Safety & Occupational Health Specialist (Tactical), GS-0018-11

# I. INTRODUCTION

These positions are located at Marine Corps Base (MCB) Camp Lejeune, Marine Corps Air Station (MCAS) New River, MCAS Cherry Point and MCAS Beaufort, which maintain administrative control. Incumbents can be assigned to any USMC-wide Operational Force on any installation in a specific unit, activity, program or special assignment in CONUS or OCONUS on a rotational basis at the discretion of the respective Director of Safety, MCIEAST, or his/her delegate. Serves as a Tactical Safety Specialist (TSS) participating in all aspects of major subordinate/tenant command tactical exercises or maneuvers and all other command safety initiatives. The specialist is responsible for assisting operational commanders and/or directors of safety in providing core safety services by planning, developing, organizing, coordinating, administering and evaluating a comprehensive 24-hour a day tactical, occupational safety and health, traffic, and recreational/off-duty safety program for the unit to which he/she is assigned.

# II. MAJOR DUTIES AND RESPONSIBILITIES

- Provides technical safety advice and assistance to commanders, directors, special staff officers and managers on matters pertaining to specialized military activities such as live combat or simulated combat training operations (day and night); combat engineer/construction operations, field maintenance operations and field maneuvers, aviation operations, set-up and operation of direct and indirect live fire ranges for a variety of military weapons systems; movement of military personnel and essential equipment by land, sea or air; and other high-risk operations related to combat readiness. Provides interpretation and guidance concerning the application of safety regulations, policies, procedures and standards. Develops and recommends mishap/injury avoidance procedures to safeguard personnel.

- Conducts independent and joint risk management studies for operations/exercises, analyzes mishap experience, and assists others with risk management decisions on own initiative or as directed by the supervisor. Monitors planned objectives for exercise and evaluate all elements of the operation to include mission complexity, personnel (training status, proficiency), environment (weather, fauna), terrain and equipment to be used in the operation. Researches, studies, and evaluates operations and risks, and identifies/develops methods/techniques to control/eliminate hazardous conditions which occur during tactical/combat/field operations and exercises.

- Participates in all applicable planning conferences and in-progress reviews (IPRs) in preparation for field training exercises and combined live fire exercises. Develops action plans for safety support to include initiatives and milestones. Provides input and recommendations in matters concerning mishap prevention and force protection.

- Reviews and provides comments and recommendations on Operation Orders (OPORDs)/Military Occupational Information (MOIs), and/or prepares Exercise Safety Letters of Instruction (LOIs), standing operating procedures (SOPs) and safety annexes for OPORDs/MOIs. Incorporates countermeasures developed in exercise LOIs, OPORDs and exercise directives. Maintains familiarization and awareness of hazards in Marine Corps weapons/systems/operations that are commonly used in tactical/combat operations. Individual must be involved with each weapon/system/operations and their characteristics and limitations.

- Conducts independent inspections/surveys of activities throughout all phases of exercises/operations (deployment, execution, final redeployment). Inspections are conducted to evaluate planning, performance to standards, and effectiveness of established operational controls. Shortcomings and/or deficiencies and recommended countermeasures/controls are reported to the Commanding Officer, Officer in Charge (OIC)/Noncommissioned Officer in Charge (NCOIC) of the operation and to the Mission Commander as appropriate.

- Writes or completes After Action Reports (AAR) for each exercise to include all countermeasures established and their effectiveness, and an analysis of the exercise accident experience. Participates in AAR briefings for exercises. AAR issues are incorporated into lessons learned and controls are integrated into future exercise plans.

- Plans, schedules, and independently conducts comprehensive Safety and Occupational Health inspections and surveys in a full range of assigned workplaces, facilities and operations involving various risk/hazards to evaluate effectiveness of unit safety program; reviews unit/activity safety program administration, equipment, activities, and operations; reviews the accident data and determines the adequacy of corrective actions to be taken; discusses findings and recommendations with Commanders and/or their representatives. Conducts out briefs, prepares written report of findings and recommendations for follow-up action, and provides final reports to the unit commander, higher headquarters, the installation safety office, and as required to meet inspection requirements of higher commands.

- Manages a continuous and comprehensive unit traffic, vehicle and recreation/off-duty safety and mishap prevention program to ensure conformance to rules and regulations. Independently plans, schedules and coordinates comprehensive traffic and recreation/off-duty mishap prevention campaigns, initiatives, activities and programs.

