



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

CCO 5100.22E  
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DEC 11 2024

COMBAT CENTER ORDER 5100.22E

From: Commanding General  
To: Distribution List

Subj: SAFETY TRAINING CLASSES AND MEETINGS

Ref: (a) CCO 5100.15P  
(b) MCO 5100.29C  
(c) 29 CFR 1910  
(d) NAVSEA SW020-AF-HBK-010  
(e) CCO 5100.2F

Encl: (1) Training and Meeting Schedule

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 Mission Assurance and Safety Office.

2. Cancellation. CCO 5100.22D

3. Mission. As directed by the references, this Order outlines the safety training schedules and meetings as indicated in the enclosure.

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 1523, 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.

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

b. Subordinate Element Missions

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

(1) Commanding Officers, Assistant Chiefs of Staff, Division Directors, and Special Staff Officers. Enforce compliance with this Order.

(2) Director, Mission Assurance. Ensure this Order is reviewed on an annual basis and compliance is maintained in accordance with the references.

c. Coordinating Instructions

(1) ALIVE @ 25 [Defensive Driving Course]. All military personnel under the age of 26 must complete a minimum of 4 hours of instruction in traffic safety within the first 60 days of duty at MAGTFTC, MCAGCC. This training establishes and reinforces a positive attitude toward driving, clarifies individual responsibility, and educates Marines on the correct responses of routine and emergency driving situations. This training is provided every Wednesday in building 1523 from 0730 to 1130 in the Safety classroom or an alternate site which would be determined. The Safety Office 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 Official Military Personnel File. Registration by the individual or the unit's S-3 is done electronically via the Enterprise Safety Application Management System (ESAMS) <https://www.hgwllc.com/>. For further information call (760) 830-5008.

(2) Attitudinal Dynamics of Driving, Remedial Driving Class. All personnel directed to attend remedial drivers training by either the Traffic Court Magistrate or their unit commander will attend the first available class. Classes will be conducted on the second (2nd) Tuesday of the month (subject to change). Personnel required to attend this training will be assigned a date by the Provost Marshal's Office Traffic Court Personnel at the time of traffic court. For questions, contact the Traffic Court Administrator at (760) 830-5461.

(3) Motorcycle Operator Safety Courses. The Safety Office offers a Level 1 Training-Basic Rider Course (BRC), Motorcycle Training Course (MTC) financial reimbursement, Level 2 Training-Advanced Rider Course (ARC) and other level three courses. Active duty military personnel who own or plan to purchase a motorcycle must take required courses in accordance with reference (b). Military family members, Department of Defense (DOD) civilian personnel, and retirees may take these courses on a space available basis. Class size is limited to 12 students. Students must complete a mandatory E-Course, classroom training, and a motorcycle training session before being allowed to ride motorcycles aboard MAGTFTC, MCAGCC. Registration is done electronically by the motorcycle president, Unit Safety Representative (SR), or the Safety Officer via the ESAMS <https://www.hgwllc.com/>. Further information may be obtained from the Safety Office, Building 1523S, or by calling the Traffic Safety Manager at (760) 830-5008.

(a) Course Attendance. In compliance with training restrictions, each motorcycle training class has a limited number of students that may be instructed per session. Therefore, in order to reduce and/or eliminate the number of "no-shows," the Safety Office shall contact the unit senior enlisted advisor when necessary to ensure maximum participation. To assist the Safety Office with this issue, it is requested that unit commanders and senior enlisted advisor communicate with the Safety Office (Traffic Safety) at (760) 830-5008, regarding scheduling conflicts, cancellations, or the need to reschedule well in advance of training courses.

(b) Level 1 Training-BRC. The BRC is designed to provide new motorcycle riders with the skills necessary to obtain a motorcycle operators permit or endorsement in their home state (other than California). "Loaner bikes" are available. If military members possesses a valid state or host nation motorcycle endorsement this class is not required. The Level 2 training requirement begins when the member is initially identified as a licensed rider.

(c) Motorcycle Training Course (MTC). This is a 15 hour course which includes 5 hours of classroom instruction and 10 hours of actual riding. The MTC is mandatory for California residents that are under the age of 21 but is also recommended for those 21 and older who are seeking to obtain a motorcycle endorsement on their California driver license. To find a training location near you call 1-877-RIDE-411 or visit <https://www.chp.ca.gov/programs-services/programs/California-motorcyclist-safety/california-motorcyclist-training>. Financial reimbursement is available upon providing successful completion of this course. Contact the Traffic Safety Manager before taking the MTC to obtain the required document list and requirements for the reimbursement.

