



ENERGY,
INSTALLATIONS
AND ENVIRONMENT

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

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APR 7 2016

MEMORANDUM FOR DEPUTY ASSISTANT SECRETARY OF THE ARMY
(ENVIRONMENT, SAFETY, AND OCCUPATIONAL
HEALTH)
DEPUTY ASSISTANT SECRETARY OF THE NAVY (SAFETY)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(ENVIRONMENT, SAFETY AND INFRASTRUCTURE)
CHIEF OF STAFF, DEFENSE LOGISTICS AGENCY
CHIEF, OCCUPATIONAL HEALTH, ENVIRONMENTAL AND
SAFETY SERVICES, NATIONAL SECURITY AGENCY

SUBJECT: 2016 Department of Defense Voluntary Protection Programs Achievement Awards

In order to maintain the safety and efficiency of our military and civilian personnel, it is essential that the Department of Defense (DoD) promote and sustain a culture change that will yield safe workplaces. One of the Department's most successful efforts has been to support DoD sites in their journey to achieve safety management systems recognition through the Occupational Safety and Health Administration's Voluntary Protection Programs (VPP). To date, there are 55 DoD Sites with VPP Star recognition.

To continue encouraging this positive safety culture change, and recognize the hard work of the DoD organizations and individuals committed to VPP, the Department seeks nominations for the 1st annual DoD VPP Achievement Awards. These awards will recognize the DoD commands/activities/units and individuals that have demonstrated exceptional performance in the implementation and sustainment of a safety management system and that have demonstrated an outstanding level of outreach to share their knowledge and experience. Eligibility and criteria for these awards are detailed in the attachment.

Any submissions received directly from a unit or installation will not be considered without coordination through its respective Military Department Secretariat or Defense Agency Director. Please submit nominations electronically through the appropriate chain of command to the DoD Safety and Occupational Health staff no later than May 20, 2016. Winners will be notified by July 15, 2016, and will be recognized during the Voluntary Protection Programs Participants' Association national conference, August 29 – September 1, 2016 in Kissimmee, FL.

Thank you for your continued support of the DoD's VPP efforts. If you have any questions please contact Mr. Jerry Aslinger at (703) 614-0367 or jerry.a.aslinger.civ@mail.mil.

Maureen Sullivan
Deputy Assistant Secretary of Defense
(Environment, Safety, and Occupational Health)

Attachment:
As stated

CALL FOR NOMINATIONS

The Department of Defense (DoD) Voluntary Protection Program Achievement Awards are presented annually to DoD commands/activities/units and individuals that have demonstrated exceptional performance in the implementation and sustainment of a safety management system (SMS) that aligns with the goals and objectives of the Department of Labor's Occupational Safety and Health Administration's Voluntary Protection Program (VPP). These units and individuals will also demonstrate an outstanding level of outreach activity which effectively shares their knowledge and experience with other units/individuals.

The award is being established by the DoD in 2016 to recognize and promote performance that considerably exceeds the requirements of the VPP, an already noteworthy standard of excellence, and the prioritized development and deployment of Department of Defense Special Government Employees (SGEs).

B. Eligibility

DoD commands/activities/units or their SGEs that have achieved one of the following VPP levels of recognition are eligible for this award:

- 1) Star: Recognition for employers and employees who demonstrate exemplary achievement in the prevention and control of occupational safety and health hazards
- 2) Merit: Recognition for employers and employees who have developed and implemented good safety and health management systems
- 3) Demonstration: Recognition for employers and employees who operate effective safety and health management systems that differ from current VPP requirements.

