

TINKER AIR FORCE BASE

**GOVERNANCE PLAN
FOR THE OSHA
VOLUNTARY
PROTECTION PROGRAMS
(OSHA-VPP)**

August 2025



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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 OSHA Voluntary Protection Programs (OSHA-VPP)".

1.2. EFFECTIVE PERIOD: This plan is effective on date of signature. It will 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, 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 will 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 OC-ALC and Program Managers.

RECORD OF CHANGES

CHANGE NUMBER	DATE	DATE POSTED	POSTED BY
001	Sep 2020	21 Oct 2021	Gary A. Bristol
002	Aug 2024	30 Sep 2024	Richard Meese
003	Aug 2025	20 Aug 2025	Richard Meese

1.8. Reviews/updates will be accomplished at a minimum 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	Jul/Aug 2024	Minor corrections/updates/admin edits
TAFB VPP IDTs/Program Mgrs	Aug 2025	Minor corrections/updates/admin edits

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Tinker Air Force Base Governance Plan for Implementing the OSHA Voluntary Protection Program (OSHA-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 of OSHA-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, will 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), AFGE Local 916 and IFFA Local F-211 at Tinker AFB to share ideas and information.

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.

2.4. AFMC Roadmap, May 2015

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.

3.7. AFPD 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 Oklahoma City Air Logistics Complex (OC-ALC) resources by decreasing workplace injuries/illnesses, lost workdays, and federal worker compensation costs.

4.2. Involve 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 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 which 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, 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 SMS. 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 concepts are taught across the AF and incorporated into our work processes, they will be used with the 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 (e.g., 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 will provide executive guidance to individual Group Steering Committees (GSC) to help preserve continuity with proposed procedural recommendations and that such changes align with higher headquarters and OSHA directives.

7.1.2. The ESC will be comprised of four co-chairs from the following organizations. They will be voting members. The four co-chairs include: OC-ALC/CC, 72 Air Base Wing Installation Commander, 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 quorum of voting members, defined as "the minimum number of members", are required to implement any action/policy brought before or proposed to the committee.

7.1.5. Neither this committee, nor any other steering groups, will 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 Experts and other applicable attendees may be invited to the ESC, including, 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.).

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7.1.7. 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-Chairs' concurrence, Program Managers (PM) will vet recommendations/issues with (GSC) Co-Chairs to seek consensus prior to adding to ESC agendas.

7.1.8. 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.

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

7.1.10. 72 ABW will provide OC-ALC TCIR/DART charts and injury/illness data statistics.

7.1.11. ESC charts/slides must be submitted to the PMs at least 3 business days prior to the ESC meetings.

7.1.12. The ESC briefing schedule is as follows:

7.1.13. 76 AMXG and 76 PMXG: Jan, Apr, Jul and Oct

7.1.14. 76 CMXG and 76 MXSG: Feb, May, Aug and Nov

7.1.15. OC-ALC Staff: Mar, Jun, Sep and Dec

7.1.16. 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.

7.2. OC-ALC VPP PROGRAM MANAGERS (PM)

7.2.1. Responsibilities include, but are not limited to, preparing ESC agendas, coordinating implementation/sustainment of VPP under the direction of the ESC and reporting VPP program sustainment metrics to leadership monthly and/or per request.

7.2.2. There are four VPP PMs: OC-ALC/CC, AFGE 916 president, two appointed representatives, one from AFGE 916 and OC-ALC/SE. One International Association of Firefighters IAFF 211 representative may participate, as appropriate. Collaboration amongst the VPP PMs is critical, especially when working comprehensive projects crossing functional lines.

7.3. INTEGRATED DESIGN TEAM (IDT) - GROUP LEVEL

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

7.3.1.2. Group IDT serves the ESC and supports the efforts of each individual site’.

7.3.1.3. When an IDT is formed, the three member IDT will 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 Group Co-chair is the Group Commander, Group Director, Group Deputy Commander and Group Deputy Director. Applications will be sent out for solicitation for a minimum of two weeks. The top five scored applicants will then be interviewed for the IDT position. The selection process consists of a physical panel interview. 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, a consensus must be reached between management and union co-chairs to resolve the tie. Final selections must be mutually agreed upon by management and union co-chairs. Alternates must be selected in IAW the selection procedures.

