



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
BOX 788100  
TWENTYNINE PALMS, CALIFORNIA 92278-8100

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COMBAT CENTER BULLETIN 5100

From: Commanding General  
To: Distribution List

Subj: SAFETY TRAINING CLASSES AND MEETINGS FOR THE FIRST QUARTER CALENDAR  
YEAR 2013 (CY13)

Ref: (a) CCO 5100.15G  
(b) MCO 5100.29B  
(c) MCO 5100.19F  
(d) 29 CFR 1910  
(e) MCO 5104.1C  
(f) MCO 5104.3B  
(g) NAVSEA SWO020-AF-HBK-010

Encl: (1) First Quarter Training & Meeting Schedule for CY13

1. Situation. The Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) coordinates and conducts occupational health and safety training classes and meetings for military and civilian personnel working aboard MAGTFTC, MCAGCC. These efforts are conducted under the oversight of the Assistant Chief of Staff G-7, Safety Division.

2. Cancellation. CCBul 5100 of December 2012.

3. Mission. As directed by the references, this Bulletin outlines the first quarter CY13 safety training schedules and meetings as indicated in enclosure (1).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Military and civilian personnel will be provided the safety training required to live and work in a safe manner both on and off duty.

(2) Concept of Operations

(a) Location. All safety classes and meetings are conducted in building 1447N, unless otherwise noted.

(b) Uniform. The uniform is the uniform of the day for military members and appropriate civilian attire for civilian personnel, unless otherwise prescribed.

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(c) All classes contain a minimum number of required participants. Personnel are advised to call the safety division the day prior to the class to confirm the class schedule.

b. Coordinating Instructions

(1) ALIVE @ 25 [Driver Improvement Class (DIC)]. All military personnel under the age of 26 must complete a minimum of **FOUR** hours of instruction in traffic safety within the first 60 days of duty at MAGTFTC, MCAGCC. This training establishes and reinforces a positive attitude towards driving, clarifies individual responsibility, and educates Marines on the correct responses of routine and emergency driving situations. This training is provided every Wednesday from 0730-1130 in the safety classroom or an alternate site which would be determined. Prior registration is necessary as a minimum of 10 students are required to convene the class. Additionally, DIC instruction is provided for the student personnel of the Marine Corps Communication-Electronics School in building 1738 on Fridays. The Safety Director may arrange special classes, as necessary. Upon course completion, each Marine will receive a course completion card. Marines must ensure this information is entered into their service record book or officer qualification record. To register for this class or for further information please call 830-8467/6154.

(2) Attitudinal Dynamics of Driving (Remedial Driving Class). All personnel directed to attend remedial drivers training by either the Traffic Court Judge or their unit commander will attend the first available class. Pre-registration is required and students must register one week prior to the class convening date (Offered the third Thursday of each month). Personnel will register in person with the safety division at building 1447N.

(3) Motorcycle Operator Safety Courses. Safety division offers a concurrent Beginning Rider Course (BRC), Experienced Rider Course (ERC), Military Sport Bike Rider Course (MSRC), Advanced Rider Course-Sport Bike Techniques (ARC-ST), and the Lee Parks "Total Control" - Advanced Rider Clinic (LPTC-ARC). These courses are mandatory for active military personnel who own or plan to purchase a motorcycle. Military family members, Department of Defense civilian personnel, retirees and contractors may take these courses on a space available basis at no cost. Class size is limited to twelve students. Students must pre-register at the safety division and complete a mandatory classroom motorcycle session before being allowed to ride motorcycles aboard MAGTFTC, MCAGCC. Further information may be obtained from the safety division or by calling the motor vehicle safety instructor at 830-6154/3622/4752.

(a) Beginning Rider Course. The BRC is designed to provide new motorcycle riders with the skills necessary to obtain a motorcycle endorsement on their state of California operator's permit or their own state operator's permit. "Loaner" bikes are available.

(b) Experienced Rider Course. The following documents are required and must be presented when registering for the ERC: current motorcycle driver's license, valid vehicle registration, proof of insurance, and "Alive @ 25" (driver improvement card) if under 26 years old. Students must provide their own motorcycles in order to complete the practical application (riding) phase of training. Required personal protective equipment and motorcycle will be inspected upon registration.

(c) Military Sport Bike Rider Course. The MSRC is mandatory for all personnel who desire to ride a sport bike aboard MAGTFTC, MCAGCC. Prior completion of the BRC or ERC is a requirement.

