



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 5100.15N

MA 11D

SEP 28 2023

COMBAT CENTER ORDER 5100.15N

From: Commanding General
To: Distribution List

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

Ref: (a) MCO 5100.29C Ch 1-2 vol 1
(b) MCO 5100.29C Ch 1-2 vol 2
(c) MCO 5100.29C Ch 1-2 vol 9
(d) ALMAR 010/03
(e) MARADMIN 743/20

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

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 Management System (MCSMS) is RM. The five steps of the RM process are: Identifying the hazards of the mission, assessing the hazards, make risk decisions, implementing controls and supervising and evaluating the controls. Commanders at all levels should incorporate this into their daily operations. In addition to the MCSMS, the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) will establish a Ground Safety and Traffic Safety Awards Program.

2. Cancellation. CCO 5100.15M.

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

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

SEP 28 2023

(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 planning and execution stages of training and operations, on and off duty in accordance with reference (b). Documentation and execution of RM is an integral part of the decision-making process for both Marine Corps and civilian personnel, and all operational and non-operational activities. The Joint Risk Assessment Tool (JRAT) is a Web-based software application that can assist with completing a deliberate joint risk assessment matrix. <https://jrat.safety.army.mil/login.aspx>

(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 (d). In addition, per reference (a) the Risk Management Information (RMI) program of record database application is required for reporting, recording, and analyzing all mishaps, hazards (including near misses) and incidents. The RMI program of record database is Department of Defense (DoD) Common Access Card enabled and is available on the Naval Safety Command website: <https://navalsafetycommand.navy.mil/>.

(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 per reference (a).

(2) Concept of Operations. The Assistant Chief of Staff (AC/S), Installation Support Directorate (ISD), 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, Sailors, and government civilian aboard the Combat Center.

b. Subordinate Element Missions

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

(a) Ensure the assigned Safety Representative (SR) is responsible for the execution of this Order.

(b) Employ all available resources to improve unit safety programs such as utilizing command safety assessment survey tools and maintaining 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.

(d) 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.

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.

(e) All command and unit SRs 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 (a).

(f) Ensure SRs within high hazard area commands are appropriately trained by completing the Ground Safety for Marines required safety training within 90 days of appointment and then the Ground Mishap Investigation Course. Ensure that safety officers possess the necessary expertise to provide relevant, proactive mishap prevention, force preservation advice, and feedback to their command, per reference (a).

(g) 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 (b).

(h) MAGTFTC, MCAGCC organizations may be called upon to provide data in the monthly MCSMS to the safety office). The MCSMS report is submitted via https://usmc.sharepoint-mil.us/sites/TECOM_Safety/Lists/MCSMS%20Requirements_FY22/AllItems.aspx to the Assistant Commandant of the Marine Corps through the Commanding General, Training and Education Command.

(i) Provide a representative to the command Safety and Drive Safe councils/Mission Assurance Working Group. Council meetings will be conducted quarterly, or at a minimum, representatives of the council will review council information, which will be provided electronically by the Safety Office. All information will be approved by the AC/S ISD prior to release.

(j) SRs will maintain a traffic safety program appropriate for their directorate/section. This will include drivers' education training for drivers under 26 years of age, and a remedial driver training course.

1. All military personnel under the age of 26 will complete a traffic safety course through the Installation's Safety Office or through Marine Net. For all Marines under the age of 26, the first gaining unit will ensure the Marine receives driver's awareness training within 60 days of reporting to the command.

2. Training will include at least 30 minutes of local traffic familiarization. This one-time training will be documented by S-3/Training via Marine Corps Training Information Management System. SRs must coordinate with the Safety Office to enroll applicable personnel.

(2) Commanding General's Safety Awards Program

(a) All units, tenant commands, and special staff sections are highly encouraged to submit nominations of Marines or civilian Marines for the Commanding General's safety award. This award will be presented in honor of Daniel K. Mulvihill in recognition of his 20 years as a safety representative as well as his military service in which he earned a Silver Star for his efforts at hill 488 in the Vietnam War. This award will be based on the 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 (a).

(b) 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. Nominations are due to the MAGTFTC, MCAGCC Safety Director no later than 30 September of each year.