7.3.1.3.1. The IDT is the spokespeople at the Group level and attends the ESC, GSC and VSR meetings monthly. The IDT takes the information and addresses 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, progress to VPP application or sustainment, stats, projects and successes are reported to Group leadership.

7.3.1.3.2. The cycle time for the IDT members will run from March to February, with the OC-ALC IDTs serving in their appointed full-time capacity. This timeframe aligns with the DPMAP appraisal cycle and will be appraised in the element that fits their tasks performed. A VPP element will be incorporated into the DPMAP Performance Plan for each Union Co-Chair and Employee IDT member, allowing for a comprehensive assessment of their contributions during their term. This element will include verbiage from paragraph 7.3.1.3.1. To maintain continuity, Union Co-chairs and Employee members will remain permanently assigned to their original position/roster for the duration of their VPP term. For timekeeping purposes, Union Co-chair and Employee members will be done by their supervisor of record. Overtime eligibility: To facilitate program needs and provide flexibility, Union Co-chair and Employee IDT members will be eligible to work overtime in their permanently assigned units. The intent is to have a non-bargaining unit member of management (current supervisor) appointed by the management, Co-Chair appointed by the Union and a mutually selected bargaining unit employee. The employee person rotates annually, with an option to reapply. A minimum of two weeks’ notification will be given for incoming and outgoing IDT employee member. Use JON Code X51102626000 VPP for any and all things VPP.

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

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7.4. OC-ALC Staff Offices.

7.4.1. In accordance with the current leadership, the OC-ALC Staff Offices Co-chair will be rotated annually in the month of February and after the annual OSHA VPP assessment is submitted. See Table 7.4.2. for designated organization schedule.

Table 7.4.2

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

7.4.2.1. The OC-ALC Staff Office Co-Chairs will:

7.4.2.2. Attend and provide representation at VPP meetings and events.

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

7.4.2.4. Participate (both primary and alternate co-chair of Staff Offices) in roles and responsibilities outlined in the Governance Plan and referenced in the continuity binder.

7.5. GROUP STEERING COMMITTEES (GSC/Squadron)

7.5.1. Group Steering Committees (GSC); provide strategic vision and program direction for the Squadron level.

7.5.2. GSCs will 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. GSC applications will be sent to the Co-Chair of the Group IDT to them and them alone. (This is to reduce perception of favoritism). These applications will not be scored by the accepted Group under any circumstances. The applications will be scored by other Group IDT Co-chairs and Group IDT Management representatives, only. The only exception will be 564th AMXG GSC positions, due to these positions being full-time, therefore they will fall under the selection process for IDT referenced in para 7.3.1.3. 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 site, best practice. 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 will 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 will, at that time, provide a date and time the member can complete the objective prior to the month ending. Use JON Code X51102626000 VPP for any and all things VPP.

7.5.3. Steering Committee duties are as follows, but not limited to: (Minimum of 24 hours a month to fulfill duties)

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

7.5.5. Improve site safety awareness by promoting VPP/SMS involvement.

7.5.6. Approve site VPP implementation and sustainment plans; provide feedback and guidance on initiatives.

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

7.5.8. May approve or assign additional tasks to the VSR'S.

7.5.9. Meet as a formal committee with Group Leadership to provide "Squadron level" updates monthly.

7.5.10. Ensure transparency of processes and activities

7.5.11. Group Steering Committee (GSC) will conduct "Squadron level" VPP/Volunteer Safety Representative (VSR) meetings no less than once a month. This meeting is to include VSRs and Squadron Leadership.

7.5.12. 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 true, 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.

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7.5.13. 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 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 for 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.

7.5.14. During audit times, each of the Groups can retain their GSC members until next term's 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. Personnel identified as VSR's will 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 VSRs will solicit and accept employees to serve as VSRs for their respective shops/work center. Term for VSRs is a minimum of 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 (SCD) 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 center, then the supervisor will fulfill the program responsibilities while seeking employee volunteers.

