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MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
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MCIEAST-MCB CAMLEJO 5100.2
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MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5100.2

From: Commanding General
To: Distribution List

Subj: SAFETY PROGRAM

Ref: (a) DoD Instruction 6055.01 Ch 1, "DoD Safety and Occupational Health (SOH) program," October 14, 2014
(b) SECNAVINST 5100.10K
(c) Public Law 91-596, Occupational Safety Health Act of 1970, December, 1970
(d) Public Law 95-454, Civil Service Reform Act, October 13, 1978
(e) 5 U.S.C §7902, "Safety Programs"
(f) Executive Order (E.O.) 12196, "Occupational Safety and Health Programs for Federal Employees," 26 February 1980.
(g) 29 CFR 1960, "Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters"
(h) 29 CFR 1910, "Occupational Safety and Health Administration, Department of Labor"
(i) MCICOM Policy Letter 8-13
(j) MCO 5100.29B
(k) MCO 5104.3C
(l) ASN (I&E) Memo of 13 Jul 07
(m) CMC (SD) Memo of 19 Jul 07
(n) NAVMC Dir 5100.8
(o) MCO P5102.1B Ch 2
(p) MCIEAST-MCB CAMLEJO 3040.1E
(q) MCICOM Policy Letter 1-16
(r) MCO 5100.19F
(s) MCO 5100.30B
(t) Directive-Type Memorandum (DTM)-17-004 Ch 2, "Department of Defense Expeditionary Civilian Workforce," January 25, 2017
(u) MCO 8020.10
(v) MCO 5104.1C
(w) NAVSEA S0420-AA-RAD-010, "Radiological Affairs Support Program Manual," October 1, 1991
(x) OPNAVINST 3750.6S
(y) OPNAVINST 3710.7V

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 Expeditionary Civilian Agreement Emergency-Essential Positions and Non-Combat Essential Positions
(5) Motor Vehicle Seatbelt and Restraint Systems Usage Form
(6) OSH Rights and Responsibilities for Supervisory Personnel
(7) OSH Rights and Responsibilities for Non-Supervisory Personnel
(8) OSH Rights and Responsibilities Acknowledgment Letter
(9) Types of Approved Personal Flotation Devices

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

Reports Required: I. Annual Seatbelt Usage Report (Report Control Symbol DD-5102-03), Chap 5, par 3a(8)

1. Situation. Per references (a) through (y), this Order establishes policy, assigns responsibilities, and provides instructions for the administration of the Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) Safety Program.

2. Cancellation. MCIEASTO 5100.2A Ch 1, MCIEAST-MCB CAMLEJO 5100.4A, and CG Policy Letters 002-13, 008-14, 010-14, 013-16.

3. Mission

a. To support operational readiness at MCIEAST-MCB CAMLEJ and MCIEAST Commands and 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.

d. To provide guidance, policy, and programs to design and construct/demolish facilities in a safe manner.

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

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

g. Summary of Revision. This Order has been revised in its entirety and should be thoroughly reviewed.

4. Execution

a. Commander's Intent

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

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

b. Concept of Operations

(1) 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.

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

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded to the MCIEAST-MCB CAMLEJ Assistant Chief of Staff (AC/S), G-4 (Attention: Safety).

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST commands.

b. Signal. This Order is effective the date signed.



N. E. DAVIS
Chief of Staff

DISTRIBUTION: A/B

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Chapter 1

Introduction

1. Background. Historically, 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, 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 reference (c), also known as the 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 references (d) through (h).

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 reference (g).

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 established the DoD VPP Center of Excellence, now named the DoD Safety Management Center of Excellence (SMCX) 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 (l) and (m) encourage Navy and Marine Corps activities to participate in the standard-setting initiative. In support of reference (i), and to ensure a safe and healthy working environment for all civilian and military personnel assigned to MCIEAST installations, we have chosen to participate in VPP, the goals of which are designed to promote "shared ownership" of safety programs by all, instead of "forced accountability" by a few.

2. MCIEAST-MCB 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) through (h) 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 SMCX 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 commander 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 industrial hygiene, implemented by qualified personnel (Navy medical personnel or personnel with equivalent qualifications), including:

(1) Industrial hygiene (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.

p. Per reference (q), establish the Enterprise Safety Applications Management System (ESAMS) as the information technology system used by all MCIEAST commands in implementing and maintaining a comprehensive OSH program.

Chapter 2

Responsibilities

1. CG, MCIEAST-MCB CAMLEJ

a. Develop and publish a command safety policy and mission statement.

b. Ensure the Chief of Staff (COS) is responsible for execution of safety policy. The COS will emphasize the incorporation of the safety policy through all levels of command to ensure appropriate assignment and training of safety personnel. The COS' fitness reports will include mandatory comments on fulfillment of safety responsibilities.

c. Appoint a Director of Safety (DOS) and 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 (j), 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 funding to ensure the installations have sufficient resources to accomplish requirements of this Order.

2. MCIEAST-MCB CAMLEJ 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 safety 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-MCB CAMLEJ representative on safety councils, committees, and working groups established by higher authority and the private sector. The DOS will serve as technical advisor to the CG on OSH-related matters.

e. Per reference (k), appoint a Command Radiation Safety Officer (CRSO) or Command Radiation Safety Manager (CRSM), as applicable per reference (w), 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 safety directors/manager at subordinate installations have 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 with OSH standards and this Order. They must implement an all-encompassing command safety program to include tenant or supported commands under their purview. They must also prescribe and enforce additional safety requirements for local conditions.

b. Installation Commanders will:

(1) Appoint in writing an Installation DOS/Safety Manager (SM).

(2) Provide installation safety policies/guidance.

(3) Ensure the core safety services contained in enclosure (1) are provided. The core safety services are the benchmark for services to be provided by all installations.

(4) Encourage participation in the DoD SMCX initiative, in accordance with references (l) and (m).

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

(6) 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.

(7) 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.

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

(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 organized as outlined in enclosure (2).

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

(12) Ensure compliance with the mishap investigation and reporting procedures of references (o) and (p).