- Meets with and briefs unit commanders and other leaders on their unit safety program and objectives; discusses quality of safety programs and presents suggestions for improvements; provides advice and assistance on technical safety issues. Coordinates with other activities such as fire prevention, law enforcement, medical, contracting, and others to execute program objectives. Reviews and comments on policy, plans, and guidance promulgated locally and by higher headquarters for integration of safety, and applicability/compatibility with mission and safety objectives.

- Initiates and conducts safety training (Risk Management, Tactical Safety, GMV Safety, Ground Safety for Marines, and other safety subjects) as part of other training courses or as a stand-alone course or development session in preparation for tactical training events/exercises. Develops lesson plans and training materials, and assists in obtaining additional instructional/training support as needed.

- Coordinates with Explosive Safety Officer for all matters pertaining to explosive handling, assembly/disassembly, transportation, storage, and aircraft loading/downloading, aircraft refueling and de-fueling operations. Assesses safety hazards involved in all aspects of range safety including live fire, firing ranges, and ammunition movement, storage and holding. Identifies, analyzes and evaluates range safety hazards.

- Supports and assists mishap investigations, reporting, and analyses of tactical and training related injury and property damage accidents. Investigates mishaps, obtains witness statements, photographs scenes, records circumstances of mishap and extent of injuries, estimates property damage, and prepares a final report of findings with recommendations to prevent recurrence. Countermeasures recommended may involve the development/revision of training standards, equipment modification, or the recommendation to enforce standards or regulations. Monitors Military Police (MP) and mishap reports for potential injury or property damage accidents. Reviews reports submitted by units for completeness and accuracy, and appropriateness of identified corrective actions. Conducts follow-up for those accidents of a recurring nature to identify trends and specific areas in need of extensive study. Based on analyses, develops methods or measures to correct, eliminate or minimize identified trends/hazards.

Performs other duties as assigned.

III. FACTORS

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of safety and occupational health principles, practices, procedures, law, regulations, precedents and methodologies applicable to high-risk occupational, operational, and tactical operations.

- Knowledge of military tactical operations sufficient of a wide variety of proposed maneuvers involving a diversity of heavy equipment and vehicle operations, night movements in a variety of terrain, and aviation support operations to evaluate and recommend actions to minimize overall risk of injury and property damage.

- Knowledge of the design, application and interpretation of standards, procedures, methods and techniques relating to mishap prevention in all areas of the command, including ground, aviation, explosives, tactical, and off-duty recreation.

- Knowledge of analytical techniques, including preliminary hazard analyses, fault tree, and risk assessments sufficient to identify hazards inherent to a large military command and to recommend program changes related to the operation.

- Sufficient knowledge of the techniques used by industrial hygienists, fire protection, environmental engineers, and law enforcement to coordinate safety programs and actions relating to the command-wide accident prevention program.

- Knowledge of human behavior and physiology sufficient to develop and maintain educational, motivational and regulatory programs for a variety of target audiences, including managers, commanders, supervisors, and Marines.

- Knowledge and skill in the application of motivational methods to foster employee awareness of sound safety procedures and requirements in order to manage risk and use protective gear and equipment.

- Knowledge of English grammar and specialized safety vocabulary; skills in writing correspondence and technical reports; skills in effective oral communication.

- Knowledge of and skill in the use of computer hardware and software, graphics software, and database programs, sufficient to produce professional and effective training and briefing materials.

- Ability to work independently, plan and implement projects. Seeks guidance as appropriate.

FACTOR 2. SUPERVISORY CONTROLS

Operational supervisors make initial assignments in the form of statements of functional responsibilities together with safety and occupational health management objectives. Administrative supervisors establish and ensure administrative requirements are met. The incumbent, in consultation with the operational supervisor, develops program activities and sets due dates. Incumbent independently coordinates specific actions with commanders or his designee, directors, managers and supervisors, and staff, resolving difficulties and carrying out program requirements. Work results are normally accepted as technically sound but are reviewed upon completion for attainment of objectives, policy implications, and compatibility with the activities of other organizational components.

FACTOR 3. GUIDELINES

Guidelines include regulatory and procedural issuances from higher headquarters, safety and occupational health standards, textbooks, procurement contract clauses, professional journals, manufacturers' catalogs, and established occupational practices. Incumbent uses ingenuity and applies discretion in the implementation of program requirements, as guidelines are generally broad, necessitating interpretation for use at the installation level. Elimination or control of specific hazards may require alteration of established safety techniques or practices due to mission changes or the introduction of new machinery.

