COMMANDER'S GUIDE

FOR THE REGIMENT/GROUP
TACTICAL SAFETY SPECIALIST

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POSITION DESCRIPTION

Tactical Safety Specialist (TSS): The TSS will provide technical safety and occupational health support to Commanders, their staff, Sergeant Major, and leaders in the following areas:

- Live or simulated tactical training operations,
- Range safety and explosive safety,
- High risk training,
- Ground and airlift transport of personnel and cargo,
- Wheeled and track vehicle operations,
- Combat engineer/contraction operations and field maneuvers,
- Tactical safety support in combat,
- Recreational off-duty, and
- General mission readiness and force preservation efforts.

In addition to the activities named above, the TSS will conduct climate surveys and provide data analysis support to the Commander.

TSS RESPONSIBILITIES

- Oversee the Commander's Safety Program per MCO 5100.29A and carry out the Commander's intent
- Assist the Commander and his staff in the incorporation and training of Risk Management into the Marine Corps Planning Process
- Develop unit Collateral Duty Safety Officers and SNCOs
- Deployment/Operational/Redeployment Safety

- Private Motor Vehicle Safety Program
- Marine/Sailor and Family Off-Duty Safety
- Electrical Safety
- Fire Prevention Program
- Facilities Safety
- Hazardous Material/Waste Safety Program
- Range Safety
- Radiation Safety
- Environmental Compliance Force Protection and Preservation
- Mishap Investigation and Reporting Process
- Occupational Safety and Health Program
- Administer Command Safety Surveys

PERFORMANCE OVERSIGHT

A successful Regiment/Group safety program is most effectively achieved by providing the TSS with:

- direct access to the Commander on all safety matters
- administrative support from the Executive Officer.

As such, the TSS shall be aligned as a special staff element within headquarters.

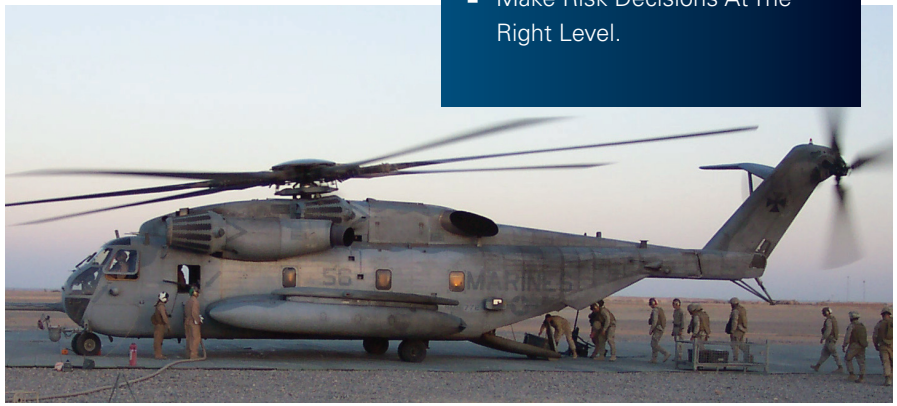
PERFORMANCE APPRAISAL CHAIN

The Commander will be the reporting senior for the TSS with input from the Executive Officer. For assignments expected to last 120 days or more during the annual rating cycle, TSS employees shall receive a performance plan and appraisal for the assignment.

Forms are available via FormFlow under NAVMC 11408.

FOUR PRINCIPLES OF ORM

- Accept Risk When Benefits Outweigh The Cost.
- Accept No Unnecessary Risk.
- Anticipate And Manage Risk By Planning.
- Make Risk Decisions At The Right Level.



KEYS TO SUCCESS

- Command interest and compliance with safety program and role of TSS.
- Full integration of TSS within the Regiment/Group: everyone knows the TSS, understands his role, and his advice is needed and wanted.
- Risk management is fully integrated into all phases of operations and hazards are known at the Squad/Department level.