(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 (n), 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, Inspector General of the Marine Corps) and internal sources as warranted. Ensure the causes of the problems are identified and corrective actions taken address causes, not merely symptoms.

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

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 (3).

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 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 in similar fashion to any other required training documentation. Specific guidance, dates, and topics for each operational pause will be released via naval message prior to the events.

5. Installation DOS/SM

a. Implement the core safety services contained in enclosure (1). 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 (j) and (n) and the Office of Personnel Management guidelines. The established safety mission includes, but is not limited to: OSH, 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 and documented of the work spaces and activities on a periodic basis per reference (n). Ensure timely corrective action has been taken on noted work center hazards.

h. Act as advisor on safety matters to Commanders. Provide guidance to staff officers and supervisors regarding mishap investigations and reporting per reference (o).

i. Embrace and support the tenets and principles of VPP.

j. 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.

(4) With environmental compliance personnel to ensure proper labeling and handling of hazardous materials.

(5) 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 (Commandant of the Marine Corps (CMC) funded).

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

(7) With industrial hygienists 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.

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

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

k. 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.

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

m. 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.

n. 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 (r).

o. 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.

p. 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.

q. 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.

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

(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.

s. Coordinate special safety events (e.g., fairs, expositions, operational pauses, guest speakers, etc.).

t. Administer the respiratory protection program.

u. 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.

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

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

x. Provide safety input to the Hazardous Materials (HAZMAT) Control Program.

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

z. Manage the Ionizing Radiation, Laser, and Radio-frequency Radiation Safety Program. Ensure an Installation RSO (IRSO) is appointed in writing.

aa. 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.

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

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

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

ee. Ensure the following occupational health services are provided per reference (n): (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. Embrace and support the tenets and principles of VPP.
- c. 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 condition (NAVMC 11401) and the ANYMOUSE (RCS MC-5100-06) required by reference (n).

Chapter 3

Occupational Safety and Health

1. Purpose. This chapter provides guidance concerning OSH rights and responsibilities, the establishment of safety performance standards for supervisors, 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-MCB OSH Standards. MCIEAST OSH standards consist of the following:

a. MCOs and 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, American National Standards Institute (ANSI), National Fire Protection Association, and Compressed Gas Association, Inc.

d. Special DoD, Department of the Navy, or Marine Corps standards (e.g., SOPs, technical manuals, etc.), rules, and regulations that cover the safety and health of personnel while on-the-job, which are 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. MCOs 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 reference (d), 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 reference (d) 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 (s), (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. 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).

b. Non-bargaining unit employees (supervisors and managers) will encourage the work force (bargaining unit employees) to engage in, participate in, and implement safety programs at the employee level (individual work centers), and will train and encourage employees to engage in and participate in programs such as: conducting weekly work center inspections; identification and abatement of hazards; creating Job Hazard Analyses (JHA); and conducting weekly employee safety meetings.

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, commanders will consider appropriate disciplinary action against the offender and supervisor.

(3) Ensure each employee reads and acknowledges their rights and responsibilities regarding OSH per paragraphs 6.c. and 6.d. below.

(4) 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.

(5) 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.

(6) Embrace and support the tenets and principles of VPP.

(7) 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.

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

(9) 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.

(10) Implement medical and IH 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 semiannually.

(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) Embrace and support the tenets and principles of VPP.

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

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

(8) 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.

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

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

c. Non-bargaining unit employees will:

(1) Read and acknowledge their OSH rights and responsibilities commensurate to their position (enclosure 6) by signing enclosure (8). The signed acknowledgments are to be maintained by the immediate supervisor of each employee.

(2) Each non-bargaining unit employee's performance evaluation will contain a critical performance standard to ensure accountability for the purpose of promoting a positive safety climate within their areas of responsibility.

(3) Supervisors of non-bargaining unit employees shall develop and implement an appropriate critical performance standard for safety, within each employee's performance evaluation.

d. Bargaining unit employees will read and acknowledge their OSH rights and responsibilities commensurate to their position (enclosure 7) by signing enclosure (8). The signed acknowledgments are to be maintained by the immediate supervisor of each employee.

Chapter 4

Tactical Safety

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

2. Background

a. MCIEAST-MCB CAMLEJ has a comprehensive safety program focused on safety in garrison and compliance with the OSH Act 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-MCB CAMLEJ will respond to requests for TSSs in the following manner:

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

(2) When directed by MCIEAST-MCB CAMLEJ, the Installation DOS/SM will provide TSSs 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-MCB CAMLEJ 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. MCIEAST-MCB CAMLEJ AC/S, G-1 will:

(1) Validate formal requests from the operational command for a TSS and coordinate with MCIEAST-MCB CAMLEJ DOS to identify a TSS to support the request.

(2) Generate reporting and redeployment orders and release messaging traffic to all stakeholders announcing identification, reporting, and/or redeployment of TSS.

b. MCIEAST-MCB CAMLEJ DOS will:

(1) Coordinate with MCIEAST-MCB CAMLEJ, G-1 and Installation DOS/SMs to identify an available and qualified TSS to report for duty to the operational command and to redeploy at the end of the assignment.

(2) Provide all organizational clothing.

c. Installation DOS/SMs will:

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

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

(3) Ensure TSSs are designated emergency essential and that the requirement of reference (t), DD Form 2365 (DoD Expeditionary Civilian Agreement: Emergency-Essential Positions and Non-Combat Essential Positions) is executed.

(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. The installation is responsible for payment of time worked in a regular pay period (i.e., 40 hours per week or 80 hours per pay period). All scheduled and unscheduled overtime pay will be the responsibility of the Supported Unit.

(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.

d. 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 civilian employee's 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, provide protective clothing and special equipment, including Nuclear, Biological, and Chemical defensive equipment.

(9) If required, ensure ground transportation is available for the TSS to accomplish their duties.

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

(11) Overtime and compensatory time worked by the TSS during field training, deployments, and operations:

(a) All scheduled and unscheduled overtime pay will be the responsibility of the Supported Unit.

(b) A normal work week for deployed civilian personnel in direct support of combat operations is not expected to exceed eight hours a day, seven days a week or an average of 16 hours of scheduled overtime or compensatory time per week. This is not a blanket authorization to automatically credit civilian personnel with 16 hours of overtime or compensatory time without performing the required hours of work.

