



DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

REPLY TO
ATTENTION OF

IMMH-SO

MAY 14 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum SO-7, Safety Awards and Recognition Program

1. REFERENCES.

- a. Army Regulation 385-10, The Army Safety Program, 27 Nov 13.
- b. Army Regulation 672-20, Incentive Awards, 1 Apr 14.
- c. IMCOM 385-10, Safety Program, 5 Apr 13.
- d. Army Regulation 600-8-22, Military Awards, 18 Oct 12.

2. PURPOSE. To recognize individuals and organizations for outstanding contributions in accident prevention and risk reduction. This policy establishes procedures for implementation of the JBM-HH Safety Awards Program. Commanders and leaders at all levels will ensure individuals and organizations are recognized and rewarded for excellence in safety.

3. APPLICABILITY. This policy applies to all Service Members; appropriated fund and non-appropriated fund civilian employees; volunteers under 10 USC 1588 and AR 608-1; and contractors, when appropriate, who are assigned, attached to or employed by JBM-HH.

4. POLICY. JBM-HH will establish and operate a Safety Awards Program in conjunction with references a and b.

5. PROCEDURES.

a. Responsibilities.

(1) Commanders, directors, and activity chiefs:

(a) Publicize the Safety Awards Program and ensure individuals are recognized for their accident prevention measures and safety contributions.

(b) Nominate one individual, group, or team, as appropriate, for each award category.

(c) Send nominations for safety awards to the JBM-HH Safety Office 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.

IMMH-SO

SUBJECT: Joint Base Myer-Henderson Hall (JBM-HH) Policy Memorandum SO-7, Safety Awards and Recognition Program

(2) The JBM-HH Safety Office will:

- (a) Establish safety achievement award criteria.
- (b) Review and approve award nominations.
- (c) Identify awards for eligible organizations, activities and individuals.
- (d) Obtain and prepare award certificates.

b. Qualification Standards:

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

(2) Individuals must have completed appropriate online safety training (i.e., Composite Risk Management, Supervisor Safety, Employee Safety and/or Accident Avoidance).

(3) Commanders, command sergeants major, directors and safety and occupational health professionals (0018 series) are not eligible for awards as part of this program.

c. Awards. A list of awards and their criteria is provided at Enclosure 1.

d. Nominations. Each commander, director, principle staff officer and supervisor may nominate an organization, individual, or group to receive any of the specified awards based on actions observed at anytime. The sample nomination memorandum is at Enclosure 2.

6. PROPONENT. The JBM-HH Safety Office is the proponent for this policy. POC is the Installation Safety Director, at (703) 696-6996 or DSN 426-6996.

2 Encls

- 1. Award Listing
- 2. Sample Nomination Memo



MICHAEL D. HENDERSON
COL, AR
Commanding

DISTRIBUTION:

1

Safety Awards

1. Impact Safety Award

Purpose: The Impact Safety Award is designed to recognize military and civilian personnel, organizations, or groups that demonstrate exceptional support of the Army and unit safety strategy, resulting in enhanced mission readiness through risk reduction and accident prevention. The Impact Safety Award will also identify actions that may warrant recipients to be nominated for other Army or IMCOM level awards and recognitions.

Criteria: Organizations or individuals who demonstrate exceptional support of the Army's and unit's safety strategy, resulting in enhanced mission readiness through risk reduction and management. The recognition highlights the accident prevention accomplishments and safe performance displayed by individuals and/or their organization to enhance the mission capabilities of JBM-HH.

Award Description: The organization, group, or individual selected for this award will receive a Certificate of Achievement in Safety (DA Form 1119-1) and a JBM-HH Commander's Coin.

2. Safe Driving Award

Purpose: The Safe Driving Award is designed to recognize JBM-HH military and civilian personnel for their safe, accident-free driving while operating a government-owned vehicle; or the safe operation of material-handling equipment.

Criteria: Individuals that operate a government vehicle or material-handling equipment as part of their primary duties and remain accident-free for 12 months or 10,000 miles for Army administrative vehicles or CDL level vehicle operation; 12 months or 3,000 miles of tactical vehicle operation; and 12 months or 1,500 hours of material-handling equipment operations.

Award Description: The individual selected for this award will receive a Certificate of Achievement in Safety (DA Form 1119-1) and a JBM-HH Commander's Coin.

3. Safety Recognition and Appreciation Award

Purpose: The Safety Recognition and Appreciation Award is designed to recognize noteworthy achievement or contributions to the JBM-HH Safety Program. This recognition or award is intended to provide an official but informal means to show special recognition and/or appreciation for a job well done.

Criteria: Individuals who promote safety awareness through the direct involvement and support of community events (i.e., serving on a safety event planning committee, conducting a safety presentation at a public gathering or internal directorate training). This recognition may consider other acts or actions as determined by the submitter and verified by the JBM-HH Safety Office or executive leadership to have contributed to a safe and healthy working environment.

Award Description: The organization, group, or individual selected for this recognition may receive a Certificate of Appreciation and/or a JBM-HH Commander's Coin.

Nominating Supervisor's Office Symbol

MEMORANDUM THRU *Director, Name and Official Address of Directorate*

Chief, Joint Base Myer-Henderson Hall Safety Office, 204 Lee Avenue, Fort Myer, VA
22211

FOR Commander, Joint Base Myer-Henderson Hall, 204 Lee Avenue, Fort Myer, VA
22211

SUBJECT: Nomination for *(Name of Safety Award Under Consideration, i.e., Impact Safety Award, Safe Driving Award, or Safety Recognition and Appreciation Award)*,
(Name of Individual or Team/Group Being Nominated)

1. In accordance with AR 385-10, DA PAM 385-10, and the JBM-HH Safety Awards and Recognition Program, I request the *(specific award)* be awarded to *(name of individual or team/group)*.
2. *(Individual or team/group)* is assigned as a *(duty position, job series, directorate, section or activity)*.
3. Give a full accounting and justification for the actions the individual or team/group took to warrant the award of the subject recognition. Do not use generalizations. Be specific and provide results of their actions. Attach any supporting documentation.
4. Provide a brief description of why their actions are important to the safety of the activity.
5. The POC for this nomination is *Supervisor, section/activity, Directorate at phone and email*.

List Encl

DIRECTOR'S SIGNATURE BLOCK