7.6.2. VSRs are allowed a minimum of 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 (e.g., 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 will 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. Use JON Code X51102626000 VPP for any and all things VPP.

7.6.3. VSR duties are as follows, but not limited to:

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. Approve 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 identify additional tasks needed to address safety concerns to the IDT.

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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 (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 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 (SGE) 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, support cross- functional VPP self-inspections and support workplace initiatives.

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

Appendix A
Safety Hero Program
(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 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.

Appendix B

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?

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.

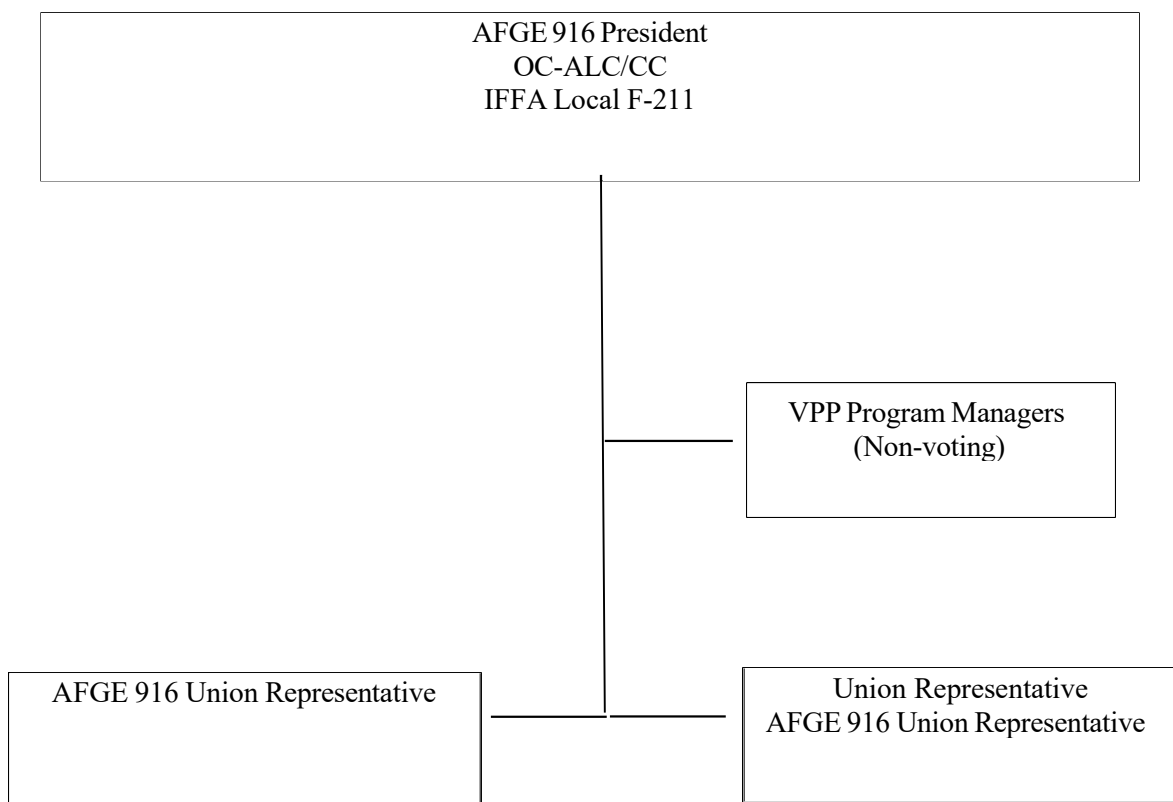
Tinker AFB Star sites will be authorized to have up to three SGEs. In coordination with the Program Managers, the Group Co-Chairs will approve 3 active SGEs per Star for up to a 3-year term, with the option to re-apply with the Commander's approval. Once a term is complete, active SGEs would move to inactive status. SGEs will be scheduled for initial training through 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 SGE's 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.