(c) Scheduled overtime and compensatory time beyond the normal work week shall be requested and approved in writing in advance by the Marine Expeditionary Force (MEF) or equivalent-level command of the performance of

the work, except when the exigency of the situation prevents prior approval. In such a case, written approval will be accomplished not later than the first normal working day after the overtime or compensatory time work has been performed by the employee.

(d) Scheduled overtime and compensatory time in excess of 16 hours per week must be clearly justified and approved in writing by the MEF or equivalent-level command prior to the employee executing the requested overtime or compensatory time. Hours of work performed is to be recorded on the applicable authorization documents (e.g., time and attendance sheets; overtime/compensatory time authorization form, etc.).

(12) 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.

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

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

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

e. TSSs will:

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

(2) Provide the Commander 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 themselves 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. The TSS will sign their 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, HAZMAT, Operational Risk Management (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, HAZMAT and retrograde disposal, insect and vermin awareness, precautions for infectious disease, etc.

(15) Items of personal clothing and personal care are the responsibility of the individual. TSSs will maintain organizational clothing at their assigned place of duty to be prepared to participate in their supported unit's operational training or field exercise.

5. Training. TSSs 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 on 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 (n) and (r) that incorporates all activities and units within the boundaries of the installation.

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

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

(4) 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.

(5) Ensure that within seven days of each new member joining an 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.

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

(7) Ensure motorcycle owners within the installation, who have not previously attended a basic rider course, or have a valid motorcycle license or endorsement, register for the course within 10 days of reporting to a unit or purchasing a motorcycle.

(8) Establish installation/command-sponsored Motorcycle Mentorship Programs (MMP) designed to mentor less experienced riders by taking advantage of the skill and experience of seasoned riders.

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

(b) These MMPs 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.

(c) The President of the unit's MMP will be a SNCO or higher and shall report directly to the XO and attend the MCIEAST-MCB CAMLEJ MMP President's Course. Responsibilities of the MMP President include, but are not limited to:

1. Act as a conduit of information to Marines for motorcycle safety and awareness.

2. Set the standard for responsible riding.

3. Mentor Marines in motorcycle licensing, purchasing, riding, and maintenance.

4. Monitor and evaluate Marines' skill development and recommend appropriate training. Ensure Marines successfully complete appropriate training.

5. Organize and promote activities to enhance motorcycle safety.

6. Promote command objectives related to motorcycle safety.

7. Plan and conduct mentorship rides.

(d) The MMP shall conduct a mandatory monthly meeting on the installation for all members. Additionally, a quarterly training ride is highly encouraged. The MMP President shall submit a written record of the meeting or training ride to the XO and maintain a copy in their turnover binder. This record shall include, but is not limited to: attendees, no-shows, training conducted, riders requiring additional training, and riders whose training has expired or has not been completed.

(e) A rider will be considered inactive and not required to participate in meetings or training rides if their motorcycle is garaged or otherwise stored greater than 250 miles from their duty station or weekend liberty limits. Command leadership will determine the participation requirements for those riders whose motorcycle is less than 250 miles from their duty station, but more than a normal daily commute.

(f) Off-road riders include riders of dirt bikes and ATVS. Ownership is not a requirement to be considered an off-road rider. All off-road riders are considered "active" riders. Vigilance and awareness are required by the chain of command to identify off-road riders and ensure they attend monthly meetings. Consideration should be given to incorporating off-road topics in the monthly MMP meetings.

(9) Ensure operators of ATVs and light utility vehicles (LUV) operating ATVs and LUVs in the performance of official on-the-job duties in a garrison and off-road/non-tactical environment meet the requirements specified in paragraphs (a) through (c) below. For the purpose of this section, LUVs are defined as motorized specialty vehicles designed to perform utility tasks such as cargo and passenger transportation, either on or off-road, have a steering wheel, and are either gas or battery operated. These vehicles may also be known as side-by-side vehicles, utility off-road vehicles, Multi-Purpose Off-Road Vehicles, Recreational Off-Road Vehicles, club cars, golf carts, or low speed vehicles. Club cars or golf carts operated by golf course patrons are not covered by this requirement; however, club cars or golf carts used by employees in the performance of their duties are covered by this requirement. ATVs are defined as motorized off-highway vehicles traveling on four or more low-pressure tires, having a seat designed to be straddled by the operator, and a handlebar for steering control.

(a) Before operating an ATV or LUV, operators will, at a minimum, be screened by their supervisor to ensure the operator is at least 18 years of age, and has attended training on local conditions, hazards, regulations, inspection requirements, fueling, and other factors that may affect the operation of the vehicle in their area. The supervisor must document this training in the operator's official training record.

(b) If the LUV is to be operated on the street, the driver, at a minimum, must possess a valid state driver's license. ATVs are prohibited from being operated on a public roadway.

(c) If the ATV or LUV can exceed 25 miles per hour on level ground, then the operator must have received formal resident training, which has been either provided or approved by their installation safety department, CMC Safety Division, or have an endorsement on their OF346, U.S. Government Motor Vehicle Operator's Identification Card.

(d) If the LUV is equipped with seat belts or harnesses, they will be used at all times by all occupants while the vehicle is in operation. If one of the seat belts or harnesses is unserviceable, no passenger will occupy that seating position. If the driver/operator's seat belt or harness is unserviceable, the LUV will be considered deadlined and will not be used until such time the seat belt or harnesses can be properly repaired or replaced.

(e) All manufacturer-installed safety equipment will be maintained in working order and used in compliance with the manufacturer's recommendations.

(f) The appropriate PPE used by the operator and passengers of ATVs and LUVs will be determined through local command guidance, manufacturer's recommendations, and a JHA.

b. Provost Marshal/Chief of Police will:

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

(2) 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.

(3) 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 during periods of rain, fog, or smoke.

(4) 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.

(5) Ensure the following PPE is worn by all persons operating or riding a motorcycle, or when riding as a passenger when on MCIEAST installations, and for all Marines and military members assigned to MCIEAST commands operating or riding a motorcycle off-installation.

