

***** UNCLASSIFIED / *****

Subject: GROUND SAFETY REPORTING AWARENESS MESSAGE//
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SUBJ/GROUND SAFETY REPORTING AWARENESS MESSAGE//

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REF/E/MSGID:DOC/MCO 5100.34/YMD:20070123//

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NARR/REF A IS ACMC DIRECTION AND GUIDANCE FOR GROUND SAFETY REPORTING. REF B IS DIROPS, PLANS, POLICIES, AND OPERATIONS (PPO) DIRECTION TO CONDUCT FEASIBILITY OF SUPPORT (FOS) FOR GROUND SAFETY REPORTING CONTACT TEAM VISIT TO MARFORCOM (MFC) AND II MEF. REF C IS THE MARINE CORPS SAFETY PROGRAM. REF D IS THE NAVY/MARINE CORPS MISHAP AND SAFETY INVESTIGATION, REPORTING, AND RECORD KEEPING MANUAL. REF E IS THE DEADLINE SAFETY OF USE MESSAGE (DSOUM) INSTRUCTIONS TO SUSPEND OPERATIONS OF MARINE CORPS GROUND EQUIPMENT AND WEAPONS SYSTEMS AND SAFETY OF USE ALERTS. REF F IS THE MIMMS FIELD PROCEDURES MANUAL.//

GENTEXT/REMARKS/ 1. THE INTENT OF THIS MESSAGE IS TO REINVIGORATE AWARENESS OF EXISTING ORDERS AND DIRECTION FOR GROUND SAFETY REPORTING. SAFETY IS AN OPERATIONAL IMPERATIVE AND A MECHANISM FOR FORCE PRESERVATION.

2. BACKGROUND. THE ACMC IS BRIEFED WEEKLY BY CMC SAFETY DIVISION (SD) WITH RESPECT TO ALL SAFETY RELATED INCIDENTS. RECENTLY, THE ACMC DIRECTED REQUISITE STAKEHOLDERS TO EXAMINE GROUND SAFETY REPORTING IN ORDER TO GAUGE REPORTING EFFECTIVENESS AND TO IMPROVE THE INFORMATIONAL PROCESS.

2.A. THE LEAD AGENCY OF THIS EFFORT WAS DETERMINED TO BE PPO, POG; THE CO-LEAD IS CMC (SD). ACCORDINGLY, A WORKING GROUP WAS FORMED BY PPO AND CONSISTED OF THE FOLLOWING MEMBERS: PPO, CMC (SD), MARINE CORPS SYSTEMS COMMAND (MCSC), PROGRAM EXECUTIVE OFFICER LAND SYSTEMS (PEO LS), INSTALLION AND LOGISTICS (I AND L), NAVAL SAFETY CENTER, AND TRAINING AND EDUCATION COMMAND (TECOM). THE WORKING GROUP CONDUCTED A SERIES OF MEETINGS EXAMINING THE GROUND SAFETY REPORTING CONSTRUCT. DURING THE COURSE OF THESE MEETINGS, A CONTACT TEAM WAS FORMED AND VISITED II MEF IN ORDER TO GAIN PERSPECTIVE OF THE REPORTING CONSTRUCT FROM THE OPERATIONAL PURVIEW. THROUGHOUT THE SERIES OF MEETINGS AND COLLABORATIONS, THE GROUPS IDENTIFIED SEPARATE, UNCOORDINATED REPORTING PROCEDURES WITHIN THE EXISTING

MARINE CORPS ORDERS (REFS D AND F). ULTIMATELY, THESE STOVEPIPES PREVENT MARINE CORPS STAKEHOLDERS FROM IDENTIFYING HAZARDS AND MISHAP TRENDS IN AN EFFICIENT MANNER, OR HOLISTICALLY ADDRESSING LESSONS LEARNED. IN GENERAL, REPORTING TENDS TO BE STOVEPIPED RELATIVE TO OPERATIONS, MAINTENANCE, AND LOCALIZED SAFETY PROGRAMS.

