



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 5102.1B
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JUN 23 2014

COMBAT CENTER ORDER 5102.1B

From: Commanding General
To: Distribution List

Subj: PROCEDURES FOR RESPONDING TO A TRAINING MISHAP RESULTING IN DEATH OR
SERIOUS INJURY

Ref: (a) CCO 3500.4K
(b) SECNAVINST 5430.107
(c) OPNAVINST 5102.1D W/Ch 2
(d) MCO P5102.1B W/Ch 1
(e) MCO 3040.4

1. Situation. Training mishaps resulting in the death or serious injury of an individual must be reported as directed by the references.
2. Cancellation. CCO 5102.1A.
3. Mission. Provide guidance and procedures to respond to a Class "A" mishap resulting in the death or serious injury of a person or persons aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) and to coordinate the efforts of responding MAGTFTC, MCAGCC agencies.
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. Provide guidance and procedures for MAGTFTC, MCAGCC personnel to respond to Class "A" training mishaps which result in death or serious injury.
 - (2) Concept of Operations
 - (a) Units training aboard MAGTFTC, MCAGCC who incur a mishap resulting in a death or serious injury must immediately report the mishap to the MAGTFTC Range Control (call sign: BEARMAT) in accordance with (IAW) reference (a).
 - (b) BEARMAT will contact the appropriate MAGTFTC, MCAGCC agencies and facilitate a coordinated investigation of the mishap.
 - (c) Per reference (b), the Naval Criminal Investigative Service (NCIS) is the lead investigative agency for the Department of the Navy (DoN). NCIS has primary responsibility for investigating any death or serious injury aboard MAFTFTC, MCAGCC until criminal causality can be reasonably excluded.

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(d) It is the responsibility of the incident unit to contact their chain of command and make any additional contacts or reports required for Class "A" mishaps.

(e) A Class "A" mishap is defined, per reference (c), as the resulting total cost of damages to Department of Defense (DoD) or non-DoD property in an amount of \$2,000,000 or more; a DoD aircraft is destroyed; or an injury or occupational illness resulting in a fatality or permanent total disability.

b. Subordinate Element Missions

(1) Assistant Chief of Staff G-1, Adjutant

(a) Ensure Command Duty Officers (CDO) and Command Duty Staff Noncommissioned Officers (CDSNCO) are informed of reportable cases and reporting procedures.

(b) Ensure CDOs and CDSNCOs obtain required incident information, a copy of the Serious Incident Report (SIR)/Personnel Casualty Report (PCR), and notify respective staff members after working hours.

(2) Assistant Chief of Staff G-3

(a) Director, Range Management and Development Division

1. Ensure BEARMAT follows established medical evacuation (MEDEVAC) procedures IAW reference (a) and that the MEDEVAC Documentation Form CC 5102/3 located at <https://navalforms.documentservices.dla.mil> is completed. Use the forms tab to access the search page; enter the form number or the title name in the keyword search.

2. Ensure BEARMAT informs the incident unit to leave the mishap sites as is, not to alter or disturb anything, establish a perimeter around the mishap site at least 30 yards beyond any visible debris from the incident, and designate a unit point of contact to create a time log of all persons entering the mishap perimeter until relieved by the Provost Marshal Office (PMO) or NCIS.

3. Ensure BEARMAT coordinates a rally point for Range Safety, MAGTFTC Safety, PMO, and NCIS to meet and proceed as a group to the incident location to initiate all required safety and other investigations.

4. Ensure Range Safety coordinates with MAGTFTC Safety personnel in the preparation of causal factors, opinions, and recommendations for the endorsement of the SIR/PCR.

(3) Assistant Chief of Staff G-7

(a) Safety

1. Respond to the scene for mishap information collection with Range Safety, MAGTFTC Safety, PMO, NCIS, and other personnel as required. Rally point will be coordinated by BEARMAT.

