

**TINKER AIR FORCE BASE**

**GOVERNANCE PLAN  
FOR THE AIR FORCE  
VOLUNTARY  
PROTECTION PROGRAMS  
(AF-VPP)**

February 2024



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## PREFACE

**1.1. TITLE:** The long title of this document is "Tinker Air Force Base Governance Plan for Implementation and Sustainment of the Air Force Voluntary Protection Programs (AF-VPP)".

**1.2. EFFECTIVE PERIOD:** This plan is effective on date of signature. It shall be reviewed at least annually by the Voluntary Protection Program (VPP) Program Managers (PMs) and will include a review in the month of June by the Integrated Design Teams (IDT).

**1.3. OFFICE OF PRIMARY RESPONSIBILITY:** The office of primary responsibility (OPR) for this plan is the VPP Program Managers. Executive Steering Committee (ESC) Members, Wing/Group Steering Committee Co-Chairs, and VPP/PM members may submit comments and recommendations pertaining to this document to the OC-ALC/SE workflow and to the VPP/PMs prior to the June Tinker Air Force Base IDT meeting. The Union appointees shall be part of this workflow.

**1.4. SECURITY CONSIDERATIONS:** This document is **Controlled Unclassified Information (CUI)** and does not fall within the scope of directives governing the protection of information affecting the national security of the United States of America. Whenever this document is updated or no longer required, delete all previous electronic copies, and shred all hardcopies.

**1.5. REPRODUCTION:** This governance plan may be reproduced in its entirety, as required, for official Tinker Air Force Base use.

**1.6. DISPOSITION:** Disposition of excess copies of this document according to applicable directives. Do not return to originator.

**1.7. CHANGES:** Changes will be coordinated with and published by 72 ABW/SE and Program Managers.

## RECORD OF CHANGES

CHANGE NUMBER	DATE	DATE POSTED	POSTED BY
001	Sep 2020	21 Oct 2021	Gary A. Bristol
002	DD MM 2023	DD MM 2024	Richard Meese

**1.8.** Reviews/updates will be accomplished at a minimum of annually and recorded in the below index.

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**RECORD OF REVIEW**

REVIEWED BY	DATE REVIEWED	REMARKS
TAFB VPP IDTs/Program Mgrs	June 2021	Minor corrections/updates/admin edits
TAFB VPP IDTs/Program Mgrs	Feburary 2024	Minor corrections/updates/admin edits

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### **Tinker Air Force Base Governance Plan for Implementing the Air Force Voluntary Protection Program (AF-VPP)**

#### **1. EXECUTIVE SUMMARY.**

1.1. This document is intended to create mutual support between Tinker Air Force Base (TAFB) organizations in implementing and sustainment AF-VPP at Tinker Air Force Base. It may also be used by associate organizations to assist local VPP efforts. The information contained in this document, combined with specific site assessments, shall be used by TAFB organizations to develop strategic plans to execute and sustain VPP.

1.2. The intent of VPP is to focus on employee involvement (both bargaining and non-bargaining employees) to promote engagement of the Safety Management System (SMS) improvements within the workplace.

1.3. Successful program execution is dependent on establishing a solid partnership between leadership, unions, employees and the Occupational Safety and Health Administration (OSHA) as stated in the AFMC Roadmap. The key to AFMC-SMS and VPP is the interaction between leadership at all levels and their Union counterparts.

1.4. This governance plan is intended to generate interaction between Oklahoma City Air Logistics Complex (OC-ALC), 72nd Air Base Wing (72 ABW), and AFGE Local 916 at Tinker AFB to share ideas and information with the ultimate goal of OSHA Star status.

