



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
US ARMY GARRISON ROCK ISLAND ARSENAL
1 ROCK ISLAND ARSENAL
ROCK ISLAND, ILLINOIS 61299-5000

IMRI-ZA

SEP 12 2016

MEMORANDUM FOR All US Army Garrison Rock Island Arsenal Employees

SUBJECT: Garrison Safety Awards Program

1. Organizations should recognize individuals, offices or teams for exceptional performance. This program will recognize safety performance-based actions.
2. This document establishes a safety awards program within the US Army Garrison Rock Island Arsenal (herein referred to as "Garrison") which meets the requirements of AR 385-10, DA Pam 385-10 and AR 672-20.
3. The awards program is established to recognize and reward individuals and organizations for noteworthy contributions and enhancements to the Garrison and Army Safety Program through the principles of accident prevention and risk management.
4. This program is applicable to all Garrison organizations but excludes contractors.
5. Type of Awards.
 - a. AWARD TITLE: Outstanding Safety Performance Award (Organization or Team).
 - (1) ELIGIBILITY: All Garrison organizations or teams consisting of two or more persons.
 - (2) Awarded for demonstrating improved or outstanding safety performance throughout a six month period.
 - (3) AWARD: A perpetual plaque with organization or team name with date and year awarded. One plaque will be located at Garrison Headquarters and one located at the organization. The organization or team will also receive a Certificate of Achievement in Safety signed by the Garrison Commander, recognition at the Garrison Town Hall, a photograph and potential recommendation for submission for the annual Department of the Army safety awards.
 - (4) FREQUENCY Awarded: Biannually (February/August).
 - (5) DEADLINE for Nomination Submission: 31 January and/or 31 July, respectively.

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(6) NOMINATION PACKET will include the following:

(a) Organization or Team Name: If team, the length of time (time period) in which the team was together.

(b) Name, organization and phone number of the individual submitting the nomination.

(c) A paragraph that summarizes the achievement which merits consideration.

(d) A paragraph that summarizes the specific safety related accomplishments.

(7) SUBMISSION: Send to usarmy.RIA.imcom-central.mbx.usag-so@mail.mil by the aforementioned suspense dates.

b. AWARD TITLE: Outstanding Safety Performance Award (Individual).

(1) ELIGIBILITY: All Garrison AF and NAF employees – Military or Civilian. Contractor employees are not eligible.

(2) Awarded for an individual's actions or significant contribution(s) which improved the Garrison Safety Program and/or safety morale within the Garrison.

(3) AWARD: Certificate of Achievement in Safety signed by the Garrison Commander, recognition at the Garrison Town Hall, a Garrison Commander's coin or other recognition depending on the achievement, a photograph and potential recommendation for submission for annual Department of the Army safety awards.

(4) FREQUENCY Awarded: Quarterly (February/May/August/November).

(a) There are no limitations on the number of nominations. Individuals may be nominated as often as worthy, provided the individual qualifies with a different safety achievement per nomination.

(b) There may be multiple winners and no limit to the number of awards received each quarter or year.

(5) DEADLINE for Nomination Submission: As soon as possible after completion of the achievement, but no later than the required suspense dates as follows: 31 January, 30 April, 31 July and/or 31 October respectively.

(6) NOMINATION PACKET will include the following:

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(a) Individual's name, organization, phone number and dates (time period) in which the individual actions or contributions were observed.

(b) Name, organization and phone number of the individual submitting the nomination.

(c) A paragraph that summarizes the achievement which merits consideration.

(d) A paragraph which summarizes the specific safety related accomplishments.

(e) ENDORSEMENT: Submit a RIA Form 1-1 through the individual's director or office chief and obtain concurrence.

(f) SUBMISSION: Send the nomination packet and the RIA Form 1-1 to usarmy.RIA.imcom-central.mbx.usag-so@mail.mil by the aforementioned suspense dates.

c. AWARD TITLE: Other.

The Garrison Commander's Safety Award does not replace or preclude another type of awards (e.g.: On-the-Spot, Special Act, Performance, etc.) or award program (Army Safety Award program).

6. Award Determination.

a. Nominations for awards will be presented to the Garrison Safety Awards panel. The panel will consist of one representative from each of the following Garrison organizations:

- (1) Command Group.
- (2) Human Resources.
- (3) Resource Management.
- (4) Safety Office (Chair and Secretary).
- (5) Equal Opportunity Employment Office.
- (6) Union.

b. The aforementioned representatives will be appointed by the Garrison Commander in writing and will serve on the panel for two years.

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c. Nominations will be reviewed and ranked based on merit and quality of the submission. The evaluating panel will take into consideration:

(1) Did the actions of the nominee(s) significantly contribute to the safety efforts of the Garrison or Rock Island Arsenal as a whole?

(2) Did the nominee(s) actions help provide a safer work environment, make a process run safer or contribute significantly to the safety program?

(3) Did the actions of the nominees(s) amount to a cost savings without reducing safety, quality or efficiency?

(4) Does/do the nominee(s) display a safety-conscientious attitude?

7. Disqualifying Criteria.

a. The organization experiences a loss equivalent to an Army Class A or B accident (as defined in AR 385-10). The duration of disqualification is applicable to the fiscal year in which the loss occurred. Note: An individual award nomination may still be submitted.

b. The organization receives a RAC 1 or RAC 2 finding during an inspection or receives a notice of unsafe or unhealthy working conditions. The duration of disqualification is applicable to the fiscal year in which the notice occurred. Note: An individual award nomination may still be submitted.

c. Individuals are involved in unlawful discrimination or are under investigation as defined in AR 672-20.

8. Examples of safety performance-based tasks, actions, behaviors or achievements which will be considered when evaluating nomination packets include:

a. Taking optional safety training and/or conducting safety training related sessions for other employees.

b. Repeatedly reporting "near misses" or close calls to management.

c. Actively participating in safety meetings.

d. Identifying workplace hazards and taking actions to correct them.

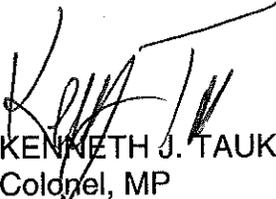
e. Keeping and displaying a proactive safety attitude.

f. Participating in accident investigations.

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- g. Volunteering as a member to conduct workplace inspections or job safety analyses.
- h. Influencing the safe completion of a job or project.
- i. Increasing and/or influencing co-worker safety awareness.
- j. Actively implementing the risk management process.
- k. Sharing off-the-job safety experiences.
- l. Any other exemplary initiative or action which promotes, positively influences or increases safety awareness and reduces the number of workplace related injuries or illness.

9. Questions pertaining to this program may be addressed to the Garrison Safety Office at 782-1380.



KENNETH J. TAUKE
Colonel, MP
Garrison Commander