



JOINT BASE LEWIS-McCHORD

Decision Brief – YTC Safety Program

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Agenda



- **Problem Statement & Recommendation**
- **Facts & Assumptions**
- **Constraints and Limitations**
- **COAs**
- **COA Analysis**
- **Decision Matrix**
- **Way Ahead**
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Background



- In 2015, IMCOM directed a Civilian Service Reduction where JBLM/YTC 184 APF DA AUTHs. As a result, the Joint Base Safety Office (JBSO) AUTH positions reduced from 13 to 5. The same year, YTC Safety AUTH was reallocated to JBLM to maintain the 5 AUTH at JBLM. Current YTC position was moved to an OH status, with intent once vacated to not backfill.
- Project significant impacts to YTC safety office support delivery if no action taken to ensure sustained daily YTC Safety Office operations. Current YTC Safety Officer is a GS11 w/ tentative plans to retire FY25.





Problem Statement

Problem Statement

No current Permanent TDA AUTH for a YTC Safety Officer.

Recommendation

Identify a permanent AUTH to ensure fund a permanent Safety Officer position at YTC.

Coordination

Agency	POC	Results
YTC	LTC Luke Wittmer /Tim Horn	
DPTAMS	Todd Eckstein	
JBSO	Michael Martin	
RMO	Michelle Nolasco	





Facts



- JBSO has 5 Safety Office AUTH (14 REQ / 5 AUTH)
- YTC has no Safety Office AUTH (1 REQ / 0 AUTH)
- JBLM Safety Office planned to support YTC SO upon position being vacated.
- JBLM is located 170 miles from YTC (appx. 3.5 hours travel time, one way, w/ good weather).





Current YTC Roles & Responsibilities



YTC Safety Office responsibilities:

- ✓ Accident Investigation and Reporting
 - ✓ Visiting Training Units (Investigation of major injuries and vehicle accidents, i.e. rollovers)
 - ✓ YTC Garrison Personnel (Submission of an Army Safety Management Information System (ASMIS) Report for accidents and injuries)
- ✓ Explosives Safety Management
 - ✓ Assist JBLM Safety Office and JBLM Explosive Safety Manager with any YTC explosives safety help, i.e. annual review of ammo magazine licenses and lightening (grounding) points
 - ✓ Trained to teach and present the 3Rs (Recognize, Retreat, Report) educational explosives safety program to targeted audiences
 - ✓ Do troubleshooting for YTC and training units. Assists in resolving problems and finding solutions to munitions/ammo/explosives issues
- ✓ Radiation Safety Management
 - ✓ Represents YTC during the Annual Depleted Uranium (DU) License Audit by IMCOM
 - ✓ POC for Contractors to Log in and out with their Portable Nuclear Moisture Density Gauge
- ✓ Safety training (when requested by Directorates or work sections)
 - ✓ New Employee Safety Orientation (during monthly YTC Forge)
 - ✓ HAZCOM/Right To Know & Lead Hazard Awareness Training (required annually)
 - ✓ Other safety training; Hearing Conservation, Blood borne Pathogens, Lock-out/Tag-out, Heat/Cold injury Prevention, Ergonomics, Respiratory Protection, Risk Management, Fall Protection
- ✓ Motor Vehicle Accident Prevention Program
 - ✓ Motorcycle safety awareness
 - ✓ Processes and sends motorcycle training requests (SF 182) from resident YTC Active Duty units to JBLM Safety Office for payment





Current YTC Roles & Responsibilities (Cont)



YTC Safety Office responsibilities:

- ✓ Workplace Safety Inspections
 - ✓ Workplace buildings on YTC (Except National Guard/Reserves and LRC or will inspect if requested)
 - ✓ Documents and reports findings and hazards to appropriate entities
- ✓ Emergency Planning and Response (works with YTC's Dept. of Emergency Services during exercises and real world emergencies)
 - ✓ Facilitates quarterly Installation Safety & Occupational Health Committee Meetings (ISOC) and Monthly Safety Work Group meetings
 - ✓ Action Officer for safety related taskings from YTC, JBLM and IMCOM
- ✓ POC and liaison between OSHA and YTC (for complaints, investigations and inspections)
- ✓ In/Out Processing for Training Units (verbal safety brief for in-processing units)
- ✓ Updates information for ITAM for the Accident Density Map found in YTC Share Point
- ✓ Seasonal Safety
 - ✓ Provides Fall/Winter & Spring/Summer safety programs, campaigns, Safety focus events and Safety Stand Downs
 - ✓ Provides safety information to the Work Force in the form of safety articles, bulletins, e-mail messages and Safety Grams
- ✓ Conducts walk through/Out-Reaches and site visits to YTC work places
- ✓ Reviews all written safety programs and SOPs (to include ASP safety SOPs)
- ✓ Will present Safety Briefs during monthly Workforce Calls (when requested)





Current YTC Roles & Responsibilities (Cont)



YTC Safety Office responsibilities:

