**DEPARTMENT OF THE NAVY**
HEADQUARTERS UNITED STATES MARINE CORPS
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MCO 5100.30B
SD
29 Jul 2008

MARINE CORPS ORDER 5100.30B

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS RECREATION AND OFF-DUTY SAFETY (RODS) PROGRAM

Ref: (a) MCO 5100.29A
(b) NAVMC 5100.8
(c) MCO P5102.1B
(d) MCO 5100.19E
(e) MCO P5090.2A
(f) NAVMED P-5010-4 (NOTAL)
(g) MCO P1700.27B
(h) MCO P1700.29
(i) MCO P1710.30E
(j) Consumer Product Safety Commission, Handbook for Public Playground Safety, Pub. No. 325
(k) MCO 6200.1E
(l) MCO 3500.27B
(m) DOD Directive 1010.1, "Military Personnel Drug Abuse Testing Program," December 9, 1994
(n) DOD Directive 1015.2, "Military Morale, Welfare, and Recreation (MWR)," June 14, 1995

Encl: (1) Recreation and Off-Duty Safety (RODS) Program Responsibilities

1. Situation. This Order establishes safety policy and procedures to eliminate or minimize the probability or severity of mishaps during recreation and off-duty activities. References (a) through (n) provide direction for safety oversight of Marine Corps Community Services (MCCS) programs.

2. Cancellation. MCO 5100.30A.

3. Mission. Commanders will incorporate risk management in planning and executing all command and MCCS sponsored RODS programs. Any activity that cannot be conducted with an acceptable level of risk or activities with a potential of degrading mission readiness will not be tolerated.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order is applicable to all Marine Corps personnel, to include Marine Corps and Navy military personnel on and off duty, and

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civilian Marines (appropriated and non-appropriated fund) on duty. This Order extends to military family members and all civilian personnel while on Marine Corps installations or while participating in any USMC-sponsored event(s).

(b) Commanders/Officers in Charge will implement this Order, including the requirements of references (a) through (n). Local or additional policies may be promulgated with equal or more stringent requirements.

(2) Concept of Operations

(a) Assess all recreational and off-duty activities and facilities to identify hazards and implement actions to eliminate or mitigate risk.

(b) Ensure controls are implemented to mitigate risk of injury in operating procedures, to include halting any activity when unsafe conditions exist.

(c) Provide activity-specific safety training to all personnel participating in applicable MCCS activities.

b. Subordinate Element Missions

(1) Director, Safety Division. Shall establish policy and ensure the accuracy, modification, and distribution of this Order. The Director, Personal and Family Readiness Division shall be consulted for all MCCS-related safety matters.

(2) Director, Personal and Family Readiness Division

(a) Shall ensure that MCCS recreation program policy addresses safety standards necessary to conduct activities within an acceptable level of risk.

(b) Shall ensure that safety specialists participate in multidisciplinary inspections of all youth programs annually.

(3) Commanding Generals/Commanding Officers

(a) Shall ensure local RODS policy incorporates all activities and units under their control.

(b) Shall ensure this Order is applied to all Marine Corps appropriated and non-appropriated fund activities and operations that are under the sponsorship of the MCCS officers or the MCCS Director.

(c) Shall supervise the acquisition, operation, sponsorship and maintenance of recreational facilities, activities, and programs to ensure they do not degrade Marine Corps mission readiness by exposing Marines to unnecessary risk.

(d) Shall ensure that Operational Risk Management training provided to Marines and civilian employees includes recreation and off-duty activities.

(e) Shall ensure all mishaps and "near miss" incidents are reported in the web-based risk management information system (RMIS), currently the Web-Enabled Safety System (WESS).

(4) Installation Safety Office

(a) Shall provide periodic safety inspections, at least annually, of all MCCS activities and facilities.

(b) Shall be consulted immediately whenever a serious hazard is identified.

(c) Shall review recreational and off-duty activities during command safety council meetings, to include mishap trends and inspection results.

c. Coordinating Instructions

(1) Comply with the intent of the references, enclosure, and content of this Order.

(2) Ensure all Marine Corps RODS activities reflect command presence and leadership.

(3) Provide adequate resources, including staff and funding, to conduct an effective RODS program.

(4) Training in off-duty application of risk management principles shall be provided annually to every Marine, per reference (m).

(5) Inspection and mishap records will be maintained by all units, per references (b) and (c).

(6) Submit all recommendations concerning this Order to CMC (SD) via the appropriate chain of command.

5. Administration and Logistics

a. Unit Safety personnel

(1) The unit RODS program shall be administered by the unit safety officer. The unit commander will ensure that adequate resources, including staff and funding, is provided to implement this policy.