2.B. FRAMEWORK. A HAZARD IS A CONDITION WITH THE POTENTIAL TO CAUSE INJURY, ILLNESS, OR DEATH OF PERSONNEL; DAMAGE TO OR LOSS OF EQUIPMENT OR PROPERTY; OR MISSION DEGRADATION. A NEAR MISHAP (NEAR MISS) IS AN ACT OR EVENT IN WHICH INJURY OR DAMAGE WAS AVOIDED MERELY BY CHANCE. BOTH HAZARDS AND NEAR MISHAPS ARE LEADING INDICATORS THAT MUST BE ANALYZED, DISCUSSED AND CORRECTED. IN ORDER TO MITIGATE HAZARDS AND PREVENT MISHAP OCCURRENCES, LEADERS MUST IDENTIFY AND PROPERLY REPORT HAZARDS AND NEAR MISHAPS WITHIN EXISTING MARINE CORPS ORDERS.

3. TASKS. THE FOLLOWING POLICY TASKS ARE PROVIDED TO ENSURE OPERATIONAL REPORTING EFFICIENCY AND EFFECTIVENESS:

3.A. MAINTENANCE PERSONNEL, SAFETY OFFICERS AND LEADERSHIP IN GENERAL WILL CONDUCT INTERNAL REVIEWS OF GROUND SAFETY REPORTING IAW REFS C AND D AS THE GUIDING DOCUMENTS. COLLABORATION OF REPORTING IS ESSENTIAL TO PROVIDE SITUATIONAL AWARENESS AND TO DISSEMINATE LESSONS LEARNED, WHICH ULTIMATELY PRESERVES LIVES AND MAINTAINS OPERATIONAL EFFECTIVENESS.

3.B. ALL MOTOR VEHICLE ACCIDENT REPORTS (STANDARD FORM 91) WILL BE REVIEWED BY THE UNIT SAFETY OFFICER TO DETERMINE IF A MISHAP OCCURRED OR IF THERE IS A POSSIBLE TREND OF FAULTY EQUIPMENT, USER ERROR, AND/OR A TRAINING DEFICIT. IF A MISHAP OCCURRED OR A HAZARD WAS IDENTIFIED, THE UNIT SAFETY OFFICER SHALL REPORT THE MISHAP PER REF D.

3.C. ALL MAINTENANCE UNITS SHALL HAVE A QUALITY CONTROL OFFICER AND CHIEF WHO ARE RESPONSIBLE FOR THE MAINTENANCE DEPARTMENT SAFETY PROGRAM. THESE PERSONNEL, TO INCLUDE FIELD SERVICE REPRESENTATIVES (FSR), SHALL ASSIST THE UNIT SAFETY OFFICER IN THE UNIT'S OVERALL SAFETY PROGRAM. THEIR RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

3.C.1. REPORTING ALL HAZARDS, MISHAPS, AND UNSAFE PRACTICES IN THE UNIT TO THE UNIT SAFETY OFFICER.

3.C.2. DISSEMINATING SAFETY INFORMATION (E.G. LITERATURE, POSTERS, LESSONS LEARNED).

3.C.3. CONDUCTING SAFETY MEETINGS WITHIN THE DEPARTMENT IAW LOCAL DIRECTIVES.

3.C.4. CONDUCTING AND PARTICIPATING IN UNIT SAFETY SURVEYS.

3.C.5. REPORTING QUALITY DEFICIENCY REPORTS (QDR) TO THE UNIT SAFETY OFFICER IN ORDER FOR A HAZARD/SAFETY REPORT TO BE GENERATED.

