



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEASTO 5100.2A  
DPS/SAFE  
22 Nov 10

MARINE CORPS INSTALLATIONS EAST ORDER 5100.2A w/Ch 1

From: Commanding General  
To: Distribution List

Subj: SAFETY PROGRAM

Ref: (a) DoDI 6055.1, DoD Safety and Occupational Health (SOH) program,  
August 19, 2010  
(b) SECNAVINST 5100.10H  
(c) Public Law 91-596, Occupational Safety Health Act of 1970,  
December, 1970  
(d) 29 CFR 1960, Basic Program Elements for Federal Employee  
Occupational Safety and Health Programs and Related Matters,  
September 15, 2010  
(e) 29 CFR 1910, Occupational Safety and Health Standards,  
September 15, 2010  
(f) MCO 5100.29A Ch 1  
(g) MCO 5104.3B  
(h) ASN (I&E) Memo of 13 Jul 07  
(i) CMC (SD) Memo of 19 Jul 07  
(j) NAVMC Dir 5100.8  
(k) MCO P5102.1B Ch 1  
(l) MCIEASTO 3040.1C  
(m) MCO 5100.19E Ch 1-3  
(n) MCO 5100.30B  
(o) DoDD 1404.10, DoD Civilian Expeditionary Workforce, January 23,  
2009  
(p) CMC White Letter No. 02-08 of 2 Apr 08  
(q) MCO P1020.34G Ch 1-4  
(r) MCO P8020.10B  
(s) MCO 5104.1C  
(t) NAVSEA S0420-AA-RAD-010, Radiological Affairs Support  
Program Manual, of 1 Oct 91  
(u) MCO 3750.6R  
(v) OPNAVINST 3750.6  
(w) OPNAVINST 3710.7  
(x) MCO 3500.27

Encl: (1) Marine Corps Installation Core Safety Services  
(2) Marine Corps Aviation Department of Safety and Standardization  
Organization and Functions  
(3) Marine Corps Unit Safety Officer Functions  
(4) DoD Civilian Employee Overseas Emergency-Essential Position  
Agreement  
(5) Format Sample for Model Seatbelt Use Acknowledgement Statement  
(6) MCIEAST Risk Assessment Worksheet  
(7) Template for Seven/Eight Day Brief  
(8) Template for Commanding General's Death Brief

DISTRIBUTION STATEMENT A: Approved for public release; distribution is  
unlimited.

- Reports Required: I. Warrior Preservation Status Report (Report Control Symbol MC-5100-05), chap 2, par 3b(18)  
II. Annual Seatbelt Usage Report (Report Control Symbol DD-5102-03), chap 5, par 3a(8)

1. Situation. Per references (a) through (x), this Order establishes policy, assigns responsibilities, and provides instructions for the administration of the Marine Corps Installations East (MCIEAST) Safety Program.

2. Cancellation. MCIEASTO 5100.2, CG's Policy Letters 008-06, 012-06, 003-08, 001-09, 005-09.

3. Mission

a. To support operational readiness at MCIEAST activities by enabling all personnel to establish, promote, and maintain a safe and healthful workplace.

b. To promote leadership, technical guidance, and resources to protect personnel and material assets, prevent mishaps, achieve regulatory compliance, and control hazards, hazardous occupational exposures, and costs.

c. To establish a safety conscious culture throughout MCIEAST, to provide guidance, policy, and programs to design and construct/demolish facilities in a safe manner.

d. To maintain facilities and equipment safely, eliminate preventable facility damage and contamination, and prevent personnel injuries and illnesses through proactive programs and technical competency.

e. To be the Marine Corps' recognized leader in providing core safety services to enhance force preservation.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order concentrates on the principles and approaches to mishap prevention and should be used in conjunction with the provisions of Marine Corps Orders in the 5100 series, which provide comprehensive information on specific areas of safety.

(2) Concept of Operations. This Order and all references provide the guidance and requirements for MCIEAST Commanders and Occupational Safety and Health (OSH) Program professionals.

b. Coordinating Instructions. Recommendations concerning the contents of this Order may be forwarded to the MCIEAST G-1 (Attention: DPS).

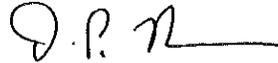
5. Administration and Logistics

a. The term "MCIEAST personnel," applies to all Active and Reserve Component Service Members and Appropriated Fund and Non-Appropriated Fund civilian personnel assigned to MCIEAST installation commands. This Order also extends to family members and all civilian personnel while on Marine Corps installations or embarked on Marine Corps aircraft or vessels.

b. The term, "Commander", refers to the Commanding General (CG) and Commanding Officers (CO) as applicable.

6. Command and Signal

- a. Command. This Order is applicable to all MCIEAST commands.
- b. Signal. This Order is effective the date signed.



D. P. THOMAS  
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS  
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MCIEASTO 5100.2A Ch 1  
SAFE  
30 Aug 11

MARINE CORPS INSTALLATIONS EAST ORDER 5100.2A Ch 1

From: Commanding General  
To: Distribution List

Subj: SAFETY PROGRAM

Encl: (1) New page inserts to MCIEASTO 5100.2A

1. Situation. To transmit new page inserts to the basic Order.
2. Execution. Remove pages 5-7 and 5-8 and replace with the new corresponding pages in the enclosure.
3. Summary of Change. Changes are to the registration requirements for registering a motorcycle on the installations.

a. The 30-day pass was changed to a 3-day pass as there is no requirement for an individual to use their privately owned motorcycle for the training. Motorcycles are provided for the Basic Riders Course (BRC) and riders are highly encouraged to attend the BRC before purchasing a motorcycle.

b. The six-month pass was changed to a four-month pass by order of the Commanding General, MCIEAST. Military motorcycle owners must attend either the Experienced Riders Course or Military Sportbike Rider Course within 120 days of completing the BRC.

4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

F. P. BOTTORFF  
Chief of Staff

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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## Chapter 1

### Introduction

1. Background. Historically, occupational safety and health (OSH) (industrial type safety) has been an element of the Marine Corps Safety Program. Other elements of the Marine Corps Safety Program include: aviation, ground, traffic (motor vehicle), explosives, fire protection, system safety, industrial hygiene (IH), recreational, off-duty, and radiation safety (ionizing, laser, and radio-frequency).

a. The OSH program gained special attention after the 31 December 1970 passage of Public Law 91-596, also known as the Occupational Safety and Health Act (OSH Act). Although directed at private sector employers, Section 19 of the OSH Act required Federal agencies to establish and maintain comprehensive and effective OSH programs consistent with standards promulgated under Section 6 of the OSH Act.

b. Other significant Federal laws and regulations addressing safety include:

(1) Title 5, United States Code, Section 7902 "Safety Programs."

(2) Executive Order (E.O.) 12196, "Occupational Safety and Health Programs for Federal Employees," 26 February 1980.

(3) Occupational Safety and Health Administration (OSHA), Department of Labor, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters," October 21, 1980 (29 CFR 1960).

c. The Department of Defense (DoD) issued directives and instructions to implement federal guidance outlined above. Prominent among these is reference (a), which outlines DoD policy and procedures relative to implementation of the OSH Act and associated E.O. Reference (b) provides more specific guidance relative to implementation of the basic OSH program elements specified in 29 CFR 1960.

d. In 1982, OSHA began to recognize workplace excellence in promoting workers' safety and health. As an incentive, OSHA developed the Voluntary Protection Program (VPP), which is a corporate strategy designed to mitigate preventable mishaps and improve overall mission readiness. In 2004, the Defense Safety Oversight Council (DSOC) established the DoD VPP Center of Excellence (CX) to assist DoD activities in the process of attaining "Star Status" recognition from OSHA. VPP participants generally experienced 60 to 80 percent fewer lost workday injuries compared to similar industries their same size; improved employee motivation to work safely, leading to better quality and productivity; and reduced workers' compensation costs. References (h) and (i) encourage Navy and Marine Corps activities to participate in the DoD VPP CX initiative.

2. MCIEAST OSH Policy. All MCIEAST commands will provide a safe and healthful workplace for all personnel. These conditions will be ensured

through an aggressive and comprehensive OSH program. This program will include the following features:

- a. Apply the OSHA standards issued in references (c), (d), and (e) to all non-military unique operations and work places.
- b. Apply OSHA and other non-DoD regulatory safety and health standards to military-unique equipment, systems, operations, or work places in whole or in part, as they apply to force preservation and mission accomplishment. When application of OSHA standards is not possible or when no regulatory standard exists for such military applications, MCIEAST personnel will use the Marine Corps' developed and published special military standards, rules, or regulations prescribing OSH measures.
- c. Encourage participation in the DoD VPP CX initiative by providing appropriate resources where practicable to enhance our commitment to improving worker safety and health, increased public recognition, and enhanced employee benefits.
- d. Inspect and evaluate all MCIEAST activities and facilities to identify hazards that are likely to cause physical harm or death and mitigate their risk to the maximum extent possible.
- e. Ensure prompt abatement of identified hazards. To the maximum extent practicable, all hazards will be eliminated or minimized through engineering or administrative controls. Where engineering or administrative controls are not feasible, appropriate personal protective equipment (PPE) will be provided at government expense. Where hazard abatement resources are limited, priorities will be assigned to handle the most serious problems first. Appropriate notices will be posted to warn personnel of unabated, serious hazards and to provide interim protective measures.
- f. Acquire, maintain, and require the use of PPE that is compliant with applicable safety standards.
- g. Ensure all MCIEAST unit training programs and standing operating procedures (SOP) include proactive safety requirements with adequate controls to minimize hazards and ensure force preservation.
- h. Maintain safety records and ensure all required reporting is accomplished per references (a) through (x).
- i. Ensure a safety officer/director/manager is appointed in writing as a special staff officer with direct access to the CO for safety matters.
- j. Establish procedures for all military and civilian personnel to report suspected hazards to supervisors or safety and health officials without fear of reprisal. Allegations of reprisal to civilian personnel for such participation will be filed in accordance with existing grievance procedures. Military personnel will use the request mast process.
- k. Provide required OSH training for safety and health officials, all supervisory personnel, and military collateral duty safety officers/unit safety officers. Applicable OSH requirements will be integrated into training programs and technical publications.

l. Establish procedures to review the design of facilities and construction projects to ensure safety and health hazards are eliminated or controlled from start to finish.

m. Conduct thorough mishap investigations and use an OSH information management system prescribed by MCIEAST to provide all OSH data required by higher authority.

n. Establish comprehensive occupational health surveillance programs, both medical and IH, implemented by qualified personnel (Navy medical personnel or personnel with equivalent qualifications), including:

(1) IH surveillance programs to identify and monitor potential health hazards in the workplace.

(2) Medical surveillance programs to monitor employees who are exposed to potential health hazards.

(3) Periodic review of employee placement in medical surveillance programs to ensure necessary evaluations are given and unnecessary evaluations are eliminated.

(4) Trend analysis to identify excessive exposures to harmful health hazards in the workplace or to groups of employees exhibiting the same medical symptoms.

(5) Occupational medicine investigations of selected patient symptoms to identify previously unrecognized sources of exposure in the workplace.

(6) Integration of various medical and IH specialties into a team approach to promote a progressive occupational health screening system.

(7) Diagnosis, treatment, and care of acute and chronic occupational illnesses and injuries.

o. Establish procedures to recognize superior or deficient OSH performance. Performance evaluations will reflect personal accountability consistent with duties of the position and include appropriate recognition of superior performance. Conversely, adverse notation or administrative action is appropriate for deficient performance.

## Chapter 2

### Responsibilities

1. Commanding General (CG), MCIEAST. CG, MCIEAST will:

- a. Develop and publish a command safety policy and mission statement.
- b. Ensure the Chief of Staff (C/S) is responsible for execution of the safety policy. The C/S will emphasize the incorporation of the safety policy through all levels of command to ensure appropriate assignment and training of safety personnel. The C/S' fitness reports will include mandatory comments on fulfillment of safety responsibilities. Appoint a Director of Safety (DOS) and establish a safety office.
- c. Establish a safety office at the Command level to provide safety personnel direct access to the Commander for safety matters. A qualified civilian/officer will be assigned primary duties as the DOS. The DOS will be a qualified safety and health specialist as defined in references (a) and (f), and will possess the necessary expertise to provide relevant, proactive mishap prevention, force preservation advice, and feedback to the Command.
- d. Identify and establish safety billets and fill them with appropriately trained personnel.
- e. Advocate for the installation safety departments and track the safety Marine Corps Program Code (MCPC) funding to ensure the installations have sufficient resources to accomplish requirements of this Order.

2. MCIEAST DOS. The DOS will serve as the focal point for OSH related matters to carry out the following functions:

- a. Provide expertise, technical advice, direction, and guidance on OSH matters to subordinate commands.
- b. Interpret OSH standards and regulations, and develop, or participate in developing, new or revised standards when appropriate.
- c. Augment the Commanding General's Inspection Program (CGIP) to assess the effectiveness of the command's OSH Program and those of subordinate commands; develop plans of action for improving performance in areas identified as needing improvement.
- d. Appoint an OSH official to serve as the MCIEAST representative on safety councils, committees, and working groups established by higher authority and the private sector. The MCIEAST OSH official will serve as technical advisor to the CG on OSH-related matters.
- e. Per reference (g), appoint a Command Radiation Safety Officer (CRSO) to oversee the radiation safety practices and procedures.
- f. Review illness/injury reports and provide analyses of command activities to identify and initiate actions to improve force preservation and reduce instances of injury and illness.

g. Foster force preservation awareness through appropriate promotional methods and channels of communication.

h. Ensure adequate consideration of OSH features in the design or procurement of items over which the command exercises acquisition authority.

i. Plan, develop, participate, and evaluate employee OSH training programs in coordination with other organizations.

j. Review and coordinate budget requirements, submissions, and program objective memoranda for OSH programs to ensure force preservation issues are addressed, prioritized, and funded. Ensure the OSH official at major subordinate commands has sufficient authority and responsibility to plan for and ensure funds are available for the OSH staff, their equipment, materials, and the training required to ensure implementation of an effective OSH program.

### 3. Installation Commanders

a. Installation Commanders have overall responsibility for compliance of OSH standards and this Order. They must implement an all-encompassing command safety program to include tenant commands under their purview. They must also prescribe and enforce additional safety requirements for local conditions.

b. Installation Commanders will:

(1) Provide installation safety policies/guidance.

