



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 5100.15L  
ISD 11D

**MAR 28 2019**

COMBAT CENTER ORDER 5100.15L

From: Commanding General  
To: Distribution List

Subj: SAFETY PROGRAM AND COMMANDING GENERAL'S SAFETY AWARDS PROGRAM

Ref: (a) MCO 3500.27C  
(b) MCO P5102.1B w/Ch 1-2  
(c) MCO 5100.29B  
(d) MCO 5100.19F  
(e) MCO 5100.32A  
(f) NAVMAC DIR 5100.8  
(g) ALMAR 010/03

Encl: (1) Online List of Safety Office Program Procedures  
(2) Unsafe or Unhealthful Working Condition Form NAVMC 11401  
(3) ANYMOUSE Form NAVMC 11509

Reports Required: Warrior Preservation Status Report (Report Control Symbol  
MC-5100-05), para 4b(d)4

1. Situation. Commanders at all levels are responsible for ensuring that the Marine Corps Total Force is maintained at the highest level of readiness possible by incorporating Risk Management (RM) in all operations, assuring controls are in place for any hazard that cannot be eliminated, and for providing appropriate, safe and healthful facilities for all their personnel. The foundation for the Marine Corps Safety Program is Plan, Do, Check, and Act, and commanders at all levels should incorporate this into their daily operations. In addition to the Marine Corps Safety Program, the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) shall establish a Ground Safety and Traffic Safety Awards Program.

2. Cancellation. CCO 5100.15K and CCO 5101.2.

3. Mission. As directed by the references, this Order establishes procedures, assigns responsibilities, and provides instructions for the administration of MAGTFTC, MCAGCC safety program and safety awards program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) This Order emphasizes the requirement for all levels of leadership to establish and maintain a safety program and safety award program. These programs will enhance force preservation and warfighting

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capabilities by preventing mishaps and reducing personnel and material losses. Enclosure (1) identifies and establishes the Combat Center's core safety programs and guidelines.

(b) Commanding Officers (COs), Assistant Chiefs of Staff (ACs/S), Deputy Directors (DepDirs), Division Directors (DivDirs), Officers-in-Charge (OICs), and Special Staff Officers at all levels will implement this Order and any instructions directly related to safety not necessarily contained or enclosed herein. These local policies may be of equal or more stringent guidance.

(c) All Marines will use RM during all planning and execution stages of training and operations, on and off duty in accordance with reference (a). RM is an integral part of the decision making process for both Marine Corps and civilian personnel, and all operational and non-operational activities.

(d) COs, ACs/S, DepDirs, DivDirs, OICs, and Special Staff Officers at all levels will ensure all serious mishaps (Class A and B) are briefed to the first general officer in the chain of command within seven days and provide the circumstances surrounding the mishap and the steps taken to prevent recurrence per reference (b).

(e) Provide COs, ACs/S, DepDirs, DivDirs, OICs, Special Staff Officers, and Supervisors with the guidance necessary to submit for installation-sponsored annual safety awards. One award shall be presented to an organization and one award shall be presented to an individual.

(2) Concept of Operations. The Mission Assurance (MA) DivDir, in concert with the Commanding General, will establish and provide operating procedures in accordance with the references, in order to promote excellence in safety and to recognize the accomplishments and superior achievements of Marines and Civilian Marines aboard the Combat Center.

b. Subordinate Element Missions

(1) COs, ACs/S, DepDirs, DivDirs, OICs, and Special Staff Officers

(a) Ensure the assigned representative is responsible for the execution of this Order.

(b) Employ all available resources to improve unit safety programs. Utilize command safety assessment survey tools and maintain climate assessment surveys.

(c) Ensure operational pauses are held at least semiannually. Operational pauses and safety stand-downs are synonymous and provide a break from operations. The time is used to conduct safety training, review procedures, and assess the organization's safety posture. To facilitate the best use of time, operational pauses should be planned well in advance and be integrated with training plans. Periodically, operational pauses will have to be directed with short-notice or without notice. Unit safety officers must plan accordingly to ensure operational pause programs are prepared for such occasions, per reference (a).

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1. Back-In-The-Saddle operational pauses should be held following the extended winter holiday period or post-deployment. At the commander's discretion, this may serve as one of the semiannual safety operational pauses.

