



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GA 31704-0302

MCLBAO 5100.4A  
CO0001

**AUG 16 2018**

MARINE CORPS LOGISTICS BASE ALBANY ORDER 5100.4A

From: Commanding Officer  
To: Distribution List

Subj: SAFETY INCENTIVE AWARDS PROGRAM

Ref: (a) MCO 5100.32A  
(b) MCIEASTO 5100.2A W/Ch1  
(c) BO 12450.1  
(d) Assistant Secretary of Labor's Revised VPP Policy  
Memorandum #5 dated August 18, 2017

Encl: (1) Safety Incentive Award Criteria and Process

1. Situation. Marines and Civilian Marines are required to apply safe work practices to all tasks and processes. Following safety requirements and applying risk management is a non-negotiable standard within this Command. Occasionally, however, members of our team exceed the standard. Either individually or as a group, they make a significant impact on protecting the safety and health of our workforce by using initiative and ingenuity to reduce workplace hazards. Such actions warrant special recognition. References (a) and (b) direct Commanding Officers to establish a local Safety Incentive Awards Program. Reference (c) is the Command's Civilian Awards Program which details the categories and criteria of awards presented by the Command. As a Voluntary Protection Programs (VPP) Star Site, Marine Corps Logistics Base (MCLB) Albany follows the policy in reference (d) to ensure Safety Incentive Awards are merit-based and are not presented based on injury rates, so as to not discourage injury reporting.

2. Cancellation. BO 5100.4

3. Mission. MCLB Albany will reward and recognize members of our workforce for outstanding safety contributions that promote a stronger safety culture and improve the command safety program.

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

4. Execution

a. Commander's Intent. Leadership in this Command will ensure Marines and Civilian Marines will be recognized for outstanding safety performance by receiving a Safety Incentive Award. It is important that Safety Incentive Awards be presented in a timely manner and publically; even if the recognition is an on-the-spot award presented to an employee in front of his or her colleagues. Formal Safety Incentive Awards will be presented at suitable ceremonies to emphasize leader's commitment to the Command's Safety Program.

b. Concept of Operations. Qualifications for a Safety Incentive Award will be based on the impact to the Command's Safety Program using the criteria and procedures within the enclosure.

c. Tasks

(1) Division Directors, Special Staff Officers, and Headquarters Company Commander:

(a) Ensure supervisors, managers and first-line leaders are aware of the importance of the Safety Incentive Awards Program and the provisions of this Order.

(b) Encourage maximum use of the Safety Incentive Awards Program by nominating Marines and Civilian Marines for outstanding Safety performance.

(c) Ensure Safety Incentive Awards are consistent with the provisions in reference (c).

(2) Installation Safety Manager

(a) Administer this Order and ensure it remains current and accurate.

(b) Secure funding for Safety Incentive Award items.

(c) Issue Safety Incentives Award items based on the recommendations submitted through Division Directors, Special Staff Officers, and Headquarters Company Commander.

(d) Maintain accountability and control over purchased Safety Incentive Award items.

5. Administration and Logistics

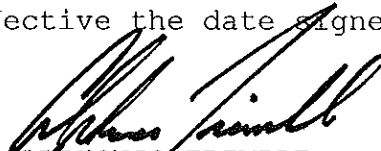
a. Administration. None.

b. Logistics. None.

6. Command and Signal

a. Command. This Order is applicable to MCLB Albany.

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



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DISTRIBUTION: A

### Safety Incentive Award Criteria and Process

	Type of Award	Award	Criteria and Process
Individual	Informal On-The-Spot	Safety Chip	Typically awarded by Risk Management Staff during Safety and Occupational Health Inspections for outstanding safety performance such as: no facility findings noted, excellent housekeeping, innovation that eliminates a workplace hazard, thorough understanding of VPP frequently asked questions.
		Other Safety Promotional Items	
	Formal	Safety Medallion	Significant impact on protecting the safety and health of the workforce and level of contribution to the Command Safety Program. Behavior demonstrates real employee involvement. Recommendations for medallions or certificates prepared by first-line supervisor, endorsed by Division Director, Special Staff Officer or HQ Company Commander and forwarded to Installation Safety Manager via email.
		Safety Certificate	
		Time Off Award	
Division	Safety Division of the Quarter	Monetary Award	Time Off and Monetary Awards follow procedures in BO 12450.1. Recommendations for time off and monetary awards related to safety performance may be endorsed by the Installation Safety Manager.  Criteria are developed annually by Risk Management Staff based on areas of emphasis, Command Safety program goals, or trend analysis. Typical metrics can include: near miss reporting, hazard abatement efficiency, and VPP Steering Committee meeting attendance. Calculated by Risk Management Staff and Unit Safety Officer each quarter and presented at the CO's Quarterly Safety Council.
		Rotating Trophy	
	Safety Division of the Year	Trophy	Based on the formula in figure 1.