C. Criteria

To encourage innovative, flexible and adaptive SMSs within the constraints of the VPP, the award criteria are general in definition, but should demonstrate actions that had a profoundly positive impact on the safety culture of the activity as well as with outside organizations with which the activity operates, interacts, or to whom they serve. Substantive criteria on which the nominations will be judged will include the following:

- Mentoring and outreach activities with other organizations and the encouragement of sharing operational, technical and managerial safety and occupational health (SOH) program expertise
- Development and leveraging of SGEs to support assessments of other organizations
- Emphasis on creativity and flexibility in the resolution of worker safety and health problems
- Comprehensive surveys that identify SOH hazards
- Robust hazard prevention and control programs
- Indication of employee ability to recognize and correct all hazards as they arise
- Documented SOH training program that includes a method for assessing employee comprehension and training effectiveness

- Evidence of deliberate management commitment to worker safety and health protection
- Meaningful employee involvement in activities and decisions that impact their safety
- Demonstration of effective use of risk management on and off duty

D. Award Categories

A minimum of one award will be presented in each of the following categories:

- **Group:** awarded to command/activity/unit that has achieved a level of VPP recognition
- **Individual:** awarded to an SGE of a command/activity/unit that has achieved a level of VPP recognition.

E. Nomination Procedures

Nominations for the DoD Voluntary Protection Program Achievement Award shall cover the period of calendar year 2015. The nominations shall be submitted by the activity Commanding Officer (or equivalent official) to their respective Military Department Secretariat or Defense Agency Director. The Military Departments and Agency Directors will then compile their nominations and submit their nominations to the SOHIC lead. Each Military Department is limited to four submissions overall, while each Defense Agency may submit two nominations. At least one activity and one individual within the Department of Defense will be selected to receive the award from submitted nominations. Submissions should be forwarded through the appropriate chain of command and should be submitted electronically to Mr. Jerry Aslinger no later than May 20, 2016. Questions may be directed to Mr. Aslinger at 703-614-0367, or jerry.a.aslinger.civ@mail.mil.

Group award nomination format and criteria:

A narrative describing the activities and achievements of each nominated command/activity/unit shall not exceed four typed pages, not including pages for nomination endorsement, in minimum 12 point font, and shall contain the following information:

- a. Name of the command/activity/unit and associated Service;
- b. Location of the activity (name of installation or activity, address and location, and point of contact information);
- c. Background of the installation or activity to include: mission, current VPP status, date of initial VPP recognition, and dates of successive recertification, if applicable;
- d. Description of target audience(s)/impacted workforce;
- e. Separately and distinctly address each of the application of each of the four pillars of VPP
- f. Description of impact on the target audience during three most recent calendar years, including activities and achievements, and specific mishap reduction data that demonstrates the effectiveness of the program;
- g. A maximum of four additional pages for pictures, flyers, and other supporting material may be included. Pages in excess of the four will not be considered.

Individual award nomination format and criteria:

- a. Name of the SGE;
- b. Name and location of the SGE's command/activity/unit;
- c. Background of the command/activity/unit to include: mission, current VPP status;
- d. Description of the types of mentoring activities or programs in which the SGE participated, and the specific impact of the SGE's mentoring and outreach activities;
- e. A maximum of four additional pages for pictures, flyers, and other supporting material may be included. Pages in excess of the four will not be considered.

Minimum required elements:

- Provide visible objective measures of effectiveness of the program (i.e., qualitative or quantitative data demonstrating how the program impacted the target audience/impacted population);
- List programmatic achievements that occurred during the award eligibility timeframe;
- Include indication(s) of outreach or mentoring activities;
- Ensure package is endorsed by the Chain of Command; and
- Ensure document is free of grammatical and spelling errors.

F. Selection of Awards Recipients

An awards committee shall be established by the SOHIC leads to review and evaluate the nominations. The committee shall be composed of members from inside and outside the Department of Defense. The members of the awards committee will submit their recommendations to the SOHIC leads.

G. Awards and Presentations

The Department of Defense VPP Achievement Awards will be presented during the Voluntary Protection Program Participants' Association (VPPPA) National Conference each year. The 2016 conference will be held in Kissimmee, Florida between August 29 and September 1, 2016.