#### **2. AUTHORITY AND REFERENCES.**

2.1. DAFI 91-202, *The U.S. Air Force Mishap Prevention Program*.

2.2. DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*.

2.3. OSHA *VPP Policies and Procedures Manual: CSP 03-01-005 (TED 8.4)*, 30 January 2020.

#### **3. HISTORICAL REFERENCES USED (for archive purposes only).**

3.1. SECAF/CSAF memo, Voluntary Protection Program Implementation and Workplace Mishap Reductions, 23 February 2007.

3.2. SECDEF memo, Reducing Preventable Accidents, 22 June 2006.

3.3. SAF/IE to ALL MAJCOM/CV email (Instituting OSHA Voluntary Protection Programs in the USAF, 2 February 2006).

3.4. SAF/IE to ALL MAJCOM/CV email (FY07 OSHA Voluntary Protection Programs Implementation in the USAF, 24 August 2006).

3.5. CSAF memo, Mishap Reductions, 19 December 2005.

3.6. SECDEF memo, Reducing Preventable Accidents, 19 May 2003.

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- 3.7. AFD 91-2, *Safety Programs*.
- 3.8. DAFI 91-202, *The U.S. Air Force Mishap Prevention Program*.
- 3.9. DAFPAM90-803, *Risk Management*.
- 3.10. DAFMAN 91-203, *Air Force Occupational Safety, Fire, and Health Standards*.
- 3.11. DAFI 48-145, *Occupational and Environmental Health Program*.
- 3.12. Federal Register Notice (FRN) Number 47 FR 29025, *The Voluntary Protection Programs (VPP)*, 2 July 1982; FRN 65:45649-45663, 24 July 2000; and FRN 68:68475-68479, 8 December 2003.

### **4. PROGRAM GOALS.**

- 4.1. Preserve 72 ABW and Oklahoma City Air Logistics Complex (OC-ALC) resources by decreasing workplace injuries/illnesses, lost workdays, and federal worker compensation costs.
- 4.2. Involving all 72 ABW and OC-ALC bargaining and non-bargaining unit employees, as well as military, civilian, and contract workers in the planning and management of the site's safety and health program. Create a lasting working partnership between Air Force leadership, unions, employees, and safety and health professionals.
- 4.3. Improve safety and occupational health accountability at all organizational and employee levels.
- 4.4. While achieving Star status is a benchmark, the ultimate goal is to support of our world-class safety and health management system by cultural safety awareness and reducing injuries through employee support, engagement, and appreciation recognition.

### **5. BACKGROUND AND SCOPE.**

5.1. Background. In 1982, OSHA created the Voluntary Protection Programs (VPP) to recognize and partner with worksites that implement exemplary systems to manage worker safety and health. These sites implement comprehensive safety and health management systems that go beyond basic compliance with OSHA standards. This extension beyond compliance is a facet of the program that is "voluntary". To qualify for VPP, applicants must have in place an effective safety and health management system that meets rigorous performance-based criteria in addition to the relevant OSHA compliance standards. OSHA verifies qualifications through a comprehensive on-site review process that is re-evaluated on a 3-to-5-year basis.

5.1.1. Organizations employing these systems strive to excel by using flexible and creative strategies to provide the best feasible protection for their workers in which productivity, quality, cost-savings, and safety and health are complementary goals. The worksites serve as models for effective safety and health programs in their industries while reducing employee injuries and illnesses well below industry averages.

5.1.2. Participation does not diminish existing Federal employer and employee responsibilities and rights under 29 CFR 1960. Compliance with OSHA's requirements and applicable laws remains mandatory. Once a site achieves Star status it must demonstrate continuous improvement to remain in the program.

5.1.3. Commanders, supervisors, union leaders, employees, and military members at all levels will lead the transition and sustainment to a "best-in-class", injury and illness prevention safety management system. All personnel will take charge of their own safety and occupational health issues.

5.2. Scope of VPP in the Air Force. The Secretary of the Air Force directed VPP implementation throughout the Air Force in March 2006. Former Secretary Michael Wynne made it clear that VPP would provide the focus to develop "best-in-class" Safety, Occupational and Health programs. Executing VPP, the AF will build on its SMS in creating collaborative partnerships among leadership, unions, employees, and OSHA. VPP is also the logical extension of the AF Wingman concept. As VPP principles and key

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concepts are taught across the AF and incorporated into our work processes, they will be used with AF Risk Management (RM) program so that everyone will have a fundamental safety situational awareness. Everyone has an inherent responsibility and accountability for recognizing and acting to correct unsafe and unhealthy conditions.

### **6. PROGRAM EXECUTION.**

6.1. Partnership. Execution of the AF-VPP is a partnership between AF leadership, Unions, employees, and OSHA. This partnership affects each program area. All personnel, military and civilian, will be instrumental in implementing VPP. Union and management parity (one for one) at all levels of VPP organization and activities (i.e., safety VPP training courses, conferences, committees, etc.) is essential to the success of the VPP effort.

### **7. RESPONSIBILITIES.**

#### **7.1. EXECUTIVE STEERING COMMITTEE (ESC)**

7.1.1. The ESC provides strategic vision and program direction while maintaining VPP continuity for Tinker AFB's Voluntary Protection Programs. Further, the ESC shall provide executive guidance to individual Group Steering Committees to help preserve continuity with proposed procedural recommendations and that such changes align with higher headquarters and OSHA directives.

7.1.2. The ESC shall be comprised of four co-chairs from the following organizations. They shall be the only voting members. The four co-chairs include: OC-ALC/CC, 72 ABW/CC, American Federation of Government Employees (AFGE) Local 916 President and International Fire Fighters Association (IFFA) Local F-211.

