy. All monetary awards or TOAs must be submitted IAW Fort Riley Civilian Employee and Military Garrison Awards Program through the appropriate channels and approved by the appropriate authority.

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

e. 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:

(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. Local USAG Risk Management Award.

(1) Purpose. To recognize individuals or organizations that have made significant contributions to the USAG Fort Riley Safety program as determined by the directorate leadership.

(2) Eligibility. Any Soldier or DA Civilian may be selected from any USAG directorate.

(3) Criteria. A Director may submit an award based on his own discretion as to the accomplishments of the nominee in the area of safety and risk management.

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(4) Award. Nominees will receive at a minimum, a local Risk Management Certificate and a safety coin if available. Other promotional items such as, caps, cups, shirts etc. will be provided, if available and according to the USAG Fort Riley Safety Director's discretion.

(5) Nominating procedures. A director/supervisor must submit a short justification for the award electronically or by written memorandum to the USAG Safety Office directly, through the directorate assigned safety professional, or through the Directorate Safety Officer (DSO).

(6) USAG Exceptional Organization Safety Award.

1. Purpose. To recognize the organization as selected by USAG Commander with the most effective overall safety program. Recipients of USAG Exceptional Organization Safety Award at the local level may qualify to represent the USAG Fort Riley at the IMCOM and/or AMC level.

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

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, workplace operations, range operations, 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 success and potential for Army wide applicability).

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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.

4. Award.

a. Certificate and Letter of Recognition signed by the USAG Commander

b. Plaque;

c. Safety Coin;

d. Other incentives may be provided according to the Director's discretion.

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 15th day of September each year. Submit written justification in narrative or bullet format (not to exceed two standard size, single-spaced, typed 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 and 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.

(7) 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 or attached to USAG Fort Riley. Recipients of USAG Exceptional Individual Safety Award at the local level may qualify to represent the USAG Fort Riley at the IMCOM and/or Department of the Army level.

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3. Criteria.

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 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 digital Fort Riley Post;

d. Plaque.

5. Nominating Procedures.

a. A Director may nominate an individual or group once per fiscal year. Nominations are due before 15th day of September to the GSO.

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,

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contractions, abbreviations, and restatement of assigned duties. Memorandum must be endorsed by the Director.

d. GSO 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) USAG Commander's Safety Coin Award.

1. Purpose. The USAG Commander's Safety Coin Award is a special incentive award to recognize individuals, teams or directorates who develop a safety process or program which promotes safety awareness. The intent of this award is to be given during the USAG Quarterly Safety Councils by the Commander conveying the importance of workplace safety, how 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. Develop an innovative safety program, process or specific mishap prevention activity that was adapted for use which resulted in a reduction in accidents or property damage.

4. Award.

a. Excellence in Safety coin; USAG Commander's Coin

b. Other incentives may be provided according to the Director's discretion.

5. Nominating Procedures.

a. A Director can nominate one individual by sending the 5Ws to their Garrison Safety Office POC or to the GSO Director quarterly. Nominations are due 14 days prior to the USAG Safety Council.


b. Nomination (5Ws) should include the name(s), rank/grade, organization and directorate of nominee(s).

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c. 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, Mr. Ronald Clasberry (Safety Ron), (785) 239-8469, or ronald.clasberry.civ@army.mil.



GERALD A. NUNZIATO, JR.
COL, CA
Commanding

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