(2) Ensure the core safety services contained in enclosure (2) are provided. The core safety services are the benchmark for services to be provided by all installations.

(3) Strongly consider participating in the DoD VPP CX initiative, in accordance with references (h) and (i).

(4) Publish a Memorandum of Agreement (MOA) between the Installation Safety Office and the supported commander as specified in reference (f) to ensure no ambiguity of safety support.

(5) Provide safety subject matter expertise to support installation and tenant commands in managing safety issues to eliminate unnecessary risk, minimize inherent risk, and directly contribute to force preservation and enhance operational readiness.

(6) Emphasize the importance of recognizing commands, units, and individual military and civilian personnel for their contributions and accomplishments made in the field of safety and mishap prevention by actively participating in the MCIEAST Safety Awards Program, chapter 9 of this Order.

(7) Ensure a written traffic safety program is established that incorporates all activities and units within the boundaries of their respective areas. The Installation DOS/Safety Manager (SM) will administer the program as an integral part of the safety and occupational health program.

(8) Ensure a relationship with local law enforcement agencies is established to provide reports of violations that occur off the installation. The Installation Provost Marshal or designated representative will refer alleged traffic offenses to the offenders' parent commands and notify the base traffic court for appropriate action.

(9) Ensure the Installation Safety Office is organized, staffed, and maintained. The Installation DOS/SM will be a special staff officer with direct access to the commander for safety matters.

(10) All commands having responsibilities for, or control of, aircraft will have a Department of Safety and Standardization (DSS) organized as outlined in enclosure (3).

(11) Per reference (j), establish OSH councils at appropriate command levels.

(12) Ensure compliance with the mishap investigation and reporting procedures of references (k) and (l).

(13) Establish procedures to protect all Marine Corps personnel from coercion, discrimination, or reprisals for participation in the Marine Corps OSH program.

(14) Per reference (j), establish Marine Corps OSH education and training programs.

(15) Ensure all installation management personnel and supervisors support the Marine Corps OSH program to the extent of their authority and responsibility by:

(a) Setting an example for subordinates.

(b) Promptly reporting and correcting recognized hazards.

(c) Clearly defining and assigning individual OSH responsibilities to subordinates.

(d) Providing appropriate OSH training for workers participating in OSH committees or meetings.

(e) Conducting or participating in work site inspections, including those made by the activity's OSH personnel.

(f) Receiving training appropriate to their level of responsibility and authority. Marine Corps OSH orientation training does not need to be repeated with subsequent assignments to other levels of management unless significant OSH-related changes have occurred.

(g) Acquiring, maintaining, and requiring the use of approved PPE, approved safety equipment, and other devices necessary to protect military and DoD personnel.

(h) Encouraging a free flow of information and ideas from personnel on methods of improving the safety of their workplace, work practices, and work processes.

(i) Ensuring the performance evaluation of managers and supervisors are consistent with their assigned responsibilities and authority reflects how well they meet the requirements of this Order.

(16) Review all OSH citations and findings from external authorities (e.g., OSHA, Marine Corps Inspector General) and internal sources as warranted. Ensure the causes of the problems are identified and corrective actions taken address causes, not merely symptoms.

(17) Apply Operational Risk Management (ORM) in planning operations and training.

(18) Provide the Warrior Preservation Status Report (RCS-MC-5100-05) (WPSR) monthly, quarterly, or as required per reference (f).

4. Unit Commanders. Unit commanders will:

a. Appoint in writing a Unit Safety Officer as special staff officer with direct access to the Commander for safety matters.

b. Ensure the Unit Safety Officer performs the functions identified in enclosure (4).

c. Ensure the Unit Safety Officer or a designated safety specialist is included in all planning, execution, and review process for all training and operations.

d. Ensure operational pauses are held at least semiannually, and a Back-in-the-Saddle (BITS) operational pause is held following the extended winter holiday period. Operational pauses and safety stand-downs are synonymous and provide a break from operations. The time is used for safety training, to review procedures, and assess the command's safety posture. To facilitate the best use of time, operational pauses will be planned well in advance and integrated into training plans. Periodically, operational pauses may be directed on a short, or no notice basis. Dates and attendance for operational pauses will be documented for the WPSR submission. Specific guidance, dates, and topics for each operational pause will be released via naval message prior to the events.

5. Installation DOS/SM. Installation Directors of Safety/Safety Managers will:

a. Implement the core safety services contained in enclosure (2). They are the benchmark for services to be provided by all installations.

b. Provide the Installation Commander periodic updates as to the minimum number of qualified safety and administrative personnel required to meet the established safety mission of the installation. Qualified safety personnel will be OSH Specialists, Series 0018, per references (f) and (j) and the Office of Personnel Management guidelines. The established safety mission includes, but is not limited to: occupational safety and health,

radiation safety, explosives safety, range safety, tactical safety, traffic safety, and off-duty and recreation safety programs.

c. Provide qualified OSH Inspectors to inspect all facilities, training areas, recreational areas, and work centers at least annually. Inspections for operational units may require higher headquarters or installation safety office assistance in scheduling and obtaining qualified inspectors. Identify and conduct safety inspections of high hazard work centers, buildings, training facilities, and ranges at least semiannually. Conduct building inspections, at least annually, for tenant commands with a full-time safety manager.

d. Provide for and direct the deployment of tactical safety specialists (TSS) to major operational tenant commands aboard their installation to implement core safety services effectively, and support commands in managing safety programs to eliminate unnecessary risk, minimize inherent risk, and directly contribute to force preservation and enhance operational readiness.

e. Adopt safety directives, regulations, and suggestions from higher authority for local conditions. Prepare and keep current local safety regulations and SOPs.

f. Maintain all mishap reports and make comprehensive analysis for mishap prevention purposes of all mishaps involving installation personnel, equipment, or activities. Prepare mishap reports required by higher authority, investigate mishaps as directed, and recommend corrective measures to eliminate mishap causes.

g. Manage the program for abatement of work center hazards. Ensure workplace safety inspections are conducted of the work spaces, equipment, and activities on a periodic basis per reference (j). Document safety inspection programs and ensure appropriate follow-up and timely corrective action on unsafe conditions and practices are noted.

h. Act as advisor on safety matters to Commanders. Provide guidance to staff officers and supervisors. Maintain close liaison with all staff officers to ensure maximum cooperation in connection with matters of mutual concern and work toward completeness and accuracy of reports with a minimum of duplication in the investigation of mishaps.

i. Coordinate and consult with activity officials on safety matters as follows:

(1) With medical personnel for matters relating to proper selection and placement of employees from safety and job analysis standpoints;

(2) With security and law enforcement personnel on traffic management and other matters of mutual concern;

(3) With supply officers for specifying standards for safety devices and proper labeling of hazardous materials;

(4) With facility maintenance or public works officers on matters pertaining to:

(a) Safety plans and specifications for alterations and new construction.

(b) Safety and health deficiencies in existing structures or facilities.

(c) Identification of safety and health deficiencies that are potential candidates for OSH Deficiency Abatement Program (CMC funded).

(5) With training officers to ensure safety standards, rules, and regulations are included in training programs;

(6) With IHS to survey and appraise conditions affecting the health and efficiency of personnel. Conditions such as: fumes, gases, dust, lighting, ventilation, temperature extremes, noise, and sanitary facilities with a view toward eliminating or minimizing unhealthful conditions.

(7) With the radiation safety officer, laser system safety officer, or industrial hygienist, as appropriate to evaluate harmful radiation and ensure exposed personnel are protected; and

(8) With unit special services officers or Marine Corps Community Services (MCCS) Officers to ensure safety standards, rules, and regulations are included in MCCS or special services programs.

j. Budget in coordination with facility maintenance or public works officer and comptroller for correction of safety and health deficiencies. All deficiencies must be documented and an audit trail established.

k. Establish and maintain liaison with local, municipal, state, and Federal safety agencies, as appropriate.

l. Organize, provide technical assistance to, and act as recorder of command safety councils. Provide safety representation on activity or unit committees and boards as assigned.

m. Organize, implement, and supervise a complete motor vehicle safety program for both government and private motor vehicle (PMV) operations, including technical guidance for training operators and conducting attitude training aimed at mishap prevention per reference (m).

n. Provide safety education to all supervisors, collateral duty safety officers, and their assistants in subordinate units. Ensure they are aware of their duties and have the necessary references, equipment, and material to discharge these duties.

o. Initiate actions to stimulate interest in safety, such as news releases, posters, and handouts. Maintain a safety reference library of videos and safety training materials for checkout to the unit safety officers.

p. Keep commanders informed at all times of any safety problems encountered in conducting safety and mishap prevention programs. A narrative report of safety conditions, problems, and recommended corrective actions will be submitted to commanders at least quarterly.

q. Provide or coordinate the following training in support of the core safety services as listed in reference (j):

(1) Supervisor safety training.

(2) Specialized training for personnel, e.g., lockout/ tagout, confined-space entry, respiratory protection, ergonomics, PPE, hazard communication, etc.

(3) Safety training for collateral duty/unit safety representatives.

(4) Mishap investigation and report training to supervisors and other mishap investigators.

r. Coordinate special safety events to include: fairs, expositions, operational pauses, guest speakers, etc.

s. Administer the respiratory protection program.

t. Oversee all asbestos and lead related activities aboard the installation. Ensure the Asbestos Program Manager (APM) and the Lead Program Manager (LPM) are appointed in writing. Provide guidance/advice as necessary. The APM or LPM need not reside in the safety office.

u. Provide training and technical support for the Ergonomics Program.

v. Monitor exposure control plans and provide training on the Bloodborne Pathogens Program.

w. Provide safety input to the Hazardous Materials Control Program.

x. Administer the Recreation/Off-duty Safety (RODS) Program that addresses sports, hobbies, off-road motorcycles, all terrain vehicles, child safety (e.g., bicycles, roller blades, child car seat installation, skate boards), and all off-duty activities.

y. Manage the Ionizing Radiation, Laser, and Radio-frequency Radiation Safety Program. Ensure an Installation Radiation Safety Officer is appointed in writing.

z. Conduct PPE surveys and determine requirements. Provide technical assistance and consultation in selecting appropriate PPE and training to personnel required to use PPE or train-the-trainer courses to supervisors.

aa. Oversee material/weight handling equipment training, e.g., forklift/ crane operator training and licensing.

bb. Provide safety support/consultation for special events and exercises, e.g., antiterrorism/force protection exercises, Marine Corps marathons, modern day expositions, etc.

cc. Provide safety reviews of all service contracts to include attendance at planning meetings related to these contracts.

dd. Ensure the following occupational health services are provided per reference (j). Navy medical personnel normally provide these services:

- (1) IH services including baseline, annual and periodic IH surveys, and periodic workplace monitoring/sampling.
- (2) Hearing conservation services including audiometric evaluations.
- (3) Bloodborne pathogens, asbestos exposure, and lead exposure training.
- (4) Respiratory Protection Program support services including spirometry evaluations.
- (5) Administration of the Medical Surveillance Program.
- (6) Fitness for duty evaluations.
- (7) Return to work evaluations.
- (8) Consultation and treatment of occupational-related injuries and disease.
- (9) Work with safety and IH personnel to analyze injury trends and work center surveys.

6. Civilian and Military Personnel. Civilian and military personnel employed on MCIEAST installations will:

- a. Comply with Marine Corps Safety Program standards, rules, and procedures.
- b. Report through established procedures the existence of, or potential for, any unsafe or unhealthful operation or working condition. Establish procedures and train all civilian and military personnel on the procedures for reporting unsafe or unhealthful working conditions (NAVMC 11401) and the ANYMOUSE (RCS MC-5100-06), required by reference (j).

## Chapter 3

### Occupational Safety and Health (OSH)

1. Purpose. This chapter provides guidance and direction for developing and applying standards within the MCIEAST OSH Program. The focus is on maintaining a safe and healthful working environment.

2. Background. Federal agencies are required to establish procedures for developing agency OSH standards. Agencies are required to comply with standards issued under Section 6 of the OSH Act. Safety and occupational health inspections have been conducted throughout Marine Corps installations and activities for many years. Historically, occupational safety (industrial type safety) has been an element of the Marine Corps Safety Program.

3. MCIEAST OSH Standards. MCIEAST OSH standards consist of the following:

a. Marine Corps directives.

b. The OSH standards, including temporary standards.

c. Technical standards developed or adopted by voluntary consensus. These include nationally recognized sources of OSH guidance such as the American Conference of Governmental Industrial Hygienists (ACGIH), American National Standards Institute (ANSI), National Fire Protection Association (NFPA), and Compressed Gas Association, Inc.

d. Special DoD, Department of the Navy, or Marine Corps standards (e.g., SOPs, TMs, PMs, etc.), rules, and regulations that cover the safety and health of personnel while on-the-job, which is applicable to military unique equipment, systems, and operations.

4. Application

a. The above OSH standards will be applied in work centers, facilities, equipment, and material aboard all MCIEAST installations, except for military unique equipment, systems, and operations. In these applications, the above standards do not apply. Marine Corps Orders and command-developed rules and regulations consisting of specialized standards, specifications, and procedures to minimize hazards and prevent mishaps will continue to apply. These special rules and regulations will be revised continuously and should include appropriate OSHA and national consensus standards wherever practicable and consistent with military design configuration and the requirement to develop and maintain a combat capability.

b. This chapter also addresses the prevention of mishaps caused by personal error or equipment failure, which may result in the following:

(1) Injury or occupational illness to military personnel, while on or off duty.

(2) Injury or occupational illness to appropriated or non-appropriated fund civilian personnel employed by the Marine Corps when arising out of, or in the course of, employment. Application of this Order will be consistent with the provisions of Public Law 95-454, Civil Service

Reform Act of 1978, other provisions of law providing for collective bargaining agreements and procedures, and any agreements entered into pursuant to such provisions. Matters of official leave for employee representatives involved in activities under this Order will be determined per Public Law 95-454, or applicable collective bargaining agreements.

(3) Damage to MCIEAST property or equipment and non-Marine Corps property as a result of Marine Corps operations.

(4) Injuries to patrons of Marine Corps owned or supervised recreational and entertainment facilities per reference (n), (e.g., hobby shops, marinas, bowling centers, firing ranges).

