

Memorandum to Rocky Mountain Area Office and Resident Offices

Subject: Prescription Safety Eyeglass Special Assistance Program

1. The Rocky Mountain Area Office with its five Resident Offices want all job sites and offices to be more efficient and safe for all employees. Safety is a business principle, practice, and standard of the USACE Omaha District, Rocky Mountain Area. In the continued effort to make our team members as safe and comfortable as possible a prescription safety eyeglass assistance program is established for all full time Rocky Mountain Area team members who are required to wear safety eye protection and need prescription eyewear in the performance of their job duties.

2. Rocky Mountain Area (RMA) team members are eligible to receive up to one hundred dollars toward prescription safety eyeglasses, including side shields, with the following conditions:

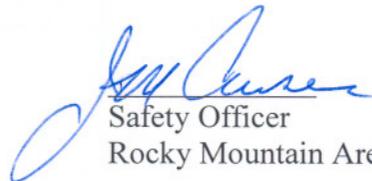
- a. The RMA team member is a full time employee of the Rocky Mountain Area Office and/or Resident Offices,
- b. Safety eye protection is required in the performance of his or her duties,
- c. The employee has an eyeglass prescription (Rx) prescribed by a licensed Ophthalmologist, Optometrist, or existing prescription,
- d. A written request for prescription safety eyeglasses must be submitted and approved by their supervisor,
- e. The prescription glasses and side shields must meet ANSI Z87 Rx safety glasses standards and the glasses must include side shields, designed to accept side shield, and /or be of a design to provide required side (peripheral) eye protection. The ANSI Z87 standard must be indicated on the eyewear,
- f. The reimbursement cannot be used toward the eye examination and/or prescription. The examination and valid prescription must be obtained before the written prescription eyeglass request is submitted to the supervisor,
- g. The employee's optical store/office or company will accept a government VISA credit card payment over the phone and will accept a partial payment if the ANSI Z87 Rx safety glasses including side shields are above one hundred dollars (\$100),
- h. Destroyed or damaged Rx Safety Glasses while in the function of the employee's duties will be replaced one time per year up to the one hundred dollars reimbursement. Additional replacements can be made with approval by the employee's supervisor,
- i. If during the employee's scheduled or annual optical examination the employee's eyeglass prescription changes he or she may request a new safety eyeglass replacement not to exceed the one hundred dollar eligibility.

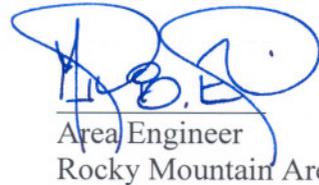
3. The procedure to receive up to one hundred dollars is the following:

- a. With the supervisor written approval and the employee's own prescription, arrangements are made with the employee's office VISA credit card holder to be

available by the phone to make payment up to one hundred dollars (\$100) to the optical store/office or company that sells ANSI Z87 Rx safety glasses,

- b. The employee will receive up to 1-hour of administrative leave to select and purchase the ANSI Z87 Rx safety glasses at an optical store/office or company. The administrative leave cannot be utilized for the eye examination or prescription,
 - c. After the eyeglasses with side shields are select the optical office/store or company will phone the employee's office VISA credit card holder for payment up to one hundred dollars,
 - d. The employee will provide the employee's office VISA credit card holder copies of the eyeglasses' receipts. The receipt will confirm that the eyeglasses are the ANSI Z87 Rx safety glass standard.
4. To reemphasize the Rocky Mountain Area's policy on eye protection, when the USACE and/or contractor's safety plan(s) require eye protection all employees on that active work site(s) will wear safety eye protection that meets or exceeds the ANSI Z87 Standards, including ANSI Z87 side shields.
5. This Prescription Safety Eyeglasses Special Assistance Program will be re-evaluated and require re-approval after 31 Dec 2005.


Safety Officer
Rocky Mountain Area Office


Area Engineer
Rocky Mountain Area Office