7.1.3. In the event a co-chair is unavailable, their designated alternate may vote under a pre-existing agreement.

7.1.4. A majority of votes are required to implement any action/policy brought before or proposed to the committee. A quorum of voting members is required before any action/policy can be voted into effect. A quorum consists of four of the six voting members.

7.1.5. This committee, nor any steering groups, shall not implement any action/policy that conflicts with public law, rule, regulation, memorandum, agreement, or collective bargaining agreement including the Union's right of exclusive representation.

7.1.6. Subject Matter Expert and other applicable attendees may be invited to the ESC, to include but not limited to, Judge Advocate, Occupational Medicine Flight, Safety Office, Contracting, Fire Inspector, and the International Association of Firefighters (IAFF) Local F-211 representative, Civil Engineering, Labor Relations, and Associate Units (e.g., Navy, 552 ACW, AAFES, DLA-OC, etc.).

7.1.7. 72 ABW shall support VPP through supplying OC-ALC TCIR/DART charts and injury/illness data statistics. 72 ABW has chosen to not to participate in VPP and use the Safety Management System, but shall support the OC-ALC VPP program.

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7.1.8. Agenda items for ESC originate from Base IDT recommendation, and/or other issues presented to PMs. PMs will present proposed recommendations/issues to the ESC Co-Chairs for their approval to add as ESC agenda items. With ESC Co-Chair's concurrence, PMs will vet recommendations/issues with Group Steering Committee (GSC) Co-Chairs to seek consensus prior to adding to ESC agendas.

7.1.9. Base IDT members are invited to attend ESC. Attendees are reminded that the ESC embraces feedback from the GSCs and PMs to support executive level decision making and policy setting for VPP. Participation will be moderated by an ESC Co-Chair for each meeting to ensure agenda items are appropriately addressed.

7.1.10. The designated Co-Chair will determine the location for the ESC meeting.

**7.2. VPP PROGRAM MANAGERS (PM)**

7.2.1. Responsibilities include but are not limited to, prepare ECS agenda, coordinate implementation/sustainment of VPP under the direction of the ESC and report VPP program sustainment metrics to leadership monthly and/or per request.

7.2.2. The four VPP PMs will be staffed by AFGE 916 and OC-ALC/CC, two appointed representatives from AFGE 916 and OC-ALC/SE. One International Association of Firefighters IAFF 211 may participate as appropriate. Collaboration amongst the VPP PMs is critical, especially when working comprehensive projects crossing functional lines.

**7.2.3. OC-ALC Staff Offices and the 76 SWEG Co-Chairs.**

7.2.3.1. In accordance with the current leadership agreement between the OC-ALC Staff Offices and the 76 SWEG, OC-ALC VPP Program Managers (Co-Chairs) in support of the Staff Offices and the 76 SWEG, shall be rotated annually in the month of February and after the annual OSHA VPP assessment is submitted. Beginning with February in the calendar year 2023, OM and OB will be the primary and secondary (respectively) co-chairs, see Table 7.2.3.2. for designated organization schedule.

Table 7.2.3

Calendar Year	Primary Co-Chair Organization	Secondary Co-Chair Organization
2023	OC-ALC/OM	OC-ALC/OB
2024	OC-ALC/OB	OC-ALC/EN
2025	OC-ALC/EN	OC-ALC/AS
2026	OC-ALC/AS	OC-ALC/FM
2027	OC-ALC/FM	OC-ALC/SE
2028	OC-ALC/SE	OC-ALC/QA
2029	OC-ALC/QA	76 SWEG
2030	76 SWEG	OC-ALC/OM

7.2.3.2. The OC-ALC Staff Office and 76 SWEG Co-Chairs shall:

7.2.3.2.1. Attend and or provide representation at VPP meetings and events.

7.2.3.2.2. Update and provide the VPP Continuity Binder to future co-chairs to ensure transitional continuity.



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7.2.3.2.3. Participate (both primary and alternate co-chair) in roles and responsibilities outlined in the continuity binder.

### **7.3 STEERING COMMITTEES (Wing)**

7.3.1 Steering Committees provide strategic vision and program direction at the Wing level. Steering Committees are typically referred to as Wing Group Steering Committees (WGSC) because they support a Wing VPP efforts.