(a) Helmet. A properly fastened (under the chin) protective helmet which meets the Federal Motor Vehicle Safety Standard (FMVSS) 218.

(b) Eye Protection. Riding glasses or goggles that are ANSI approved and shatter resistant. Eye protection used without a face shield or windshield should seal the cup of the eye through the use of a strip of foam or material around inside of lens.

(c) Hand Protection. Hand protection consists of full fingered riding gloves. The glove shall be constructed of, or with, abrasion resistant material. Gloves are preferably designed for riding, have added padding, and retain a natural curl when not worn.

(d) Long Sleeves or Jacket. A long sleeve shirt shall be past the elbow while the rider's hands are on the handlebar grips. A riding shirt or jacket should be constructed of abrasion resistant material. An armored type riding jacket made of abrasion resistant material is highly recommended.

(e) Leg Protection. Leg protection is sturdy, full length pants or trousers that extend past the knee, and meet the top of the riding boot when seated on the motorcycle under normal riding conditions.

(f) Foot Protection. Foot protection is sturdy, above the ankle shoes or boots that provide support and traction when riding or when in transition of movement from a stop/starting position. Unacceptable foot wear is defined as any shoe or boot that has an open toe, open foot/heel design, extensive heel over two inches, or a total canvas or rubber material construction.

c. 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.
- (6) Distribute safety posters, booklets, handouts, etc.
- (7) Provide training/assistance to units on PMV inspections and establish a motor vehicle safety program.

d. NCOs will 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.

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.

(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 without a motorcycle endorsement on their driver's license who own or purchase a motorcycle and are currently assigned or transfer to MCIEAST installations or their tenant commands, and all operators of government-owned motorcycles are required to complete the appropriate state curriculum for motorcycle operators.

(a) An unlicensed rider seeking to become a motorcycle operator must comply with the skills training and permit requirements of their 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) 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 Motorcycle Safety Foundation (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 a basic rider course, 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 an advanced training course designed for experienced riders that targets the specific handling characteristics of the type motorcycle they own.

(4) Refresher Training. Within five 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. The MCIEAST-MCB CAMLEJ 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.

5. 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. 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.

e. 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.

f. 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 for 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 not all mishaps are being reported and in many cases inconsistent with existing MCOs and directives.

3. Responsibilities

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

(1) Class A and B Mishaps

(a) All Reportable Casualties. During working hours, voice notification to Headquarters, U.S. Marine Corps (HQMC) Casualty Assistance Section, Military Personnel Record Center at DSN 278-9512 and this headquarters (Attention: 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 (MCOC) at commercial (703) 695-5454 or DSN 225-5454 and to the MCIEAST-MCB CAMLEJ Command Duty Officer (CDO) at commercial (910) 451-2414/3031/3032/3033 or DSN 751-XXXX. The MCIEAST-MCB CAMLEJ CDO will then follow the requirements in reference (p). 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 MCOC.

(b) Serious Incidents or Events. During working hours, voice notification to HQMC MCOC at commercial (703) 695-5454 or DSN 225-5454 and this headquarters (Attention: AC/S, G-3/5) 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-MCB CAMLEJ CDO at commercial (910) 451-2414/3031/3032/3033 or DSN 751-XXXX. The MCIEAST-MCB CAMLEJ CDO will then follow the requirements in reference (p). A follow-up OPREP-3 SIR message is required within one hour unless otherwise directed by the MCOC.

(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, COMMCICOM, CG MCIEAST MCB CAMLEJ, CG MCIEAST MCB CAMLEJ G ONE, CG MCIEAST MCB

CAMLEJ G THREE G FIVE, CG MCIEAST MCB CAMLEJ COMMSTRAT, CG MCIEAST MCB CAMLEJ SAFETY, and the command's safety office. Supplemental messages may be required to provide details unavailable in the first eight hours following the mishap.

(d) Eight-Day Brief. Commanders will ensure all serious mishaps (Class A and B) and non-combat deaths not due to morbidity (natural causes), including suicides and criminal activity, require an Eight-Day Brief. This brief will be sent from the first General Officer in the chain of command to the Assistant CMC via encrypted email no later than the eighth day following the incident. There are three Eight-Day Brief templates, based on event type. They are: Aviation Mishap, Suicide Event (formerly referred to as Death Brief), and All Others. Latest versions of the templates can be found on MCIEAST-MCB CAMLEJ Safety Department's website at <http://www.mcieast.marines.mil/Staff-Offices/Safety/>. Additional guidance and assistance is available from unit safety directors, officers, or managers.

(e) ESAMS. The command will also initiate an ESAMS entry no later than close of business on the first business day following the day of the mishap.

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

(3) ESAMS. Per reference (q), ESAMS is the only system for reporting mishaps. ESAMS allows enhanced mishap trending that is not present in the Web-Enabled Safety System. The system provides managers at all levels a top-down view of data and supports Marine Corps mishap reduction initiatives. Each MCIEAST installation will assign an ESAMS administrator and at least one alternate. The ESAMS administrator will be responsible for implementing and managing the system installation-wide.

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

b. Installation DOS/SMs will:

(1) Coordinate the investigations of all installation mishaps, maintain reports, and conduct analysis.

(2) Provide safety specialists for safety investigation boards, as requested.

(3) Provide assistance in preparing the Eight-Day Brief as directed per paragraphs 3a(1)(d) of this chapter.

Chapter 7

Explosives Safety

1. Purpose. This chapter addresses the role of leaders and safety professionals in the management of an effective Explosives 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. Commanders will:

a. Ensure a comprehensive Marine Corps Ammunition and Explosives Safety Program is developed and maintained per reference (u). 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.

b. Installations, regardless of population level, that transport, store, use, or otherwise handle ammunition and explosives will appoint in writing an Explosives Safety Officer per reference (u) to manage the Explosives Safety Program.

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 (v). 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 (v), 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 (v) 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 (v).

(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 (v) 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 (v).

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

Chapter 9

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-MCB CAMLEJ 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-MCB CAMLEJ plaque and a 72-hour weekend liberty for active duty members attached to the winning command. It is recommended that the commander 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 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, CGIP, command safety assessments, Radiological Controls (RADCON) program reviews, Naval Audit Service audits, etc.

