

Heads Up On Personal Protection

*By Jim Lark, Safety Manager,
Naval Sea Systems Division*

Recently, two quality assurance representatives asked me about reimbursement for their personal protective equipment expenses. The answer to who would pay for their new safety shoes and safety eyewear prescriptions seemed obvious — their contract management offices. But to proffer an educated response, I did some research.

The QARs are virtual employees — the kind of workers we now see in at least 22 Defense Contract Management Agency CMOs and in its headquarters divisions. They report to CMOs that are defined by product focus rather than by geography, or they belong to a center or a business unit. But they perform their duties

Bottom line — if you are a virtual employee, or a supervisor of virtual employees, please let your host organization(s) know your expected PPE costs for this fiscal year.

“in the footprint” of their host organizations. They are “collocated with” and are “hotelled” by these host organizations.

The terms in quotation marks above are discussed in DCMA’s Division Concept of Operations (see <http://home.dcma.mil/>

[dcmaa/C/DivisionCONOPs.doc](http://home.dcma.mil/dcmaa/C/DivisionCONOPs.doc)). CONOPS sets DCMA’s operational policies and includes a list of responsibilities for a host CMO or headquarters. One of these responsibilities is



Safety equipment photos courtesy of istockphoto.com

ective Equipment



“providing support for ... Personal Protective Equipment (PPE)”

According to CONOPS, then, it is the host’s job to provide for PPE. In addition, a memorandum of agreement should exist to confirm the arrangement. The employing and the hotelling organizations should have formally agreed that the host will provide PPE support to its virtual employees.

In summary, when the two QARs asked me about reimbursement for PPE, the right answer is that

they should send their requests and receipts to the CMO which hotels them. Bottom line — if you are a virtual employee, or a supervisor of virtual employees, please let your host organization(s) know your expected PPE costs for this fiscal year. If you hotel virtual employees, please be on the lookout for this information — request it, if necessary. If funds are not already on hand to cover these costs, ask for supplemental funding from DCMA’s financial office. **C**



Jim Lark, Safety and Occupational Health manager, DCMA Naval Sea Systems Division (Photo by Katherine Crawford, BRTRC)

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