3.D. COMMANDS WILL ENSURE NEWLY JOINED PERSONNEL ARE PROPERLY BRIEFED BY THE SAFETY DEPARTMENT WITH RESPECT TO COMMAND SAFETY POLICIES. DURING THE CHECK-IN PROCESS, COMMANDS WILL UTILIZE THE UNIT SAFETY CHECK-IN SHEET IN CONJUNCTION WITH THE STANDARD UNIT CHECK-IN SHEET AND SAFETY BRIEFS. THE SAFETY CHECK-IN SHEET SHOULD INCLUDE A STATEMENT OF UNDERSTANDING OF THE COMMAND SAFETY POLICY, LOCAL SAFETY PROCEDURES, STANDARD SAFETY BRIEFS (THAT INCLUDE OPERATIONAL RISK MANAGEMENT), AND METHODS OF IDENTIFYING AND REPORTING HAZARDS AND MISHAPS.

3.E. DEADLINE SAFETY OF USE MESSAGES (DSOUM) AND ALERTS WILL BE COORDINATED THROUGH PPO AND CMC (SD) PRIOR TO RELEASE. IN THE NEXT UPDATE TO MCO 5100.34 (DSOUM INSTRUCTIONS TO SUSPEND OPERATIONS OF MARINE CORPS GROUND EQUIPMENT AND WEAPONS SYSTEMS AND SAFETY OF USE ALERTS), PPO WILL BE ADDED TO THE COORDINATING INSTRUCTIONS WHICH DIRECTS NOTIFICATION TO PPO PRIOR TO RELEASE OF A DSOUM FOR ANALYSIS OF OPERATIONAL IMPACTS TO THE FORCE.

3.E.1. THE MARINE CORPS OPERATIONS CENTER (MCOC) SHALL BE INFORMED OF ALL DSOUMS IN ORDER TO CONDUCT THE PROPER NOTIFICATIONS WITHIN HQMC AND RESPECTIVE MARFORS. ADDITIONALLY, ALL MCSC SAFETY MESSAGES SHALL INCLUDE CMC (SD) AS AN INFO ADDRESSEE.

3.F. CG, MCCDC. FUTURE COURSE CONTENT REVIEW BOARDS (CCRB) SHOULD ADDRESS THE ISSUE OF SAFETY REPORTING AND UNIT SAFETY PROGRAMS FOR INPUT AND AWARENESS IN ALL PROGRAMS OF INSTRUCTION.

3.G. FOR SERIOUS MISHAPS MEETING REF (D) SAFETY INVESTIGATION BOARD (SIB) REQUIREMENTS INVOLVING EQUIPMENT OR TACTICAL VEHICLES, A TECHNICAL ADVISOR FROM PEO LS AND MCSC SHALL TAKE PART IN THE SIB. CONTROLLING COMMANDS WILL COORDINATE WITH MCSC FOR TECHNICAL ADVISORS. THE POC E-MAIL ADDRESS IS WATCHOFFICER@USMC.SMIL.MIL; THIS ADDRESS IS MONITORED BY MCSC OPERATIONS SECTION PERSONNEL 24/7.

3.H. UNIT SAFETY OFFICERS SHALL SCREEN LOCAL INCIDENT REPORTING TOOLS (E.G. FLASH REPORTS) IN ORDER TO IDENTIFY POTENTIAL HAZARDS, MISHAPS, AND TRENDS.

3.I. HQMC AGENCIES SHALL REVIEW, WORK IN PARTNERSHIP WITH ENTERPRISE STAKEHOLDERS, AND REVISE REFS D THRU F TO IMPROVE REPORTING PROCESSES.

4. THIS IS A COLLABORATIVE EFFORT AIMED AT GREATER EFFECTIVENESS IN REPORTING TO BETTER PRESERVE OUR FORCE. GROUND SAFETY ACCOUNTABILITY PROCESSES MUST BE FOLLOWED AND WE MUST STRIVE TO IMPROVE THESE PROCESSES SO OPERATIONAL READINESS AND FORCE PRESERVATION REMAIN HIGH.

5. MESSAGE RELEASE AUTHORIZED BY LTGEN R.T. TRYON, DEPUTY COMMANDANT FOR PLANS, POLICIES AND OPERATIONS.//