



UNITED STATES MARINE CORPS  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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COMBAT CENTER BULLETIN 8020

From: Commanding General  
To: Distribution List

Subj: EXPLOSIVES SAFETY SELF ASSESSMENTS FOR CALENDAR YEAR 2016

Ref: (a) MCO 8020.10  
(b) MCO 8020.14

Encl: (1) Applicable Program List  
(2) Inspection Schedule  
(3) Corrective Action Plan Guidance

1. Situation. Experience has demonstrated that self-audits are one of the most effective means to maintain a valid and reliable Explosive Safety Program. The Explosives Safety Self Assessment Program (ESSA) permits activities to conduct periodic safety appraisals of their current ammunition and explosives (A&E) operations and implement corrective action to reinforce basic explosive safety and surveillance requirements.

2. Mission. Establish guidance and direction for the ESSA Program, as well as the continual review, monitoring, and implementation of process improvements to the Explosives Safety Program aboard the Combat Center, per the references.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All Commanding Officer's (COs), Assistant Chiefs of Staff (ACs/S), Officers-in-Charge (OICs), and Special Staff Officers aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will adhere to the guidance and direction in this Bulletin.

(2) Concept of Operations

(a) The ESSA Program emphasizes the importance of maintaining a well disciplined, proactive approach to explosives safety by applying the precepts of Operational Risk Management while promoting the highest standards of A&E safety, integrity, and compliance.

(b) The ESSA Program is a catalyst for creating and maintaining an operating environment that fosters a concerted joint inter-organizational action to accomplish safety related goals.

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(c) The ESSA program aboard MAGTFTC, MCAGCC will:

1. Implement a process for inspecting organizations aboard MAGTFTC, MCAGCC annually.

2. Provide a means of documenting and identifying deficiencies to include root cause and trend analysis methodology for corrective action.

3. Retain records for a minimum of four years.

4. Develop a structured checklist per the references to include applicable programs and elements from the Program Evaluation Guide as stated in the Explosive Safety Inspection (ESI) checklists.

5. Be flexible to allow adjustments to accommodate operational changes and training tempo.

b. Subordinate Element Missions

(1) AC/S G-7, Explosives Safety Officer

(a) Conduct the ESSA, per enclosures (1) and (2), and provide a consolidated report to each CO, AC/S, OIC, or Special Staff Officer affected. Inspections performed by the Installation Explosives Safety Officer (ESO), or unit level personnel under the direction of the Installation ESO, will be considered part of the ESSA process. This will negate duplicative inspections and promote effective utilization of personnel resources.

(b) Initiate Corrective Action Plan (CAP) reports, per enclosure (3), for all Explosive Safety related deficiencies noted during ESSA audits and distribute the CAP to responsible COs, ACs/S, OICs, or Special Staff Officers for corrective action.

(c) Ensure required corrective action is taken on all documented explosive safety related deficiency findings with regular follow up, and ensure close out of CAP reports when deficiencies are corrected.

(d) Analyze ESSA results to ensure underlying causes and unfavorable trends are identified and corrective action is initiated immediately.

(e) Assist in all facets of the evaluation and corrective action process.

(f) Retain all ESSA records for four years (two ESI cycles) as required by reference (b).

(g) Provide a formal annual report and periodic status reports to the Commanding General (CG) for progress review, audit findings, CAPs, and problem areas identified that require special attention.

(h) Submit a copy of MAGTFTC, MCAGCC's ESSA Plan and Instruction to the Explosives Safety Support Office Pacific no later than 30 days prior to the scheduled biennial ESI.

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(2) COs, ACs/S, OICs, and Special Staff Officers

(a) Designate a representative to participate in the command self assessment process and assist with ESSA audits, evaluations, and CAPs.

(b) Ensure immediate action is taken to correct explosive safety deficiency findings under your cognizance. Record, document all corrective actions as per the ESI checklists, and forward to the Installation ESO.

(3) COs of Tenant Commands. Request the following be provided, commensurate with operational commitments:

(a) Designate a unit representative to participate in the installation's self-assessment process and assist with ESSA audits, evaluations, and CAPs.

(b) Ensure immediate action is taken to correct explosives safety deficiency findings under your cognizance. Record and document all corrective actions as per the ESI checklists and forward to the Installation ESO.

c. Coordinating Instructions. For access to Safety's SharePoint site or to attain the ESI checklists, contact the Installation ESO, Mr. Hurlbert Spencer at [spencer.hurlbert@usmc.mil](mailto:spencer.hurlbert@usmc.mil) or (760) 830-8464.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/Bulletins.aspx>.

5. Command and Signal

a. Command. This Bulletin is applicable to all active duty, reserve, civilian personnel, and units that fall under the cognizance of the CG, MAGTF/TC, MCAGCC, and all resident tenant units.