(d) Advanced Rider Course-Sport Bike Techniques. The ARC-ST is structured to instruct riders of touring/cruiser style bikes on the techniques employed by sport bike riders.

(e) Lee Parks "Total Control" - Advanced Riding Clinic. The LPTC-ARC is structured to improve the riding protocols of all motorcycle riders regardless of style bike ridden aboard MAGTFTC, MCAGCC. This class is recommended for all riders who have completed the BRC or ERC.

(4) Specialized Unit Training. Units that require special training to maintain combat readiness or compliance with directives may contact the safety division for assistance.

(5) Collateral Duty Safety Officer/Noncommissioned Officer (NCO) Training Class. All unit safety personnel must receive a minimum of eight hours of initial safety instruction and six hours annually, thereafter. Please call 830-8466 to register as the classroom is limited in seats.

(6) Supervisor Safety Training and Refresher Training. This training is required for all supervisors within 90 days of appointment. It provides them with occupational safety and health training that includes: supervisory responsibility for providing and maintaining safe and healthful working conditions for employees, the agency occupational safety and health program, Section 19 of the Act, Executive Order 12196, occupational safety and health standards applicable to the assigned work places, agency procedures for reporting hazards, agency procedures for reporting and investigating allegations of reprisal, and agency procedures for the abatement of hazards, as well as other appropriate rules and regulations. This training will consist of six hours that includes: safety indoctrination and mishap prevention. Annual refresher training is required.

(7) Naval Sea Systems Command Ammunition and Explosives (A&E) Drivers Training Course. All drivers of vehicles carrying A&E shall receive a minimum of 12 hours instruction and training on driving trucks, truck-tractors with semi-trailers, and other vehicles of appropriate types; handling and transporting A&E; regulations and procedures pertaining to the transport of A&E; the proper use of fire extinguishers, and completing and filing the required reports. Once the course is completed, all explosives drivers will meet the federal and state mandated training requirements to assume duty as an explosives driver. Each explosives driver shall be aware of their responsibilities and have a thorough knowledge of the regulations governing the movement of A&E shipments on-station, off-station, and over public highways. Units are to provide instructors for this training course. Prior to reporting for the class all students must possess the following:

(a) Enroll and complete Ammo 18 web base course, <http://ammo.okstate.edu/>.

(b) Valid U.S. Government Motor Vehicle Operator's Identification Card, OF-346.

(c) Valid state driver's license.

(d) Current (Medical Examiner's Certificate) for motor vehicle operator's, per NAVMED P-117.

(e) Commander's nomination letter.

(8) Laser Systems Safety Council Meeting. The Laser Systems Safety Council is established as an integral part of the MAGTFTC, MCAGCC Laser Hazards Control Program. This council is comprised of the Laser Systems Safety Officers of units operating or training with laser systems aboard MAGTFTC, MCAGCC.

(9) Radiation Protection Program Council Meeting. The Radiation Protection Program Council is established as an integral part of the MAGTFTC, MCAGCC Radiation Protection Program. This council is comprised of radiological protection assistants from operational units.

(10) Radiation Protection Assistant (RPA) Training. All individuals involved in the storage, maintenance, or use of items containing radioactive material must complete this course upon assignment as RPA. This course is an introduction to the principles, concepts, protocols, and program requirements for radiological safety aboard MAGTFTC, MCAGCC. This is a one or two-day training course and the dates and times are established as required at the RPA meetings.

(11) Department of Defense Federal Hazard Communication Training Program. All military and civilian employees who are exposed to hazardous chemicals or materials in the performance of their duties must complete this training program. The training is presented by the supervisor and is a "one-time" class required upon assignment to those duties. Tactical units may request assistance with this training from their tactical safety specialist.

#### 5. Administration and Logistics

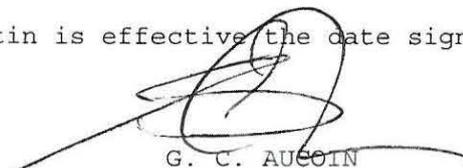
a. Notifications for classes listed as "to be announced" are made to appropriate units by the safety division.

b. Distribution Statement A bulletins issued by the Commanding General are distributed via e-mail upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

#### 6. Command and Signal

a. Command. This Bulletin is applicable to active-duty, reserve service members, and their dependents, civilian personnel, and contractors working and living aboard the Combat Center.