- (b) The minimum core safety services are provided.

- (c) Training, certifications and/or appointments to special safety programs (e.g., IRSO) 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/Total Case Incident Rates are below the North American Industry Classification System.

(3) Nomination packages will be forwarded to the MCIEAST-MCB CAMLEJ DOS via the chain-of-command no later than the deadline specified in published guidance.

b. The CG, MCIEAST-MCB CAMLEJ 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 0017, 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 an MCIEAST-MCB CAMLEJ Safety Bulldog trophy and 48-hours of special liberty for the active duty member and an eight-hour time-off award for the civilian employee.

(1) Eligibility. MCIEAST-MCB CAMLEJ 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 their unit and/or the Marine Corps.

(3) Nomination packages will be forwarded to the MCIEAST-MCB CAMLEJ DOS via the chain of command no later than the deadline specified in published guidance.

c. The MCIEAST-MCB CAMLEJ DOS will convene a panel to determine the recipients of these two awards. The panel will be comprised of three to five panel members. Results will be forwarded to the CG MCIEAST-MCB CAMLEJ 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 the 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.

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 (k) and (w).

(2) Appoint in writing an IRSO, Alternate IRSO (AIRSO), and/or Radiation Safety Managers (RSM), as applicable per reference (w) who will have direct oversight of the command's radiation safety practices and procedures. Grant appointed individuals direct access on all matters pertaining to radiation safety.

(3) Ensure subordinate commands adhere to the requirements of this Order, all applicable 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 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. Installation DOS/SMs will:

(1) Coordinate with other department representatives (e.g., G-F, G-3/5, G-7, G-4, and the Chemical, Biological, Radiological, Nuclear Officer, as required, to complete periodic inventories.

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

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

(4) 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 (k).

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

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

d. IRSO/RSM will:

(1) Be appointed in writing by the installation CO and not "by direction."

(a) Only personnel who manage a NRMP, are responsible for x-ray radiography, or are responsible for other usage codes listed in table 4-1 in reference (w) that require an RSO (e.g., XRF Spectrum Analyzer, etc.) shall have the title of RSO.

(b) The RSM is the individual responsible for the coordination and management of a Radiation Safety Program at all levels of command via the guidance of the respective RSO (when considering specifically licensed items), higher headquarters, and CMC (SD), and shall manage all specifically licensed and generally licensed radioactive assets in direct support of the RSO's NRMP at their command.

(2) Be responsible for coordinating the installation RADCON Program for sources of radiation under the control of that installation in accordance with references (k) and (w), as applicable.

(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 CO 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, RSMs, 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). Submit Installation physical inventory and inventory reconciliation reports to the Logistics RSO (LRSO) per the appropriate NRMP requirements as required by reference (w).

(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 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/CRSMs 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 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 local Defense Logistics Agency Disposition Services (DLA-DS) and other base organizations to prevent unauthorized transfer or delivery of any radioactive materials to the DLA-DS.

(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 commander.

(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.

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

e. The MCIEAST CRSO/CRSM is the designated individual at MCIEAST tasked with direct oversight of radiation safety practices and procedures. The CRSO/CRSM will:

(1) Be appointed in writing by the CG, MCIEAST-MCB CAMLEJ and not "by direction."

(2) Develop and implement MCIEAST 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) or Assistant CRSM (ACRSM), as necessary, to assist in the administration of the MCIEAST RADCON Program. In the temporary absence of the CRSO/CRSM, the ACRSO/ACRSM will be appointed to fulfill the CRSO/CRSM's duties.

(5) Maintain liaison with MCIEAST IRSO/RSMs.

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

(1) Successfully complete a radiation safety training program provided by the RSO or RSM within three months of assuming duties as RPA.

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

(3) 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 desktop procedures or SOPs.

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

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

(6) 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, pocket dosimeters) when required by reference (w), 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 in compliance with 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 one of two available RSO Courses (S-4J-0016 for NRMP holders or S-4J-0015 for Non-NRMP holders) 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. Only personnel with the title of RSO shall be considered for RSO training at NAVSEADET RASO in Yorktown, VA.

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

(a) Attending RASO Course S-4J-0016 or S-4J-0015 at NAVSEADET RASO, Yorktown, VA.

(b) Accumulate five RASP continuing training credits approved by NAVSEADET RASO within the previous five years. Credits may be earned by attending the annual RASP meetings and completing other RASP sponsored courses.

(3) CRSOs, IRSOs, or AIRSOs that allow their qualification to lapse will be required to re-attend the RASO Course, S-4J-0016 or S-4J-0015 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 or S-4J-0015 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. All RSMs shall successfully complete Radiation Safety Manager training provided by CMC (SD) within three months of assuming duties as RSM.

(1) CMC (SD) owns RSM training and coordinates on-site training at each MEF annually, and upon request, given sufficient attendees, lead-time, and resources, in accordance with reference (k).

(2) In order to maintain proficiency in radiation safety practices and to remain current with guiding regulations, all RSMs designated in writing shall accumulate three continuing education credits approved by CMC (SD) within the previous five years. Credits may be earned by attending the annual USMC Community of Practice (COP) (one credit attendee, two credits lecturer), and RSM-RADCON (RSM-R) training (two credits). If this requirement cannot be met, the RSM shall be required to successfully complete the RSM course again within the five year period after initial completion.

c. 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 (k) and (w), 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. Contracting Officers will ensure the IRSO is notified prior to allowing contractors to bring equipment/material with an ionizing radiation source aboard an MCIEAST installation.

b. Prior to purchasing X-ray machines and equipment containing an ionizing radiation source, either by approved government procurement procedures or 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) 451-5725, DSN prefix 751-xxxx, and per reference (k), the U.S. Marine Corps Forces Radiation Safety Program Manager will be notified at commercial (757) 836-2197, DSN prefix 835-xxxx.