5. Implementation. All MCIEAST commands are required to provide a safe and healthful environment for training and working. A comprehensive OSH Program should include the following:

a. Compliance with applicable standards.

b. If no formal standards are established, the Marine Corps will develop and publish special military standards, rules, or regulations, e.g., SOPs prescribing OSH measures.

6. Responsibilities

a. Commanders will:

(1) Implement the OSH standards by issuing instructions, publications, manuals, directives, etc. that adopt the OSH standards.

(2) Ensure all personnel understand and comply with criteria contained in OSH standards and that supervisors enforce these standards. If noncompliant, management will consider appropriate disciplinary action against the offender and supervisor.

(3) Ensure OSH standards are applied in the acquisition process for equipment and material included in goods and services, and during the design and construction of new or upgraded facilities.

(4) Ensure all Marine Corps publications, instructions, manuals, specifications, technical orders, etc., which contain OSH provisions are reviewed and updated to conform to OSHA standards. In the interim, commands will issue guidance to resolve conflicts between OSHA standards and current publications.

(5) Promptly abate all identified hazards. Hazards will be eliminated or minimized through engineering or administrative controls. Where engineering or administrative controls are not feasible, appropriate PPE will be provided at government expense. Where hazard abatement resources are limited, priorities will be assigned to handle the most serious problems first. Appropriate notices will be posted to warn personnel of unabated hazards and to provide interim protective measures.

(6) Establish procedures for all military and civilian personnel to report suspected hazards to supervisors or safety and health officials without fear of reprisal.

(7) Establish procedures to review the design of facilities and construction projects to ensure safety and health hazards are eliminated or controlled from start to finish.

(8) Implement medical and industrial hygiene comprehensive occupational health surveillance programs by qualified personnel (Navy medical personnel or personnel with equivalent qualifications), including:

(a) IH surveillance programs to identify and monitor potential health hazards in work centers.

(b) Medical surveillance programs to monitor personnel exposed to potential health hazards.

(c) Periodic review of personnel placement in medical surveillance programs to ensure necessary evaluations are given and unnecessary evaluations are eliminated.

(d) Trend analysis to identify excessive exposures to harmful health hazards in a work center or personnel exhibiting similar medical symptoms.

(e) Integration of medical and IH specialties into a team approach to promote a progressive occupational health care program.

(f) Diagnosis, treatment, and care of acute and chronic occupational illnesses and injuries.

b. Installation DOS/SMs will:

(1) Provide qualified OSH inspectors to inspect all facilities, training areas, recreational areas, and work centers at least annually. Inspections for operational units may require higher headquarters or installation safety office assistance in scheduling and obtaining qualified inspectors.

(2) Identify and conduct safety inspections of high hazard work centers, buildings, training facilities, and ranges at least semi-annually.

(3) Conduct building inspections, at least annually, for tenant commands.

(4) Provide appropriate OSH training for safety and health officials, all supervisory personnel, and all other Marine Corps personnel. Applicable OSH requirements will be integrated into training programs and technical and tactical publications.

(5) Investigate or provide consultation on reports of unsafe or unhealthful work conditions.

(6) Conduct mishap investigations and maintain a comprehensive OSH information management system that provides all OSH data required by higher authority.

(7) Ensure procedures are established to provide patrons of hobby shops the same level of safety and health protection as expected in other

work centers. Requirements for patrons will include advising of the hazards present, the proper selection and use of PPE, and the appropriate training.

(8) Accompany inspectors on all Federal and state safety and occupational health inspections.

(9) Conduct inspections, periodically as required, of child development centers, youth centers, playgrounds, and family home child care facilities.

## Chapter 4

### Tactical Safety

1. Purpose. This chapter provides information on the policies and procedures for deployment of Tactical Safety Specialists (TSS). It is applicable to deployment in CONUS, OCONUS, and in support of military exercises. It contains amplifying guidance that is superseded by evolving DoD directives, policies, and procedures.

#### 2. Background

a. MCIEAST has a comprehensive safety program focused on safety in garrison and compliance with the OSHA of December 1970. The TSSs are trained to support the commanders in force preservation efforts and ensure the safety and well-being of their Marines and civilians. The position is designed to integrate into the command structure and deploy as a part of a unit's force preservation efforts.

(1) The success of a unit's safety program is directly related to the efforts put forth by the commander down to the small unit leaders and the safety mindset of each member of the unit. Command action is as essential to the success of preventing mishaps as it is to any other assigned mission.

(2) The TSS is assigned to a unit to assist the commander. By working closely with the commander and staff, the TSS gains a unique understanding of the challenges the unit encounters and contributes unbiased guidance toward resolution. The TSS further enhances safety awareness and attitude throughout the unit and reinforces the commander's commitment to accomplishing the mission safely.

b. The TSS supports the unit in the same fashion as the chaplain and corpsman. They are non-combatants that play a critical role in maintaining the health, welfare, and well-being of the entire command.

c. The goal of the TSS is to support the unit's mission. The TSS must integrate OSH requirements into military situations and enhance the unit's overall success. Upon assignment, the TSS is under the operational control of the CO, Executive Officer (XO), or designee of the supported unit and has direct access to the CO on all safety matters. All administrative matters should be addressed through the CO, XO, or designee.

#### 3. Implementation

a. MCIEAST will respond to requests for TSS' in the following manner:

(1) After a formal request that has been endorsed through the chain of command from an operational commander for a TSS is received, MCIEAST will validate the request and provide TSS support. Operational commanders may request TSSs to possess certain skill sets to support specific unit requirements however, TSS' should not be requested by name.

(2) When directed by MCIEAST, the Installation DOS/SM will provide TSS' to implement core safety services and support commands in managing safety issues to eliminate unnecessary risk, minimize inherent risk, and directly contribute to operational readiness. A MOA between the CG MCIEAST

and the supported commander will be established to ensure no ambiguity of safety support. The commander may request the TSS accompany the unit during field training, deployments, and operations. If this support extends off the home-based installation, the TSS will be issued temporary additional duty orders funded by the supported unit and will be under the operational control of the supported unit commander.

b. A TSS possesses critical skill sets and can be assigned as emergency essential personnel to augment a deploying unit's OSH programs. A TSS may be directed to perform emergency functions regardless of whether they have been pre-identified as emergency-essential personnel.

#### 4. Responsibilities

a. Installation DOS/SMs will:

(1) Provide TSSs to units involved in tactical training exercises/operations, as approved and directed by MCIEAST.

(2) Provide all administrative support and equipment necessary for the TSS to function independently during field training, deployments, and operations.

(3) Ensure TSS' are designated emergency essential and that the requirement of reference (o), DD Form 2365 (DoD Civilian Employee Overseas Emergency-Essential Position Agreement) is executed. See enclosure (4).

(4) Prior to assignment and deployment, determine how overtime pay will be disbursed to the deploying TSS and how funding will be transferred from the supported unit to the installation comptroller.

(5) Ensure legal assistance and other assistance relating to deployments are available to TSSs and their families.

(6) Provide TSS with safety training in accordance with established requirements.

b. Supported Unit Commanders will:

(1) Provide a timely and detailed written request through the appropriate chain of command for a TSS to support the unit during field training, deployments, and operations.

(2) Identify and assign the TSS' duties and responsibilities in specialized areas (e.g., radiation, laser safety, etc.).

(3) Provide input to periodic performance appraisals and recommendations for initiating and effecting recognition and disciplinary actions to the installation DOS/SM.

(4) Include the TSS during field training, deployments, and operations.

(5) Provide appropriate office space in garrison for the TSS.

(6) Provide all pre-deployment mission unique training for personnel identified for deployment.

(7) Provide messing and berthing during field training, deployments, and operations.

(8) If required, ensure ground transportation is available for the TSS to accomplish his/her duties.

(9) Include the TSS on the manifest for air or ship transportation to and from field training, deployments, and operations.

(10) Validate overtime and compensatory time prior to being worked by the TSS during field training, deployments, and operations. Overtime will be requested and approved, in advance if feasible, by the Marine Expeditionary Force (MEF) or equivalent-level command.

(11) Ensure appropriate government-issued field equipment such as 782 gear, night vision equipment, and weapons, as applicable, are provided for the TSS during field training, deployments, and operations.

(12) Include the TSS in the communications plan and provide communications equipment for field training, deployments, and operations.

(13) Provide medical care to the TSS for all classes of injuries, illnesses, and emergency dental care as needed during field training, deployments, and operations.

(14) Provide family readiness support to include spouse integration into the Key Volunteer Network.

c. TSS will:

(1) Make recommendations to the CO for establishing and maintaining a comprehensive safety program and mishap prevention effort consistent with the unit's mission.

(2) Provide the CO and staff with regular safety progress reports. Attend meetings and provide safety input as required.

(3) Work closely with the unit safety officers, planners, and leaders to implement and maintain all aspects of the unit's safety and health program.

(4) Promote safety awareness at all times.

(5) Conduct safety training as required in support of the unit's mission, e.g., driver awareness training, RODS, supervisor safety training, etc.

(6) Provide detailed mishap and trend analyses with recommendations to prevent reoccurrences.

(7) Conduct comprehensive safety inspections of all garrison sites, e.g., barracks, office spaces, warehouses, and other facilities. Generate a report of inspection results with all noted discrepancies and provide report

to unit commander and installation DOS/SM for inclusion in the installation's hazard abatement log. TSS will track noted discrepancies to ensure they are corrected.

(8) Conduct safety inspections of all sites and support equipment used during field training, deployments, and operations. Ensure immediate corrective action is taken when possible or appropriate personnel are notified to correct noted discrepancies.

(9) Conduct oneself professionally.

(10) Maintain a level of personal readiness required to deploy for long periods of time and live and work in a field environment. This may include, but is not limited to: medical, dental, legal, financial, and family readiness.

(11) Maintain an accurate record of hours worked. TSS will sign his/her timecard and forward to the CO/XO/designee for validation of hours. Signed and validated timecards with signed and approved leave slips are to be submitted to the installation DOS/SM within locally established timelines.

(12) Provide technical safety services during training and operations, e.g., convoy, fire protection and prevention, range, Hazardous Materials (HAZMAT), ORM, etc.

(13) Support the commander by providing recommendations in the planning stages, oversight during the actual operation, and after-action analysis upon completion.

(14) Provide tactical safety and/or coordinate special training and briefs to requesting units prior to deployment on a wide variety of safety related topics. Special training may be specific to a foreign country on topics such as driving and traffic requirements, Hazardous Material and retrograde disposal, insect and vermin awareness, precautions for infectious disease, etc.

5. Uniforms and Equipment (Clothing and Uniform Issue). Organizational clothing will be provided by MCIEAST, and individual equipment will be provided by the installations to TSS' who deployed in support of military operations. If required, TSS' will be provided protective clothing and equipment, including Nuclear, Biological, and Chemical defensive equipment, by the supported unit. Items of personal clothing and personal care are the responsibility of the individual. TSS' will maintain organizational clothing at his/her assigned place of duty to be prepared to participate in his/her supported unit's operational training or field exercise.

6. Training. TSS' will be OSH Specialists, Series 0018, and will complete any additional courses necessary in the performance of official duties.

## Chapter 5

### Traffic Safety

1. Purpose. This chapter addresses the role of leaders and safety professionals in managing an effective traffic safety program. It outlines MCIEAST requirements, and is intended to minimize risks while driving.

2. Background. Traffic fatalities and mishaps continue to represent a leading threat to mission readiness due to needless loss of life and productivity caused by events that are most often preventable. It is acknowledged that Noncommissioned Officers (NCOs) have tremendous authority and responsibility in combat zones, yet when they are back in garrison senior leaders do not allow them to exercise full authority, thus failing to take full advantage of the NCO leadership. Certain activities such as drinking and driving, reckless driving, driving while fatigued, etc., while on leave or liberty potentially place Marines and Sailors needlessly at risk. Command NCOs and Staff Noncommissioned Officers (SNCOs) will exercise the same authority and responsibility in preventing mishaps while in garrison as they do in combat. A reduction of mishaps will come from a variety of initiatives underpinned with a leadership culture that will not tolerate bad or irresponsible decisions.

3. Responsibilities. Every motorist aboard a MCIEAST installation will comply with motor vehicle regulations and the host state traffic laws. Posted regulations are minimum statutes that reflect the intent of the law; therefore, motorists should drive sensibly within the "spirit of the law," especially in reduced visibility, traffic congestion, during special events, and in the vicinity of emergency responders.

a. Commanders will:

(1) Ensure a written traffic safety program is established per references (j) and (m) that incorporates all activities and units within the boundaries of the installation.

(2) Ensure all military personnel receiving citations for major off-base traffic violations (i.e., Driving While Impaired, reckless driving, excessive speeding, etc.) receive on-base sanctions.

(3) Empower and encourage all officers and SNCOs who observe military personnel engaging in improper off-base traffic behavior to contact the Installation Provost Marshal or Chief of Police with the vehicle description and license number.

(4) Ensure NCOs assume full charge of MCIEAST vehicle safety programs as outlined in reference (p). Closely monitor the process of NCO's authority to disapprove leave and liberty. Ensure the development of the structured remediation program applied by the NCOs is used to correct identified deficiencies and is consistent with the reason for denying leave or liberty.

(5) Maintain a list of all service members on the installation who own PMV and/or motorcycles, regardless of the vehicle's location. Use the information to ensure personnel meet the training requirements.

(6) Develop and implement aggressive publicity and enforcement campaigns to ensure compliance with traffic safety policies.

(7) Ensure that within seven days of each new member joining a MCIEAST command all military personnel review and sign a copy of enclosure (5) attesting to their understanding and intent to comply with the requirement to use a restraint system while operating or riding in a vehicle. Maintain signed copies of the document at the unit level for the duration of the military member's assignment.

(8) Ensure that an Annual Seatbelt Usage Report (RCS-DD-5102-03) is submitted in accordance with reference (m).

(9) Ensure motorcycle owners within the installation, who have not previously attended the Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC), register for the course within 10 days of reporting to a unit or purchasing a motorcycle.

(10) Establish installation/command-sponsored motorcycle clubs designed to mentor less experienced riders by taking advantage of the skill and experience of seasoned riders.