OPERATIONAL RISK MANAGEMENT

Five-Step Process

- Identify Hazards
- Assess Hazards
- Make Risk Decisions
- Implement Controls
- Supervise

TSS works closely with internal and external activities:

- Plans Quarterly Safety Council meetings, participates in the Safe Driving Council, and coordinates safety stand-down events.
- Facilitates integration of risk management into all phases of operations; communicates hazards to the Squad/Department level.
- Provides assistance in development of Pre-Mishap Plan.
- Monitors operations, trains with the units, and deploys as a team member.
- Analyzes data from mishaps and provides mishap trends to the commander and his staff.

Mishaps are prevented and reduced.

QUALIFICATIONS

Those fulfilling TSS roles will attend 15 weeks of instruction via the Joint Safety and Occupational Health Intern Program, located at Ft. Rucker, AL.

Successful program graduates will receive both Certified Safety and Health Official (CSHO) status as accredited by Texas A&M University System (Texas Engineering Extension Services (TEEX), and have passed the Occupational, Safety, and Health, Technician exam administered by Federal OSHA.

The courses identified in the chart provide an overview of the specific training and qualification areas TSS employees will gain from the SOH Intern Program.

Tactical Safety Specialists are Emergency Essential

(E-E) Employees who incumbent of an overseas position would be sent overseas during a crisis situation. The E-E position designation ensures success of combat operations and/or support of essential combat systems after mobilization, evacuation order, or other military crisis occur.

INTERN PROGRAM COURSES

National Response Program	Action Officer Development Course
Ammo-45 Intro to Ammunition	Ammo-63 Intro to Explosive
Commander's Safety Course	Additional Duty Safety Officer Course
Acquisition 101	Contracting Officer Representative Course
Risk Management (ORM)	Risk Communications
Supervisor's Development Course	Manager Development Course
Range Safety Level 1 and 2	Toxicology
Critical Thinking	Problem Solving
Research Methods	Theory & Application of Mishap Prevention
Safety Program Leadership & Management	Industrial Application of Regulatory Initiatives
Recordkeeping	Human Factors
Operational Safety	Quantitative Methods in Safety Management
System Safety	Marine Corps Safety Problem Areas
Writing Techniques	Briefing Techniques
Off-Duty Safety	Electrical Hazard Control
Contemporary Ergonomics	Safety Information Technology Tools
Hazardous Material Control & Response Methods	Safety Investigation Boards Duties & Responsibilities
Emergency Planning	Environmental Law
Health Physics & Radiological Health	Mishap Investigations & Reporting
Legal Aspects of Safety	Training Techniques
Fire Safety (Life Safety Code)	Recognition, Evaluation, & Control of the Occupational Environment
Mishap Investigation & Analysis Techniques	Hazard Recognition in Built Environments (Confined Space)
Motor Vehicle & Transportation Safety	Range Safety
Aviation Safety	Tactical Safety
Hospital Safety/JACHO	Behavior Based Safety/Modern Safety Issues
Marine Corps Safety Program	Resource Management
Explosive Safety	Occupational Health Safety Technologist Certification

Note: Courses in blue blocks are OSHA approved and certification is awarded upon completion.

AUTHORITY TO DEPLOY

Authority: DODD 1404.10 provides for "…the involuntary assignment of civilian employees to Emergency Essential (E-E) positions as may be necessary to meet the exigencies of the circumstances and when unforeseen contingencies prevent prior identification of those positions as being E-E".

Marine Corps policy is to normally deploy civilian employees who have agreed to accept E-E positions or who are volunteers. This policy in no way restricts or limits the authority to direct involuntary deployment when necessary to accomplish the military mission. Seeking volunteers does not require wide range or Marine Corps wide searches. The search may be limited to the local work force.

Policy: It is the Marine Corps' policy that civilians will be used to support the military in carrying out their missions. All installations will develop and implement plans required to support Marine Corps contingency operations and all other levels of mobilization.

The objective of the Tactical Safety Program is to ensure that qualified civilian Marines are available in adequate numbers and skills to meet worldwide mission requirements during periods of national emergency, mobilization, war, military crisis, or other contingency.