7.3.2 Wing Steering Committees shall be Co-Chaired by one management Co-Chair appointee and one Union Co-Chair appointee. The management Co-Chair or designated alternate will present an update to the ESC quarterly addressing Safety Management System (SMS) program deficiencies identified in each sites OSHA required annual evaluation, SMS/VPP involvement, TCIR/DART performance, shop injuries analyses, targeted reduction plans for prior and following quarters, process updates, best practices/cross-tell recommendations and progress to VPP application or sustainment. During the first quarterly ESC meeting each group will summarize the previous year's Self-Assessment and current year's goals and summarize progress each quarter thereafter.

### **7.4. INTEGRATED DESIGN TEAM (IDT) - GROUP/STAFF/WING-LEVEL**

7.4.1. Support VPP implementation efforts; may support the efforts of the ESC and/or site-specific Steering Committees.

7.4.1.2. Two levels of IDT are recognized: Tinker AFB (Base) IDT staffed by Team Tinker community representatives to include associate organizations and Group level IDT. This IDT serves the ESC and supports the efforts of each individual sites.

7.4.1.3. When an Integrated Design Team (IDT) is formed, the three member IDT shall consist of one appointee from the Union (Union Co-chair role), one manager appointed by management (Management Representative role), and one employee IDT member (Employee person role) selected by means of the outlined guidelines. The selection process consists of a physical panel interview or a paper voting matrix. The evaluation team will be comprised of two union and two management representatives. Open vote and point values will be assigned to each question using a 1-5 rating system (5 reflecting top rating). In the event of a tie, the Co-Chairs will resolve the tie. If either Co-Chair opposes a nominee, then that nominee will not serve as a member of that Steering Committee. The selection panel will then select an alternate nominee. Alternates must be selected IAW selection procedures.

7.4.1.3.1. The IDT is the spokespersons at the Group level and attends the ESC, GSC and VSR meetings monthly. The IDT takes the information and addresses Safety Management System (SMS) program deficiencies identified in each site. OSHA required annual evaluation, SMS/VPP involvement, TCIR/DART performance, shop injuries analyses, targeted reduction plans for prior and following quarters, process updates, best practices/cross-tell recommendations and progress to VPP application or sustainment, stats, projects and successes and reports this to Group leadership.

7.4.1.3.2. The cycle time for the IDT members will run from March to February, with the ALC IDTs serving in their appointed full-time capacity. This timeframe is accordance with the appraisal cycle. Anyone operating a minimum of 8 hours a day shall be appraised on elements that fit their tasks or elements of running a program. The intent is to have a non-bargaining unit member of management (current supervisor) appointed by the management, Co-Chair and a bargaining unit employee appointed by the Union and a mutually selected bargaining unit employee that will rotate *annually*, with option to reapply.

7.4.1.3.3. The management representative must be a current supervisor. The immersion of managers and workers into the Safety and Health Management System (S&HMS) is a fundamental concept of the

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TAFB VPP. Management and union appointed IDT members from each site will attend monthly Tinker AFB IDT meetings.

7.4.1.3.4. The employee IDT members will serve for a period of one year and rotate *annually*, with the option to reapply.

7.4.1.3.5. The IDT may request additional staffing due to special circumstances.

### **7.5. GROUP STEERING COMMITTEES (GSC/Squadron)**

7.5.1. Group Steering Committees (GSC); provide strategic vision and program direction at the Group level. Steering Committees are typically referred to as Group Steering Committees (GSC) because they support a Groups' VPP efforts.

7.5.2. GSC members: shall be comprised of eight (8) to twelve (12) employees per group, who can serve daily, be on-call and/or be readily available as needed by the group. The GSC teams will be responsible for facilitating monthly meetings on a Squadron level to ensure squadron leadership is aware of Executive Steering Committee (ESC) quarterly meetings that address Safety Management System (SMS) program deficiencies identified in each sites, OSHA required annual evaluation, SMS/VPP involvement, TCIR/DART performance, shop injuries analyses, targeted reduction plans for prior and following quarters, process updates, best practices/cross-tell recommendations and progress to VPP application or sustainment. Meeting minutes will be maintained and distributed to GSC members. Each GSC member shall have a minimum of 24 hours a month to conduct VPP business as well as 1 week out of the year (4th Qtr CY) to conduct an annual OSHA self-assessment. If there is a moment in time where the first line supervisor cannot allow the member to conduct VPP business, the supervisor shall, at that time, provide a date and time the member can complete the objective prior to the month ending.

7.5.3. ESC charts/slides must be submitted to the PMs by close of business on the Tuesday prior to the ESC meetings.

7.5.4. The ESC briefing schedule is as follows:

7.5.4.1. 76 AMXG and 76 PMXG: Jan, Apr, Jul and Oct

7.5.4.2. 76 CMXG and 76 MXSG: Feb, May, Aug and Nov

7.5.4.3. 72 ABW, 76 SWEG & OC-ALC Staff: Mar, Jun, Sep and Dec

7.5.5. For a predominant military organization, a committee consists of at least one officer or enlisted member and a civilian appointee.