(a) These clubs should emphasize sound judgment, PPE, maintenance, training, defensive driving, and how to safely enjoy the riding experience.

(b) These clubs are open to all employees, military and civilian. If participation is during normal duty hours, military service members must receive supervisory approval prior to attending. Civilian employees must be in a leave status to participate.

(11) Establish a Safe Driving Council to be the focal point for all installation traffic safety issues. This council should meet at least quarterly.

b. Provost Marshal/Chief of Police will:

(1) Establish relationships with local law enforcement agencies to provide reports of violations that occur off base. Report all major off-base traffic offenses to the offender's parent command and notify the installation traffic court for appropriate action.

(2) Establish and participate in "Ride-Along" programs with the State Highway Patrol. Military Police are to notify the command of military traffic offenders.

(3) Ensure operators of PMVs on MCIEAST installations do not use cellular phones while their vehicles are in operation, unless they are using a hands-free device. A hands-free device permits a driver to use the telephone without lifting or holding the handset to the driver's ear.

(4) Ensure all operators of PMVs on MCIEAST installations use headlights during periods of precipitation and other reduced visibility conditions, whether or not state or federal law requires it. Examples are, but not limited to, during periods of rain, fog, or smoke.

(5) Ensure that operators of and passengers riding in PMVs and rental vehicles on MCIEAST installations, and operators of and passengers riding in government vehicles properly use a seatbelt or approved restraint system.

(6) Establish and actively enforce the following minimum penalties for all occupants of a PMV or government owned vehicle who fail to wear seatbelts on a MCIEAST installation.

(a) For the first violation, a one-week suspension of driving privileges plus attendance at a remedial driving class.

(b) For the second violation, a one-month suspension of driving privileges.

(c) For the third violation, a six-month suspension of driving privileges.

(7) Ensure the following PPE is worn by all military personnel in uniform operating or riding on a motorcycle, on or off MCIEAST installations, on and off road:

(a) A properly fastened (under the chin) protective helmet which meets the standards of the Snell Memorial Foundation (SNELL), the ANSI, or the Department of Transportation (DOT).

(b) Impact or shatter resistant goggles or full-face shield attached to the helmet. A windshield, eyeglasses or fairing alone is not considered proper eye protection.

(c) Hard-soled shoes with heels. The use of leather boots or over the ankle shoes is encouraged.

(d) Properly worn long-sleeved shirt with sleeves rolled down or jacket, long legged trousers, and full-fingered gloves or mittens. To clarify, civilian attire, such as long-sleeved t-shirts or jackets may not be worn over the uniform.

(e) Per reference (g), Marines are authorized and encouraged to wear a motorcycle-riding jacket constructed of abrasion resistant materials such as leather, kevlar, and/or cordura and containing impact-absorbing padding over the uniform while on the motorcycle. The motorcycle-riding jacket must be removed as soon as the Marine dismounts the motorcycle. The motorcycle-riding jacket must not contain graphics or text considered inappropriate with the image of the Marine Corps.

(8) Ensure the following PPE is worn by all personnel operating or riding as a passenger on a motorcycle on MCIEAST installations, and all military personnel in civilian attire on or off MCIEAST installations, on or off road:

(a) A properly fastened (under the chin) protective helmet which meets the standards of SNELL, ANSI, or the DOT.

(b) Impact or shatter resistant goggles or full-face shield attached to the helmet. A windshield, eyeglasses or fairing alone is not considered proper eye protection.

(c) Hard-soled shoes with heels. The use of leather boots or over the ankle shoes is encouraged, but not mandatory.

(d) Properly worn long-sleeved shirt with sleeves rolled down or jacket, long-legged trousers and full-fingered gloves or mittens. Motorcycle-riding jackets and pants constructed of abrasion resistant materials such as leather, kevlar, and/or cordura and containing impact-absorbing padding are strongly encouraged.

c. Traffic Court Officers will:

(1) Revoke on-base driving privileges for a minimum of one year upon receiving a law enforcement report of a military or family member driving while impaired/intoxicated (.08 Blood Alcohol Content or greater) off base.

(2) Suspend on-base driving privileges for a minimum of 90 days upon receiving a law enforcement report of a military or family member for reckless driving (i.e., reckless endangerment, aggressive driving, or speeding 15 miles per hour (mph) or more over the posted speed limit) off base.

(3) Revoke the driving privileges of repeat offenders indefinitely after complying with procedures.

d. Installation DOS/SM will:

(1) Organize, implement, and supervise a complete motor vehicle safety program.

(2) Provide driver improvement, remedial driver training, and motorcycle safety courses. Provide or coordinate speakers for traffic safety events.

(3) Oversee emergency vehicle operator courses.

(4) Provide traffic mishap statistical analysis and traffic safety education.

(5) Publish and market safety messages through marquees, signs, command television, news releases, newspaper articles, emails, etc. Distribute safety posters, booklets, handouts, etc.

(6) Provide training/assistance to units on PMV inspections and establish a motor vehicle safety program.

e. Officers and SNCOs will:

(1) Comply with this Order.

(2) Officers and SNCOs who observe unsafe driving behavior (e.g., reckless endangerment, aggressive driving, or speeding 15 mph or more over

the posted speed limit) among suspected military personnel on or off base are expected to report such behavior using the following procedures:

(a) Do not commit unsafe/unlawful acts to get a license plate or vehicle description.

(b) Record the vehicle license plate, vehicle description (color, make, model), basic description of driver, alleged traffic offense, time, and location.

(3) Refer the offense to the Installation Provost Marshal's Office or Chief of Police's Office.

(4) Execute the MCIEAST NCOs Vehicle Safety program as outlined in reference (p).

f. NCOs will:

(1) Assume full charge of MCIEAST vehicle safety programs as outlined in reference (p).

(2) Be responsible for setting and maintaining standards, setting the example, and the success of their Marines and Sailors on or off duty, on or off base.

(3) Be responsible for conducting risk assessments as part of the leave and liberty process for all military personnel in their charge. Risk assessment tools such as enclosure (6) can be used. In addition, tools like the Travel Risk Planning System (TRiPS), Operational Risk Management forms, Pre-trip Safety Checklist, PMV, and/or Motorcycle Inspection Checklists are available online at <http://www.marines.mil/unit/safety/Pages/welcome.aspx>.

(4) Be delegated the authority to disapprove leave and liberty. Institute a structured remediation program when Marines' leave or liberty requests are denied for other than operational reasons. Remediation must be bona fide techniques used for improving the efficiency of an individual through correction of a deficiency. Remediation techniques such as, prescribed vehicle maintenance, use of the "buddy system," law enforcement ride along, and emergency room visitation are viable methods to educate Marines. After successful completion of the assigned remediation, the granting authority may approve the leave or liberty request.

#### 4. Training

##### a. Driver's Education

(1) The purpose is to improve operator skills and habits by modifying individual behavior and attitudes and reduce injuries caused by motor vehicle mishaps. Regardless of who conducts the specific courses, the DOS/SMs have management oversight.

(2) Drivers Under Age 26. All MCIEAST military personnel under the age of 26 will complete a course in traffic safety designed to teach defensive driving skills and reinforce a positive attitude toward driving. MCIEAST military personnel will complete the National Safety Council

Defensive Driving Course or Alive at 25 Course (classroom version) within 90 days of reporting aboard. The Training and Education Command's Distance Learning course "Driving for Life", may be used only as a last resort for those unable to attend one of the classroom courses due to operational commitments. A statement attesting to the date and location of course completion is required for Marine Corps Total Force System (MCTFS) reporting. Installation Safety Offices will provide the Installation S-1 with monthly training roster for MCTFS entry.

(3) Remedial Driver Training Course. Driver improvement courses will be provided to individuals convicted of serious moving violations or who have been determined to be at fault in a traffic accident. Individuals (military or civilian) will lose base driving privileges until completion of the remedial course. Installations may use court-approved local community driver improvement programs to comply with this requirement. The service member or civilian employee will pay the costs for remedial driver improvement courses not provided by the Marine Corps.

(a) Course Independence. This course must be independent of other driving programs. Remedial driver training students will not be mixed with driver education students.

(b) Course Availability. This course will be taught at least monthly.

b. Motorcycle Safety Training

(1) The Motorcycle Safety Training Program provides entry level riders with the minimum skills necessary to begin street riding safely and provides experienced riders the opportunity to sharpen their defensive riding skills.

(2) Initial Training. All military personnel with a motorcycle endorsement on their driver's license, or who own or purchase a motorcycle and are currently assigned or transfer in to MCIEAST installations or their tenant commands, and all operators of government-owned motorcycles are required to complete the MSF BRC.

(a) An unlicensed rider seeking to become a motorcycle operator must comply with the skills training and permit requirements of his/her state and requirements of this Order prior to operating a motorcycle. MCIEAST Installation Commanders are encouraged to establish joint training programs with other military installations in their area.

(b) Safety training will include the appropriate MSF course or MSF-based state curriculum for motorcycle operators. New riders must complete the BRC.

(c) Courses must be taught by certified or licensed rider-coaches and include hands-on training, a riding skills evaluation, and a knowledge-based evaluation. Commanders will accept the completion card of any MSF or MSF-based state motorcycle training course that includes a written and riding evaluation as proof of successfully completing the required training.

(3) Advanced Training. Within 120 days of completing the BRC, all military personnel with a motorcycle endorsement on their driver's license, or who own or purchase a motorcycle and are currently assigned or transfer in to MCIEAST installations or their tenant commands are required to complete advanced training. All sport bike riders will complete the Military Sportbike Rider Course (MSRC) within 120 days of completing the BRC. MSRC is a one-day variant of the MSF Experienced Rider Course (ERC) that emphasizes curve negotiation, braking, and attitude; three predominant factors in motorcycle injuries and deaths. Riders of other motorcycles will complete the ERC within 120 days of completing the BRC.

(4) Refresher Training. Within three years of completing advanced training, all military personnel with a motorcycle endorsement on their driver's license, or who own or purchase a motorcycle and are currently assigned or transfer in to MCIEAST installations or their tenant commands are required to complete motorcycle safety refresher training. Approved motorcycle safety refresher courses include the MSRC, ERC, Advanced Motorcycle Operators School (AMOS) Course, approved Advanced Rider Track Day (ARTD), or approved "Motorcycle Rodeo" or "Poker Run" events that focus on speed, direction, and braking challenges. The MCIEAST Safety Office will maintain the authority to approve refresher courses. Motorcycle riders who successfully complete an approved refresher course will be issued certificates of completion.

(5) Course Availability. All required motorcycle safety courses will be provided in sufficient numbers relative to each installation's demand, including seasonal spikes.

(6) MCTFS Entry. A statement attesting to the date and location of course completion is required for MCTFS reporting. Installation Safety Offices will provide the Installation S-1 with monthly training roster for MCTFS entry.

## 5. Motorcycle Registration

a. Military personnel who own or purchase a motorcycle and are currently assigned or transfer in to MCIEAST installations or their tenant commands are required to register their motorcycle(s) with the Provost Marshal's or Chief of Police's Vehicle Registration office on the installation.

(1) Military motorcycle owners who are enrolled, but have not yet attended the BRC will register their motorcycle(s) with the Provost Marshal's or Chief of Police's Vehicle Registration office on the installation and receive a 3-day pass, which will allow two days to complete the BRC. A record of enrollment via Enterprise Safety Applications Management System (ESAMS) for the BRC or a letter from the installation safety office or the service member's parent command must be presented in order to receive a 3-day pass. A pass will not be issued before the first day of the scheduled course.

(2) Motorcycle owners who have completed the BRC, but have not yet attended the ERC or MSRC will register their motorcycle(s) with the Provost Marshal's or Chief of Police's Vehicle Registration Office on the installation and receive a four-month decal, which will allow 120 days to complete the ERC or MSRC.

(3) Motorcycle owners who have completed the ERC or MSRC will register their motorcycle(s) with the Provost Marshal's or Chief of Police's Vehicle Registration Office on the installation and receive a decal good for three years. To renew the registration at the end of each three-year period, individuals must complete an approved motorcycle safety refresher course.

b. DoD civilian personnel are not required to register their motorcycle(s) on a MCIEAST Installation however, DoD civilian personnel desiring to register their motorcycle aboard a MCIEAST installation must complete the BRC (no advanced or refresher training is required).

#### 6. Seatbelt and Restraint System Usage

a. Restraint systems will be worn by all operators and passengers of U.S. Government vehicles on or off DoD installations. The senior occupant is responsible for ensuring this requirement is observed. If the senior member cannot be determined, the driver is responsible for enforcement.

b. Restraint systems will be worn by persons operating or riding as a passenger in a privately owned or rental vehicle on any DoD installation.

c. All military personnel assigned to MCIEAST installations operating or riding as a passenger in a private or government motor vehicle on or off duty, whether on or off any DoD installation, will wear a seatbelt any time that the motor vehicle is moving. Seatbelt restraint systems will not be removed or unbuckled when the vehicle is moving.

d. MCIEAST personnel will not operate any moving vehicle until they and their passengers (whether military or civilian) are wearing their seatbelt or other authorized restraint system.

e. A vehicle's senior military occupant will not permit the operation of the vehicle until the driver and all passengers (military and civilian) are wearing their seatbelt or other authorized restraint system. The senior occupant's failure to comply with this policy does not relieve the driver or passengers of any obligations here under.

f. Drivers (military or civilian) aboard any MCIEAST installation will not operate a privately owned truck or government truck with any person (military or civilian) in the truck bed while the vehicle is moving.

g. Military personnel assigned to MCIEAST will not ride in the truck bed of a privately owned vehicle whether on or off duty, or whether on or off any DoD installation.

h. Military personnel assigned to MCIEAST will not operate a privately owned truck with any person (military or civilian) in the truck bed while the vehicle is moving, whether on or off duty, and whether the vehicle is on or off a DoD installation.

## Chapter 6

### Mishap Reporting and Recordkeeping

1. Purpose. This chapter standardizes mishap recordkeeping requirements and procedures for timely mishap reporting by all MCIEAST commands.

2. Background. Reporting mishap information provides an invaluable means to assess our safety posture and make changes that prevent or mitigate harm from future incidents. Accurate and complete reporting is essential to meaningful analysis and formulation of any corrective action. Leaders at all levels seek to identify trends and direct resources, but are unable to do so because they find that reporting of information is marginal and in many cases inconsistent with existing Marine Corps directives.