(d) Level 2 Training-ARC. This training must be completed within 180 days of completing level 1 or for licensed riders from date identified as being licensed. The following documents are required and must be presented when registering for the ARC: 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. Registration for the training will be completed via the ESAMS <https://www.hgwillc.com/>. Required personal protective equipment and motorcycle will be inspected upon registration.

(e) Level 3 Training. This training is structured to improve the riding protocols of all motorcycle riders regardless of style of bike ridden aboard MAGTFTC, MCAGCC. This class is recommended for all riders who have completed the BRC or ARC. See enclosure (1) for scheduling information.

(f) Motorcycle Mentor Program Meetings. The Traffic Safety Manager will be holding quarterly meetings with all Motorcycle Presidents at Building 1523 in the large classroom (Location subject to change).

(4) Specialized Unit Training. Units that require special training to maintain combat readiness or compliance with directives may contact the Safety Office at (760) 830-6720 for assistance.

(5) Unit Safety Representatives (SR)/Noncommissioned Officer Training Class. All unit safety personnel must receive a minimum of eight hours of initial safety training. Due to limited seating, contact your Unit Safety Inspector to register.

(6) SR Quarterly Meeting/ Town Hall. The Safety Office will be holding quarterly SR meetings. These meetings will consist of speakers and trainings on relevant topics for the quarter. This is an open forum meeting, SRs are encouraged to ask questions and bring photographs, deficiencies or any other material that they would like to discuss with the Safety Office. Personnel are encouraged to call (760) 830-6154 to register and obtain information on the meeting agenda.

(7) 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, 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. The training duration is eight hours for new supervisors while refresher training is four hours or what is necessary to cover depending on changes to Orders, Instructions, or Programs. The training includes safety indoctrination and mishap prevention. Annual refresher training is required once the course is completed. Any Supervisor that does not complete refresher training within a year of receiving the initial supervisor training will need to retake the eight hour initial course. Due to limited seating, contact your Unit Safety Inspector to register.

(8) Naval Sea Systems Command Ammunition and Explosives Drivers Training Course. All drivers of vehicles carrying Ammunition and Explosives (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. The Safety Office will provide the training of regulations, procedures, the proper use of fire extinguishers, and the paperwork associated with the transportation of explosives only. Units are responsible for the licensing of the individual for the specific type of vehicle to be used prior to attending the Safety Offices course. This Safety Office's course will last approximately 6 hours for new operators and 4 hours for recertifying operators. 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. An examination will be given at the end of instruction with a minimum passing score of 80%. The minimum number of students for this course is 10, the maximum number is 30. Call (760) 830-8467 or (760) 830-8464 to schedule a course. On the morning of the class, all students must have in their possession the following:

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

(b) Valid state driver's license.

(c) Current "BRAVO" Medical Examiner's Certificate, OPNAV 8020/6 for motor vehicle operators, per NAVMED P-117.

(e) Completion of Ammo 51 web based course at <https://www.nko.navy.mil/> is required to sign vehicle inspections, DD Form 626.

(9) Radiation Protection Assistant Training. All individuals involved in the storage, maintenance, or use of items containing radioactive material must complete this course upon assignment as Radiation Protection Assistant. This course is an introduction to the principles, concepts, protocols, and program requirements for radiological safety aboard MAGTFTC, MCAGCC. Call the Radiation Safety Manager at (760) 830-5065 for further information.

(10) DOD Federal Hazard Communication Training Program. All military and civilian workers are entitled to be informed about their "right to know" exposure risks to the hazardous chemicals and materials in their workplace. This training is covered by the Hazard Communication aka Globally Harmonized System (GHS) Into The Hazard Communication Program in accordance with references (b) and (c). For all other hazardous waste, chemical, or material training reach out to the Environmental Affairs office. Within 90 days of assignment, employees must receive training from their supervisor about the hazards they might face. This information should be given at:

- (a) The time of assignment to unit.
- (b) Once a year for a refresher course.
- (c) Whenever a new chemical is introduced to the workplace.
- (d) Following any accidents.

5. Administration and Logistics

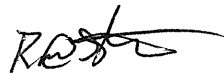
a. Notifications for classes listed as "to be announced" are made to appropriate units by the Safety Office.

b. Directives issued by this Headquarters are distributed electronically and can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/#combat-center-orders/>.

6. Command and Signal

a. Command. This Order 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 Order is effective the date signed.



R. D. STORER  
Chief of Staff

DISTRIBUTION: A

Training and Meeting Schedule

Safety Office is Building 1523 South. If unable to reach any of the following provided phone numbers, please leave a message with a call back number to ensure our team members can assist you.

