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SUBJ/PUBLICATION OF MARINE CORPS ORDER 5100.29C, MARINE CORPS SAFETY MANAGEMENT SYSTEM VOLUMES 1-5//
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NARR/ REFERENCE A IS MARINE CORPS ORDER 5100.29C, MARINE CORPS SAFETY MANAGEMENT SYSTEM. REFERENCE B IS MARADMIN 490/18, CHANGE TO EIGHT DAY BRIEF ROUTING AND DISTRIBUTION. REFERENCE C IS MARADMIN 534/20, PRELIMINARY SAFETY REPORTING GUIDANCE USING THE RISK MANAGEMENT INFORMATION (RMI), STREAMLINED INCIDENT REPORTING (SIR)SYSTEM OF RECORD.//
POC/T.M. BEDELL/COL/DIRECTOR, CMC SAFETY DIVISION/TEL:703-604-4365/EMAIL: THOMAS.BEDELL@USMC.MIL//
POC/M.S. MILLER/CIV/DEPUTY DIRECTOR, CMC SAFETY DIVISION/TEL: 703-604-4173/EMAIL: MICHAEL.S.MILLER5@USMC.MIL//
POC/A.A. WARTHEN/LTCOL/GROUND BRANCH HEAD, CMC SAFETY DIVISION/TEL: 703-604-4172/EMAIL: ALTON.WARTHEN@USMC.MIL//
POC/G. FLETCHER/LTCOL/AVIATION BRANCH HEAD, CMC SAFETY DIVISION/TEL: 703-604-4122/EMAIL: GREGORY.FLETCHER@USMC.MIL//
POC/K. MBUKO/CIV/SAFETY AND OCCUPATIONAL HEALTH BRANCH HEAD, CMC SAFETY DIVISION/TEL:703-604-4169/EMAIL: KARA.MBUKO@USMC.MIL//
GENTEXT/REMARKS/1. Purpose. This MARADMIN announces the publication of Marine Corps Order (MCO) 5100.29C Volumes 1 thru 5 and the cancellation of the following directives: MCO 5100.29B Marine Corps Safety Program, MCBUL 1650 Aviation Safety Awards, MCO 5100.32A Ground Safety Awards, MCO 3500.27C Risk Management, MCO 5100.19F Drive Safe, MCO 1650.23E Aviation Safety Awards, and MCO 5100.30B Recreation and Off Duty Safety.
2. Background.
2.a. Reference (A) establishes the Marine Corps Safety Management System and cancels the legacy Safety Program. The Order consists of a Base Order and five Volumes: Volume 1 Marine Corps Safety Management System Overview, Volume 2 Risk Management, Volume 3 Marine Corps Traffic Safety Program, Volume 4 Marine Corps Aviation Safety, and Volume 5 Recreation and Off-Duty Safety (RODS) Program. Three additional volumes will be added in FY 2021, Volume 6 Safety and Occupational Health Program, Volume 7: Marine Corps Radiation Safety Program, and Volume 8: Marine Corps Explosives Safety Management Program.
2.b. Reference (A) prescribes strategic policy, procedures and responsibilities for executing all missions in compliance with law, regulations, and all Department of Defense (DoD) and Secretary of the Navy directives. The Marine Corps Safety Management System (MCSMS) provides a framework for redefining safety in terms of risk management, and refocusing safety on achieving operational excellence. Specifically, “safety” becomes the execution of the discrete tasks associated with the Risk Management process: identifying hazards, assessing risks,

