DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MISSOURI 65473-8300

AMIM-LDG-ZA (385-10gg1) 17 July 2026

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Safety Awards and Recognition Program Guidance

1. Purpose: To establish the United States Army Garrison, Fort Leonard Wood (USAG, FLW) Safety Awards and Recognition Program to recognize employees who have made significant contributions to accident prevention and mitigation. This policy describes eligibility requirements, selection criteria, and the nomination process.

2. References:

a. Army Regulation (AR) 385-10 (The Army Safety and Occupational Health Program), 24 July 2023.

b. AR 672-20 (Incentive Awards), 6 March 2025.

c. Installation Management Command Regulation 385-10 (Safety Program), 20 July 2022.

d. DA PAM 385-10 (Army Safety and Occupational Health Program Procedures”), 24 July 2023.

3. Policy: This policy applies to directors, principal staff officers, supervisors, and Department of the Army (DA) Civilian employees assigned to USAG, FLW

a. Qualification Standards:

(1) Department of the Army qualification standards and types of awards are specified in DA PAM 385-10 (Army Safety and Occupational Health Program Procedures).

(2) USAG, FLW Safety Award and Recognition Program eligibility requirements are included in the specific award description, selection criteria, and nomination procedures. Individuals nominated must, at a minimum, have not been involved in any of the following: a recordable injury, an accident resulting in Army property damage or repair costs of $2,000.00 or more; a moving traffic violation of "at fault" accident involving any government vehicle.

(3) Garrison commanders, garrison command sergeants majors, directors, and safety and occupational health specialists (0018) are not eligible for awards as part of this program.

4. Responsibilities: Directors, principal staff officers, and supervisors will:

a. Publicize the safety awards program and ensure individuals are recognized for their accident prevention measures and safety contributions.

b. May nominate one individual, group, or team as appropriate for each award category.

c. Send nominations for safety awards to the Installation Safety Office (ISO) by the 10TH day of the beginning of a quarter unless otherwise specified.

d. Ensure that personnel records of safety award recipients are updated as applicable.

e. Ensure award citations do not include classified or confidential information.

5. Awards:

a. Safety Achievement Award:

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

(2) Eligibility: All Soldiers and DA Civilians assigned to USAG, FLW.

(3) Selection Criteria: Examples of actions worthy of consideration:

(a) Development and implementation of a special program or training course that improves safety.

(b) Demonstrated skill or ingenuity that prevented or reduced loss of life, injury to personnel or Army property damage.

(c) Developed an innovative safety program or specific mishap prevention activity that was adopted of use at USAG or higher level.

(d) Any other significant specific contribution to safety that is endorsed by the directorate.

(4) Nomination Procedures: Each director, principal staff officer, and supervisor may nominate one individual, group, or team each quarter. Include the following as part of the nomination memorandum (Enclosure 2):

(a) Name, rank/grade, organization, and directorate of the nominee(s).

(b) A precise 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 two standard size, single spaced, type written pages). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, and restatement of assigned duties.

(5) Description of Award: The individual, group or team selected to receive this award will receive a Certificate of Achievement in Safety (DA Form 1119-1), and a USAG, FLW Garrison Commander's coin.

b. Safety Representative of the Quarter:

(1) Purpose: This award recognizes outstanding achievements and individual contributions in the support of the Army and USAG, FLW Safety Programs. This award is given to all USAG, FLW Soldiers and DA Civilian personnel for outstanding safety performance.

(2) Eligibility: All Soldiers and DA Civilians assigned to USAG, FLW.

(3) Selection Criteria: Examples of actions worthy of consideration:

(a) Developing or implementing outstanding policies, procedures and programs that reduce the possibility of accidents or improve operational effectiveness.

(b) Outstanding performance of safety duties involving low risk facility inspections; conducting internal directorate safety education and training; incorporation of risk management principles and techniques; development of job hazard analysis for high/low risk activities; timely reporting, investigations, and trend analysis of mishaps to include near misses; or implementation and enforcement of accepted safety practices.

(c) Development of safety education training and safety material.

(d) Safety program management assessments resulting in a rating of excellence or higher as measured by the USAG, FLW Installation Safety Office, higher headquarters, or other external inspections.

(4) Nomination Procedures: Each director, principal staff officer, and supervisor may nominate one individual per quarter. Include the following as part of the nomination memorandum (Enclosure 2):

(a) Name, rank/grade, organization, and directorate of the nominee(s).

(b) A precise 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 two standard size, single spaced, type written pages). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, and restatement of assigned duties.