### 3. Responsibilities

a. Commanders experiencing a mishap as defined by reference (h) will ensure all mishaps are reported using appropriate media as required in references (k) and (l).

#### (1) Class A and B Mishaps

(a) All Reportable Casualties. During working hours, voice notification to Headquarters Marine Corps (HQMC) Casualty Assistance Section, Military Personnel Record Center (MPRC) at DSN 278-9512 and this headquarters (Attn: Adjutant) at commercial (910) 451-4789/3033 or DSN 751-XXXX is required within one hour upon becoming aware. If the mishap occurs after normal working hours, voice notification will also be made to HQMC Marine Corps Operations Center (MCO) at commercial (703)695-5454 or DSN 225-5454 and to the MCIEAST Command Duty Officer (CDO) at commercial (910)451-2414/3031/3032/3033 or DSN 751-XXXX. The MCIEAST CDO will then follow the requirements in reference (i). A follow-up Personnel Casualty Report (PCR) message will be released within eight hours. In some cases an OPREP-3 Serious Incident Report (SIR) may also be required or directed by MCO.

(b) Serious Incidents or Events. During working hours, voice notification to HQMC MCO at commercial (703)695-5454 or DSN 225-5454 and this headquarters (Attn: Assistant Chief of Staff, G-3) at commercial (910) 451-0375/2743/2742 or DSN-XXXX is required within 15 minutes of the reportable incident/event. If the mishap occurs after normal working hours, an immediate notification by telephone will be made to the MCIEAST CDO at commercial (910)451-2414/3031/3032/3033 or DSN 751-XXXX. The MCIEAST CDO will then follow the requirements in reference (i). A follow-up OPREP-3 SIR message is required within one hour unless otherwise directed by the MCO.

(c) OPREP-3 SIR/PCR. Within timelines listed above or at least within eight hours from the time of the mishap, even if details of the mishap are unclear, the command will release a naval message (OPREP-3 SIR/PCR) to CMC WASHINGTON DC POC, and info: COMNAVSAFECEN, CMC WASHINGTON DC SD, COMMARFORCOM, COMMARFORCOM G-3-5-7, COMMARFORCOM DSS, COMMARCORBASESLANT, CG MCIEAST, CG MCIEAST G3, CG MCIEAST G1, CG MCIEAST DPS, CG MCIEAST PAO, and the command's Safety Office. Supplemental messages may be required to provide details unavailable in the first eight hours following the mishap.

(d) Seven/Eight-Day Brief. Commanders will ensure all serious mishaps are briefed to the first general officer in the chain of command within seven days and will provide the circumstances surrounding the mishap and the steps taken to prevent reoccurrence. The first general officer will brief his/her chain of command and the Assistant Commandant of the Marine Corps (ACMC) on or before the eighth day following the mishap. See enclosure (7) for template. Additional guidance and assistance is available from the Safety Directors, Officers, or Managers.

(e) Web Enabled Safety System (WESS). The command will also initiate a WESS entry no later than close of business on the first business day following the day of the mishap.

(f) Death Brief. MCIEAST commands will prepare a death brief for the CG for all non-combat deaths (deaths due to morbidity are excepted). The intent of this requirement is to involve the entire chain-of-command in the process to prevent future deaths. An electronic copy of the brief will be provided to MCIEAST Regional Safety Office. See enclosure (8) for template. Examples of briefs are on the MCIEAST Regional Safety's portal (<https://portal.mceits.usmc.mil/sites/mcieastsaf>).

(2) Class C Mishaps. Commands will initiate a WESS entry within 30 days following the day of the mishap.

(3) WESS. WESS is the only system for reporting mishaps per paragraph 3007 of reference (a). Although WESS data fields are set and cannot be modified, Commandant of the Marine Corps (SD) established a standard procedure for requiring such information to be submitted in the narrative of mishap reports. All WESS entries will identify Commander Marine Forces Command as the component command, MCIEAST as the major command, the installation as the parent command, and the mishap unit as the unit command. All WESS entries will include MCIEAST (UIC M02213) in the Community of Interest. Mishap unit command reporting unit code (RUC) will not be lower than the battalion level. Supplemental information is to be added to the WESS entry as it becomes available.

(4) These guidelines for reporting and recordkeeping are in addition to any established requirements found in reference (h).

b. Installation DOS/SMs will:

(1) Coordinate the investigations of all installation mishaps, maintain reports, and conduct analysis. Provide safety specialists for safety investigation boards, as requested.

(2) Per paragraphs 3(d) and (f) of this chapter, provide assistance in preparing the Ground Mishap Seven-Day Report (enclosure (7)) and the Death Brief (enclosure (8)) as directed.

## Chapter 7

### Explosives Safety

1. Purpose. This chapter addresses the role of leaders and safety professionals in the management of an effective Explosive Safety Program. It outlines MCIEAST requirements and is intended to minimize risk in all ordnance activities.

2. Background. Receipt, storage, handling, security, and accountability of ammunition and explosives at DoD activities are governed by a myriad of regulations due to the hazards associated with handling ordnance.

#### 3. Responsibilities

##### a. Commanders will:

(1) Ensure a comprehensive Marine Corps Weapons and Explosives Safety Program is developed and maintained per reference (r). An effective program will include combat system safety, mandatory use of SOP for explosives operations, qualification and certification of explosives workers, and certification of equipment used in explosives operations.

(2) Installations, regardless of population level, that transport, store, use, or otherwise handle explosives will appoint in writing an Explosives Safety Officer (ESO) per reference (r) to manage the Explosive Safety Program.

b. Installation DOS/SMs will oversee the Explosive Safety Program. Through the ESO and operations and training officer, coordinate with ordnance and range officers to ensure appropriate safety standards, rules, and regulations are included in explosives, ordnance, and range operations.

## Chapter 8

### Laser Safety

1. Purpose. This chapter addresses the role of leaders and safety professionals in identifying and controlling laser radiation hazards. This guidance is provided for the design, use, and disposal of all equipment and systems capable of producing laser radiation including laser fiber optics that does not adhere to ANSI Z136.2. This guidance does not apply to medical and industrial lasers.

2. Background. The widespread use of lasers in both commercial and military applications has increased the probability of injury from exposure to laser radiation.

#### 3. Responsibilities

a. Commanders with Class 3b lasers and Class 4 lasers, will:

(1) Appoint the Laser System Safety Officer (LSSO) in writing.

(2) Ensure only the specific laser systems and applications approved by the activity's LSSO are allowed to operate.

(3) Use and dispose of military exempt lasers per reference (m). Obtain approval as required prior to disposal.

(4) Maintain a current inventory of all military-exempt lasers and all Class 3b and Class 4 lasers, as defined in reference (s), for submission as requested.

(5) Immediately consult with an ophthalmologist or optometrist for personnel with suspected or observed laser exposure. Early medical intervention may lessen the severity of the damage or subsequent retinal scarring for the laser injury.

(6) Submit a laser incident report for all cases where personnel are inadvertently exposed to laser energy. This report is required for all incidents involving personnel with suspected or observed exposure to Class 3b or Class 4 lasers. The report will be sent per reference (s) within 30 days of the incident and will include:

(a) List of personnel involved.

(b) Estimation of laser exposure received to the eyes or skin as related to the applicable maximum permissible exposure per reference (s).

(c) The medical officer's immediate and subsequent medical findings (if applicable).

(d) Detailed account of the laser exposure incident. Include the laser's parameters as applicable: wavelength, energy, pulse repetition frequency, pulse length, beam diameter, and divergence.

(e) A detailed account of safety procedures and PPE used at the time of the laser exposure incident.

(f) Lessons learned and actions completed to prevent another laser exposure incident.

(7) Submit a safety investigation report per reference (a) for all incidents that meet the safety investigation thresholds.

(8) Submit a hazard report for any work-related events that could have potentially resulted in a laser exposure, such as using defective safety equipment or inadequate SOPs, using the laser incident report criteria in Section 7f(8) of reference (s) as applicable.

(9) MCIEAST commands or units having only Class 1, 2, and 3a lasers not used in combat, combat training, or classified in the interest of national security (military-exempt lasers) are not required to assign an LSSO. However, they will:

(a) Inform employees to handle these lasers as if they were Class 3b lasers capable of causing severe eye damage.

(b) Ensure users read the manufacturer's literature and labeling.

b. Installation DOS/SMs will:

(1) Ensure the Laser Safety Program is managed by a qualified safety specialist, e.g., Range Laser Safety Specialist, Technical Laser Systems Safety Officer, or Laser Safety Specialist, per reference (s).

(2) Provide training and technical assistance for the Laser Safety Program.

Chapter 9

MCIEAST Safety Awards

1. Purpose. To establish MCIEAST Safety Awards Program.

2. Background. Safety awards provide recognition of commands and personnel for significant contributions and accomplishments made in the field of safety and mishap prevention. It is important for commanders to emphasize the importance of recognizing commands and individual military and civilian personnel for their contributions and accomplishments made in the field of safety and mishap prevention. This chapter provides criteria and submission requirements for MCIEAST safety awards.

3. Implementation

a. The CG, MCIEAST Award for Ground Safety Excellence. This award will be presented annually on a fiscal-year basis to the MCIEAST command that has established an effective and superior safety program demonstrated with proactive measures for risk reduction and hazard abatement, strong mishap prevention programs as evidenced by low mishap rates and/or innovative campaigns, and a command culture in which safety and operational excellence are valued and recognized as hallmarks of distinction. The award will include a CG MCIEAST plaque and a 72-hour weekend liberty for active duty members attached to the winning command. It is recommended that the CO of the winning command encourage civilian supervisors to submit eight-hour time-off award recommendations in accordance with respective installation commander's direction for civilian employees who contributed to the award-winning efforts and that a liberal leave policy be implemented for civilian employees at the same time Marines and Sailors are provided the 72-hour weekend liberty.

(1) Eligibility. All MCIEAST commands.

(2) Award Criteria. Evaluation criteria with weighted percentages and specific mishap rates are not necessarily prescribed to allow the selection board the latitude in assessing the overall performance of the winning command relative to unique factors and/or significant contributions in safety. Nomination packages should include a narrative limited to 20 pages describing the command's superior performance during the previous year. In addition, the following is a non-complete list of criteria that can be used to demonstrate the presence of an effective and superior safety program:

(a) Periodic program reviews are superior. Program reviews may include but are limited to, CGIP, command safety assessments (CSAs), Radiological Controls (RADCON) program reviews, Naval Audit Service (NAS) audits, etc.

(b) The minimum core safety services are provided.

(c) Training, certifications and/or appointments to special safety programs (e.g., Installation Radiation Safety Officer) are kept current with few and/or short-term gaps.

(d) Significant safety initiatives, campaigns, partnerships and/or promotions are effective.

(e) Successes, best practices, and lessons learned are shared.

(f) On and off duty mishap rates are achieved relative to the command's selected safety goals, the percentage in mishap reduction, and/or the Days Away, Restricted, and/or Transferred Case Incident Rates (DART)/Total Case Incident Rates (TCIR) are below the North American Industry Classification System (NAICS).

(3) Nomination packages will be forwarded to the MCIEAST DOS via the chain of command no later than 31 October of each year.

b. The CG, MCIEAST Safety Bulldog Award. This award will be presented annually on a fiscal-year basis to the Marine, Sailor, or Federal civilian employee with less than three years experience in the safety field with secondary Military Occupational Specialty 8012 for Marines, secondary Navy Enlisted Classification 9571 for Sailors, Office of Personnel Management series 0018 or 0019 for federal civilian employees, or an appointed unit safety officer. Nominees will have made a significant contribution to their unit's and/or Marine Corps' safety program above and beyond the usually expected level of performance in the year prior to nomination. This award will include a MCIEAST Safety Bulldog trophy and 48-hours of special liberty for the active duty member. It is recommended that the CO of the winning civilian employee encourage his/her civilian supervisor to submit eight-hour time-off award recommendation in accordance with respective installation commander's direction for current regulations.

(1) Eligibility. MCIEAST Marines, Sailors, and Federal civilian employees.

(2) Award Criteria. Nomination packages should include a narrative limited to three pages describing the individual's superior performance, innovative actions, and/or suggestions that reduced mishaps and/or significantly improved the safety culture within his/her unit and/or the Marine Corps.

(3) Nomination Package will be forwarded to the MCIEAST DOS via the chain of command no later than 31 October of each year.

c. The MCIEAST DOS will convene a panel on or about 15 November to determine the recipients of these 2 awards. The panel will be comprised of three to five panel members. Results will be forwarded to the CG MCIEAST no later than 30 November of the current year for approval.

d. Command Safety Awards

(1) CO's will establish their own ground safety awards programs. CO's will also form an awards committee to review and submit nominations for personnel, squadrons, battalions, installations, and CMC awards.

(2) CO's will present safety awards at a command's award ceremony.

## Chapter 10

### Radiological Affairs Safety

1. Purpose. This chapter provides guidance, assigns responsibility, and establishes instruction for the effective administration of a Radiation Safety Program. It outlines MCIEAST requirements and is intended to minimize the risk of injury to personnel and the general public, contamination of personnel and facilities, and loss of control of sources of ionizing radiation. This Order applies to all MCIEAST commands procuring, possessing, using, or responsible for training users of sources of ionizing radiation. For the purpose of this Order, sources of ionizing radiation are defined as radioactive materials in commodities and equipment or radiation-producing equipment. It does not apply to the use of any fixed or portable medical X-ray equipment used by health service personnel in support of Marine Corps operations.

2. Background. Federal agencies provide policy, establish procedures, and assign responsibilities for administering an effective Radiation Safety Program. Receipt, storage, and handling of radioactive materials at DoD activities requires strict compliance with regulations to minimize personnel exposures to a level As Low As Reasonably Achievable (ALARA) and to prevent contamination of personnel, equipment, and facilities. The Department of Navy's Nuclear Regulatory Commission Master Materials License, and specific Naval Radioactive Materials Permits (NRMP) was issued to Marine Corps commands, which enacts the program elements necessary to ensure compliance.

### 3. Responsibilities

a. Commanders possessing radioactive material, will:

(1) Ensure a written Installation Radiation Safety Program is established per references (g) and (t).