E-E PERSONNEL REQUIREMENTS

Medical/Dental/Psychological

- Meet requirements specified on SF78, Certification of Medical Examination, for position at overseas/deployed locations. The theater commander may specify theater unique medical/dental deployability criteria.
- Emergency Essential/deployment related medical/dental/psychological examinations and required immunizations are at no expense to the employee.
- Annual EKG if over age 40.
- Immunizations appropriate for overseas locations
- TSS is not subject to mandatory HIV screening unless required by the host nation. Negative HIV test result within the past six months if required by host nation; otherwise, HIV positive civilians can be deployed.
- Routine dental work to be completed at employee's expense prior to deployment.

Training

- Participate in all essential military exercises
- Basic First Aid
- Basic Marine field survival skills
- CPR train-the-trainer
- Laws of War/Geneva Convention
- Prisoner of War coping skills
- Standards of Conduct
- Proper wearing, use and care of all issued clothing and equipment
- Uniform Code of Military Justice
- Customs and courtesies of host country
- Weapons, training, when appropriate

MANAGEMENT

In/Outprocess requires management, installation and Central Processing Center (CPC) support.

- Apply for Security Clearance
- Apply for necessary Passport/VISA/Country Clearance (EXPEDITE procedures)
- Issue Current DoD civilian ID card
- Issue appropriate Geneva Convention Card
- Issue TAD orders
- Issue DD Form 93, Record of Emergency Data
- Validate all deployment criteria checklists prior to departure from installation
- Deploying civilian Marines hand-carries a deployment packet
- Completed DD Form 2365, DoD Civilian Employee Overseas Emergency Essential Position Agreement

Identification Method

- DNA samples and PANOREX dental X-ray
- Identification tags (dog tags)

Disciplinary Action

- The TSS is subject to UCMJ only if Congress declared war
- The TSS is subject to normal administrative disciplinary action

MANAGEMENT, CONT.

Budget

- Designate salary for a 40-hour work week.
- Schedules are dependant upon the Commander's intent for the employee. Work hours required above the normal duty schedule will require approval and funding by the requesting organization's chain of command.
- TAD for training, deployments, and continuing education
- Safety Awards Program
- Printing for publications and informational materials

Command and Control

The deployed TSS shall be under the operational control of the Combatant Commander of the unit to which assigned or attached.

Deployed TSS shall be processed and supported in the same manner as military personnel or attached to a gaining unit RUC/UIC before deploying.

The RUC/UIC will be stated on the TSS's TAD orders.

ENTITLEMENTS

- Legal assistance (provided by Government), limited to matters related to deployment, such as preparation of wills and power of attorney, basic income tax assistance.
- Preparation of Family Care Plan. Installation provides legal and other assistance.
- Base Exchange and Commissary privileges in theater.
- Use of Marine Corps Community Services (MCCS) facilities and activities. Available to family members during deployment of sponsor except where prohibited by statue. Installations must include families of deployed TSS in MCCS activities and other family assistance/support groups.

Medical

- Medical treatment same as military member
- Shall receive free care for illness, disease or injury sustained overseas during contingency operations
- Emergency dental treatment

Casualty

- Tracked under military casualty system. Next of Kin (NOK) notification by Casualty Area Command.
- Military escort of remains
- US flag for casket provided at government expense

ENTITLEMENTS, CONT.

Biweekly earning cap may change during hostiles to annual cap (cannot exceed salary of GS-15, Step 10).

Foreign Post Differential Pay (FDP) is usually paid after 41 days in the AOR, and is determined by Secretary of State.

Danger Pay for civilians requires Secretary of State approval when authorized as a percentage of basic pay. Employee will receive either:

- Danger Pay at 10-25% of salary at locations identified by State Department; or Danger Pay of $150 per month for locations identified by the Secretary of Defense for the first 41 days of deployment only, followed by payment of FDP at locations where a portion of FPD is paid as a result of political violence

Overtime pay will be paid vise Compensatory Time, Shift Differential; Sunday/ Holiday Premium Pay.

Per Diem if TAD (unless field conditions apply).

Completed SF 1190, Foreign Allowance Applications granted and reported upon return from deployment.