Chapter 11

Safety Bulletin Board

1. Purpose. To establish and maintain safety bulletin boards within MCIEAST installations.

2. Background. Per references (a) and (n), organizations will promote employee awareness of OSH matters through traditional information channels, and will ensure that all personnel have access to, and are informed of, the location, availability, and procedures to obtain OSH information. Using safety bulletin boards throughout the work environment allows managers and leaders to promote a positive safety culture by communicating the safety policies, goals, objectives, standards, and safety performance to their employees. In support of references (e) through (h), using safety bulletin boards can improve worker safety and health, increase public recognition, and enhance leadership, accountability, and employee participation in the command safety program.

3. Responsibilities

a. All MCIEAST Commanders shall ensure that a safety bulletin board is established and maintained in every department, unit, or workplace with eight or more employees. The safety bulletin board will be centrally located in an area accessible to all employees, such as a meeting, break, or lunchroom. Depending on the size of the department and the locations of the workplaces in the department, more than one safety bulletin board may be necessary to ensure that all employees have access to the information. In cases where more than one department shares a common location, such as a meeting or lunchroom, a shared safety bulletin board is authorized.

b. All MCIEAST departmental, divisional, unit, and shop supervisors will ensure that all personnel under their supervision are aware of the location and content of the safety bulletin board, and will ensure that material not related to OSH is not placed on the safety bulletin board.

c. All MCIEAST full-time or collateral duty safety officers/unit safety officers shall ensure that the following OSH information, which can be found at <http://www.mcieast.marines.mil/StaffOffices/Safety/OrdersandPublications.aspx>, is posted on the safety bulletin boards:

- (1) CMC Safety and Force Preservation Policy
- (2) CG MCIEAST-MCB CAMLEJ Safety Policy
- (3) Current Battalion/Squadron Commander Safety Policy
- (4) OSHA 3165-02 2012R, Job Safety and Health Poster
- (5) NAVMC Form 11401 (08-98), Unsafe or Unhealthful Working Condition
- (6) Installation OSHA VPP Management and Labor Commitment Statement
- (7) DOL Form CA-10 (Rev. Aug. 1987), What a Federal Employee Should Do When Injured at Work

- (8) OSH Protection for Employees of the Department of the Navy
- (9) OSHA Form 300A (Rev. 04/2004), Summary of Work-Related Injuries and Illnesses
- (10) Latest Installation/Executive Safety Council Meeting Minutes
- (11) Current Department/Unit IH Survey
- (12) Current Enterprise, Regional, Local, and/or Unit Safety-Related Newsletters, Articles, Bulletins, etc.

d. All MCIEAST personnel authorized and required to conduct periodic workplace safety inspections will check the safety bulletin boards for compliance.

Chapter 12

Personal Flotation Devices (PFD)

1. Purpose. To establish and mandate the use of PFDs for all personnel assigned to MCIEAST Installations.
2. Background. Boating for recreational pleasure or as an occupational requirement is common aboard MCIEAST Installations. The hazards associated with falling overboard, capsizing, flooding, sinking, collision, fire, or an explosion are always present in the operation of any watercraft. According to 2017 U.S. Coast Guard Recreational Boating Statistics, 76 percent of all fatal boating accidents, the victims drowned. Of those that drowned, 84.5 percent were not wearing a PFD. Since a PFD is the most important piece of safety equipment for any boater, boaters must wear PFDs to reduce the risk of fatal boating mishaps. Enclosure (9) provides a list and description of approved PFDs.
3. Responsibilities
 - a. All users of watercraft aboard MCIEAST Installations will follow all manufacturers' safety recommendations for the watercraft.
 - b. All patrons who rent, operate, or ride as a passenger aboard any watercraft owned by a MCIEAST Installation will wear PFDs.
 - c. MCIEAST Commanders will:
 - (1) Ensure all patrons who rent, operate, or ride as passengers aboard any watercraft owned by a MCIEAST Installation will wear appropriate and serviceable U.S. Coast Guard-approved PFDs.
 - (2) Develop, publish, and maintain detailed SOPs covering the following:
 - (a) Requirements to wear an approved PFD for all types of watercraft and equipment used by employees and patrons.
 - (b) Requirements for supervisor, employee, and patron training, including records maintenance.
 - (c) Requirements to provide all affected employees and patrons with the proper PFD, communication equipment, and training.
 - (d) Requirements for all employees to read, understand, and agree to abide by the SOP prior to activity participation.
 - (e) Requirements for supervisors of all employees to ensure they have read and understand the SOP prior to activity participation, and agree to operate all watercraft in a safe manner.
 - d. Law enforcement personnel will wear an appropriate automatic/manual inflatable Type V PFD vest while operating any watercraft in their official capacity.

Marine Corps Installation Core Safety Services

1. Support Military Operations and Training

- a. Ensure compliance with the explosives safety program.
- b. Ensure compliance with 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 HAZMAT 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 Eight-Day Brief 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 (w) through (y) 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 CO, 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 (x), every two 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 XO, 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 (x). 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 (x).
- 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 (y).
- b. Administer the NATOPS Program per reference (y).
- c. Should not be assigned responsibilities or collateral duties outside the DSS.

4. GSO. GSO at all MCIEAST installations will perform appropriate 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., MCOs, unit safety operating instructions, etc.).
- c. Provide the principles of ORM in safety training and lessons learned per reference (s).
- 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 explosives safety and range safety, unless assigned to another staff section (e.g., the S-3 or S-4).

(6) Radiation and laser safety, unless assigned to another staff section (e.g., the S-3 or S-4).

