UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

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BASE BULLETIN 5100

From: Commanding Officer
To: Distribution List

Subj: SAFETY INCENTIVE AWARDS PROGRAM

Ref: (a) MCO 5100.8F
(b) MCO 5100.32

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 the 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. They use initiative and ingenuity to reduce workplace hazards. They set records for hours and days worked without a mishap. They contribute beyond what is expected and achieve outstanding safety performance. In order to recognize these achievements, this Command will implement the provisions in the references and establish a Safety Incentive Awards Program.

2. Mission. To reward, encourage, and recognize members of our workforce for outstanding safety contributions in mishap prevention, risk management, and other actions that protect the safety and health of personnel in this Command.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Marines and Civilian Marines will be recognized for outstanding safety performance by receiving a safety incentive award (i.e. certificate, coin, or token, etc.). These informal awards reinforce safe work practices and acknowledge appreciation for outstanding safety performance. Awards will be presented in a timely manner.

(2) Concept of Operations. Qualification for a Safety Incentive Award will be based solely on the impact of the safety initiative or success.

b. Subordinate Element Missions

(1) Commanders, Commanding Officers, Division Directors Submit recommendations for safety incentive awards to the Manager, Risk Management Office.

(2) Manager, Risk Management Office

(a) Process awards upon receipt of recommendation.

(b) Arrange presentation of safety incentive awards.

(c) Issue safety incentive awards based on the recommendations of safety and occupational health specialists.

(d) Provide funding for safety incentive awards.

(e) Maintain accountability and control over purchased safety incentive award items.

(3) Unit Safety Officers. Maintain safety incentive award files to assist in determining validity of award recommendations.

4. Administration and Logistics. Awards will be presented to recipients at suitable ceremonies to emphasize labor and management's commitment to reduce injuries. Local publicity, through appropriate information media, will accompany the presentation of safety incentive awards.

5. Command and Signal

a. Command. This Bulletin is applicable to this Command.

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

J. R. Wingard
J. R. WINGARD

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