(2) Appoint in writing an Installation Radiation Safety Officer (IRSO) and, if necessary, an Alternate IRSO (AIRSO) who will have direct oversight of the command's radiation safety practices and procedures. Grant direct access on all matters pertaining to radiation safety.

(3) Ensure subordinate commands adhere to the requirements of this Order, all references, and local installation RADCON procedures.

(4) Submit a safety investigation report for all incidents that meet the safety investigation thresholds. Submit a hazard report for any work-related events that could have potentially resulted in radiation exposure, such as using defective safety equipment or inadequate SOPs.

(5) Ensure Fire and Emergency Services, Provost Marshal or Chief of Police, and Mission Assurance (Anti-terrorism/Force Protection) Divisions are capable of supporting emergency response actions in the event of a radiological incident.

b. Assistant Chief of Staff, G-4, will:

(1) Ensure Installation S-4s conduct physical inventories of radioactive material, per specific guidance.

(2) Submit consolidated installation physical inventory and inventory reconciliation reports to COMMARFORCOM G-4 per specific guidance.

(3) Coordinate with other department representatives, e.g., G-3, G-7, IRSO, and the Chemical, Biological, Radiological, Nuclear Officer (CBRNO) as required to complete periodic inventories.

c. Installation DOS/SMs will:

(1) Ensure qualified IRSO and AIRSO, as required, are appointed in writing, and the Radiation Safety Program is being managed in compliance with applicable regulation.

(2) Ensure the IRSO has oversight over all Radiation Safety Programs and operations involving radioactive materials conducted aboard the installation.

(3) For installations holding an NRMP, ensure semi-annual internal program audits are conducted and recorded, and corrective action is taken for any deficiencies. For installations not holding an NRMP, ensure an annual program review is conducted in accordance with reference (g).

(4) Ensure training and technical assistance is provided for the Radiation Safety Program.

(5) Ensure the Installation's Low Level Unwanted Radioactive Material (LLURM)/Radioactive Waste (LLRW) Program is properly and effectively managed.

d. IRSO will:

(1) Be appointed in writing at the installation level.

(2) Be responsible for coordinating the installation RADCON Program for sources of radiation under the control of that installation.

(3) Oversee all radiation programs aboard the installation to include tenant commands that maintain radioactive devices on the installation. The IRSO will have direct access to the installation commanding officer on all matters pertaining to radiation safety.

(4) Develop and implement an installation Radiation Safety Order, and publish and distribute applicable installation messages, bulletins, or notices as required.

(5) Recommend the appointment of AIRSOs and Radiation Protection Assistants (RPAs) to the installation commander in sufficient numbers to administer the RADCON Program at the installation and provide appropriate training to each RPA. In the temporary absence of the IRSO from the installation, the AIRSO will be appointed to fulfill the IRSO's duties.

(6) Coordinate and direct the action of the installation RPAs in the administration of the RADCON Program.

(7) Maintain inventory reports of NRMP radioactive commodities or sources under the installation's control. Installation inventory reports

will be reconciled with the previous inventory to account for changes or discrepancies. The inventory report will include this reconciliation (statement of changes, losses, additions, or updates).

(8) Maintain copies of installation and tenant activity inventory reports of licensed sources of ionizing radiation.

(9) Maintain decommissioning files containing copies of inventory reports, areas of use, facility surveys, and reports of radiation incidents and accidents.

(10) Perform required leak tests on the installation NRMP radioactive commodities or sources, per the procedures in the applicable NRMPs and forward the leak test packages to the Logistics Radiation Safety officer (LRSO) via certified mail.

(11) Manage the installation's LLRW Program. Dispose of LLRW through the Navy LLRW Program. Coordinate the disposal of LLRW with Naval Sea Systems Command Detachment, Radiological Affairs Support Office (NAVSEADET RASO), and provide copies of the manifests to the LRSO.

(12) Ensure proper handling and control of radioactive materials, including receipt, storage, shipping, and disposal operations at Installation activities and tenant commands.

(13) Maintain liaison with tenant CRSOs and RPAs.

(14) Establish and implement a training program for RPAs and all installation personnel involved in emergency response and the receipt, maintenance, handling, packaging, transferring, and shipping of radioactive commodities.

(15) Provide lists of inventories and storage locations of radioactive materials and commodities to the installation Fire and Emergency Services Division (FESD) and emergency response personnel.

(16) Coordinate the procurement of any generally-licensed or license-exempt radioactive devices with the LRSO and/or CMC (SD).

(17) Establish local procedures and maintain close liaison with the Defense Reutilization and Marketing Offices (DRMO) and other base organizations to prevent unauthorized transfer or delivery of any radioactive materials to the DRMO.

(18) Conduct and document an annual review of the RADCON Program for the installation using the RADCON Program Review Checklist. Reviews should include compliance with applicable Naval Radioactive Materials Permits, NRC Materials Licenses, this Order and its references. Report results of the review to the LRSO via the Installation Commanding Officer.

(19) Maintain liaison with the Navy Radiation Health Officer assigned to the supporting Naval medical facility to coordinate the Radiation Health Program and the RADCON Program.

(20) Appoint in writing individuals responsible for inspecting and approving shipments of radioactive materials. Provide a copy of the appointment letters to the Transportation Management Officer (TMO).

(21) Oversee the shipment and transportation of sources of ionizing radiation onto and off of the Installation.

e. The CRSO is the designated individual at the appropriate command level tasked with direct oversight of radiation safety practices and procedures. The CRSO will:

(1) Be appointed in writing at the appropriate command level.

(2) Develop and implement the command RADCON Program procedures, and publish and distribute applicable command messages, bulletins, or notices as required.

(3) Serve as the primary point of contact for RADCON Program issues that arise at the command or subordinate command.

(4) Recommend the appointment of an Assistant CRSO (ACRSO), as necessary, to assist in the administration of the command RADCON Program and MCIEAST Installations. In the temporary absence of the CRSO, the ACRSO will be appointed to fulfill the CRSO's duties.

(5) Manage the installation's Low Level Unwanted Radioactive Material (LLURM) Program.

(6) Maintain liaison with MCIEAST IRSOs.

f. The RPA is critical to the unit and is appointed to assist the IRSO in administering the RADCON program. The RPA will:

(1) Be appointed to assist the IRSO in administering the RADCON program. RPAs will be assigned in writing at all units or organizations where radioactive materials are stored or maintained.

(2) Establish, implement, and maintain an effective RADCON program, which complies with this Order and as appropriate, NRMPs, NRC Licenses, and other pertinent Navy and Marine Corps directives and federal regulations. The program at the user level may be established in a desktop or SOPs.

(3) Provide advice and assistance to all elements of the unit regarding matters pertaining to RADCON, ionizing radiation safety requirements, procedures, and command policy.

(4) Establish liaison with the IRSO to coordinate the RADCON and Ionizing Radiation Health Programs.

(5) Perform surveys, leak tests, inspections, inventories, and emergency exercises as required to ensure compliance with the applicable provisions of this Order and other pertinent Navy and Marine Corps directives, specific NRMPs, Nuclear Regulatory Commission licenses, and federal regulations.

g. Radiation Workers/Limited Radiation Workers. Radiation workers or limited radiation workers are individuals who operate, maintain, store, inventory, ship or receive equipment with radioactive materials. Radiation workers/limited radiation workers will:

- (1) Obey all verbal and written radiological control instructions.
- (2) Not handle radioactive materials unless they have received and have documented the required training appropriate to the operations they are to perform.
- (3) Wear dosimeters (e.g., thermoluminescent dosimeters (TLDs), pocket dosimeters) when required by reference (a), NRMPs or NRC licenses.
- (4) Promptly report to their supervisor and/or RPA any incident, personnel injury, suspected overexposure, contamination, and any suspicious or questionable occurrence involving ionizing radiation sources.
- (5) Be thoroughly familiar with equipment, procedures, and the requirement for and use of any special devices to include PPE prior to using or operating any source or device which produces ionizing radiation.
- (6) Maintain exposure limits to ionizing radiation within the concept of ALARA. Avoid any unnecessary exposure, and use the concepts of time, distance, shielding, and contamination control when working in the presence of ionizing radiation sources.

h. Responsible Officer (RO). The responsible unit having custody of the licensed or permitted radioactive commodities must assign an RO. The RO will receive radiation safety training that is commensurate with one's duties and responsibilities. The RO will:

- (1) Perform or ensure the conduct of RADCON Program requirements for the receipt, handling, storing, physical inventory, packaging, and shipping of licensed sources of ionizing radiation is within compliance to applicable regulations.
- (2) Perform or ensure that documentation and reporting requirements are fulfilled.

#### 4. Training Requirement

a. CRSO, IRSO, and AIRSO:

(1) Prior to assuming the duties of CRSO, IRSO, or AIRSO, the prospective appointee will successfully complete the initial qualification by attending the Radiation Safety Officer (RASO) Course, S-4J-0016 at NAVSEADET RASO, Yorktown, VA, or have the equivalent training and experience. Equivalent training and experience will be evaluated on a case-by-case basis by the Naval Radiation Safety Committee (NRSC).

(2) All CRSOs, IRSOs, and AIRSOs are required to attend RSO refresher training every five years to remain qualified. IRSO/AIRSO qualification is maintained by one of the following means:

(a) Attending the RASO Course, S-4J-0016 at NAVSEADET RASO, Yorktown, VA.

(b) Attendance at three annual Radiological Affairs Support Program (RASP) meetings within the previous five years.

(3) CRSOs, IRSOs, or AIRSOs that allow their qualification to lapse will be required to re-attend the RASO Course, S-4J-0016 at NAVSEADET RASO, Yorktown, VA, to reinstate their qualification. Compliance with this training requirement will be documented by either:

(a) A certificate documenting successful completion of the RASO Course, S-4J-0016 at NAVSEADET RASO, Yorktown, VA., within the past five years.

(b) Certificates documenting attendance at three annual RASP meetings within the past five years.

b. Occupationally Exposed Personnel:

(1) Training requirements for radiation workers, limited radiation workers, occupationally exposed females and their supervisors, emergency personnel, and other organizational personnel will be conducted in accordance with references (s) and (t), applicable NRMPs and Materials Licenses.

(2) Training requirements for RPAs, handlers and users of radioactive devices will be conducted in accordance with applicable NRMPs.

(3) Initial and periodic training will be conducted by the IRSO or AIRSO. Radiation safety training should be specific to the areas and hazards that the individual could reasonably encounter. The duration of the initial training will be locally determined, and be documented. Refresher training will be conducted annually, and be documented.

5. Reporting

a. Contract Officers will ensure the IRSO is notified prior to allowing contractors to bring equipment/material with an ionizing radiation source aboard a MCIEAST Installation.

b. Prior to purchasing X-ray machines and equipment containing an ionizing radiation source either by approved government procurement procedures, other authorized external agency or contractor, the IRSO will be notified.

c. All incidents/accidents involving NRMP or NRC-license will be reported immediately to the Marine Corps RADCON Office at commercial: (229) 639-7670 or (229) 639-7681, DSN prefix 567-xxxx and the Army for situations involving radioactive material controlled by the Army. The RADCON Office will assist in determining reporting requirements. In addition, within 24 hours, the MCIEAST CRSO will be notified at commercial (910) 451-2076 or (910) 451-9497, DSN prefix 751-xxxx, and the MARFORCOM Radiation Safety Program Manager will be notified at commercial (757) 836-2197, DSN prefix 835-xxxx.

MARINE CORPS INSTALLATION CORE SAFETY SERVICES

1. Support Military Operations and Training

- a. Oversee the explosives safety program.
- b. Oversee the range safety program.

NOTE: For both 1a and 1b above, Installation Safety Office efforts focus on installation-level compliance with standards and not on oversight responsibility.

c. Provide assistance to commanders to incorporate safety and ORM into all operational briefs, including pre-deployment.

d. Provide safety specialists to units involved in tactical training exercises/operations, as requested.

e. Conduct safety inspections, at least annually.

f. Provide ORM training.

g. Provide training and technical assistance for laser, radiation, and radiofrequency radiation safety programs.

h. Coordinate respiratory protection program manager training.

i. Provide confined-space entry services/permits, as required.

2. Traffic Safety

a. Organize, implement, and supervise a complete motor vehicle safety program.

b. Provide driver improvement courses.

c. Provide motorcycle safety courses.

d. Oversee emergency vehicle operator courses.

e. Provide remedial driver training courses.

f. Provide traffic mishap statistical analysis and traffic safety education.

g. Provide assistance to units on developing a motor vehicle safety program.

h. Provide/coordinate speakers for traffic safety events.

i. Provide training/assistance to units on private motor vehicle inspections.

3. Safety Promotional Material

- a. Distribute safety posters, booklets, handouts, etc.
- b. Publish news releases, newspaper articles, e-mails, etc.
- c. Maintain a safety reference library of videos and safety training materials for checkout to the tenants and operational units.
- d. Market safety messages through marquees, signs, command television, etc.

4. Manage Installation-Wide Safety and Occupational Health Program

- a. Provide installation safety policies/guidance.
- b. Ensure host/tenant agreements include safety.
- c. Manage the program for abatement of work center hazards.
- d. Attend, support, and maintain appropriate minutes for installation safety councils, safe driving councils, and safety committees.
- e. Coordinate special safety events, such as, guest speakers, fairs, operational pauses, expositions, etc.
- f. Coordinate training, provide technical assistance, and evaluate the lockout/tagout program annually.
- g. Administer the respiratory protection program.
- h. Oversee all asbestos-related activities aboard the installation and provide guidance/advice to the asbestos program manager.
- i. Manage the lead safety program (safety manager appoints a lead program manager).
- j. Oversee fall protection programs.
- k. Oversee safety aspects, and provide training and technical support for ergonomics programs.
- l. Monitor exposure control plans and provide training on the bloodborne pathogens program.
- m. Manage the safety aspects of a hazardous materials control program.
- n. Administer an off-duty/recreation safety program that addresses sports, hobbies, off-road motorcycles, all terrain vehicles, child safety (e.g, child car seat installation, bicycles, roller blades, skate boards), and off-duty activities.
- o. Manage the laser, radiation, and radiofrequency radiation safety programs.