and implementing controls. This systems approach moves beyond the legacy focus on preventing mishaps by refocusing on the application of high standards, attaining operational excellence, and improving readiness.
2.c. To improve understanding of the Safety Management System, all O-5 commands will use the MCSMS Requirements Tracker, viewable at https://www.safety.marines.mil/MCSMSrequirementstracker, to track and report monthly status to the next higher headquarters no later than the first of each month. Higher headquarters echelons (MAG/Regt, Wing/Div, MEF, and MARFOR) have until the 15th of each month to submit an updated MCSMS Requirements tracker, via their chain of command, to the Assistant Commandant via CMC Safety Division. This is an interim reporting solution until Marine Corps wide SharePoint architecture upgrades are completed. Migration to SharePoint will occur in the second quarter of FY 2021.
3. Volume 1: MCSMS Overview:
3.a. The following elements provide a philosophical foundation for creating and successfully fielding a safety management system.
3.a.1. Just Culture. The foundation for a functioning safety management system and a healthy safety culture is the establishment of a just vice a punitive culture. In a just culture, when leaders become aware of a hazard, near miss or mistake they should focus on "what happened and why" vice "culpability and punishment." A just culture fosters partnerships, builds trust between team members, and encourages the identification of hazards, near miss events, and mistakes. A just culture requires reporting without fear of reprisal or adverse action. A just culture is not possible when leaders do not allow mistakes or apply a zero defect mentality.
3.a.2. Four Pillars. The management system is organized using four distinct pillars: Policy and Leadership, Risk Management, Safety Assurance, and Safety Promotions and Training. Commanders at all levels shall create their own SMS that accounts for their assigned mission and geographic location.
3.a.2.a. (Pillar 1) Policy and Leadership. Operational safety policy defines the processes and organizational structure needed to meet both readiness and capability goals. Visible senior leader advocacy for the universal application of risk management reinforces commitment to meeting identified standards. Relevant policy matched with enthusiastic leader engagement underpins the reporting culture required to improve readiness and prevent mishaps.
3.a.2.b. (Pillar 2) Risk Management. All leaders must continuously communicate the importance of consistently applying Risk Management. Leaders must embed the Risk Management process (identify hazards, assess risks, implement controls) into day-to-day operations, deliberate planning processes, and warfighting.
3.a.2.c. (Pillar 3) Safety Assurance. Evaluations and inspections provide commanders verification that the key elements of the MCSMS are functioning, and guide continuous improvement efforts. Management of the system requires measuring key metrics of the system's performance.
3.a.2.d. (Pillar 4) Safety Promotions and Training. The communication of lessons learned and case studies, training, and other actions create a positive safety culture across all echelons of Marine Corps organizations and activities.
3.b. Notable Changes
3.b.1. 8-Day Brief. In order to eliminate redundant reporting, allow more time to

thoroughly investigate incidents, and improve report accuracy, Class A and B mishaps, non-combat deaths not attributed to disease or illness, and deaths attributable to criminal activity no longer require an 8-Day Brief. This change in no way minimizes the importance of reporting nor does it limit commanders at any level from establishing reporting requirements for their commands or prohibit commanders from pushing information to higher headquarters.

3.b.1.a. The details of these incidents are captured in initial incident reports and required mishap investigations. The “8-Day aviation mishap” and “8-Day ground/off duty” Outlook distribution lists have been removed from the Global Address List.

3.b.2. Command Safety Assessments (CSAs) shall be conducted at least every 36 months in accordance with Department of Defense Instructions, Occupational Safety and Health Administration Standards, and Federal law. CSAs evaluate SMS compliance and oversight of subordinate organizations' SMS. The evaluation provides commanders an independent perspective of the effectiveness and efficiency of their SMS. The CSA is in addition to command inspections. CMC SD will conduct CSA’s of commands as described per reference (A),Volume 1, Chapter 6. Additionally, all higher headquarters commands will conduct CSAs of subordinate commands and field activities every 36 months.

3.c. MCSMS Resource Planning, Programing, Budget, and Execution (PPBE)

3.c.1. As part of the PPBE cycle, DC P&R (PAE) coordinates an annual comprehensive review of each specific program requiring monetary resources used to develop the service’s various Program Objective Memorandum (POM) submissions. Command safety directors/managers, comptrollers, fiscal personnel, and programmers should direct their attention to reference (A), Volume 1, Chapter 7.

3.c.2. Command and organizational MCSMS resource requirements include Operations and Maintenance, Marine Corps funding to provide safety support for military training and operations, safety management and administration, occupational safety training, vehicle and traffic safety, purchase and issue of personal protective equipment and supplies, information technology, travel for inspections and investigations, and civilian labor.

4. Volume 2: Risk Management

4.a. This volume describes how and why risk management (RM) is used to identify hazards, assess levels of risk, and develop mitigating controls. RM should be a part of how all Marines think and make decisions, on or off duty.

4.b. Notable Changes

4.b.1. The Marine Corps has adopted the Joint Risk Assessment Matrix in order to align matrices, terminology, and definitions with the other services.

4.b.2. The Joint Risk Assessment Tool (JRAT). JRAT is a Web-based software application developed and hosted by the U.S. Army’s Combat Readiness Center. It is active and available to assist with completing a deliberate joint risk assessment matrix. It guides users through the process with help screens and intuitive step-by-step instructions. The JRAT allows the chain-of-command to supervise and conduct quality control of the risk assessment process. The JRAT can be accessed at the following website: https://jrat.safety.army.mil/login.aspx.

4.b.3. High-Risk Training. A chapter on high-risk training is now included. High-risk training is defined as training which exposes personnel and trainers to the risk of death,

serious injury, or permanent disability, despite the presence of proper safety controls. The high-risk training chapter provides suggestions for additional risk mitigation controls to elevate leader visibility and engagement. These measures ensure risk decisions are made by the leaders responsible for the outcome of the training event. All high-risk training events should be approved in writing by the first O-5 commander in the training unit's chain of command. Mishaps associated with high-risk training events almost always involve risk decisions being made at the wrong level, or by a failure to account for changing conditions prior to execution.