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

  
J. F. HARP  
Chief of Staff

Distribution: A

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Applicable Program List

Program 1	Command Administration and Management
Program 2	Qualification and Certification
Program 3	Standard Operating Procedures
Program 4	Storage and Magazines
Program 5	Operating Buildings and Production Lines
Program 6	Lightning Protection System and Grounding
Program 7	Environmental Compliance
Program 8	Physical Security
Program 9	Ranges and Explosive Ordinance Disposal
Program 10	Transportation
Program 11	Not Applicable
Program 12	Not Applicable
Program 13	Airfield Operations
Program 14	Ammunition Associated Equipment
Program 15	Inventory Accuracy

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Inspection Schedule

UNIT	FACILITY	APPLICABLE PROGRAMS	ESSA and FACILITY INSPECTION
VMU-1	ARMORY	1, 2, 4, 8, 10, 15	JAN
HQBN	ARMORY	1, 2, 4, 8, 10, 15	JAN
MWSS-374	ARMORY	1, 2, 4, 8, 10, 15	JAN
D CO, 4TH TANK BN	ARMORY	1, 2, 4, 8, 10, 15	JAN
ESD	ARMORY & STORAGE	1, 2, 4, 8, 15	FEB
PMO	RFI	1, 2, 4, 8, 15	FEB
NCIS	STORAGE	1, 2, 4, 8, 15	FEB
MWD	KENNEL	2, 3, 10	FEB
CLB-7	ARMORY	1, 2, 4, 8, 10, 15	APR
CLC-13	ARMORY	1, 2, 4, 8, 10, 15	APR
C CO, MCCES	ARMORY	1, 2, 4, 8, 15	APR
D CO, 3D AAV BN	ARMORY	1, 2, 4, 8, 10, 15	APR
HQBN	ASP	1-4, 6, 8, 10, 14, 15	MAY
MTU	RSL & ARMORY	1-4, 6, 8, 10, 15	JUL
EOD	ADMIN AND SV-50	1-4, 6, 8, 10, 15	JUL
EOD	DEMO RANGE	1-4, 6, 8, 10, 15	JUL
MWSS-374	AIRFIELD/ASP	1-4, 6, 8, 10, 13, 14, 15	AUG
HQCO, 7TH MAR	ARMORY	1, 2, 4, 8, 10, 15	OCT
1ST BN, 7TH MAR	ARMORY	1, 2, 4, 8, 10, 15	OCT
2D BN, 7TH MAR	ARMORY	1, 2, 4, 8, 10, 15	OCT
3D BN, 7TH MAR	ARMORY	1, 2, 4, 8, 10, 15	OCT
3D BN, 4TH MAR	ARMORY	1, 2, 4, 8, 10, 15	OCT
1ST TANK BN	ARMORY	1, 2, 4, 8, 10, 15	NOV
3D BN, 11TH MAR	ARMORY	1, 2, 4, 8, 10, 15	NOV
3D LAR BN	ARMORY	1, 2, 4, 8, 10, 15	NOV
FIRE DEPT	STATIONS	FIRE MAP VALIDATION	MAY and NOV*

\* **Note:** May and November are the primary months the Fire Maps will be inspected/validated; however the ESO may check at any time to ensure the system in place is being adhered to and is working.

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Corrective Action Plan Guidance

1. A Corrective Action Plan (CAP) ensures correction and prevention of recurrence of discrepancies observed during a Command directed Explosives Safety Self-Assessment Program (ESSA) Inspection, by identifying the root cause(s) and applying the appropriate corrective action for both isolated and systemic problems. When executed properly, it becomes an integral part of a Command's Explosives Safety Program and significantly increases the effectiveness of the ESSA.

2. Experience has indicated that to properly and effectively execute a CAP, the command must first critically examine each discrepancy to determine if it is an isolated occurrence or evidence of a widespread (systemic) problem. The Command must attempt to identify any root causes of the discrepancy then initiate appropriate corrective action to prevent recurrence. The Explosives Safety Officer (ESO) shall revisit all root causes at a minimum of 120 days post ESSA to ensure corrective action is completed.

3. CAPs shall:

a. Be submitted by the respective unit representative to the Marine Air Ground Task Force Training Command (MAGTF/TC), Marine Corps Air Ground Combat Center (MCAGCC) ESO within 30 days of the date stamp on the official ESSA letter. 7th Marine Regiment units will route all CAPs via the Commanding General, 1st Marine Division (Attn: G-4 AMMO).

b. Be subjected to periodic progress review until all outstanding deficiencies are physically and administratively corrected.

c. Logically follow previously submitted CAPs by tracking progress on all outstanding deficiencies. Actions previously listed as completed (have been physically corrected) require no further reporting.

4. The following is a recommended format for CAP submittals:

a. COMMAND NAME (UIC: XXXXX)

b. Finding 01-99/01.05. (Finding narrative from ESSA Report. List findings in order, utilizing exact verbiage and same identifying number provided in ESSA report).

c. Discussion. (Optional response supporting information).

d. Root Causes. (Description of grass root causative information).

e. Corrective Action. (What was done to correct deficiency).

f. Interim Corrective Action. (Describe if necessary).

g. Current Status. (Present situation or circumstances of corrective action or non-corrective action and projected/actual completion date of the correction. If discrepancy has been abated, so state, with date).

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5. The following is an example of a formatted CAP submittal:

- a. EXPLOSIVE ORDNANCE DISPOSAL (EOD) UNIT (UIC: 35010)
- b. Finding EOD 05-001. EOD personnel do not have training documentation to support current applicable certifications. Paragraphs 5f(2), 5t, and 6c of reference (c) pertain.
- c. Discussion. An assisting inspector from ESSOLANT provided clarification of EOD Cert/Qual requirements during the ESSA with MAGTFTC, MCAGCC ESO and EOD personnel.
- d. Root Causes. The documentation inaccuracy was due to EOD administrative personnel not fully understanding the reference, the process, and how it pertains to EOD.
- e. Corrective Action. All EOD Cert/Qual documentation was updated in accordance with the reference.
- f. Interim Corrective Action. N/A.
- g. Current Status: All EOD Cert/Qual records are currently accurate as of 30 Nov 2014 to include the 180 day training records.

Enclosure (3)