5. Safety Inspections

a. Conduct safety inspections of all work centers, buildings, training facilities, and facilities on ranges at least annually, and provide recommended corrective actions.

b. Identify and conduct safety inspections of high hazard work centers, buildings, training facilities, and ranges at least semi-annually.

c. Conduct building inspections, at a minimum, for tenant commands with a full-time safety manager, per formal agreements.

d. Investigate or provide consultation on reports of unsafe or unhealthful work conditions.

e. Accompany inspectors on all federal and state safety and occupational health inspections.

f. Conduct inspections of child development centers and family home child care facilities.

6. Mishap Investigations

a. Coordinate the investigations of all installation mishaps, maintain reports, and conduct analysis.

b. Provide tenant commands technical assistance, as requested.

c. Provide safety specialists for safety investigation boards, as requested.

d. Provide assistance in the preparation of the seven-day response requirement on serious mishaps to the first general officer when requested.

7. PPE. Includes Head, Sight, Hearing, and Foot Protection.

a. Conduct/provide technical assistance on PPE surveys and determine requirements.

b. Provide assistance in selection of appropriate PPE.

c. Provide training to personnel required to use PPE or train-the-trainer courses to supervisors.

8. Safety Training

a. Provide supervisors safety training.

b. Provide and coordinate required specialized training for personnel, such as lockout/tagout, confined-space entry, respiratory protection, ergonomics, PPE, etc.

- c. Provide safety training for collateral duty/unit safety representatives.
- d. Oversee cardiopulmonary resuscitation and first aid training.
- e. Provide hazard communication training.
- f. Oversee material/weight handling equipment training, e.g., forklift/crane operator training and licensing.
- g. Provide mishap investigation and reporting training to supervisors and other mishap investigators.

9. Safety Consultation

- a. Provide guidance and direction related to unit safety programs and record keeping.
- b. Provide safety consultation to commands/tenants.
- c. Conduct safety reviews and provide guidance for all construction plans/projects at various design stage completions, to include attendance at pre-construction meetings and post-acceptance inspections of construction/renovation projects.
- d. Provide safety reviews of all service contracts, to include attendance at planning meetings related to these contracts.
- e. Provide safety support/consultation to special events and exercises, to include anti-terrorism/force protection, and events related to local areas, e.g. Marine Corps marathons, modern day expositions, etc.

10. Coordinate Occupational Health Services. Navy medical personnel normally provide these services.

- a. Ensure the following IH support is provided:
  - (1) Baseline, annual and periodic IH surveys.
  - (2) IH for operational units.
  - (3) Periodic workplace monitoring/sampling.
  - (4) Provide assistance with respirator fit testing and training, if needed.
  - (5) Hearing conservation, respiratory protection, bloodborne pathogens, asbestos exposure, and lead exposure training.
- b. Ensure the following occupational and environmental medicine support is provided:
  - (1) Audiometry evaluations.

- (2) Spirometry evaluations.
- (3) Administration of the medical surveillance program.
- (4) Fitness for duty evaluations.
- (5) Return to work evaluations.
- (6) Consultation and treatment of occupational-related injuries and disease.
- (7) Working with safety and IH personnel in the analysis of injury trends and work center surveys.

MARINE CORPS AVIATION DEPARTMENT OF SAFETY AND STANDARDIZATION  
ORGANIZATION AND FUNCTIONS

1. Director, Department of Safety and Standardization (DSS)

a. Act as the commander's representative for all safety and standardization matters, references (o) through (r) apply.

b. Implement the commander's safety and standardization policies, and supervise the aviation and ground mishap prevention programs.

c. Exercise staff cognizance over the Naval Aviation Training and Operating Procedures (NATOPS), aviation safety, and ground safety programs.

d. Be assigned in writing and be at least the same grade as other department heads.

e. Should not be assigned collateral duties or responsibilities outside the DSS.

f. Be a graduate of the Naval Postgraduate School Aviation Safety Officer (ASO) Course.

g. Ensure the unit completes an informal safety survey on a not-to-interfere basis during normal operations; once per year or within 30 days after a change of commanding officer, aircraft model, operating base, or a change of significant number of personnel in key billets. This requirement is in addition to requesting formal Naval Safety Center safety surveys, as required by reference (n), every 2 years. Naval Postgraduate School web-based command safety assessment surveys and maintenance climate assessment surveys are authorized for use as informal surveys.

h. Ensure safety surveys are performed at deployment sites prior to, or as soon as possible after arrival at a temporary base of operations. This survey is usually less extensive than a command safety survey and should concentrate on facilities and operational conditions at the deployment site. For repeat deployments to the same temporary base, update safety site surveys at least every three years.

i. Ensure aviation safety councils meet, at least quarterly. Membership will include, but is not limited to the executive officer, the quality assurance officer, an ordnance officer, a flight line officer, the DSS Director, the ASO, flight surgeon, and the ground safety officer (GSO). Minutes from the meeting will be routed for endorsement, comment, and action. The CO will be included in the routing.

j. Ensure standardization board meetings are held monthly. Membership, at a minimum, will consist of the XO, the DSS Director, the operations officer, the ASO, and the NATOPS officer. Standardization boards will recommend approval of new designations to the CO and review previous designations of all members of the command. The board should also review selection and designation requirements, and periodically, review procedures and evaluation criteria.

2. ASO

- a. Develop, implement, and execute an aggressive aviation safety program.
- b. Advise the commander and DSS Director on all matters pertaining to the organization's aviation safety program.
- c. Monitor organization flight activities and advise all departments concerning compliance with appropriate directives.
- d. Monitor and report recommendations concerning staff proposals affecting flight operations, training, and aircraft maintenance that pertain to safety to the Director, DSS.
- e. Assist the quality assurance officer in monitoring quality assurance and collateral duty programs as outlined in the Naval Aviation Maintenance Program.
- f. Ensure pre-mishap plan drills are conducted annually and the pre-mishap plan is updated prior to any change of operating base.
- g. Should not be assigned responsibilities or collateral duties outside the DSS.
- h. Convene human factors council meetings, not less than monthly. Membership will be in accordance with reference (n). Minutes will only be kept by the CO.
- i. Convene human factors boards as directed by the CO. Membership will be in accordance with reference (n).
- j. Be a graduate of the Naval Postgraduate School, ASO Course.

3. NATOPS Officer

- a. Establish and maintain a dynamic and creative standardization program per appropriate NATOPS flight manuals and reference (o).
- b. Administer the NATOPS Program per reference (o).
- c. Should not be assigned responsibilities or collateral duties outside the DSS.

4. GSO

- a. GSO at Marine Corps Air Stations (MCAS) will perform appropriate duties in accordance with this Order.
- b. GSO at non-MCAS commands will perform duties in accordance with this Order.

5. Enlisted NATOPS NCO. For organizations with enlisted aircrew assigned, assist the NATOPS officer in all matters pertaining to enlisted flight crew training and standardization.

MARINE CORPS UNIT SAFETY OFFICER FUNCTIONS

1. Maintain a Comprehensive Unit Safety Program, as directed
  - a. Promote and visibly post the unit commander's safety policy and program.
  - b. Maintain appropriate unit safety references; e.g., Marine Corps Orders, unit safety operating instructions, etc.
  - c. Provide the principles of ORM in safety training and lessons learned per reference (p).
  - d. Facilitate unit safety meetings and document the minutes of these meetings.
  - e. Maintain liaison between host installation and other unit safety-related programs; such as, ammunition, explosives, radiation, lasers, etc.
  - f. Coordinate, where available, host installation safety specialists review of, and participation in, tactical training exercises/operations.
  - g. Conduct work center hazard recognition safety assessments of the premises, equipment, and command activities (at least quarterly); document the results; forward an executive summary of the assessment to the commander, and retain the assessment for three years.
  - h. Coordinate, accompany, and reply to host installation annual, semi-annual, and no-notice work center inspections and reports of unsafe, unhealthful working conditions, industrial hygiene surveys and reports, or hazard reports.
  - i. Develop and maintain a unit safety turnover binder with the following: appointment letter, existing safety SOPs, facilities under the unit by building number, and number of assigned civilian and military personnel.
  - j. Ensure pre-mishap plan drills are conducted annually and the pre-mishap plan is updated prior to any change of operating base.
  - k. Establish policy and train all personnel on the procedures for reporting unsafe or unhealthful working conditions (NAVMC 11401) and the ANYMOUSE (RCS MC-5100-06) forms.
2. Coordinate Safety and Occupational Health Services. Core safety services are provided by the host installation safety, fire protection, or Navy medical personnel.
  - a. As directed, act as the unit primary point of contact for the following:
    - (1) Safety and occupational health.
    - (2) Transportation/traffic safety.

(3) Off duty/recreation safety.

(4) Fire safety.

(5) Ammunition and explosive range safety, unless assigned to another staff; the S-3 or S-4.

(6) Radiation and laser safety, unless assigned to another staff; such as, the S-3 or S-4.

(7) IH.

b. As directed, or required, ensure the following unit specific safety awareness training is available:

(1) Provide senior leader, supervisor, and new arrival safety orientation/training.

(2) Provide safety training for unit/shop supervisors.

(3) Provide unit safety guidance; such as, hazard communication, lockout/tagout, etc.

(4) Coordinate required specialized training for personnel; such as, lockout/tagout, confined-space entry, respiratory protection, ergonomics, PPE, material/weight handling equipment training, forklift/crane operator training, and licensing.

(5) Coordinate CPR and first-aid training.

(6) Coordinate training and technical assistance for laser, radiation, and radiofrequency radiation safety programs.

(7) Conduct mishap investigation and reporting training for unit supervisors and shop/section safety representatives.

(8) Document all safety training.

(9) Coordinate with the Installation Range Control Officer for range safety training.

3. Perform Unit Mishap Investigation and Reporting

a. Investigate mishaps to determine classification and reporting requirements.

b. Assist safety investigation boards, as requested.

c. Investigate mishaps or assist/review mishap investigations conducted by unit supervisors or shop/section safety monitors per Marine Corps Order, higher headquarters, host installation, etc.

d. Conduct analysis of unit mishap experience and provide recommendations.

- e. Maintain unit mishap action plan, logs, records, and reports.
- f. Initiate safety investigation reports and hazard reports, as required or requested.
- g. Submit monthly mishap reports to higher headquarters and the host installation.
- h. Submit Annual Mishap Summary Report per reference (h) to higher headquarters and the host installation.
- i. Promulgate corrective actions.
- j. Conduct follow-ups.
- k. Provide assistance in the preparation of the Seven-Day Report requirement on serious mishaps to the first general officer.

**DOD CIVILIAN EMPLOYEE OVERSEAS  
EMERGENCY - ESSENTIAL POSITION AGREEMENT**

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. 301; E.O. 9397; and DoDD1404.10, Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees.

**PRINCIPAL PURPOSE(S):** To establish emergency procedures to ensure that qualified personnel are identified to fill emergency-essential DoD civilian position overseas. The information is used to identify qualified personnel eligible to fill vacant emergency-essential DoD civilian positions overseas.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to provide the information may be cause for reassignment or termination of the individual.

**SECTION A - EMPLOYEE IDENTIFICATION**

<b>1. TYPED NAME</b> <i>(Last, First, Middle Initial)</i>	<b>2. SOCIAL SECURITY NUMBER</b>
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**SECTION B - POSITION IDENTIFICATION**

<b>1. ORGANIZATION NAME</b>	<b>2. POSITION NUMBER</b>		
<b>3. POSITION TITLE</b>	<b>4. PAY PLAN</b>	<b>5. SERIES</b>	<b>6. GRADE</b>

**SECTION C - SUPERVISOR'S STATEMENT**

**1.** The position identified above is emergency-essential. In the event of a crisis or war, performance of the duties of this position is essential to the support of assigned *(Enter DoD Component)* \_\_\_\_\_ missions.

**2.** Performance of the duties of this position during a crisis situation or wartime will require that you *(X one)*

- a. Relocate *(TDY or PCS)* to a duty station in an overseas area.
- b. Continue to work in an overseas area after the evacuation of others who are not in civilian emergency-essential positions.

**3.** The incumbent of/designated alternate for *(Line through one)* this position may also be required to participate in emergency plans/exercises.

**4.** As the incumbent of/designated alternate for *(Line through one)* this position, request you complete the agreement in SECTION D below.

**5. SUPERVISOR**

<b>a. TYPED NAME</b> <i>(Last, First, Middle Initial)</i>	<b>b. TITLE</b>
<b>c. SIGNATURE</b>	<b>d. DATE SIGNED</b> <i>(YYYYMMDD)</i>

**SECTION D - EMPLOYEE'S AGREEMENT**

- 1. I agree:**
  - a. To perform the duties and requirements of the position identified above in the event of crisis situation or wartime.
  - b. To participate in emergency plans exercises when required.
- 2. I understand that:**
  - a. Failure to perform the duties of this position in an emergency may result in appropriate action - defined as separation for the efficiency of the Federal Service under the procedures contained in 5 CFR 752.
  - b. Provisions have been made to evacuate my dependents from the hostile or potentially hostile zone with the same priority as other DoD sponsored dependents *(DoD Directive 3025.14)*.
  - c. Steps will be taken to authorize danger pay allowance for my post if it meets the criteria established by the Department of State *(Title 5, United States Code, Section 592B (Public Law 96-465, Section 2311) "Foreign Service Act of 1980")*.
  - d. I will be given a Geneva Convention Identity Card, DD Form 489 or DD Form 1934, as appropriate, to identify me as a non combatant. *(DoD Instruction 1000.1)*

**3. EMPLOYEE**

<b>a. SIGNATURE</b>	<b>b. DATE SIGNED</b> <i>(YYYYMMDD)</i>
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MCIEASTO 5100.2A

22 Nov 10

UNITED STATES MARINE CORPS

Enter your command address here

IN REPLY TO:

5100  
ORIG CODE  
DD MMM YY

From: (FILL IN) RANK I. M. MARINE LAST4/MOS USMC  
To: (FILL IN) Commanding Officer, (unit)  
Subj: MOTOR VEHICLE SEATBELT AND RESTRAINT SYSTEMS USAGE  
Ref: (a) MCIEASTO 5100.2A  
(b) MCO 5100.19E

1. I acknowledge that I have read and understand the provisions of references (a) and (b). Specifically, I understand that:

a. I must wear my seatbelt while driving or as a passenger in any moving privately owned vehicle or government vehicle equipped with driver/passenger restraint(s), both on and off Marine Corps Installations East Installations.

b. I will not operate any privately owned vehicle or government vehicle equipped with driver/passenger restraint(s) until all passengers are properly wearing their seatbelt. This requirement cannot be waived by more senior passengers.

c. If I am the senior occupant in a vehicle, whether on or off base, on or off duty, I will ensure the driver and passengers wear their seatbelt.

d. I will not operate any privately owned motor vehicle unless all children under age 4 or weighing less than 45 pounds are secured in an infant or child safety seat in a proper manner as designated by state law or the Department of Transportation.

e. I will not operate a privately owned truck with passengers in the bed of the truck.

f. I understand that proper seatbelt wear significantly reduce the chances of injury caused by a motor vehicle mishap. I further understand that during a motor vehicle mishap, those occupants who are not properly restrained by a seatbelt pose a significant threat to me and other passengers.

g. I understand that if I am injured as a result of failing to wear my seatbelt, I may be ineligible for certain disability retirement or severance pay.