5. Volume 3: Traffic Safety Program

5.a. This Volume reviews the minimum standards, policy, and guidance for motor vehicle and roadway safety, the operation of government and non-government motor vehicles, motorcycles, all-terrain vehicles, emergency vehicles, and pedestrian and bicycle safety.

5.b. Notable Changes

5.b.1. Following all motorcycle training, riders must present a course completion card or certificate to their respective training managers for entry into the Marine Corps Training Information Management System/Marine Corps Total Force System (MCTIMS/MCTFS).

5.b.2. Motorcycle training requirements.

5.b.2.a. Level 1: Not required for riders who are already licensed.

5.b.2.b. Level 2: All military motorcycle riders will complete level 2 motorcycle training within 180 days of completing level 1 training or being identified as a licensed rider.

5.b.2.c. Level 3: Training is highly recommended for all military motorcycle riders who have completed level 2 training.

5.b.2.d. Refresher training has changed from every three years to every five years, but riders may refresh as often as they want, and an annual refresher is highly encouraged.

6. Volume 4: Aviation Safety

6.a. This Volume provides amplifying information specifically for flying squadrons, Marine unmanned aerial vehicle squadrons, Marine aviation logistic squadrons, and Marine aircraft groups.

6.b. Notable changes

6.b.1. A chapter has been added explaining the Aviation Safety Awareness Program (ASAP) and its components. ASAP is a mechanism for identifying hazards, and a communication loop that confirms this information has been successfully transmitted to the leaders assigned the responsibility for making risk decisions. For instruction about usage, users in flying squadrons can to go to https://asap-usmc.com and log in to their unit's generic user account and click on "User Manual". Aviation Safety Officers requesting an admin account can click on the "Contact Us" link from the log in page.

6.b.2. Per reference (A), compliance with all aviation specific safety requirements will be tracked using the ASAP site at https: //asap-usmc.com under the tracker tab. Select standard report.

6.b.3. The School of Aviation Safety now has three courses available: Aviation Safety Command Course, Aviation Safety Manager Course, and the Aviation Safety Officer Course. All seats are coordinated by CMC Safety Division, Aviation Branch.

6.b.4. Pilots in command and mission commanders shall conduct a risk assessment prior to flight. Reference (A) adds the requirement to use a Risk Assessment Worksheet specific to type, model, and series of aircraft. The Risk Assessment

Worksheet may take any form the unit commander deems appropriate and shall be aligned with all risk assessment guidance provided by MAG and MAW commanders.
7. Volume 5: Recreation and Off Duty Safety (RODS) Program. The RODS program was previously a standalone MCO; however, RODS incorporated into the wider MCSMS better aligns requirements and underscores the importance of incorporating risk management and other safety principles to the RODS environment.
8. The Risk Management Information (RMI) initiative.
8.a. RMI is a mission-essential tool to improve the readiness of the Department of the Navy (DON) in the areas of safety data capture, data management, data analysis, and the dissemination of leading indicators of safety risk to our Marines and Sailors.
8.b. Streamlined Incident Reporting (SIR) (replaces Web Enabled Safety System (WESS)) and will provide enterprise enhancements to include streamlined reporting processes; improved unit reporting access and capabilities; and enterprise and unit level tracking and verification of reportable medical injuries.
8.c. Memorandum of Final Evaluation (MOFE). The MOFE is the DoD process used to report and comment on findings and recommendations resulting from Class A, B or select C events. The MOFE does not replace the SIB's final message but ensures quality control standards, actionable recommendations, and compliance standards are maintained to identify hazards and support future event prevention efforts.
8.c.1. MOFE endorsements are submitted concurrently, which addresses the lengthy delays caused by the previous sequential WESS endorsement process. These, long delays, often taking years, meant risks identified by the Safety Investigation Board went unaddressed, which at times led to repeated mishaps with the same causal factors.
8.c.2. The MOFE process ensures quality control standards are applied, actionable recommendations are reviewed and compliance standards are maintained in support of future mishap prevention efforts.
8.c.3. The MOFE process spans a 90-day timeframe: the first 45-day period is for identified endorsers of the mishap investigation and the second 45-day period is for the Naval Safety Center and the CMC Safety Division to adjudicate all comments and release a final message.
8.c.4. All MOFE comments must be received by the 45-day deadline.
9. This MARADMIN highlights the most significant updates contained in reference (A).
10. Reference (A) establishes a requirement for functional area checklists for Aviation Safety (3750/3710) and Occupational Safety and Health (5100). The functional area checklist may be accessed online via the Inspector General of the Marine Corps website at https: //www.hqmc.marines.mil/igmc/Resources/Functional-Area-Checklists.
11. Reference (A) may be accessed online via the Marine Corps Publications Electronic Library.
12. This MARADMIN is applicable to the Marine Corps Total Force.
13. Release authorized by Major General Gregg P. Olson, Staff Director of the Marine Corps.//