7.5.6. A majority of the votes are required to implement any action/policy brought before the committee or proposed to the committee. A quorum of voting members is required before any action/policy can be voted into effect. A quorum consists of 70% of the voting members in attendance. Changes in working conditions or any other bargaining issues will be addressed per master labor agreement.

7.5.7. Steering Committee members shall have a minimum of 24 hours a month to conduct VPP business as well as 1 week out of the year (4th Qtr CY) to conduct an annual OSHA self-assessment. If there is a moment in time where the first line supervisor cannot allow the member to conduct VPP business, the supervisor shall, at that time, provide a date and time the member can complete the

objective. Waivers to Steering Committee composition will be resolved by the ESC Co-Chairs on a case-by-case basis. The selection process is referenced in para 7.4.1.3 The selection process...

7.5.8. Steering Committee duties are as follows: (Minimum of 24 hours a month to fulfill duties)

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- 7.5.8.1. Promote and educate the existing SMS on how VPP enhances the SMS.
- 7.5.8.2. Improve site safety awareness by promoting VPP/SMS involvement.
- 7.5.8.3. Approved site VPP implementation and sustainment plans; provide feedback and guidance on initiatives.
- 7.5.8.4. Review VPP Annual Evaluation for identified VPP element gaps and develop corrective plan of action, tracking gap closures to completion.
- 7.5.8.5. May approve or assign additional tasks to the IDT.
- 7.5.8.6. Meet as a formal committee with Group Leadership to provide Squadron level updates monthly.
- 7.5.8.7. Ensure transparency of processes and activities
- 7.5.9.8. Group Steering Committee (GSC) shall conduct Squadron level VPP/Volunteer Safety Representative (VSR) meetings no less than once a month. This meeting is to include VSR's and Squadron Leadership.
- 7.5.10. If a person on any ESC, Steering Committee/GSC, IDT, or employee volunteer group is found to be conducting inappropriate VPP business or displays inappropriate actions detrimental to the VPP process, the Co-Chairs (Commander-Union Co-Chair) must take action to address the allegation(s). If the allegations are proven negligent, the member can be removed from the position. (Note this does not apply to Co-Chair positions. Issues related to Co-Chairs will be addressed to the ESC Co-Chairs.) When a change of personnel is required outside normal tenure, the vacancy will be staff using the established selection process outlined below. This action must be completed within 30 days of proposal.
- 7.5.11. Fifty percent of Steering Committee members will rotate bi-annually, January and July, based on term with the option to reapply. If volunteers exist at the Wing/Group level the four lowest service computation date employees will rotate out of the committee; six months later the remaining four will do the same. If the volunteer pool is not great enough to exchange out the entire committee, replacement would start with the longest tenured committee member and rotate one by one until all positions are processed. If sufficient volunteers are not available, current members may continue serving until the next bi-annual rotation cycle. Term for employees is set at one year, with the option to reapply. In the event of an unexpected vacancy, the vacancy billet will be staffed using the established selection process.
- 7.5.12. Meeting minutes will be maintained and distributed to GSC members.
- 7.5.13. During audit times, each of the groups have the ability to retain their GSC members until the next term completion in order to have sustained support throughout the audit. This must be articulated in writing.

### **7.6. OC-ALC VOLUNTARY SAFETY REPRESENTATIVES (VSR's Generally at shop level)**

- 7.6.1. VSRs purpose is to assist supervisors with shop safety issues and implementing/sustaining VPP within a supervisor's area of responsibility. Shop/work center supervisors in OC-ALC organizations without Volunteer Safety Representatives (VSRs) will solicit and accept employees to serve as VSRs for their respective shops/work center. Term for VSRs is limited to one year and participation will be rotated among volunteers. Accepting more than one VSR per shop/work center is acceptable. However, if conflicts arise regarding participating in VPP related activities, then service computation date will be used to determine which VSR attends the event in question. If no employee volunteers to serve as a VSR, for a particular shop/work centers, then the supervisor will fulfill the program responsibilities while seeking employee volunteers.

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7.6.2. VSRs shall be allowed 12 hours a month to conduct VPP business. The shop floor supervisor has the responsibility to create and maintain a safe working environment compliant with regulations (i.e., hold safety meetings, conduct safety briefings, etc.) furthermore these duties can only be shared between supervision and the VSR/GSC. If a supervisor denies a VSR's request to conduct VPP business, the supervisor must give the VSR a date and time within that month to conduct VPP business within a reasonable time frame to allow the task to be accomplished in a timely manner.