(5) Description of Award: The individual selected to receive this award will receive a $300 monetary award, Certificate of Achievement in Safety (DA Form 1119-1), and a USAG, FLW Garrison Commander's coin.

c. Safety Recognition and Appreciation Award:

(1) Purpose: This award may be used to recognize noteworthy achievements or contributions that may not merit the other awards. These awards are intended to provide an official, but informal means to show special recognition of, and appreciation for a job well done.

(2) Selection Criteria:

(a) Identification and correction of a hazardous situation which if left uncorrected has the potential to result in a mishap. Note: The nominee must not have contributed to the incident, directly or indirectly and the act must be outside the scope of their assigned duties.

(b) Promotion of safety awareness through direct involvement and support of community events (i.e., serving on safety event planning committee, conducting a safety presentation at a public gathering or internal directorate training, etc.).

(c) Other acts or actions determined by the submitter and verified by the USAG, FLW Installation Safety Office to have contributed to mishap prevention (i.e. 365 days without a lost time injury or accident).

(3) Nomination Procedures: Each director, principal staff officer, and supervisor may nominate one individual, group, or team each quarter. Include the following as part of the nomination memorandum (Enclosure 2):

(a) Name, rank/grade, organization, and directorate of the nominee(s).

(b) A precise 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 two standard size, single spaced, type written pages). Avoid generalities, broad or vague terms, local acronyms, contractions, abbreviations, and restatement of assigned duties.

(4) Description of Award: The individual, group or team selected to receive this award will receive a Garrison Commander's Certificate of Achievement in Safety.

6. The point of contact for this command policy is the USAG, FLW Installation Safety Office at (573) 596-0116.

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Encl
Sample Nomination Memo

RENEA L. LAZZARINI
Deputy Garrison Commander

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MISSOURI 65473-8300

EXAMPLE MEMO

Office Symbol (ARIMS) Date

MEMORANDUM THRU Director, X Directorate, ATTN: Manager, Installation Safety Office, Fort Leonard Wood, MO, 65473.

FOR Commander, USAG, Fort Leonard Wood, Fort Leonard Wood, MO, 65473.

SUBJECT: Army or USAG, Fort Leonard Wood Individual Award of Excellence in Safety Officer / NCO / Enlisted / Civilian / Contractor Nomination.

1. In accordance with AR 385-10, DA Pam 385-10 and the USAG Safety Awards and Recognition Program, request the Individual Award of Excellence in Safety- NCO /Enlisted / Civilian / Contractor category be awarded to (employee).

2. (Employee) is assigned as a duty position, job series, directorate, section, or activity. In addition to his/her normal duties (Employee) has achieved extraordinary accident reduction milestones for the unit/directorate/section/activity during the past quarter.

3. The (Employee) is an outstanding soldier/civilian/contractor who enthusiastically implemented several initiatives to reverse the POV accidents within the company/directorate/section/activity. During FY14 due to their efforts the company/directorate/section/activity experienced a 75% reduction from the previous year accident rate (enclosure 1) after he/she began holding training sessions with other soldiers/employees, bringing car accident survivors to training sessions and providing the leadership a critical analysis of the risk assessment program for leaves and passes. His/her personal dedication to accident prevention is exemplary and he is often cited in our Army Readiness Assessment Program (ARAP) assessments as an involved and caring leader by other NCOs and subordinates.

4. The following achievements should also be considered.

a. During a Directorate safety inspection, the directorate safety program received a commendable rating and was noted as the most improved within the USAG.

b. (Employee) helped revamp the directorate's standard operating procedures (SOP) on our Army motor vehicle (AMV) operations and provided improvements to our operational risk management policy for convoy missions (enclosure 2).

ENCLOSURE 2

c. In coordination with Supervisor, employee established a format for holding bi-weekly peer counseling sessions to train and educate other co-workers in applying risk management (RM) principles to job hazard assessments. (Employee) facilitated the group counseling sessions to review and standardize company efforts in order to embed and personalize RM guidelines into our work forces daily tasks. Through their effort the (section/activity) gained increased accountability standards and higher performance in employee involvement.

5. These factors made (Employee's) efforts in accident reduction more remarkable considering the historical increase in accidents following unit deployments. (Employee's) safety and RM efforts have risen well above their sphere of influence and have greatly contributed to saving lives and preserving our workforce.

6. The initiator point of contact for this nomination is (Supervisor), Section/activity, Directorate at DSN 555-5555, COM (555) 555-5555, or XXXXX@army.mil.

2 Encls
1. XXX
2. XXX

John Doe
Supervisor