- ✓ Other Responsibilities:
 - ✓ ISR quarterly input for YTC Safety
 - ✓ YTC Forge (Safety brief for new employees)
 - ✓ Participates in the DES LOE-2 Force Protection Meetings as a safety representative
 - ✓ Tracks injury claims and participates in the JBLM Federal Employees' Compensation Act (FECA) monthly Working Group
 - ✓ COR for contract between YTC & Lab Corp (lab work for physicals)
 - ✓ Assists with COVID testing and other related health and safety activities
 - ✓ Acts as the Building Evacuation Coordinator (BEC) for Bldg. 221 DES & Safety Offices
 - ✓ Attends and participates in the monthly YTC Command & Staff meetings
 - ✓ Attends and participates in the weekly Joint Director Coordination Meetings

Current JBSO Support to YTC:

- ✓ Explosive Safety (ASP/AHA Inspections, Site Planning & Licensing of Explosive Storage Areas)
- ✓ Radiation Safety (License RSO for the three (3) NRC/IMCOM directed DU RCAs, Processing of Radiation Permits for Contractor Access, & DES's RSO)





Assumptions



- **IMCOM would approve realignment, over hire, or reprogram of an AUTH to become a permanent YTC Safety AUTH.**
- **Current YTC Safety Officer has or can obtain skills required to work at Safety Office.**





Constraints and Limitations



- **Current IMCOM guidance: if you want a new position there must be a bill-payer.**
- **Range Safety Officers cannot conduct the duties and responsibilities of an Installation Safety Officer without very specialized training.**
- **Reprogramming a Range Safety Officer position to be an installation Safety Officer would degrade Range Operations Safety (Currently 3X Range Safety positions employed full time).**
- **Continuous training unit tempo requires a separate from Range Safety, permanent Safety Office professional at YTC.**





YTC Safety Program COAs



- 1. Move 1 AUTH; +1 Approved O/H for JBSO:** Realign one current Safety Officer Authorization on the TDA from para X (Lewis-Main) to para Y (YTC) creating an over hire at JBSO until the employee attritions (with no backfill).
- 2. Reprogram JBLM Vacancy:** Request CG, IMCOM approval to reprogram an aged vacancy located at Lewis-Main to a safety officer authorization at YTC.
- 3. Request 1 Over-Hire (Permanent) for YTC:** Request CG, IMCOM approve one permanent over hire to fill safety officer position at YTC.
- 4. Expand Range Safety Duties:** Expand scope/duties of an existing YTC Range Safety Officer to function as the YTC Safety Officer.
- 5. JBSO cover down:** Have JB Safety Office provides service delivery from Lewis-Main.





COA Evaluation Criteria



- **Cost:** JBG / Directorate associated costs.
 - Travel to YTC and lost productive time
 - Over hire
 - Certification/training for expanded Range Officer
- **Effectiveness:** Degree to which meets mission requirement.
- **Sustainable:** Able to keep position or will lose to attrition.
- **Flexibility:** Greatest flexibility to meet JBLM/YTC Safety requirements.





COA Analysis

COA	Advantages	Disadvantages
1 – Move 1 AUTH; +1 Approved O/H for JBSO	+ Safety Pro will be imbedded at YTC to build relationships with the various directorates/ Command.	- Reduction to JBSO service. - No new personnel.
2 – Reprogram JBLM vacancy	+ JBSO not reduced. + Safety Pro will be imbedded at YTC to build relationships with the various directorates/ Command.	- Supervisors may not be willing to give up any of their vacancies, even aged vacancies
3 – Request 1 Over-Hire (Permanent) for YTC	+ JBSO not reduced. + Over hire already exists at YTC. + Safety Pro will be imbedded at YTC to build relationships with the various directorates/ Command.	- Future of the position if the over hire departs. - This COA is what is driving the current situation, the over hire is departing. - Not protected from potential RIF
4 – Expand Range Safety Duties	+ JBSO not reduced. + Safety Pro will be imbedded at YTC to build relationships with the various directorates/ Command.	- Selected individual will require CP-12 certification within 12 months. - Reduced Range Safety support to training units. - Working outside of PD/ needing to change PD. - Increase in overtime cost for RSO coverage
5 – JBSO cover down		- TDY costs - Not enough time on the ground in YTC to build relationships; turn and burn or week long TDY. - No new personnel. - Reduction to JBSO service





Decision Matrix



COA	Cost to JBG	Effectiveness	Sustainable	Flexibility	Total (< is Better)
* 1 – Move 1 AUTH, +1 Approved O/H for JBSO	5	1	1	1	8
2 – Reprogram vacancy	3	1	1	1	6
3 – Request over hire	1	1	5	5	12
4 – Expand Range Safety functions	3	5	3	3	14
5 – JBLM JBSO cover	3	5	3	5	16

All items used a 1,3,5 scoring with 1 being most desirable and 5 being least. Exception in grading for effectiveness which has been weighted as 1,5 due to Commander's intent.

* = YTC Command Recommendation





JBGC Decision



COA	YES	NO
* 1 – Move 1 AUTH, +1 Approved O/H for JBSO		
2 – Reprogram vacancy		
3 – Request over hire		
4 – Expand Range Safety functions		
5 – JBLM JBSO cover		

* = YTC Command Recommendation





Way Ahead



- **07 JUN 22 at 0930**, YTC Safety program support briefed to JBLM-YTC Commander
- **14 JUN 22 at 1400**, YTC Safety program support briefed to JBGC (Decision Board)