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

  
G. C. AUCOIN  
Chief of Staff

First Quarter Training & Meeting Schedule for CY13

DRIVING/LICENSING CLASSES	SCHEDULING		CLASS TIMES
ALIVE @ 25 [DIC]	2 Jan 2013 9 Jan 2013 16 Jan 2013 23 Jan 2013 30 Jan 2013 6 Feb 2013 13 Feb 2013 20 Feb 2013 27 Feb 2013 6 Mar 2013 13 Mar 2013 20 Mar 2013 27 Mar 2013		Contact the Safety Office at (760) 830-8467.
Attitudinal Dynamics of Driving (REMEDIAL DRIVING CLASS)	17 Jan 2013 21 Feb 2013 21 Mar 2013		*Contact the Traffic Safety Manager.
*BRC CLASSROOM SESSION	2 Jan 2013 7 Jan 2013 14 Jan 2013 28 Jan 2013 4 Feb 2013 11 Feb 2013 25 Feb 2013 4 Mar 2013 11 Mar 2013 18 Mar 2013 25 Mar 2013		*Contact the Traffic Safety Manager.
*Combined MSRC, ERC, & ARC-ST	22-25 Jan 2013		*Contact the Traffic Safety Manager.
*Off Road Motorcycle Safety	19-22 Feb 2013		*Contact the Traffic Safety Manager.
*All Terrain Vehicle Safety	14-15 Mar 2013		*Contact the Traffic Safety Manager.
SPECIALIZED TRAINING CLASSES	CLASS#	TIME	DATE
Specialized Safety Training			To Be Announced (TBA)
Collateral Duty Safety Officer/NCO Safety Training Class (Quarterly)	01-13	0730-1530	31 Jan-1 Feb 2013
Supervisory Safety Training Course (Pre-registration Required)		0730-1330	11 Jan 2013 8 Feb 2013 8 Mar 2013
Supervisor Safety Training Course w/Risk Management (Offered by Human Resources Office (HRO))	HROSST	0800-1200	TBA Located in the HRO Classroom, building 1551, contact at (760) 830-4723.
**Ammunition and Explosives Driver Course	AEDC		Contact the Safety Office at (760) 830-8467.

SPECIALIZED TRAINING CLASSES	CLASS#	TIME	DATE
Seatbelt/Cell Phone Safety Awareness Courses (Monthly)	SCO	0800-1000	*Contact the Traffic Safety Manager.
MISCELLANEOUS TRAINING CLASS	SCHEDULING	TACTICAL UNIT REQUIREMENT	
Lock-out/Tag-out Control of Hazardous Energy Training	Upon Unit request	**Contact the Tactical Safety Specialist (TSS).	
Personal Protective Equipment (PPE) Training			
Confined Space Training			
Fall Protection Training			
Operational Risk Management (ORM) Training			
Mishap Investigation/Reporting for Supervisors & Mishap Investigators			
Asbestos Abatement Training			
SAFETY CLASSES/MEETINGS	TIME	DATE	LOCATION
Laser Systems Safety Council Meeting	TBA	TBA	TBA
Radiation Protection Program Council Meeting	TBA	TBA	TBA
Radiological Protection Assistant Course	TBA	TBA	TBA
<i>*For class convening times &amp; range locations, contact the Traffic Safety Manager at (760) 830-6154/3622/4752, Fax (760) 830-4600, DSN 230.</i>			
<i>**Tactical units may contact the TSS for unit level training on Lock-out/Tag-out, HazCom, and A&amp;E Driver's course at (760) 830-8856, Fax (760) 830-4600, DSN 230.</i>			

1. Safety and Safe Driving Council. The council will meet quarterly as directed by the Chief of Staff or his representative. Attendance is mandated by membership and invitation of the council. Contact the Safety Director at (760) 830-8465 for more information.
2. Shop Safety Committee. Actual shop safety is conducted by individual work center. Safety Division provides training classes for work leaders and supervisors on how to conduct shop safety programs and committees.
3. Other Occupational Health and Safety Courses. The Safety Division is proactive in providing safety training on Blood Borne Pathogens, Lead Abatement, Asbestos, PPE Surveys, and Safety Stand Downs or Back in the Saddle.
4. Contact Mr. Fred Green at (760) 830-8466 for all questions, scheduling of classes, or requests for additional safety courses.

Enclosure (1)