



DEFENSE LOGISTICS AGENCY  
HEADQUARTERS  
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30 2006

REPLY  
REFER TO DSS-E

MEMORANDUM FOR COMMANDERS, DLA FIELD ACTIVITIES

SUBJECT: Safety Initiative

The Secretary of Defense and I are committed to significantly reducing accidental injuries and illnesses, reducing their costs, and improving our overall readiness. This is important because it demonstrates that we value our employees and therefore make good stewards of the taxpayers' money.

The Secretary of Defense has established a goal for the Defense Logistic Agency (DLA), which equates to a 60 percent reduction in days lost due to on the job accidents. Pending further guidance from the Office of Secretary of Defense, each field activity is expected to reduce civilian days to 12.1 lost workdays/100 employees by September 2007. DLA's performance has been benchmarked at 32.04 lost days per 100 employees. The Defense Manpower Data Center web site, <https://www.dmdc.osd.mil/ltwi/owa/ltwi>, provides your performance for this goal.

Lost workdays are a combination of Continuation of Pay and Leave without Pay that is taken because of work related accidents. In order to boost efforts to reduce lost days, please continue to implement the Safety and Health Action Plan, monitor your progress regularly, and institute measures to bring employees back to work quickly. The Action Plan contains proven best business practices. Using them will step up our accident prevention efforts and reduce injuries and illnesses. To further advance DLA accomplishments, you should also:

Expect managers to be committed to accident prevention

Involve employees in accident prevention.

Identify opportunities to improve the safety program

Find workplace hazards and fix them

Control potential hazards.

Provide required safety training.

Target reductions toward organizations with highest rates.



Investigate suspected fraud.

Properly code accidents and time lost

Implement effective and efficient procedures for medical treatment of injuries.

You have made great strides in serving the warfighter. Now Secretary Rumsfeld has challenged us to do even better by insuring that every member of the DLA workforce is ready to serve -- safe, healthy, and at work. I am counting on each one of you to provide the leadership necessary to make this happen.

If you have any questions, please contact Mr. John M. Scheer at (703) 767-6276 or DSN 427-6276.



KEITH W. LIPPERT  
Vice Admiral, SC, USN  
Director