(7) Industrial Hygiene.

b. As directed, or required:

(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 cardiopulmonary resuscitation 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 MCO, 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 (j) to higher headquarters and the host installation.

i. Promulgate corrective actions.

j. Conduct follow-ups.

k. Provide assistance in the preparation of the Eight-Day Brief requirement on serious mishaps to the first general officer.

| DoD EXPEDITIONARY CIVILIAN AGREEMENT EMERGENCY-ESSENTIAL POSITIONS AND NON-COMBAT ESSENTIAL POSITIONS | | | |
|---|-----------|----------------------------|--------------------|
| Civilian employees are asked to perform operational mission functions in locations and positions away from their normal workplace. DoD Expeditionary Civilians are prepared to respond to requirements in support of combat operations, expeditionary or contingency operations consistent with DTM-17-004, DoD Expeditionary Civilian Workforce | | | |
| PRIVACY ACT STATEMENT | | | |
| <p>AUTHORITY: 10 U.S.C. 1580, Emergency-Essential Employees; DTM-17-004, DoD Expeditionary Civilian Workforce</p> <p>PRINCIPAL PURPOSE(S): To document an employee's agreement to the requirements associated with designation as an Emergency-Essential or Non-Combat Essential DoD Expeditionary Civilian. This information is stored in the Defense Civilian Personnel Data System (DCPDS) (http://dpcld.defense.gov/Privacy/SORNSIndex/DODwideSORNArticleView/tabid/6797/Article/570697/dpr-34-dod.aspx) and the Official Personnel File (OPF) (http://dpcld.defense.gov/Privacy/SORNSIndex/DODwideSORNArticleView/tabid/6797/Article/570733/opmgovt-1.aspx).</p> <p>ROUTINE USE(S): There are no specific routine uses for the information contained on this form. Any general routine uses are associated with the Systems of Record indicated above.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the information may be cause for non-selection, reassignment or separation of the individual from Federal Service.</p> | | | |
| SECTION A - EMPLOYEE IDENTIFICATION | | | |
| 1. TYPED NAME (Last, First, Middle Initial) | | | |
| | | | |
| SECTION B - POSITION IDENTIFICATION | | | |
| 2. ORGANIZATION NAME | | | 3. POSITION NUMBER |
| | | | |
| 4. POSITION TITLE | 5. SERIES | 6. PAY PLAN | 7. GRADE |
| | | | |
| SECTION C - SUPERVISOR'S STATEMENT: EMERGENCY-ESSENTIAL AND NON-COMBAT ESSENTIAL POSITIONS | | | |
| 8. The position identified above is: (X as applicable) | | | |
| <input type="checkbox"/> E-E, consistent with the definitions in 10 U.S.C 1580 and DTM-17-004 (See Definitions and Terms and Conditions for E-E positions) | | | |
| <input type="checkbox"/> NCE, consistent with the definitions in DTM-17-004 (See Definitions and Terms and Conditions for NCE Positions) | | | |
| 9. SUPERVISOR | | | |
| a. TYPED NAME (Last, First, Middle Initial) | | b. TITLE | |
| | | | |
| c. SIGNATURE | | d. DATE SIGNED (YYYYMMDD) | |
| | | | |
| SECTION D - EMPLOYEE'S AGREEMENT | | | |
| 10. I HAVE READ this agreement. I understand and agree: | | | |
| <p>a. To perform duties and responsibilities as an E-E employee and/or NCE employee consistent with DTM-17-004.</p> <p>b. Failure to execute this agreement, failure to meet the conditions of employment of this position, or failure to perform the duties of this position in the event of contingency or an emergency may result in appropriate personnel actions including non-selection, reassignment and separation from Federal Service.</p> | | | |
| 11. EMPLOYEE SIGNATURE | | 12. DATE SIGNED (YYYYMMDD) | |
| | | | |

SECTION E - DEFINITIONS

Emergency-Essential (E-E) Position: Consistent with 10 U.S.C. 1580 and DTM-17-004, DoD Expeditionary Civilian Workforce, a position-based designation for any DoD employee whose positional duties meet the following criteria: (1) It is the duty of the employee to provide immediate and continuing support for combat operations or to support maintenance and repair of combat essential systems of the armed forces. (2) It is necessary for the employee to perform that duty in a combat zone after the evacuation of nonessential personnel, including any dependents of members of the armed forces, from the zone in connection with a war, a national emergency declared by Congress or the President, or the commencement of combat operations of the armed forces in the zone. (3) It is impracticable to convert the employee's position to a position authorized to be filled by a member of the armed forces because of a necessity for that duty to be performed without interruption. E-E positions are designated as Key Positions as defined below.

Non-Combat Essential (NCE) Position: Consistent with DTM-17-004, DoD Expeditionary Civilian Workforce, a position-based designation to support expeditionary or contingency requirements in other than combat or combat support situations. NCE positions are designated as Key Positions as defined below.

DoD Expeditionary Civilians: DoD civilians who provide essential capabilities at their assigned station, to include situations in which other civilians have evacuated, or while deployed away from their assigned station resulting from their E-E or NCE designations, and who are prepared, trained, cleared, equipped, and ready to deploy in support of combat operations by the military, contingency operations, emergency operations, humanitarian missions, disaster relief, restoration of order, drug interdiction, and/or stability operations of the DoD.

Key Position: A Federal position that shall not be vacated during a national emergency without seriously impairing the capability of the parent Federal Agency or office to function effectively, in accordance with DoD Directive 1200.7.

SECTION F - TERMS AND CONDITIONS FOR E-E AND NCE POSITIONS

- (1) As a condition of employment, executing this agreement is required when applying for a position designated as E-E and/or NCE. Employees encumbering a designated E-E or NCE position must execute this agreement as a condition of maintaining employment.
- (2) As an employee, my position is E-E and/or NCE and I may be retained in place after other non-combatants are evacuated or may be deployed worldwide to perform functions critical to accomplishing operational missions.
- (3) If I am a current member of the Ready Reserve, I understand that as an E-E or NCE, I may be ineligible from participating in the Ready Reserve. I must notify my servicing military personnel center of my acceptance of this E-E or NCE position.

Suitability:

- (1) I acknowledge that in accordance with DTM-17-004, DoD will ensure that expeditionary civilians have the related competencies, skills, abilities, and medical and psychological fitness to be successful in high pressure and austere operational environments. Furthermore, I will be working as part of a Total Force integrated team (military, contractor, Federal civilian and foreign national personnel), delivering results as a measure of successful job performance, and demonstrating the highest professional and ethical behavior to maintain a deployment environment characterized by good order, discipline and conduct.
- (2) I understand that for this position, the ability to be deployed worldwide is, in general, a condition of employment. While an individualized assessment based on my medical condition and the particular job duties of the deployed position must still be undertaken, I must be able to meet the medical requirements of the designated deployed environment to the same extent as that required of a deploying military member.
- (3) I must maintain current/valid administrative documents, security clearances, current family care plan as applicable under DoDI 1342.19 and a Record of Emergency Data (DD Form 93).