2. Command safety events may serve as a semiannual safety operational pause provided all available hands attend.

(d) All command and unit safety officers will be designated in writing and be authorized to have direct access to the commander, ACs/S, OICs, DepDirs, DivDirs, and Special Staff Officers for safety matters. Emphasize the incorporation of this Order through all levels of command to ensure appropriate assignment and training of safety personnel, per reference (c).

(e) Ensure safety officers within the commands are appropriately trained by completing the Ground Safety for Marines required safety training within 90 days of appointment. Ensure that safety officers possess the necessary expertise to provide relevant, proactive mishap prevention, force preservation advice, and feedback to their command, per reference (c).

(f) Implement RM as a routine part of planning, decision making, and execution. Provide biennial and, as required, RM training to all Marines and annotate the training in the basic training record, per reference (c).

(g) All MAGTF/TC, MCAGCC organizations may be called upon to provide data to the safety office in support of the quarterly Warrior Preservation Status Report (WPSR). The WPSR report is submitted via the chain of command to the Assistant Commandant of the Marine Corps through the Commanding General, Training and Education Command, per reference (c).

(h) Provide a representative to the command Safety and Drive Safe councils per reference (d). These councils will meet quarterly at a minimum and will be chaired by the Chief of Staff.

(i) Commanding General's Safety Awards Program

1. All Units, Tenant Commands, and Special Staff sections are highly encouraged to submit nominations for Marines or Civilian Marines safety awards based on individuals' noteworthy contributions in one or both of the following: Traffic or Ground Safety, whether current, ongoing, or spanning prior years. Any active duty or civilian employee with one year of service from the date of the nomination is eligible, per reference (e).

2. Nomination information will include the full name, grade, duty title, unit/organization, CO, duty phone number, and a brief summary as to why the individual, section, unit/organization or tenant command is eligible.

(j) Ensure Occupational Safety and Health (OSH) inspections are conducted by qualified safety personnel in all work centers, training facilities, and facilities on ranges annually. Qualified OSH personnel shall determine the inspection frequency for high interest areas that have the greatest risk to life or property damage, have experienced repeated mishaps, or require additional monitoring, as determined by the installation safety manager. Inspections of high interest areas shall be conducted semi-annually, per reference (f).

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(k) Review illness and injury reports to improve the effectiveness of force preservation to reduce instances of injury and illness.

(l) Foster force preservation awareness through appropriate promotional methods and channels of communication.

(m) Ensure adequate consideration of OSH features in the design, purchase, or procurement of items over which the organization exercises acquisition authority.

(n) Plan, develop, participate, and evaluate employee OSH training in coordination with training groups, offices, and organizations.

(o) Review and coordinate budget requirements, submissions, and program objective memoranda for OSH to ensure force preservation issues are addressed, prioritized, and funded. Ensure safety officers have sufficient authority and responsibility to plan for and ensure funds are available for safety staff, their equipment, materials, and the training required to ensure implementation of an effective OSH program.

(p) Ensure all higher headquarters-directed safety events are conducted.

(q) Ensure all civilian and military personnel are trained on the procedures for reporting unsafe or unhealthful working conditions. Enclosure (2) assists in reporting potentially unsafe or unhealthful working conditions. Enclosure (3) allows an individual Marine to voice valid safety concerns without fear of retribution, per reference (g).

(r) Supervisors shall be provided Supervisor Safety Training within 90 days of appointment and yearly thereafter. For the purposes of Supervisor Safety Training, a supervisor is defined as an OIC, staff noncommissioned officer (includes Staff Sergeant Selectees) and/or supervisory civilian in charge of a work center, section, shop or platoon.

## (2) Host-Tenant Relationships

(a) Adherence to safety standards is required to promote safety and health aboard the Combat Center. Marine Corps tenants at other Department of Defense (DoD) installations shall adhere to MAGTFTC, MCAGCC's safety standards. Where tenant commands have safety standards that meet or exceed our requirements, tenant commands shall adhere to the more stringent standards.

(b) Safety support in host-tenant relationships are normally documented in a memorandum of understanding, memorandum of agreement, or Inter-Service Support Agreement (ISSA). Safety support will not be charged to tenants unless the services required by the tenant are outside the scope of the MAGTFTC, MCAGCC Safety Division's service capability. There is no requirement to document intra-service support (Marine Corps host and Marine Corps tenant) on an ISSA, but the agreement is recommended to prevent no ambiguity with safety support.