7.6.3. VSR duties are as follows:

7.6.3.1. Assist supervisors in safety checklists.

7.6.3.2. Assist supervisor in ensuring that changes in processes are being implemented.

7.6.3.3. Keep supervisor informed of VPP matters that may impact shop.

7.6.3.4. Assist supervisor with safety/VPP briefings, newsletters, and flashes.

7.6.3.5. Attend monthly VSR meetings no less than once a month.

7.6.3.6. Promote and educate the existing SMS on how VPP enhances the SMS.

7.6.3.7. Improve site safety awareness by promoting VPP and SMS involvement.

7.6.3.8. Approved site VPP implementation and sustainment plans, provide feedback guidance on initiatives.

7.6.3.9. Review VPP Annual Evaluation for identified VPP element gaps and develop correction plan of action, tracking gap closures to completion.

7.6.3.10. May approve or assign additional tasks to the IDT.

7.6.3.11. Meet as a formal committee once a month and update IDT and management.

7.6.3.12. Ensure transparency of processes and activities.

## **8. PROGRAM SUSTAINMENT.**

8.1. OSHA VPP is organized around four program elements: Management Leadership and Employee Involvement, Worksite Analysis, Hazard Prevention and Control, and Safety and Health Training. The key to sustainment is measurable goals and strengthening elements.

8.2. Once a site has been recognized as a Star site, the sustainment phase begins. It is critically important that a site not relax standards after the audit, or the advances made during the VPP roll out will be lost. Industry experiences proves that sustaining the level of effort after the OSHA audit can be even more difficult than the effort to reach VPP Star. The objective of the sustainment phase is not maintaining the status quo but continuous improvement. The product of this phase is an ever-improving safety and health program and a growing culture change with the end state of an employee-owned safety and health program. Having a minimum of 12 squadron level meetings (VSR meetings) and 12 group level meetings (Super GSC Meetings) annually are key parts to sustainment.

8.3. Sustainment activities include mentoring other "non-VPP" sites to include other AF installations, other AF units, tenants on the installation, and/or other Department of Defense (DoD) sites or other

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federal agencies. Mentoring is a requirement of VPP Star sites but will also support Star sites for improvement. In addition to mentoring, Star sites will contribute Special Government Employees to the OSHA program (Appendix C). SGEs assist with audits, gaining beneficial learning experiences and bringing this knowledge back to their site.

8.4. Annual assessments will be continued after a site reaches Star status. Annual assessments are due to the PMs NLT 1 February and due to OSHA NLT 15 February, each year.

8.5. Co-Chairs evaluate progress toward strengthening established milestones, supports cross- functional VPP self-inspections and supports workplace initiatives.

8.6. Gemba safety walks will be conducted quarterly with Complex Commander or equivalent and bi-weekly by Co-chairs and Complex agency personnel. Group and Squadron Gemba walks as necessary.

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(Monthly Award)

### 1. Selection Criteria

The Safety Hero award recognizes personnel who go above and beyond the call of duty to prevent a potential mishap, correct a hazard, and/or mitigate potential personnel injury or death due to a mishap. The VPP Program Managers may select an employee each month based on the scope, impact, and the degree of initiative displayed by the nominee. Nominations will be considered for actions within the previous six months.

### 2. Nomination Procedures

2.1. VPP Wing/Group Steering Committees may submit a nomination to the OC-ALC PM's via email at any time. There is no mandated format for the nomination provided sufficient information is included in the email.

2.2. Include the nominee's name, organization, rank or grade, duty or job title. Provide a brief, unclassified description of the actions that prompted the nomination. Submit in narrative (paragraph) format and provide enough information to detail what, when, where, and how as well as the impact of the action. Avoid generalities, vague terms, local acronyms, abbreviations, or restatements of normal duties.

### 3. Recognition Procedures

Submit nominations for consideration for a Safety Hero award to any of the VPP/PMs. PMs will provide a certificate of recognition for the selectee's presentation. Selectee can be announced and presented by their units during the monthly Executive Steering Committee meeting. Selectees should receive recognition from a senior leader. It is preferred that recognition is presented in the selectee's work center or during the VPP Group Steering Committee meeting.

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**GSC and IDT Employee Interview Questions**

1. Why would you be a valuable asset to your organization?
2. What experience or knowledge would you be able to bring to Tinker's VPP team?
3. Which VPP element do you think that you would be best suited for?
4. What is your motivating reason for volunteering for VPP?

