



Subj: LETTER OF INSTRUCTIONS FOR MARINE CORPS LOGISTICS COMMAND
(MARCORLOGCOM) HEADQUARTERS (HQ) VOLUNTARY PROTECTION
PROGRAMS (VPP) IMPLEMENTATION PLAN

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L01
5 May 2011

From: Commanding General, Marine Corps Logistics Command
To: Distribution List

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Ref: (a) MARCORLOGCOM HQ Executive Safety Council Charter
(b) MARCORLOGCOM HQ VPP Implementation Plan
(c) MARCORLOGCOM HQ Implementation Plan Activities
Package

1. Situation. This Letter of Instruction (LOI) supersedes all previous LOI regarding the Voluntary Protection Programs. Active employee participation is essential to the success of the Voluntary Protection Programs (VPP). In order to solicit employee involvement, management must be engaged and establish open and clear communications. The Implementation Plan is a document to provide guidance for the Marine Corps Logistics Command (MARCORLOGCOM) Headquarters (HQ) organizations to develop strategic plans in order to execute and sustain VPP.

2. Mission. To establish a seat on the Executive Safety Council outlined in Ref (a) in order to produce and sustain a world-class Safety and Health Management System (SHMS) and a culture of continuous improvement at LOGCOM HQ.

3. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent

(a) To develop and foster a culture that emphasizes safety and VPP as core values and establish this command as a safer place to work.

(b) To transform the compliance-based Occupational Safety and Health Administration (OSHA) program into a performance-based SHMS with an end result of increasing

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Occupational Safety and Health Awareness, thus reducing mishaps and achieving VPP Star recognition.

(c) To establish a partnership between Management, Union, Labor, OSHA, and Base built on strong management commitment and employee involvement as outlined in Ref (b).

(2) Concept of Operations.

(a) Use the Charter, Implementation Plan, and Activities Package to aid Directors with guidance and ideas on how best to approach the management, oversight, clear communication and execution of VPP.

(b) Challenge all Directors to be flexible and use creative strategies in providing protection for their workers that enhances productivity, quality, profitability, safety, and health goals.

(c) Apply to all personnel in LOGCOM: Civil Servants, Active Duty Military and Contractor employees with 100% participation and compliance of all centers and staff.

b. Subordinate Element Missions

(1) Director, Installations, Environment and Safety Office

(a) Present Program at the Commanding General's Staff Call meeting to all LOGCOM Directors.

(b) Oversee VPP Program Manager's execution of the program.

(2) LOGCOM Directors

(a) Set a strong example as a leader who practices open and clear communication in conjunction with VPP ideals.

(b) Provide guidance and direction on the overall VPP communication/public relations distribution of information.

(c) Assist on the evolution that safety and health management policies and procedures are effectively communicated across LOGCOM HQ.

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(d) Provide consulting and coordinating assistance to the VPP Core Teams and other similar committees/groups regarding VPP implementation.

(e) Accomplish a variety of work activities such as the participation in assessments, audits, investigations, training activities, and the Passport Program and encourage other LOGCOM employees to do the same.

4. Administration and Logistics

a. Under the VPP, participation in advancing the Command Occupational Safety and Health Management Program is mandatory. Open and clear communication along with management involvement is essential. Communication must begin at the management levels and filter down. The Executive Safety Council's mission is to ensure safety and VPP is communicated throughout the Command through the management team as established in reference (b).

b. Ref (c) is an Activities Package that can be used with the Implementation Plan for ideas on how to move ahead with the VPP.

c. All questions concerning the VPP Charter and Implementation Plan will be directed to the VPP Office.

5. Command and Signal

a. Command. This letter of instruction is applicable to the Marine Corps Logistics Command Headquarters Element.

b. Signal. This letter of instruction is effective the date signed.

B. R. BRADEN
Chief of Staff

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