(3) Naval Medical Support. All organizations will use local naval medical facilities for occupational health support. Where such support (especially industrial hygiene) is not available, commands shall ensure the

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occupational health services acquired (whether military or civilian) meet the requirements set forth by the Navy Bureau of Medicine and Surgery.

(4) Freedom of Information Act. Safety investigations are generally "For Official Use Only" documents which also provide policy and guidance on investigation, reporting, and recording ground mishaps. The Commander Naval Safety Center is the Freedom of Information Act (FOIA) release authority for safety investigation reports. The website to submit FOIA requests is <https://www.public.navy.mil/navsafecen/Pages/index.aspx>.

c. Coordinating Instructions

(1) The Combat Center approved procedures can be accessed at <https://www.29palms.marines.mil/Staff-Offices/Center-Safety/> and will contain elements of but are not limited to following information:

(a) Application of OSH Administration, non-DoD, DoD, Navy, and Marine Corps regulations to safety and occupational health, traffic safety, radiation safety, laser safety, and explosives safety for all civilian operations, and work places; and to military equipment, systems, operations, or work places in whole or in part, as they apply to force preservation and mission accomplishment.

(b) Inspection and evaluation of all activities and facilities to ensure they are free from recognized hazards that are likely to cause death or physical harm.

(c) Requirements for use and training of personal protective equipment that is compliant with applicable safety standards.

(d) Training programs and standard operating procedures which include proactive safety requirements with adequate controls to minimize hazards and ensure force preservation.

(e) Safety records requirements and processes to ensure all required reporting is accomplished in accordance with the references.

(f) Ensuring a safety officer or manager is appointed and has direct access to the CO, AC/S, DepDir, DivDir, OIC, or Special Staff Officer.

(g) Enclosures (2) and (3) can be obtained from the Naval Forms Online website at <https://forms.documentservices.dla.mil/order/>.

(2) Nominations for the Safety Awards Program must be sent to the Combat Center Safety Office for review by the Safety Director by 30 September of the current fiscal year. Selections will be provided to the Chief of Staff for review prior to being forwarded to the Commanding General. The award for both categories will be Certificates of Commendation presented by the Commanding General during the first quarter of the current fiscal year.

(3) The point of contact for this Order is the Deputy Director of Safety at (760) 830-5178.

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5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <https://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Orders/>.

6. Command and Signal

a. Command. This Order is applicable to all facilities, equipment, training facilities, material, active duty, reserve, civilian personnel, family members, and visitors working, living, or visiting aboard the Combat Center.

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

  
R. MARTINEZ  
Chief of Staff

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Online List of Safety Office Program Procedures