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### **Appendix C**

#### **SPECIAL GOVERNMENT EMPLOYEES (SGE)**

The Special Government Employee (SGE) Program was established to allow industry employees to work alongside OSHA during Voluntary Protection Programs' (VPP) onsite evaluations. Not only does this innovative program benefit OSHA by supplementing its on-site evaluation teams, but it gives industry and government an opportunity to work together and share views and ideas to assist as VPP on-site evaluation team members.

As VPP grows, the support of SGEs will continue to be a critical component of the programs. The SGE Program encompasses the spirit of VPP industry, labor, and government cooperation. This cooperation embodies the idea of continuous improvement, which allows SGEs to bring a unique perspective to the team effort and to take back to their sites ideas and best practices to further improve worker protections.

Tinker AFB Star sites will be authorized to have up to three SGEs. In coordination with the Program Managers, the group Co-Chairs will approve 3 active SGEs per Star for up to a 3-year term, with the option to re-apply with commander's approval. Once a term is complete active SGEs would move to inactive status. SGEs will be scheduled for initial training thru Program Managers. There will be one SGE roster. Tinker AFB will strive to dedicate two SGEs for local audit purposes. SGEs must remain actively involved in VPP within their group to continue SGE duties. Any additional SGEs above the 3 active will be considered inactive. Individuals will be added to the rosters and selected for audits according to how long they have been an SGE. The service computation date is only used to rank SGEs on the roster, beginning with the oldest to newest. The roster will be maintained on a rotational basis with all SGEs. The SGE roster will be posted, via installation/complex SharePoint, for transparency and continuity.

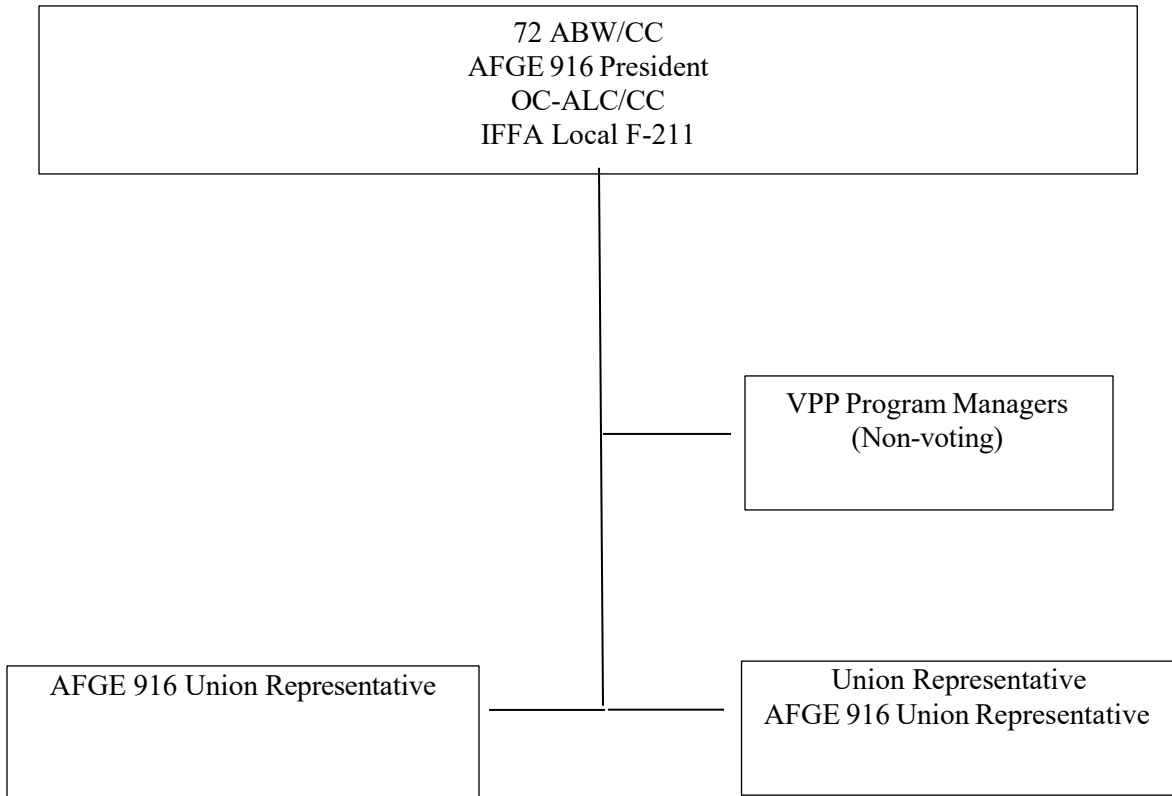
Annual conference/training is provided at the National and Regional VPPPA conference. Additional policy and guidance on attendance is provided by the respective wing.



