



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CESO-O

12 May 1997

MEMORANDUM FOR ALL USACE COMMANDS, ATTN: SAFETY AND
OCCUPATIONAL HEALTH OFFICES

SUBJECT: Government Awards for Safe Performance - Implementing Guidance

1. The following are procedures for nominating and selecting Major Subordinate Commands (MSC) and Laboratories and field operating activities (FOA) to receive the Chief of Engineers Award for Safe Performance. It is the policy of the Corps of Engineers to recognize subordinate commands, laboratories and field operating activities that have demonstrated excellence in the management of safety and occupational health programs and excellence in team member performance toward meeting program goals. MSCs, laboratories and FOA nominees will be eligible for awards as indicated below:

- Chief of Engineers Safety Award of Excellence
- Chief of Engineers Safety Award of Honor

2. Nomination procedures for MSC, laboratories and FOA are as follows:

a. Each fiscal year, MSC, laboratory and FOA wishing to be considered for either the Chief of Engineers Safety Award of Excellence or the Chief of Engineers Safety Award of Honor must submit the nomination package with definitive supporting documentation. Nomination packages must be received in the HQUSACE Safety and Occupational Health Office not later than 15 February, following the end of the fiscal year in which the award is sought.

b. Headquarters USACE Safety and Occupational Health staff will verify the definitive supporting documentation on a fiscal year basis for the Chief of Engineers Award of Excellence and the Chief of Engineers Award of Honor and recommend recipients to the Chief of Engineers for approval. The award will be presented to the receiving organizations as soon as possible after the end of the fiscal year for which the award is given.

c. Government safety award nomination packages shall be submitted under the signature of the MSC, laboratory or FOA commander. Each nomination package will include an appropriate citation relating to the MSC, laboratory or FOA.

d. Special recognition for a government award for safe performance, outside the requirements of this memorandum, may be requested on a case by case basis.

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3. Government safety award nomination packages may be based on any or all of the following criteria:

- a. Safety and Occupational Health Management Evaluation, if evaluated for that given year.
- b. Achieved compliance with the Annual Accident Prevention Plan (AAP).
- c. Number of government employee fatalities.
- d. Number of contractor fatalities.
- e. Number of recordable property damage accidents.
- f. Civilian lost time injury/illness rate.
- g. Contractor lost time injury/illness rate.
- h. Safety and Occupational Health Program unique or new initiatives which add value to an overall improvement for the USACE MSC, laboratory or FOA.
- i. Improvement in occupational safety and health for government employees, customers, or the public including environment and living and working conditions.

4. Program responsibilities:

- a. Commanders/directors of subordinate commands will establish a program and criteria to recognize exceptional quality safety and occupational health performance which contributes significantly toward the assigned organization or employees.
- b. Subordinate commands may present safety performance awards to deserving organizations and personnel within their chain of command. These awards may include certificates, plaques, trophies or similar items with an award of honor connotation.
- c. Subordinate commands may recognize individual employees for safety and occupational health performance that is substantially above normal job requirements and performance standards. Such recognition traditionally is in the form of certificates or plaques, and should not cost more than the price range of a medal, certificate, or plaque that is normally used to recognize the achievement for which the award is presented. Each subordinate command should establish its own criteria for determining individual award recognition.

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FOR THE COMMANDER:

A handwritten signature in cursive script that reads "Connie K. DeWitte".

CONNIE K. DEWITTE
Chief, Safety and Occupational
Health Office