



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

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24 MAY 2016

POLICY LETTER 05-16

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

Subj: MARINE CORPS AIR STATION BEAUFORT SAFETY RECOGNITION AND REWARD PROGRAM

Ref: (a) ASO 12451.1A
(b) ASO 1050.5H
(c) MCO 1050.3J

1. Purpose. To establish a safety recognition and reward program to acknowledge and reward outstanding individual contributions that promote a stronger safety culture or identify, prevent, or correct a safety related issue aboard Marine Corps Air Station Beaufort.

2. Information. Marine Corps Air Station Beaufort is actively participating in the Occupational Safety and Health Administration's Voluntary Protection Program (VPP). This bold safety management system promotes safe workplaces and ensures leadership, accountability, and active involvement for all personnel in the command safety program.

a. Safety cultures consist of shared beliefs, practices, and attitudes that exist at an establishment. Culture, therefore, is the atmosphere created by those beliefs and attitudes that shape our behavior. An organization's values and behaviors modeled by its leaders and internalized by its members serve to make safe performance of work the overriding priority to protect employees.

b. Every day, Marine Corps Air Station Beaufort personnel, military and civilian alike, are doing things to reduce mishaps in the workplace for fellow employees and for their own protection. It is important for leaders to emphasize the importance of recognizing individuals and/or teams for their significant contributions and accomplishments made in the field of safety and mishap prevention.

3. Action. To enhance my commitment to improving worker safety and health, and increase public recognition, I am implementing the Safety Recognition and Reward Program, which allows leaders and supervisors the ability to recognize and reward individuals for significant contributions and accomplishments directly pertaining to VPP safety best practices and mishap prevention.

4. Implementation. Leaders and supervisors shall reward individuals with a safety token, which represents safety excellence. For Department of Defense (DoD) civilians, the reward will be processed via Request for Personal Action as an on-the-spot, four hour time award per reference (a). For military personnel, leadership can grant special liberty in accordance with references (b) and (c).

a. This award will be separate from annual and on-the-spot cash and/or time-off awards related to DoD civilian Annual Performance Appraisal submissions.

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b. This token can be presented by a supervisor to an individual for significant contributions and accomplishment made in the field of safety and mishap prevention, which is demonstrated by proactive measures for risk reduction, hazard identification and/or abatement, and/or continued behavior that promotes a command culture centered on safety excellence.

c. Recipients of this award will submit the token to their immediate supervisor when requesting time off.

d. The Safety Department will design, fund, procure, and distribute safety tokens to commanders, department heads, and special staff officers for distribution to award recipients.

e. Designated Unit Safety Representatives will track the safety tokens and maintain a record of personnel who received them. Records shall include at a minimum the recipient's name, date of the award, and the reason for the award.

5. Point of contact is the Director of Safety at DSN 335-7800 or commercial (843) 228-7800.



P. D. BUCK

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