FACTOR 4. COMPLEXITY

Incumbent is required to investigate, analyze and develop countermeasures for many high-risk activities in a tactical environment. In many cases, standard safety measures seriously conflict with the mandatory mission requirements, and incumbent must devise and recommend alternate methods of protecting Marines. High-risk activities are characterized by changing tactical environments, and the environment of the training center or the Host Nation. Complexity of the operation is increased by the wide variety of combat weapons, armor and artillery used by units assigned or to which attached. In a constantly changing tactical environment, must frequently develop/recommend new loss control techniques and/or modification of accepted safety procedures.

FACTOR 5. SCOPE AND EFFECT

The purpose of the work is to provide a tactical safety program and services for units assigned or to which attached during training, tactical, or contingency operations. Work involves evaluation and analysis of unit safety programs, and providing guidance for resolution of problems concerning hazardous conditions. Work affects adequacy of techniques for controlling or eliminating hazards.

FACTOR 6. PERSONAL CONTACTS

Contacts within the unit(s) to which assigned include commanders, directors, supervisors, engineers, medical and fire suppression specialists, employees and Marines. Non-routine contacts are made outside the organization with other units/commands, installations, higher headquarters personnel/representatives, contractors and representatives from professional associations. During tactical and contingency deployment, frequent contacts are made with Host Nation officials and staff to resolve safety issues of mutual interest.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of contacts is to discuss and define safety and occupational health program requirements and objectives, to obtain information/interpretations, to advise commanders, directors, supervisors, contractors, Marines and staff to comply with safety and occupational health regulations and standards, to justify changes in working operations which will eliminate or reduce exposure to hazards, to investigate accidents, conduct surveys, and to develop and conduct training.

FACTOR 8. PHYSICAL DEMANDS - Level 8-2 (20 Points)

Work involves frequent visits and temporary duty in field sites as well as deployment and participation in military exercises in a variety of environments. This requires walking, standing, stooping, bending, carrying and similar movements, as well as agility, stamina, and dexterity. During deployment, physical demands may be greatly increased and require extensive physical exertion. Rations and quarters may be similar to that provided to military personnel. Personnel may be required to work irregular and overtime hours, nights, weekends, and holidays.

FACTOR 9. WORK ENVIRONMENT - Level 9-2 (20 Points)

Incumbent is exposed on a regular and recurring basis to industrial machines and tactical equipment in operation, hazardous materials including compressed gases and flammable liquids, and construction hazards. Incumbent must frequently work outdoors; deployment and participation in military exercises may expose incumbent to temperature extremes (-30 to +120 degrees). Exposures to dust, high noise levels, wind, sand, and environments of fumes and smoke are encountered. Uniforms, protective clothing and equipment are required for wear. May be required to perform work wearing chemical protection mask and clothing.

EXPLANATORY NOTES / CONDITIONS OF EMPLOYMENT:

- Incumbent must be able to obtain and maintain a Secret security clearance.

- Incumbent must attend and successfully complete the Army Career Program 12 (CP-12) Safety Internship, or approved equivalent, within one year, unless a waiver is granted by MCIEAST, AC/S DPS. Failure to successfully complete CP-12 may result in termination or removal from position.

- Incumbent must be able to deploy (world-wide) with military units to which assigned/attached in support of tactical, contingency, and field operations. Incumbent must sign DD Form 2365, DoD Civilian Employee Overseas Emergency-Essential Agreement upon reporting for employment.

- Incumbent must be physically able to perform job requirements for extended periods of time, and participate in the unit's physical fitness training and field training.

- Incumbent must maintain medical (annual check-up), dental (semi-annual check-up), and other personal readiness standards, such as wills, powers of attorney, family care plans for single parents, passports, etc., required for deployment. Incumbent must pass annual as well as pre-and post-deployment health screenings, and receive immunizations for pre-deployment (as required). Medical, dental, and personal readiness is a condition of employment.

- Incumbent must be able to acquire and maintain a government drivers license.

- Theater Commander may authorize incumbent to carry the M-9 service pistol for self defense while deployed to a combat zone. Incumbents electing to carry the M-9 service pistol must successfully complete the familiarization training (‘fam-fire’) before taking possession of the weapon.