DRIVING/LICENSING CLASSES	SCHEDULING	CLASS TIMES	
ALIVE @ 25 (DEFENSIVE DRIVING COURSE)	Wednesdays (Subject to change)	0730-1130 Registration is done electronically via the ESAMS <a href="https://www.hgwllc.com/">https://www.hgwllc.com/</a> Call (760) 830-5008 for information.	
Attitudinal Dynamics of Driving (REMEDIAL DRIVING CLASS)	Second Tuesday of Every Month (Subject to Change)	0730-1330 Call (760) 830-5008 for information.	
**BRC CLASSROOM SESSION	Subject to Change	Registration is done electronically via the ESAMS <a href="https://www.hgwllc.com/">https://www.hgwllc.com/</a> Call (760) 830-5008 for information.	
**ARC CLASSROOM SESSION	Subject to Change	Registration is done electronically via the ESAMS <a href="https://www.hgwllc.com/">https://www.hgwllc.com/</a> Call (760) 830-5008 for information.	
** Level 3 Advanced Riding Clinic	Subject to Change	Call (760) 830-5008 for information and class convening times.	
**OFF ROAD MOTORCYCE SAFETY **ALL TERRAIN VEHICLE SAFETY **RECREATIONAL OFF-HIGHWAY VEHICLE SAFETY	Upon Request	Call (760) 830-5008 for information and class convening times.	
<b>**FOR RANGE LOCATIONS, CONTACT THE TRAFFIC SAFETY MANAGER AT (760) 830-5008</b>			
SPECIALIZED TRAINING CLASSES	CLASS#	TIME	DATE
Safety Representative/ Training Class (Offered Monthly)		0730-1600 +/-	Call (760) 830-7262/4752 for information and class convening times.
Initial Supervisor Safety Training Course (Pre-registration is required)		0730-1600 +/-	Call (760) 830-7262 for information and class convening times.
Refresher Supervisor Safety Training Course (Pre-registration is required)		0800-1530	Call (760) 830-7262 for information and class convening times.
*Ammunition and Explosives Driver Course (AEDC) (Offered Upon Request)	AEDC	0730-1630	Provided by unit AA&E Officer
Annual Explosives Safety Training		0730-1130	Call (760) 830-8464/8467 to schedule.

SPECIALIZED TRAINING CLASSES	CLASS#	TIME	DATE
Hazardous Material and Hazardous Waste Operator (Fuel) Course (Offered Upon Request)		0730-1630	Call (760) 830-8467/8464 to schedule.
MISCELLANEOUS TRAINING CLASS	SCHEDULING	TACTICAL UNIT REQUIREMENT	
Lock-out/Tag-out Control of Hazardous Energy Training	Upon Unit request	Units may contact their Safety Representatives or Inspector for unit level training.	
Personal Protective Equipment (PPE) Training	Upon Unit request	Units may contact their Safety Representatives or Inspector for unit level training.	
Confined Space Awareness Training	Upon Unit request	Units may contact their Safety Representatives or Inspector for unit level training.	
Fall Protection Training	Upon Unit request	Units may contact their Safety Representatives or Inspector for unit level training.	
Operational Risk Management Training	Upon Unit request	Units may contact their Safety Representatives or Inspector for unit level training.	
Mishap Investigation/Reporting for Supervisors & Mishap Investigators	Upon Unit request	Units may contact their Safety Representatives or Inspector for unit level training.	
Asbestos Awareness Training	Upon Unit request	Asbestos Awareness Training must be completed via ESAMS per per ref (e).	
CPR/AED/First Aid	Once a Month	Units may contact their Safety Representatives or Inspector for unit level training.	

1. Safety Classes/Meetings, To Be Announced (TBA)

CLASS	TIME	DATE	LOCATION
Radiological Protection Assistant Course	TBA	TBA	Building #1523 Classroom

2. Safety and Safe Driving Council. The council will meet quarterly or receive a PowerPoint presentation (PPT) of safety information to include trends and statistics as directed by the Chief of Staff or his representative. The PPT will be briefed at the quarterly Mission Assurance Working Group (MAWG) meeting. Attendance is mandated by membership and invitation of the council. Contact the Deputy Director of Safety at (760) 830-8465 for more information.

3. Quarterly Explosives Safety Meeting. This meeting will be held quarterly. Attendance is mandatory for all unit Ammunition Chiefs. AA&E Officers are highly encouraged to attend. Invitations and reminders will be sent to appropriate invitees in advance. Dates are TBD.

4. Shop Safety Committee. Actual shop safety is conducted by individual work center. The Safety Office provides training classes for work leaders and supervisors on how to conduct shop safety programs and committees.

5. Other Occupational Health and Safety Courses. The Safety Office is proactive in providing safety training on Blood Borne Pathogens, CPR/First-Aid, PPE Surveys, 101 Days of Summer, and Safety Stand Downs or Back-in-the-Saddle Briefs.

6. Contact the Safety Office Deputy Director at (760) 830-8465 for questions.