**Appendix D**

**VPP Executive Steering Committee (ESC)**

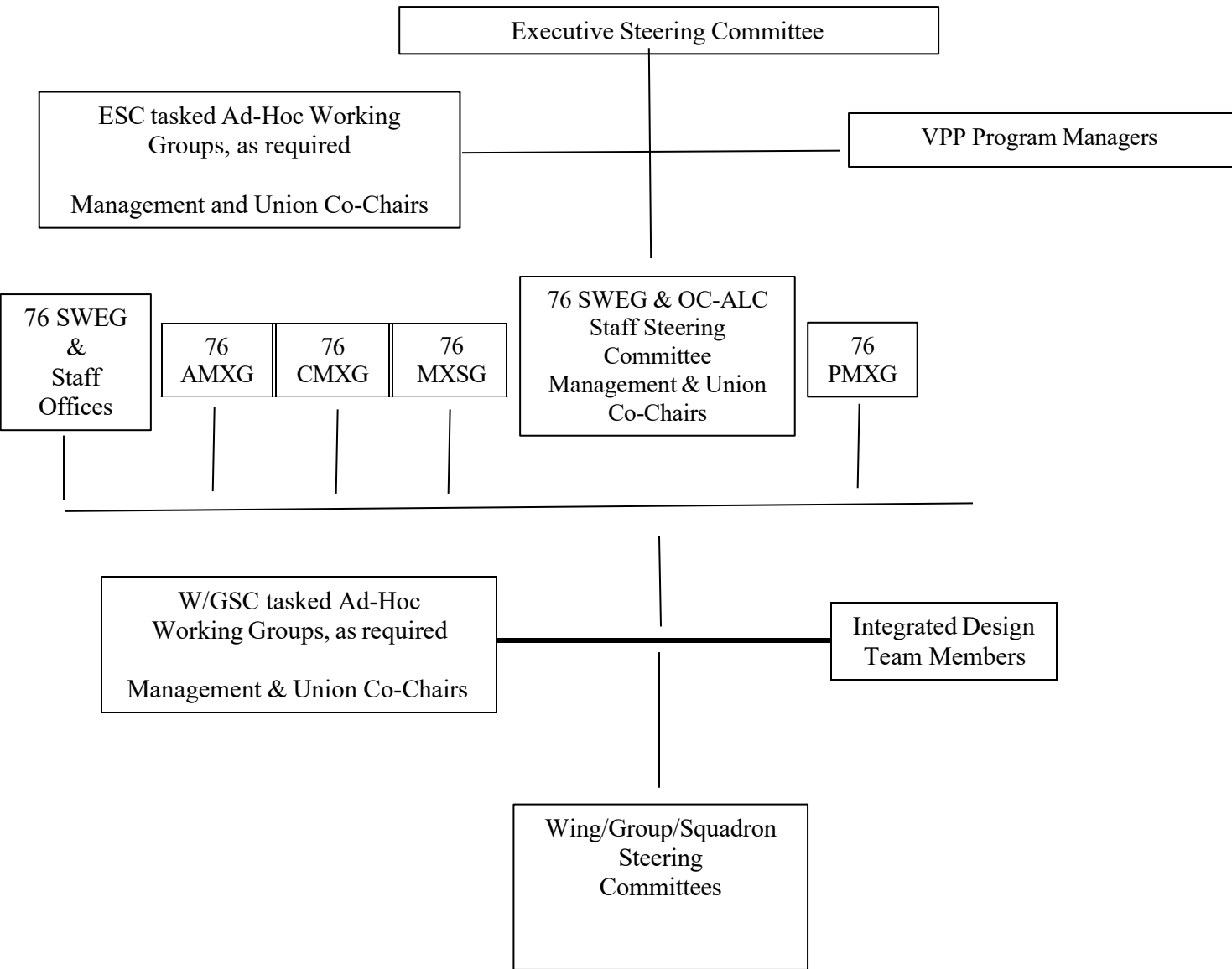
This chart illustrates the membership of the VPP Executive Steering Committee.



**Appendix E**

**VPP Organizational Chart**

This chart illustrates the VPP organizational structure for AFMC organizations at Tinker AFB and a typical Wing/Group VPP steering Committee Structure.



All six W/GSCs organizational structures include Steering Committees, IDTs and Ad-Hoc Working Groups.

Appendix E Continued

VPP Organizational Chart

