



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:
5100
DSS
8 Oct 19

POLICY LETTER 04-19

From: Commanding Officer, Marine Corps Air Station Beaufort
To: Distribution List

Subj: PROCUREMENT OF PRESCRIPTION SAFETY GLASSES

Ref: (a) MCO 5100.29, Marine Corps Safety Program
(b) NAVMC 5100.8, Marine Corps Occupational Safety and Health Program Manual
(c) 29 CFR 1910 (OSHA General Industry Standards)

Encl: (1) SF-1164 Example

1. Situation. Since 2009, the Marine Corps Air Station (MCAS) Beaufort Safety Department utilized Essilor Corp., through local optometry offices Shell Point Optical and Palmetto Eye Specialists, to procure prescription safety eyewear for General Schedule/Wage Grade employees. The local optometry office fit the employee for glasses and submitted the information to Essilor Corp., who in turn manufactured the prescription safety eyewear and billed the MCAS Beaufort Safety Department for payment. Payment for the prescription safety eyewear was made via the department's government commercial purchase card directly to Essilor Corp. As of November 2019, Shell Point Optical and Palmetto Eye Specialists changed ownership and are no longer contracted to fit and/or sell prescription safety eyewear provided by Essilor Corp.

2. Mission. This policy letter establishes new procurement procedures for MCAS Beaufort civilian employees who require prescription safety eyewear when specific work precludes the employee from wearing eye protection which can be worn over prescription lenses without disturbing the proper position of the prescription or protective lenses.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Supervisory personnel shall work together with the Comptroller and Safety Department to ensure employees who require prescription safety eyewear are provided prescription safety glasses when deemed necessary (as determined by Safety Department personnel).

(b) When prescription safety eyewear is identified as necessary Personal Protective Equipment (PPE) for an employee, the employee may purchase prescription safety eyewear from an optometry/ophthalmology vendor of their choice. Employees shall be reimbursed up to \$200.00 for their purchase of that approved PPE.

(2) Concept of Operations

(a) General Policy Requirements:

Distribution Statement A: Approved for public release; distribution is unlimited.

Subj: PROCUREMENT OF PRESCRIPTION SAFETY GLASSES

1. Reimbursement is authorized for prescription safety eyewear when the requirement has been initiated by the employee's supervisor and approved by the Safety Department.

2. Prescription safety eyewear reimbursement is limited to \$200.00 through submission of an SF-1164 form.

3. Reimbursement of prescription safety eyewear is limited to once every 18 months (exceptions can be made for damage in the line of duty or significant changes in prescription, etc.).

(b) Safety Department Responsibility:

1. Submit annually, within the departmental budget a line item requirement for prescription safety eyewear (Department Account SASA, BEA/BESA: SA/FE, MCPC 630604).

2. Verify and approve SF-1164 forms as required for each prescription safety eyewear reimbursement request.

(c) Comptroller Responsibility:

1. Process SF-1164 forms for reimbursement (limited to cost of eyewear or \$200, whichever is less).

2. Obligate the reimbursements in the standard accounting budgeting reporting system.

3. Submit SF-1164 forms into the Defense Finance and Accounting System for payment.

4. Monitor transactions until paid and follow-up if not paid within 45 days.

4. Administration and Logistics. This policy shall be incorporated into the next revision of ASO 5100.24D.

5. Command and Signal

a. Command. This policy is applicable to all MCAS Beaufort civilian personnel.

b. Signal. This policy is effective the date signed.


T. P. MILLER

Distribution: A

MCAS BEAUFORT ROUTING SHEET



Date Forwarded: 20190916	Date Due: 20190930
Originator (Rank, Last, First) GS-12 Lanoie, Ronald L.	Phone Number: 843-228-7800
Subject: PROCUREMENT OF PRESCRIPTION SFATEY GLASSES	

SEQ	SECTION	CODE	DATE IN	DATE OUT	INITIALS	Action Brief:
6	CO, MCAS Beaufort	S	10/7	10/8	TM	
5	XO, MCAS Beaufort	D	10/1	10/14	JMS	
	Sergeant Major, MCAS Beaufort					
4	Adjutant, MCAS Beaufort	A	9/26	10/1	QMS	
	Executive Assistant/ Protocol Officer					
3	Central Files	A	9/17	9/24	JD	
	S-1, MCAS Beaufort					
	S-3/5/7, MCAS Beaufort					
	S-4, MCAS Beaufort					
	S-6, MCAS Beaufort					
	CO, HQHQRON					
	XO, HQHQRON					
	Sergeant Major, HQHQRON					
	Staff Judge Advocate (SJA)					
	Provost Marshal Office (PMO)					
2	Comptroller	C	09/16	9/17	[Signature]	Hunt <u>GCPC</u>
	Human Resources Office (HRO)					
	Director, MCCS-SC					
	Inspector, MCAS Beaufort					
	Chaplain, MCAS Beaufort					
	OIC, Branch Clinic					
	Security Manager/CMCC					
	Equal Opportunity Advisor (EOA)					
	MCFTB					
1	DOSS/Safety	X		09/16	RLL	
	Communication Strategy (COMMSTRAT)					
	Director, IPAC					
	Community Plans & Liaison Office (CPLO)					
	CO, MAG-31					
	CG, MCRD Parris Island					
	CO, Naval Hospital Beaufort					
	CO, CLC-23					
	OIC, MACS-2 Det A					
	Airfield Operations					
	Mission Assurance					
	SARC					
	NREAO					
	Other:					

Corrections:

9/26	10/1	10/2	
SNCOIC: Dickens			
6/19/2016			
Clerks: 20190923			
iCpl THOMPSON		Cpl Clark	

A - APPROPRIATE ACTION C - COMMENT D - DECISION
 I - FOR INFORMATION R - RECOMMENDATION S - SIGNATURE
 X - ORIGINATOR Y - CONCURRENCE