(c) An awards committee consisting of the Safety Director/Deputy, Headquarters Battalion Safety Officer and senior tenant command Safety Officer will review all submissions and submit a recommendation to the AC/S ISD for further review.

(d) The Daniel K. Mulvihill award will consist of a CG's letter of appreciation, plaque, and/or certificate or Safety coin.

1. 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. Schedule of inspections by the Safety Office can be accessed at:
<https://www.29palms.marines.mil/Staff-Offices/Installation-Support-Directorate/Safety-Office/>

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

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

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

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

(i) 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.

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

SEP 28 2023

(k) 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 (e).

1. Supervisors are responsible for maintaining a safe and healthful environment. Supervisory personnel are defined as personnel who give direction to one or more military or civilian personnel. For military personnel, COs will identify supervisory personnel by billet (E-4 or above). Supervisor Safety Training (SST) provides supervisors skills needed to implement safety policies and programs, basic skills for fostering a workplace where hazards are identified and risks managed, and develops skills to recognize, control, report, and eliminate hazards. The installation/command/unit safety managers shall ensure SST is provided to all supervisory personnel. New supervisors shall be provided SST training within 90 days of appointment and annually thereafter. They shall provide documentation to each attendee's organization and maintain file copies of class rosters.

(3) Host-Tenant Relationships

(a) Adherence to safety standards is required to promote safety and health aboard the Combat Center. MAGTFTC, MCAGCC tenants at other DoD installations shall adhere to the standards established by those installations. All units stationed aboard MAGTFTC, MCAGCC or operating aboard this installation will adhere to MAGTFTC, MCAGCC 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). Agreements will be updated based on the Core Safety Services Needs Assessment. Safety support will not be charged to tenant commands unless the services required by the tenant command are outside the scope of the MAGTFTC, MCAGCC Safety Office'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 any ambiguity with safety support.

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

(5) 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://navalsafetycenter.navy.mil/Contact-Us/FOIA/>.

c. Coordinating Instructions

(1) The Combat Center approved procedures and inspection schedule can be accessed at <https://www.29palms.marines.mil/Staff-Offices/Installation-Support-Directorate/Safety-Office/> and will contain elements of but not limited to the 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 workplaces; and to military equipment, systems, operations, or workplaces 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 SOPs 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) may 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 Awards Committee/Safety Director by 30 September of the current fiscal year. Recommendations will be provided to the AC/S ISD for further 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 next fiscal year.

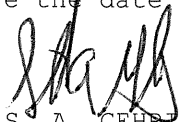
(3) The point of contact for this Order is the Deputy Director of Safety at (760) 830-8465.

5. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives may be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/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.


S. A. GEHRLE
Chief of Staff

DISTRIBUTION: A

SEP 28 2023Online 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 MAGTFTC, MCAGCC can be found at <https://www.29palms.marines.mil/Staff-Offices/Installation-Support-Directorate/Safety-Office/>

2. OCCUPATIONAL SAFETY AND HEALTH: MAGTFTC, 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:
 - MAGTFTC, MCAGCC SOP FOR RADIATION SAFETY
 - MAGTFTC, MCAGCC SOP FOR LASER HAZARDS CONTROL
 - MAGTFTC, MCAGCC SOP FOR RADIO FREQUENCY PERSONNEL PROTECTION

4. EXPLOSIVES SAFETY:
 - MAGTFTC, MCAGCC SOP FOR EXPLOSIVES SAFETY SELF ASSESSMENTS
 - MAGTFTC, 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

SEP 28 2023

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)	

SEP 28 2023

NAVMC 11509 (03-12) (EF)

FOUO - Privacy sensitive when filled in.

Print Form

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.)

Reset Form

FOR OFFICIAL USE ONLY

Adobe LiveCycle Designer ES2

NAVMC 11509 (03-12) (EF) Page 2
FOUO - Privacy sensitive when filled in.

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/Material Issues

Crew Coordination (Conflict, assertiveness, etc.)

Facilities Issue

Inattention (Missed Radio Call, Forgot Briefing Checklist)

Other

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

Reset Form

FOR OFFICIAL USE ONLY

Print Form