(2) The unit RODS program shall meet all requirements of enclosure (1).

b. Director, Personal and Family Readiness Division. Serves as the program sponsor for MCCS and the primary Marine Corps organization

responsible for providing recreational activities, programs, and facilities. The Director will promulgate policy associated with the safe operation of all MCCS activities.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed. Prior to implementation of this policy, activities must, where applicable, discharge their labor relations obligations. Assistance and guidance may be obtained from CMC (MPO-37).

JAMES F. AMOS
Assistant Commandant
of the Marine Corps

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RECREATION AND OFF-DUTY SAFETY (RODS)
PROGRAM RESPONSIBILITIES

1. Commanders. Commanding Generals/Commanding Officers shall ensure that the duties outlined in this enclosure are fully executed.

2. Installation Safety Managers. As the representative of the Commanding Officer, the Installation Safety Manager shall be responsible for ensuring full implementation of the safety standards prescribed herein. At a minimum, these requirements include the following:

a. Appoint, in writing, a qualified safety & occupational health specialist to serve as the installation RODS Program Manager.

b. Routinely distribute recreational and off-duty promotional materials. This information may include the following: home safety, ORM, Consumer Product Safety Commission (CPSC) Publications, Coast Guard Consumer Fact Sheets, and National Safety Council Bulletins. Other resource information is available at the Naval Safety Center web site (www.safetycenter.navy.mil) and the Headquarters Marine Corps Safety Division SD) web site (http://hqinet001.hqmc.usmc.mil/sd/index.htm).

c. Ensure safety and health inspections of recreational activities, to include facilities and equipment, are conducted at least annually, per reference (b). Inspection criteria identified in references (f) and (h) will be used for swimming pools and waterfront areas. In cases where no Marine Corps orders are available, federal OSHA standards and other national consensus standards will be adopted.

d. Ensure a written report is provided to the official in charge of inspected facility no later than 15 working days after final completion of inspection, per reference (b).

e. Ensure deficiencies which are not corrected within 30 days are tracked in the installation's Hazard Abatement Log, per reference (b), until corrected.

f. Ensure daily mishap incident logs, required by reference (i), are reviewed during inspections, and assistance is provided in developing preventive measures.

g. Review training records during inspections to ensure personnel and patrons receive activity-specific safety training, as appropriate.

h. Review Standing Operating Procedures (SOPs) annually and whenever significant program or facility changes are completed.

i. Review all safety checklists used by unit safety officers annually. Sample checklists can be found on the Marine Corps Safety Division website in the recreation section.

j. Review all plans for proposed construction or renovation to facilities for safety and health considerations prior to and during all phases of construction.

k. Per reference (c), ensure timely and accurate investigations and reporting of injuries and deaths via WRMIS. Information on requesting a RMIS account and the RMIS Users' Guide is available on the COMNAVSAFECEN web site under On-Line Mishap Reporting.

3. Installation MCCS Directors. Installation MCCS Directors shall ensure the following items are accomplished:

a. Assign an MCCS safety officer in writing, who shall be trained per references (a) and (b).

b. Develop and publish SOPs, including the minimum safety requirements, for the use of each MCCS facility and/or equipment. The facility supervisor shall provide activity-specific safety training to patrons, as appropriate. SOPs shall be displayed in appropriate locations. The area/activity/facility supervisor will develop a process for enforcing the training and testing requirements. Training records will be maintained for at least 5 years.

c. Ensure safety and health inspection reports are reviewed and appropriate written responses are returned to the Installation Safety Office within 30 days of unit receipt. Abatement actions shall be reported for each item identified during the inspection.

d. Develop a written emergency action plan that includes medical, fire, and evacuation plans for emergencies. Include emergency phone numbers, responsibilities and any other pertinent information and training. All personnel will be provided this information/training.

e. Enforce the use of required personal protective equipment (PPE) for patrons participating in all MCCS-sponsored activities, as appropriate.

f. Attend the installation Safety Council meetings.

g. Will forward initial and final accident/incident reports on accidents occurring as a part of any MCCS program to CMC (MRG) within 48 hours for liability reporting to commercial carriers and claims adjudication.

4. Unit Safety Officers. A unit's RODS program shall be administered by the safety officer.

a. Obtain safety training required for the performance of your duties, per references (b) and (c). The installation safety manager is a good resource for this training.

b. All RODS training conducted shall be documented, per reference (a).

c. RODS briefings shall be conducted and documented. Briefs shall include information on local recreation hazards, special weather conditions, environmental conditions and PPE requirements.