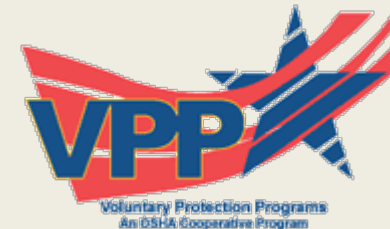




Field Commander's VPP How-to Start Guide



1. Review VPP Stage I and II assessments for your site conducted by the Safety Management Center of Excellence (SMCX) and in eSMS tool.
2. Identify and appoint VPP Champions (Management team leader who can direct change. Not your SSM or EDSC.)
3. Review of VPP 101 and communication plan with all supervisors, Union Rep, EDSC Chairperson, and VPP Champions
4. Assign tasks from Stage I and II assessments to someone for action and a date for it to be completed (this will be assigned in eSMS tool and becomes your site's POAM. Champion maintains POAM oversight and promotes progress.
5. Conduct annual VPP Program Assessment in eSMS tool each January
6. Schedule and hold a VPP Kick off for your site with all hands

7. Train all hands on VPP 101 and the VPP Passport - distribute passports
8. Record VPP 101 completion in ESAMS Class ID 5916 NAVFAC VPP 101 Training
9. Track completion of VPP Passports in ESAMS Class ID 2286 Voluntary Protection Program (VPP) Passport Incentive Program
10. Track progress of Stage I and II deficiency completion in eSMS tool
11. Request Stage I and Stage II close out assessment to Safety Director when ready

12. SMCX conducts Stage I and II close out
13. SMCX conducts Stage III assessment
14. Assign tasks from Stage III assessments to someone for action and a date for it to be completed (this will be assigned in eSMS tool and is your site's new POAM.
15. Track progress of Stage III deficiency completion in eSMS tool
16. Request Stage III close out assessment to Safety Director when ready
17. SMCX conducts Stage III close out
18. Request SMCX Mock OSHA assessment
19. Request OSHA VPP Assessment

Questions?

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