2. Assist incident unit with the notification and reporting requirements.

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3. Appoint a Safety Authority for access to the Web-Enabled Safety System (WESS) in the event the unit does not have an account.

4. Coordinate the preparation of causal factors, opinions, and recommendations for endorsement of the SIR and PCR with Range Safety personnel.

(b) Provost Marshal Office

1. Respond to the scene for mishap information collection with Range Safety, MAGTFTC Safety, NCIS, and other personnel as required. Rally point will be coordinated by BEARMAT.

2. In the event of a death, coordinate with the appropriate agency to remove the remains from the incident location once released.

3. Provide investigative information to Range Safety, MAGTFTC Safety, and other MAGTFTC representatives as appropriate.

4. Return lead investigative responsibility to Range Safety and MAGTFTC Safety for further proceeding when criminal causality is negated.

(4) Incident Unit

(a) Generate SIR/PCR as required for personnel involved in a training related mishap.

(b) Immediately secure the scene and establish an incident perimeter at least 30 yards from any known debris. Establish an on-scene point of contact to create a log of date and time of all persons entering the perimeter until relieved by PMO or NCIS.

(c) Notify the chain of command and the Commander, Naval Safety Center (COMNAVSAFECEN) within 8 hours of the mishap by telephone or electronic means. The COMNAVSAFECEN can be reached at COMM: (757) 444-3520 ext 7182, DSN: 564-3520 ext 7182, or electronically via the WESS at <https://wess.safetycenter.navy.mil/>. WESS requires an appointed Safety Authority and is system password protected.

(d) Submit the initial voice report with Headquarters Marine Corps Command Center at (866) 476-2669 immediately upon finding out about the incident.

(e) Contact MAGTFTC Safety for assistance with reporting or WESS access assistance.

(f) Inform the Commandant of the Marine Corps, Safety Division [CMC (SD)] at (703) 614-1202 regarding Marine Corps military or civilian fatalities.

(g) Include COMNAVSAFECEN and CMC (SD), when Marines are involved, as information addressees on Operational Reports, also known as the OPREP-3, for Class "A" mishaps, PCRs, and SIRs.

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(h) Report all DoN on-duty civilian injuries or fatalities to the Occupational Safety and Health Administration (OSHA) at COMM: (757) 444-3520 ext 7177 or DSN: 564-3520 ext 7177. Have the following information ready to pass to OSHA:

1. Command name.
2. Location of mishap.
3. Time and date of the mishap.
4. Number of fatalities and/or hospitalized employees.
5. Point of contact with rank, name, and telephone number.
6. Circumstances or brief description of the mishap.

(i) Submit both the Conventional Ordnance Deficiency Report and the Ammunition Malfunction Report for all ordnance related Class "A" explosive mishaps, per references (c) and (d).

(5) Naval Criminal Investigative Service

(a) Respond to the scene for mishap information collection with Range Safety, MAGTFTC Safety, PMO, and other personnel as required. Rally point will be coordinated by BEARMAT.

(b) Coordinate with BEARMAT to ensure the incident scene is secure. Respond to the incident scene to assume the lead and conduct a criminal investigation.

5. Administration and Logistics

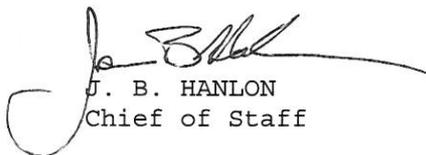
a. MEDEVAC Documentation Form CC 5102/3 is prescribed for use in this Order and can be obtained from the Naval Forms Online web site at <https://navalforms.documentservices.dla.mil>. Use the forms tab to access the search page; enter the form number or the title name in the keyword search.

b. Distribution statement A directives issued by the Commanding General are distributed via e-mail upon request and can be viewed at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx>.

6. Command and Signal

a. Command. This Order is applicable to those agencies involved in mishaps occurring aboard MAGTFTC, MCA GCC which result in a death or serious injury.

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


J. B. HANLON
Chief of Staff

Distribution: A