



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

5100  
SSD

14 SEP 2016

COMMANDING OFFICER'S POLICY LETTER 02-16

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

Subj: MARINE CORPS AIR STATION CHERRY POINT VOLUNTARY PROTECTION PROGRAM  
RECOGNITION AND REWARD PROGRAM

Ref: (a) MCIEAST CG's POLICY LETTER 006-16  
(b) ASO P12000.6E  
(c) MCO 1050.3J  
(d) DODI 1400.25-V451

1. Purpose. To establish a safety recognition and rewards program that acknowledges and rewards outstanding individual contributions, while also promoting a stronger safety culture to identify, prevent, and correct safety related issues at Marine Corps Air Station, Cherry Point.

2. Information. MCAS Cherry Point is actively participating in the Occupational Safety and Health Administration's Voluntary Protection Program (VPP). This bold safety management system is designed to promote safe workplaces and ensures leadership, accountability, and active involvement of employees 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, serves to make safe performance of work the overriding priority to protect employees.

b. Every day, MCAS Cherry Point personnel, military and civilian alike, are doing the right 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 safety and health, as well as to increase public recognition, I am implementing the Safety Recognition and Rewards Program. This program 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. This program is intended to closely align with higher headquarters efforts as described in reference (a).

4. Implementation. Leaders and supervisors will reward individuals with a safety token, which represents safety excellence. For appropriated fund employees (APF), the reward will be processed via a Request for Personal Action (RPA) as a four hour time-off award per reference (b). This award will be separate from annual cash and/or time-off awards related to civilian Annual

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Subj: MARINE CORPS AIR STATION CHERRY POINT VPP RECOGNITION AND REWARD PROGRAM

Performance Appraisal submissions, but will still be in compliance with the mandates of reference (d). For non-appropriated fund employees (NAF), the reward will be processed via the supervisor's certificate on the timecard. Military personnel can be granted special liberty in accordance with reference (c).

a. The Safety Department will distribute safety tokens (chips) to Commanders and Staff Departments.

b. The safety token can be presented by a supervisor to an individual for significant contributions and accomplishments 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.

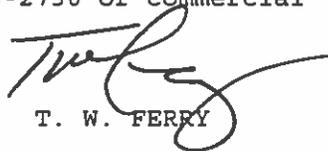
c. The supervisor of APF employees will forward the token with the justification to the Civilian Manpower Office via the Directorate or Special Staff Offices, for processing of the RPA. When the employee receives a Notification of Personnel Action (NPA), the time-off award could be utilized in keeping with normal leave requesting procedures.

(1) On a monthly basis, Civilian Manpower will provide the Safety Office with all tokens received, a list of employees awarded time-off with the justification, and date of award.

d. NAF recipients of this award will submit the token to their immediate supervisor when requesting time-off.

(1) On a monthly basis, the HRO for NAF employees will provide the Safety Office all tokens received, a list of employees awarded time-off with the justification, and date of award.

5. Questions pertaining to this Policy Letter should be directed to the Safety and Standardization Directorate at 466-2730 or commercial (252) 466-2730.

  
T. W. FERRY

DISTRIBUTION: A