Family Support Groups

Inclusion of deployed TSS family members into the units family support groups and rear detachments activities positively effects the full integration of the safety professional in Regiment/Group team.

CLOTHING & EQUIPMENT

Tactical Safety Specialists will be provided standard issue of Combat Uniforms. Associated clothing and equipment is authorized. Additional clothing and equipment required theater commander will be issued before deployment.

- Authorized insignia (Name Tag, Patches, and Collar Devises) will be furnished by the installation safety office
- Name tape above right breast pocket
- US Technician patch on left breast pocket
- Issue same defensive personnel protective gear as military
- Digital soft cover is authorized. TSS authorized to wear this clothing/equipment will adhere to use and wear instructions contained in MCO P1020.34G. No other dress/grooming standards exist for civilian other than for health/safety concerns

Personal Items

Civilian clothing, personal hygiene items, initial supply of medications (90 days recommended), and other personal items are the responsibility of deploying TSS.

Weapons

- Privately owned weapons/ammunition are not authorized under any circumstances.
- Government Issued Weapon and ammunition (sidearm only) for personal protection are authorized when approved by the Combatant Commander.
- Acceptance is voluntary for all civilian personnel.
- Must be trained in proper use and care prior to issue.

EQUIPMENT REQUIREMENTS

Location	Required Equipment
Mishap Kit	Digital Camera
Mishap Kit	Video Camera (optional)
Mishap Kit	GPS
Mishap Kit	Micormeter
Mishap Kit	Steel Ruler
Mishap Kit	Magnifying Glass
Mishap Kit	Optic Range Finder
Mishap Kit	Compass
Mishap Kit	100 ft Measuring Tape
Mishap Kit	Carrying Case
Mishap Kit	Pocket/Universal Multi-tool kit with Case
Mishap Kit	Flashlight
Office	Desk Top Computer if not furnished by unit
Office	Printer if not furnished by unit
Office	Scanner if not furnished by unit
Office	Work area with LAN capability
Tactical	Lap Top computer is not furnished by unit
Tactical	Memory Stick (NIPR/SIPR) X 2
Tactical	Cell Phone if not furnished by unit
Tactical	Transportation (HMMWV)
Tactical	Chemical Protective equipment
Tactical	Binoculars
Tactical	NVG's

REFERENCES

MCO 5100.29A	Marine Corps Safety Program
MCO 5102.1B	Marine Corps Mishap & Safety Investigation, Reporting and Record Keeping Manual
MCO P5100.8FNAVMC 5100.1	Marine Corps Ground OSH Program Manual
MCO 3500.27A	Marine Corps ORM Program
MCO 5040.6G	Marine Corps Inspections Manual
MCO 5100.19E	Marine Corps Traffic Safety Program
MCO 5100.30A	Marine Corps Off-Duty & Recreational Safety Program
MCO 6200.1E	Marine Corps Heat Injury Prevention Program
MCO P11000.11B	Marine Corps Fire Prevention
MCO 5104.1A	Navy/Marine Corps Laser Hazard Control Program
MCO 5104.2	Marine Corps RF Electromagnetic Field Personnel Protection Program
MCO 5104.3	Marine Corps Radiation Safety Program
MCO P3570.1B	Policies & Procedure for Firing Ammunition for Training, Target Practice & CombatUSMC Range Safety Pocket Guide
MCO P8020.10A	Marine Corps Ammunition Management & Explosive Safety Policy Manual
MCO 6260.1E	Marine Corps Hearing Conservation Program
NAVMC 5100.2	Tactical Safety Program
OPNAVINST 5100.23F Chapter 8	Occupational Health (Industrial Hygiene)
29 CFR 1910	General Industry Standard
29 CFR 1960	Occupational Safety and Health Program Requirements for Federal Agency
29CFR 1926	Construction Standards

CONTACT

YOUR BASE SAFETY OFFICE
FOR ASSISTANCE IN DEVELOPING
YOUR SAFETY AND OCCUPATIONAL
HEALTH PROGRAMS AND MISHAP
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