Deployment:

- (1) If deployed, I understand force health protection pre- and post-deployment health assessments, health assessment information, and procedures for deployment health activities such as submission of health assessment information to the Defense Surveillance System may also be required in accordance with DoDI 6490.03 or other deployment health policy.
- (2) While deployed, I will serve under the Combatant Commander's authority, direction, and control of the area in which I serve. I may be subject to the Uniform Code of Military Justice and/or may be subject to prosecution under the Military Extraterritorial Jurisdiction Act.



UNITED STATES MARINE CORPS

Enter your command address here

5100
ORIG CODE
DD MMM YY

From: (FILL IN) RANK I.M. MARINE EDIPI/MOS USMC
To: (FILL IN) Commanding Officer, (unit)

Subj: MOTOR VEHICLE SEATBELT AND RESTRAINT SYSTEMS USAGE

Ref: (a) MCIEAST-MCB CAMLEJO 5100.2
(b) MCO 5100.19F

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 (POV) 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 POV unless all children under age four 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

OSH Rights and Responsibilities Supervisory Personnel

Maintain Safe and Healthy Workplaces:

Keeping workplaces free from hazards is one of the most critical aspects of a comprehensive safety program. To ensure employees are adequately protected from hazards, supervisors must:

- Monitor their workplaces frequently to identify unsafe or unhealthful conditions.
- Take prompt action to correct hazardous conditions.
- Take immediate interim action to safeguard employees if a serious hazard is detected,
- Encourage employees to report unsafe or unhealthy conditions.
- Seek suggestions from employees for improvement of workplace conditions.
- Maintain a safety bulletin board.
- Conduct JHA with employees.

Investigate Workplace Accidents:

- Investigate workplace mishaps, including near misses, and take prompt corrective action necessary to ensure the safety and health of employees.
- Institute actions to prevent recurrence of accidents.
- Seek assistance from the Installation Safety Department when needed.

Ensure Employees are Adequately Trained to Perform the Work Safely:

- Prior to permitting employees to work with machine tools, chemicals, powered machinery, electrical systems, lasers, and other such equipment, or enter confined spaces, operate forklifts, work in elevated locations, or perform similar hazardous work, they must receive specialized training. Contact the Installation Safety Department to obtain the requirements for such training.
- Inform employees of the hazards associated with the work they are to perform prior to beginning the work.

OSH Rights and Responsibilities for Non-Supervisory Personnel

As an employee of a MCIEAST installation, you are a key member of the installation's safety program. Safety responsibilities for employees are contained in several OSH standards, reference (a), as well as local orders and directives. The key elements of Employee Safety Responsibilities are described below:

Maintain Safe and Healthful Workplaces:

- Keeping workplaces free from hazards is one of the most critical aspects of a comprehensive safety program. To ensure you and other employees are adequately protected from hazards, each employee must:
- Read safety bulletin boards in your work area.
- Follow the CGs or COs safety and health rules and wear or use all required PPE, as provided by the employer.
- Follow safe work practices for your job, as directed by your supervisor.
- Report all hazardous conditions and/or near misses to a supervisor or safety representative.
- Report hazardous conditions via a NAVMC 11401 Form to supervisors in ESAMS. Contact the Installation Safety Department if the hazard is not abated in a timely manner.
- Complete all required safety training as directed by the supervisor.
- Conduct JHA with supervisor.

OSH Rights and Responsibilities Acknowledgment Letter

I have read and understand the OSH Rights and Responsibilities commensurate to the position for which I am employed, as identified in enclosures (6) or (7), and have received a copy of the same. I acknowledge that I understand my Occupational Safety and Health rights and responsibilities and as an employee of a Marine Corps Installations East installation, I understand that I am a key member of the installation's Safety Program. As such, I will actively participate in the command's Installation Safety Program to ensure a safe and healthy workplace, not just for me, but for all installation employees.

Print Name: Last, First, Middle Initial

Types of Approved Personal Flotation Devices

| | |
|---|--|
|  | <p>A Type I PFD, or Offshore Life Jacket, provides the most buoyancy. It is effective for all waters, especially open, rough, or remote waters where rescue may be delayed. It is designed to turn most unconscious wearers in the water to a face-up position. The Type I comes in two sizes: Adult size, providing at least 22 pounds of buoyancy, and child size, 11 pounds, minimum.</p> |
|  | <p>A Type II PFD, or Near-Shore Buoyant Vest, is intended for calm, inland water or where there is a good chance of quick rescue. This type will turn some unconscious wearers to a face-up position. The turning action is not as pronounced nor as effective as a Type I. An adult size provides at least 15.5 pounds buoyancy; a medium child size provides 11 pounds. Infant and small child sizes each provide at least seven pounds buoyancy.</p> |
|  | <p>A Type III PFD, or Flotation Aid, is good for calm, inland water, or where there is a good chance of quick rescue. This type will not turn unconscious wearers to a face-up position. The wearer may have to tilt their head back to avoid turning face down. Type III has the same minimum buoyancy as a Type II PFD. Float coats, fishing vests, and vests designed for various water sports are examples. Some Type III PFDs are designed to be inflated upon entering the water.</p> |
|  | <p>A Type IV PFD, or Throwable Device, is intended for calm, inland water with heavy boat traffic, where help is always present. It is designed to be thrown to a person in the water, and grasped and held by the user until rescued. It is not designed to be worn. Type IV devices include buoyant cushions, ring buoys, and horseshoe buoys.</p> |
|  | <p>A Type V PFD, or Special Use Device, is intended for specific activities and may be carried instead of another PFD only if used according to the approval condition on the label. Some Type V devices provide hypothermia protection. Varieties include deck suits, work vests, board sailing vests, and Hybrid PFDs. A Type V Hybrid Inflatable PFD is the least bulky. It contains a small amount of inherent buoyancy, an inflatable chamber, and must be worn when underway to be acceptable. This type is designed to automatically inflate upon entering the water.</p> |