

# Developing an OSHA VPP Letter of Intent

The Occupational Safety and Health Administration (OSHA) requires federal worksites to notify their Designated Agency Safety and Health Official (DASHO) prior to applying for Voluntary Protection Programs (VPP) recognition. This letter communicates your organization's plan to submit an application and confirms you meet the injury and illness rate requirements. Use the tips provided in this one pager to draft your own letter. An example is provided at the end of this one pager.

*Federal worksites applying for OSHA VPP Star recognition must prepare and submit a letter of intent to their DASHO prior to submitting their application.*

*Include a copy of your letter of intent with your OSHA VPP application package.*

## IDENTIFY YOUR DASHO AND THEIR CONTACT INFORMATION

Each Department of Defense Service and Agency has a DASHO. A DASHO is higher in the chain of command and is appointed to manage and administer occupational safety and health policies within a Service or Agency.

Reach out to your SMCX contact if you do not know your DASHO's contact information.

## CLEARLY STATE YOUR SITE'S INTENTIONS

Explain to your DASHO why they are receiving the letter—identify your site name, location, and the goal to submit your OSHA VPP application. Also state if you have a specific timeframe planned for submitting your application to OSHA. Your base can send the letter of intent to the DASHO for you, which shows commitment from everyone at your location, not just within your organization.

## IDENTIFY IF OTHER ORGANIZATIONS AT YOUR BASE HAVE APPLIED FOR OSHA VPP

Implementing OSHA VPP criteria is a milestone for any organization. Let your DASHO know if you are the first, second, or even tenth organization at your base to apply for OSHA VPP recognition. This highlights your initiative and showcases your base's safety culture!

## DESCRIBE THE COMPOSITION OF YOUR WORKSITE

DASHOs like to know the size and workforce composition of your organization. Document the number of government civilians, military personnel, contractors, and volunteers at your organization.

## DESCRIBE YOUR ORGANIZATION'S INJURY AND ILLNESS RATES

OSHA requires organizations to have injury and illness incidence rates (e.g., total case incidence and days away, restricted, and transferred) **below** the industry average when applying for OSHA VPP recognition. Provide your organization's rates in the letter to show the DASHO your site meets these qualifications.

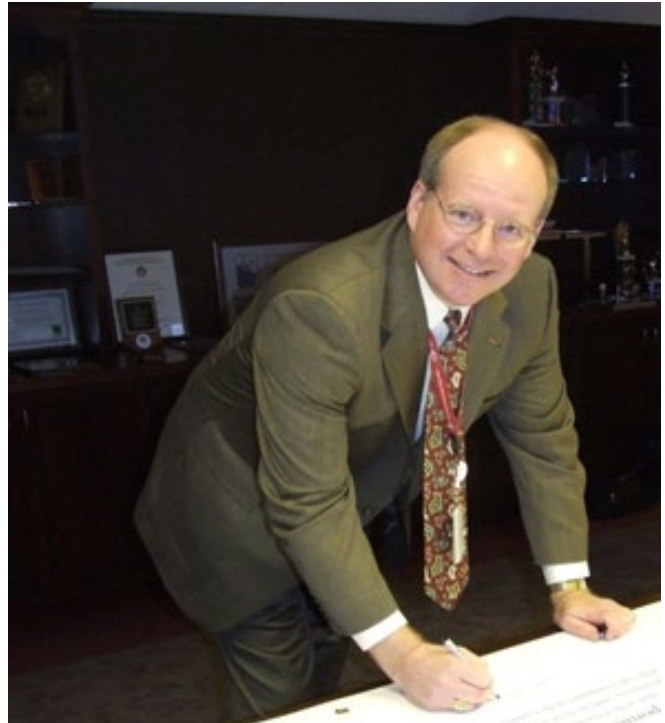
## INCLUDE CONTACT INFORMATION

List the email, address, and phone number of the individual leading VPP implementation efforts at your organization (e.g., VPP Coordinator, VPP Program Manager, site Safety Manager) so the DASHO knows who to contact if they have any questions about the site or submission timeline.

## SIGN THE LETTER OF INTENT

Your senior leader must sign the letter—this acknowledges your site's goal of applying for OSHA VPP recognition. It also acts as an invitation, telling OSHA you are ready for an on-site safety and occupational health management system evaluation.

While your senior leader is required to sign this letter, consider having your base leadership and site union representative(s) sign your letter to show commitment from all leadership groups.



The image shows Concurrent Technologies Corporation President and CEO, Ed Sheehan, Jr., participating in a VPP signing event.

## SUBMIT THE LETTER OF INTENT TO YOUR DASHO

Ask your chain of command to review the letter before submitting it to your DASHO. You can submit your letter via e-mail or through the mail depending on your chain of command's preference.

Reach out to your SMCX contact if you need help submitting your letter of intent.

## INCLUDE A COPY OF YOUR INTENT LETTER WITH YOUR OSHA VPP APPLICATION

This is a VPP requirement! Attach a copy of your letter of intent with your OSHA VPP application package and submit it to OSHA. This shows you notified the appropriate personnel within your organization and Service or Agency.

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smcx.org/>.

## **Letter of Intent to File a VPP Application Template**

FROM:     *Organization Name*  
          *Address*  
          *City, State Zip*

TO:        *DASHO Name*  
          *DASHO Title*  
          *Address*  
          *City, State Zip*

SUBJECT:   Intent to File a Voluntary Protection Programs (VPP) Application to the Occupational Safety and Health Administration (OSHA) *Region Name*

1. On behalf of the *Organization Name*, *Base Name* will be submitting an application to OSHA *Region Name* in the *near future*.
2. The *Organization Name* is the *number* organization to submit an OSHA VPP application at *Base Name* and request an OSHA on-site safety management system evaluation.
3. The *Organization Name* has an organization composed of *number* civilians, *number* military, *number* contractors, and *number* volunteers.
4. Our injury and illness incidence rates are *below/equal to/above* the industry average for the past three calendar years.
5. Please refer any questions to the *VPP Coordinator Job Title*, *VPP Coordinator Name*, at (XXX) XXX-XXXX or *email*.

\_\_\_\_\_  
*Senior Leader Name (for organization)*  
*Senior Leader Title*  
*Rank, Service*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Senior Leader Name (for base)*  
*Senior Leader Title*  
*Rank, Service*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Union Representative Name (for organization)*  
*Union Representative Title*

\_\_\_\_\_  
Date