



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
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COMMANDING OFFICER'S POLICY LETTER 02-23

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: MARINE CORPS AIR STATION NEW RIVER SAFETY RECOGNITION
AND REWARD PROGRAM

Ref: (a) ASO 12451.1B
(b) MCO 1050.3J

1. Purpose. To establish a safety recognition and reward program to encourage, acknowledge, and reward outstanding individual contributions to safety and support the Marine Corps Safety Management System (MCSMS) at Marine Corps Air Station (MCAS) New River.

2. Cancellation. Policy Letter 05-17.

3. Information. MCAS New River is committed to actively participating in the MCSMS. This system is used to provide the framework for managing Occupational Safety and Health risk and opportunities.

a. Safety cultures support safe and healthful workplaces, prevents work-related injury, property damage, and occupational illness which continually improves operational readiness. Providing safe and healthful places to work and live all make safe performance the main priority to protect members aboard MCAS New River.

b. Every day, MCAS New River personnel, military and civilian alike, are doing the right things to reduce mishaps in the workplace for their own protection and for fellow employees. It is vital for leaders to emphasize the importance of recognizing individuals for their significant contributions and accomplishments made in the field of safety and mishap prevention.

4. Action. Supervisors, leaders, and command representatives will recognize and reward individuals for significant

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contributions and accomplishments directly pertaining to MCSMS best practices, and mishap prevention.

5. Implementation. Department Heads may recognize and reward individuals for safety excellence in many ways. The following are approved with this policy:

a. Department of Defense (DoD) appropriated fund civilians may be granted an on-the-spot, four hour, time-off award by the Department Head per reference (a). Safety awards will be separate from annual and on-the-spot cash and/or time-off awards related to DoD civilian annual performance appraisal submissions.

b. Military personnel may be granted special liberty, per reference (b).

c. Commanding Officer's Letter of Appreciation or Certificate of Commendation may also be generated via the employee's supervisory chain of command.

d. Work center supervisors or their designated safety representatives will report all safety rewards and recognitions to the MCAS New River Safety Department for record keeping purposes. This information will include: Recipient name, date awarded, type of award, and reason for award.

6. Applicability. This policy is applicable to all military personnel and appropriated fund civilians assigned to MCAS New River.

7. Point of contact is the Installation Director of Safety at (910) 449-5440 or new_river_safety_department@usmc.mil.


G. W. BURNETT

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