---

Signature of Marine/Sailor

# MCIEAST RISK ASSESSMENT WORKSHEET

## PRIVACY ACT STATEMENT

Information contained on this form is maintained under the Systems of Records Notice MMN00010 (Personnel Services Working Files) published February 22, 1993, 58 FR 10630. **AUTHORITY:** 10 U.S.C. 1071-1087, 1441-1455, 1475-1488, 2771 6148a, b, and d; 31, U.S.C. 240-243; 37 U.S.C. 401 and 551, et. seq.; 38 U.S.C. 765-770, 2021-2026; 50 U.S.C. 1436, and E.O. 11016; 5 U.S.C. 301, Departmental Regulations. **PRINCIPLE:** Members and former members of the Marine Corps and Marine Corps Reserve; permanently and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; Federal civil service employees of the Marines Corps; and dependents, survivors or appointed agents of the foregoing. **PURPOSE:** This information is to provide a record for the use in the administration of programs concerning the personal welfare of Marines and their dependents. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE: MANDATORY** for computer matching

Personal information		
Name:	Rank:	Work Section:
Leave <input type="checkbox"/> Liberty <input type="checkbox"/> New Join <input type="checkbox"/>	Primary Address: (Current, Leave)	
Primary Contact Number:	Secondary Contact Number:	
POV: YES <input type="checkbox"/> NO <input type="checkbox"/>		Driver Improvement Course: YES <input type="checkbox"/> NO <input type="checkbox"/>
Motorcycle: YES <input type="checkbox"/> NO <input type="checkbox"/>		Motorcycle Safety Course: YES <input type="checkbox"/> NO <input type="checkbox"/>
Leader Information		
Name:	Rank:	Work Section:
Primary Contact Number:	Secondary Contact Number:	
* Check all that applies to the left of the item*		
Low Risk Category	Medium Risk Category	High Risk Category
<input type="checkbox"/> Occasional/routine counseling	<input type="checkbox"/> NJP (Not related to alcohol) (6 mos)	<input type="checkbox"/> Court Martial
<input type="checkbox"/> Marine gives no outward appearance of being a risk at work or while on liberty.	<input type="checkbox"/> Financial Problems * Excessive indebtedness * Habitual bad check writer	<input type="checkbox"/> DUI/DWI
	<input type="checkbox"/> Post Deployment (30 days)	<input type="checkbox"/> Alcohol/Drug related incidents (1 year)
	<input type="checkbox"/> Frequent Counseling's	<input type="checkbox"/> Reckless driving (1 year)
	<input type="checkbox"/> Work Problems * Tardiness * Attitude * Professional Appearance	<input type="checkbox"/> Suicidal tendencies
	<input type="checkbox"/> Family Problems: * Separations/Divorce * Marital problems requiring counseling * Requiring emergency leave (30 days)	<input type="checkbox"/> Over 1 motor vehicle violation (6 mos)
	<input type="checkbox"/> New Join (30 days)	<input type="checkbox"/> Severe Depression/anxiety

### Risk Category Assignment

LOW

MEDIUM

HIGH

Marines Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Enclosure (6)

22 Nov 10  
MCIEASTO 5100.2A



*ACMC 8 Day Brief*

MCIEASTO 5100.2A  
22 Nov 10

TEMPLATE FOR SEVEN/EIGHT DAY BRIEF

**Unit**

**Mishap Classification/Type**

**Date of Brief**

Enclosure (7)

**FOUO**



# Mishap Overview

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## *ACMC 8 Day Brief*

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<b>Who</b>	Name/Rank/Age/MOS of Marine(s)/Sailor(s) involved Status at the time of the mishap (i.e. pedestrian/driver passenger/pilot at controls, etc.) Unit, Unit Location
<b>What</b>	Type of mishap and short summary of the circumstances surrounding the fatality/permanent partial disability/property damage
<b>When</b>	Approximate date/time of the mishap
<b>Where</b>	Basic geographic location (city/highway/cross streets any other pertinent data on the location of the mishap)

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22 Nov 10

**FOUO**



# Profile of SNM

## *ACMC 8 Day Brief*

### Personal Background Information

<b>MARITAL STATUS</b>	(Single / Married / Divorced)
<b>LOCATION OF DEPENDENTS</b>	
<b>DEPENDENTS:</b>	
Name	(relationship/sex / date of birth)
Name	(relationship/sex / date of birth)
<b>RESIDENCE</b>	(On/Off base; address)
<b>RELIGION</b>	(religious affiliation)
<b>HOBBIES &amp; INTERESTS</b>	(as appropriate)
<b>VALID DRIVER'S LICENSE</b>	YES/NO (State)
<b>DRUGS OR ALCOHOL</b>	(Factor/ no factor )
<b>BAC LEVEL</b>	(As appropriate)
<b>PERSONAL ISSUES</b>	(relationship/family/performance /etc.)

Photo  
Of  
Marine  
(if available)

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22 Nov 10



# Profile of SNM

## *ACMC 8 Day Brief*

### **Military Background Information**

<b>DATE ENTERED USMC</b>	<b>(XX-XX-XXXX)</b>
<b>DATE OF RANK</b>	<b>(XX-XX-XXXX)</b>
<b>DATE JOINED UNIT</b>	<b>(XX-XX-XXXX)</b>
<b>OIC</b>	<b>(Rank/Name)</b>
<b>SNCOIC</b>	<b>(Rank/Name)</b>
<b>MENTOR</b>	<b>(Rank/Name)</b>
<b>DUTY STATUS</b>	<b>(Off duty/ On duty)</b>
<b>DUTIES</b>	<b>(Current Billet)</b>
<b>WORK SCHEDULE</b>	<b>(hours prior to mishap)</b>
<b>ENLISTMENT WAIVERS</b>	<b>YES/NO</b>
<b>NJP/COURT MARTIAL HISTORY</b>	<b>(As appropriate)</b>
<b>DRIVER IMPROVEMENT</b>	<b>YES/NO (Provide date)</b>
<b>PREVIOUS DUTY STATIONS</b>	<b>(location/unit)</b>
<b>RECENT/PENDING DEPLOYMENT</b>	<b>OIF/OEF (date)</b>
<b>LAST SAFETY BRIEF</b>	<b>(Date)</b>

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22 Nov 10

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# Summary of Events

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## *ACMC 8 Day Brief*

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- Incident Summary: provide as much detail as possible regarding the actual events leading up to the mishap, the mishap itself, and the post mishap actions by Marine(s)/ EMS/ Police/ etc. Include significant weather and any other potential contributing factors. (As many slides as necessary)
  - Include a description of any involvement of other Marines and how their actions or inactions contributed to the mishap. This involvement may have had either a positive or negative impact.
  - PMV mishaps should also address the following
    - PPE usage
    - Driving History (violations/DUIs)
    - Current Documentation (registration/insurance/inspection)
    - Vehicle condition prior to mishap



# Summary of Events

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## *ACMC 8 Day Brief*

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- Motorcycle mishaps should also address the following
  - PPE usage
  - Who knew the Marine owned/ rode a motorcycle
  - Was the Marine a member of a unit motorcycle club
  - Type of motorcycle (sportbike/cruiser/dirt)
  - What training had the Marine attended (BRC/ERC/MSRC)
  - Are the appropriate codes entered in MCTFS
  - Did the Command enforce CMC ALMAR 014/08 and WL 02-08
- Aviation mishaps should also address the following
  - 30/60/90 flight data
  - Total flight time
  - Hours in T/M/S
  - Pertinent qualifications/designations
  - Known human factors/ standardization issues
  - JAG/FFPB status
  - AMB composition

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22 Nov 10

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*ACMC 8 Day Brief*

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- Briefs on suicides should also address the following
  - Any history of suicidal ideations or attempts
  - Any factual factors that may have contributed to ideation or attempt
- Briefs on criminally related fatalities should also address the following
  - Additional Marines/Civilians involved
  - Pending charges
  - Pending court proceeding

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# Overview of Accident Scene and Surrounding Area

*ACMC 8 Day Brief*

- Insert any photos that will assist ACMC to better understand the sequence of events.

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22 Nov 10

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# Press Interest

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## *ACMC 8 Day Brief*

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- Detail any anticipated media interest and/or summarize news coverage that has occurred.

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22 NOV 10

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# Family and CACO Issues

*ACMC 8 Day Brief*

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- Notification of Next of Kin
- Status of notifications/issues encountered. (may also be in Lessons Learned)
- Other pertinent data



# CG Comments/ Lessons Learned

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## *ACMC 8 Day Brief*

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- Detail any lessons learned as a result of this mishap
- Include any changes in policy or SOP that may have resulted.
- Other actions taken by the Command.
  - Stand-downs
  - Climate Assessment Survey's (eg):
    - Private Motor Vehicle
    - Drinking and driving
    - Motorcycles
    - Off Duty and Recreational
    - Ground Safety Assessment
    - Higher Headquarters

TEMPLATE FOR COMMANDING GENERAL'S DEATH BRIEF

Unit Logo  
(optional)

**UNIT NAME HERE**



**Commanding General's brief  
in the death of:**

**Rank, LName, FName, MI,  
USMC/USN**

**DOB: dd mmm yy**

**DOD: dd mmm yy**

**Incident Type: xxxxxxxxxx**

**Cause of Death: xxxxxxxxxx**



# AGENDA

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- BIOGRAPHY OF MARINE/SAILOR
- INCIDENT SUMMARY
- EVENTS PRIOR TO DEATH
- CONTRIBUTING FACTORS
- UNIT ACTIONS PRIOR & POST INCIDENT
- OTHER SIGNIFICANT INFORMATION
- COMMANDER'S ACTIONS

2

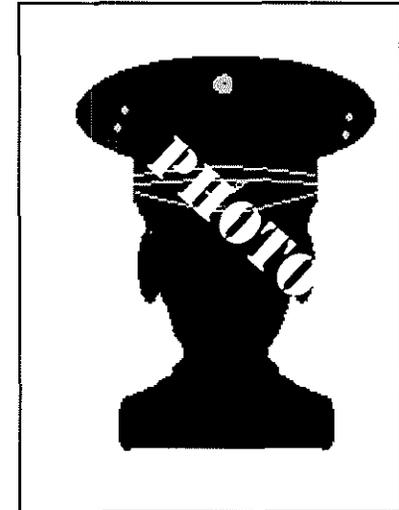
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## BIOGRAPHY OF RANK HARDCHARGER, IM, A.

- Age:
- Hometown:
- Marital Status:
- NOK and/or Dependents:
- PEBD:
- Date joined Command:
- MOS:
- Primary Duties:



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# RANK HARDCHARGER, IM, A.

## PERFORMANCE HISTORY

- Deployments:
- NJP:
- Average PROs/CONs:
- Force Preservation Risk Category:
- Mentorship Program:
- Personal Awards:
- Other items of interest:

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## RANK LEATHERNECK, HARDCHARGER

# KEY PERSONNEL

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- Service Chain of Command:
  - List all applicable
  
- Deployed Chain of Command:
  - List all applicable



# SUMMARY of MISHAP / INCIDENT

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- **DATE:** Give a brief description of mishap / incident.

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## SIGNIFICANT EVENTS PRIOR TO DEATH

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- Date: (This section typically provides a time line of significant events leading up to last 24 hours prior to death.)
- Date: brief description
- Date: brief description

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22 Nov 10



## 24 HOUR EVENTS PRIOR TO DEATH

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- Date: (This section typically provides a 24 hour time line of events leading up to moment of death.)
  - Time: brief description
  - Time: brief description

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(May include applicable pictures of mishap site)

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# CONTRIBUTING FACTORS

- This section typically provides known and possible causal factors leading to death. Examples include;
  - Medical and/or Autopsy findings
  - Medical conditions and/or Mental Health status
  - Personal behaviors
  - Activities of risk
  - Personal relationship factors
  - Environmental and/or occupational risks
  - Etc.....

(May include applicable pictures of mishap site)

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22 Nov 10



# UNIT/COMMAND ACTIONS PRIOR TO INCIDENT

- DATE: This section typically provides an overview of unit's/command's actions prior to death. Examples include;
  - Safety classes,
  - Drive Safe interventions,
  - Pre/Post Deployment Assessments,
  - Medical interventions,
  - Mentorship program,
  - Personal and/or family assistance referrals, etc.
  - Leave/Liberty POV inspections,
  - Etc.....



# UNIT/COMMAND ACTIONS POST INCIDENT

- This section typically provides an overview of the unit's **lessons learned** and post incident/mishap actions taken to reduce risk and/or prevent further injury or loss of life. Include the following;
  - Initial Investigation findings,
  - Recommendations and/or countermeasures implemented. *Examples include:*
    - *Re-enforcement of policy and/or procedures.*
    - *Changes to unit level policy, procedures or business practices.*



# OTHER SIGNIFICANT INFORMATION

- List other information significant to the incident. Examples include:
  - Pending/unresolved actions (investigations, autopsy information, administrative procedures, etc.)
  - Unforeseen events or identified issues during CACO operations that may benefit other units as “Lessons Learned”.



# COMMANDER'S ACTIONS

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- List all actions taken by unit commander. Examples include;
  - administrative reviews,
  - plans for implementation of countermeasures,
  - support to family members,
  - Safety stand-downs, briefings, etc.