Appendix D

VPP Executive Steering Committee (ESC)

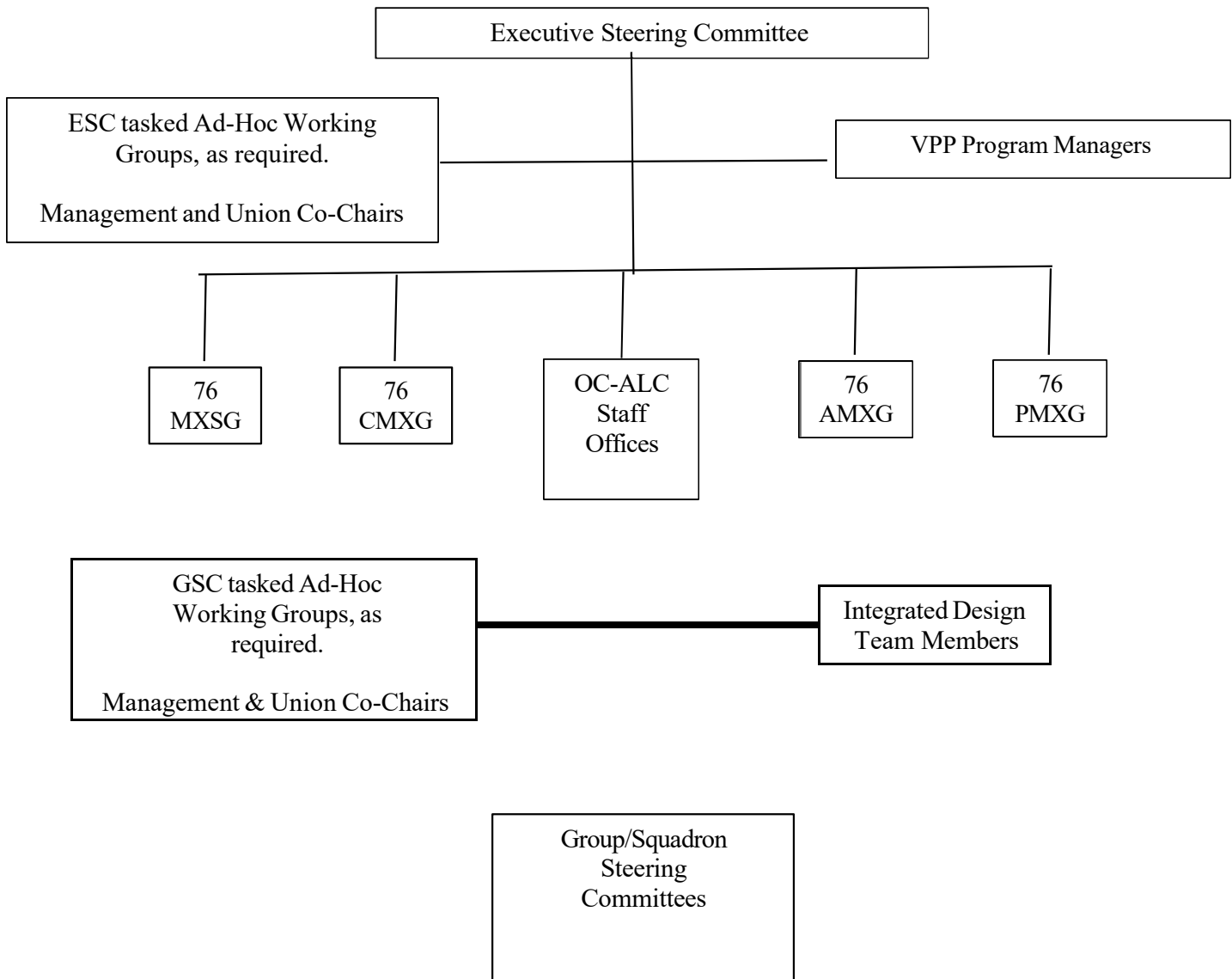
This chart illustrates the membership of the VPP Executive Steering Committee.



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 GSCs organizational structures include Steering Committees, IDTs and Ad-Hoc Working Groups.

Appendix E Continued

VPP Organizational Chart