1. Further guidance pertaining to the implementation of Occupational Safety and Health, Traffic Safety, Radiation Safety, Laser Safety, and Explosives Safety programs aboard MAGTF/TC, MCAGCC can be found at <https://www.29palms.marines.mil/Staff-Offices/Center-Safety/>
2. OCCUPATIONAL SAFETY AND HEALTH: MAGTF/TC, MCAGCC STANDARD OPERATING PROCEDURES (SOP) FOR SAFETY
  - ANONYMOUS SAFETY REPORTING PROGRAM
  - ASBESTOS ABATEMENT OVERSIGHT
  - BLOODBORNE PATHOGENS OVERSIGHT
  - COLLATERAL DUTY SAFETY OFFICER TRAINING PROGRAM
  - CONFINED SPACE ENTRY PROGRAM
  - DRIVERS IMPROVEMENT/ATTITUDINAL DYNAMICS OF DRIVING TRAINING PROGRAMS
  - ELECTRICAL SAFETY TRAINING PROGRAM
  - ERGONOMICS OVERSIGHT
  - EXPLOSIVES DRIVER TRAINING PROGRAM
  - FALL PROTECTION PROGRAM
  - HAZARD COMMUNICATION STANDARDS PROGRAM
  - HEARING CONSERVATION OVERSIGHT
  - LEAD ABATEMENT OVERSIGHT
  - LOCKOUT/TAGOUT ENERGY CONTROL PROGRAM
  - MEDICAL SURVEILLANCE OVERSIGHT
  - MATERIAL/WEIGHT HANDLING EQUIPMENT (MHE/WHE) OVERSIGHT
  - MISHAP REPORTING AND INVESTIGATION PROGRAM
  - OSH INSPECTION PROGRAM
  - OFF-DUTY/RECREATION SAFETY OVERSIGHT
  - OFFICE SAFETY PROGRAM
  - RM TRAINING PROGRAM
  - PERSONAL PROTECTIVE EQUIPMENT PROGRAM
  - RESPIRATORY PROTECTION PROGRAM
  - RODENT BORNE DISEASE PROGRAM
  - TRAFFIC/MOTORCYCLE/EMERGENCY VEHICLE OPERATOR COURSE TRAINING PROGRAMS
  - SAFETY PRECAUTIONS FOR THE USE OF ELECTRONIC DEVICES
  - SUPERVISOR'S SAFETY TRAINING PROGRAM
3. RADIATION/LASER SAFETY:
  - MAGTF/TC, MCAGCC SOP FOR RADIATION SAFETY
  - MAGTF/TC, MCAGCC SOP FOR LASER HAZARDS CONTROL
  - MAGTF/TC, MCAGCC SOP FOR RADIO FREQUENCY PERSONNEL PROTECTION
4. EXPLOSIVES SAFETY:
  - MAGTF/TC, MCAGCC SOP FOR EXPLOSIVES SAFETY SELF ASSESSMENTS
  - MAGTF/TC, MCAGCC SOP FOR INSPECTION AND TESTING OF LIGHTNING PROTECTION/GROUNDING SYSTEMS FOR ORDNANCE FACILITIES, AIRCRAFT LOADING/DOWNLOADING AND FUELING POINTS
  - HAZARDS OF ELECTROMAGNETIC RADIATION TO ORDNANCE EMISSIONS CONTROL BILL

UNSAFE OR UNHEALTHFUL WORKING CONDITION  
NAVMC 11401 (08-98) (EF)

1. I believe a condition exists which is a safety or health hazard to Marine Corps personnel or property. (Check one.)	
Civilian: <input type="checkbox"/>	Military: <input type="checkbox"/>
Employee Representative: <input type="checkbox"/>	Other: <input type="checkbox"/>
2. Does this hazard immediately threaten life or health?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Building, worksite, or other location where you believe the unsafe or unhealthful condition exists.	
4. Supervisor (if known) at this location is:	and phone number is:
5. Briefly describe hazard:	
6. Number of employees exposed to or threatened by hazard:	
7. If known, list any safety or health standard which you believe may apply to this condition:	
8. To your knowledge, has this condition been reported to, discussed with, or brought to the attention of a supervisor?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. If yes, please give the results, including any efforts by management to correct the condition.	
10. Name (Optional):	Phone Number (Optional):
11. If you are a representative of employees, provide name of your organization:	
Case Number: (Filled in by Installation or Unit Safety Office)	

SAMPLE

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**NAVMC 11509 (03-12) (EF)**

FOUO - Privacy sensitive when filled in.

ANYMOUSE			
Please fill out this report as completely as possible.			
Marine's Information			
Marine's Position (Mech., Rifleman, Etc.)		Primary Qualification (MOS)	
Total Years of Service	Years of MOS Experience	Secondary Qualification (MOS)	
ENVIRONMENTAL INFORMATION			
Date	Time	Location	Light Conditions
Type of Equipment		Tools Used	
Mission			
Phase of Event			
Significant Work			
Additional Information			
Please describe the event/situation in as much detail as possible. (Use additional pages if necessary.)			

SAMPLE

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NAVMC 11509 (03-12) (EF) Page 2  
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Did any of the following contribute to the safety concern? Please explain. (Use additional pages if necessary.)

Supervisory Condition

Inadequate SOP

Violation (e.g., breaking SOP)

Medical Condition (Fatigue, Stress)

Maintenance/Materiel Issues

Crew Coordination (Conflict, assertiveness, etc.)

Facilities Issue

Inattention (Missed Radio Call, Forgot Briefing Checklist)

Other

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Please list your recommendations to prevent this safety concern from occurring in the future. (Use additional pages if necessary.)

**SAMPLE**

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