



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
JOINT BASE LEWIS-MCCHORD YAKIMA TRAINING CENTER  
970 FIRING CENTER ROAD  
YAKIMA, WA 98901-9399

IMLM-YTC-ZA

19 June 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Yakima Training Center (YTC) Policy Statement #8, Commander's Safety Philosophy

1. The Yakima Training Center exists to provide the facilities and support necessary for Service Members to achieve the highest level of combat readiness and discipline through realistic training. A key component and integral part of our successful accomplishment of that mission is safety, ensuring our military customers train safely and we incorporate safe practices into everything we undertake. As the Commander, it is my responsibility to foster a safe, efficient and effective work environment for all Service Members, employees, tenant organizations and visitors to the Yakima Training Center. Our mission presents unique risks to our workforce and requires us to identify those risks and develop appropriate control measures to make our workplaces as safe as possible while balancing mission requirements. Any loss of personnel or equipment is detrimental to our mission, it also represents a loss of operational capability that we simply cannot afford.
2. The Army's Composite Risk Management (CRM) process is key to performing our jobs better, smarter, and safer. Leaders and employees must understand the CRM process and principles, and incorporate it into our daily battle rhythms and routines. Risk management is a continuous process by which we assess hazards, take steps to eliminate or reduce the hazards and ensure that proper controls and supervision are provided. Leaders need to establish a positive culture among their employees that creates a proactive approach to safety.
3. The emphasis on the CRM process and pursuing safe practices does not stop at the front gate. I need each of you to make this a 24/7 pursuit. Excellence in safety starts with individual commitment and discipline. We have to be alert to risks and hazards, and always look for ways to mitigate or reduce risks. We are a small team and have a wide variety of on-duty missions and off-duty pursuits. We each face a wide array of risks and hazards each day. We cannot afford to let complacency, overconfidence or disregard impact our mission or our individual quality of life. Safety must be placed at the forefront of each operation and activity.

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This policy statement supersedes Policy Statement 10 dated 11 July 2018.

IMLM-YTC-ZA

SUBJECT: Yakima Training Center (YTC) Policy Statement #8 Commander's Safety Philosophy

No training or off-duty activity is worth the loss of any Service Member or employee. Think, plan, act, and above all, be smart about what you do, staying constantly vigilant.

4. Point of contact is the Safety Officer, 509-577-3216.



LUKE A. WITTMER  
LTC, SF  
Commanding



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## MERIT SYSTEM PRINCIPLES

Personnel management is based on and embodies the Merit System Principles. The merit system principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees.

The merit system principles are:

1. Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition which assures that all receive equal opportunity.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.
3. Provide equal pay for equal work and recognize excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain and separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situation (i.e., protecting people who report things like illegal and/or wasteful activities).

Source: Army Civilian Personnel web site (<http://cpol.army.mil/library/permis/129.html> )

## PROHIBITED PERSONNEL PRACTICES

Prohibited personnel practices are those things a Federal employee with personnel authority may not do. A Federal employee has personnel authority if they can take, direct others to take, recommend, or approve any personnel action. This includes appointments, promotions, discipline, details, transfers, reassignments, reinstatements, or any decisions concerning pay, benefits, training, and any decision to order psychiatric testing or examination.

The prohibited personnel practices are:

1. Do not discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
2. Do not solicit or consider any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.
3. Do not coerce an employee's political activity.
4. Do not deceive or obstruct any person with respect to such person's right to compete for employment.
5. Do not influence a person to withdraw from competition for the purpose of improving or injuring the prospects of another person for employment.
6. Do not grant any preference or advantage not authorized by law, regulation, or rule to any employee or applicant for the purpose of improving or injuring the prospects of another person for employment.
7. Do not employ or advocate a relative.
8. Do not retaliate against a Whistleblower, whether an employee or an applicant.
9. Do not retaliate against employees or applicants who exercise their appeal rights, testify, or cooperate with an Inspector General or the Special Counsel, or refuse to break the law.
10. Do not discriminate based on actions not adversely affecting performance.
11. Do not violate any law, rule, or regulation implementing or directly concerning the merit principles.
12. Do not violate Veteran's Preference by faking or failure to take a personnel action.

Source: Army Civilian Personnel web site (<http://cpol.army.mil/library/permis/129.html>)