



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE EXPEDITIONARY FORCE
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SEP 29 2010

WING ORDER 5100.29B

From: Commanding General, 2d Marine Aircraft Wing
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR SAFETY AND
STANDARDIZATION

Ref: (a) MCO 5100.29
(b) OPNAVINST 3750.6
(c) WgO 1601.12
(d) WgO P5041.1
(e) OPNAVINST 4790.2
(f) WgO 5102.1
(g) WgO P3710.40B
(h) OPNAVINST 3710.7
(i) OPNAVINST 1542.7
(j) NAVMC Dir 5100.8
(k) MCO P5102.1
(l) ASO P5560.3
(m) II MEF Policy Letter 03-06
(n) MCO P11240.106
(o) MCO 3500.27
(p) MCO 1650.29
(q) 29 CFR 1910
(r) OPNAVINST 5100.27/MCO 5104.1
(s) BUMEDINST 6470.23
(t) WgO 5104.1
(u) OPNAVINST 5100.23
(v) NEHC-TM OM 6260
(w) MCO 4450.12
(x) WgO 3500.23
(y) MCO 3750.2
(z) MCO 1650.23
(aa) MCO 5100.30
(bb) SECNAVINST 5305.4
(cc) OPNAVINST 1650.28
(dd) MCO 5100.19

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distribution is unlimited.

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(ee) II MEFO 5100.2
(ff) MARADMIN 396/06
(gg) 2D MAW GFR Guide

Encl: (1) SOP for Safety and Standardization

1. Situation. This Order amplifies or clarifies existing higher headquarters directives and provides guidance where no instructions are published. This revision contains a number of changes and should be thoroughly reviewed.

2. Cancellation. WgO 5100.29A.

3. Mission. This Order provides policy for the conduct of the 2d Marine Aircraft Wing (MAW) Safety and Standardization Program in accordance with references (a) through (gg).

4. Execution

a. Commander's Intent. The purpose of this Order is to describe the overall safety and standardization program within 2d MAW.

b. Concept of Operations. Portions of this Order dealing with general safety matters and ground safety are applicable to all units of 2d MAW. The aviation safety and Naval Air Training and Operating Procedures Standardization (NATOPS) portions are applicable to all 2d MAW units operating aircraft.

5. Administration and Logistics. Recommendations for changes to this Order are invited and should be submitted to the Director, Safety and Standardization, 2d MAW, via the chain of command.

6. Command and Signal

a. Command. This Order is applicable to all units assigned or attached to 2d MAW.

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


R. W. REGAN
Chief of Staff

DISTRIBUTION: A

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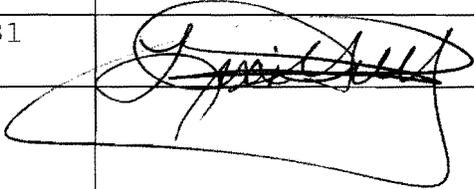
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Chapter 1

Structure and Organization

1. Purpose. The 2d Marine Aircraft Wing Safety Program is designed to promote the conservation of human and material assets while maximizing the combat readiness of forward deployed units through effective training and operations. The four pillars of this program are reliance on standardized operating procedures, the detection and elimination of hazards, safety education and awareness training, and the dissemination of safety-related information.

a. Professionalism and adherence to standard operating procedures, federal, state and local regulations, Marine Corps orders, Naval instructions and maintenance publications are fundamental to an effective safety program. Additionally, the safety program is not a substitute for cognitive effort or measured judgment.

b. Hazard identification and elimination are the responsibility of every member of the command. The aim is to identify and report hazards that may be links in the chain of events that could lead to a mishap. Operational Risk Management (ORM) will be taught and implemented throughout all 2d MAW units to assist in this effort.

c. Safety education enhances awareness of potentially hazardous situations. Safety information forms the basis of safety education, and promotes understanding of risk by personnel at all levels. Hazard detection, hazard elimination and safety education form the foundation of a dynamic, successful and robust safety program.

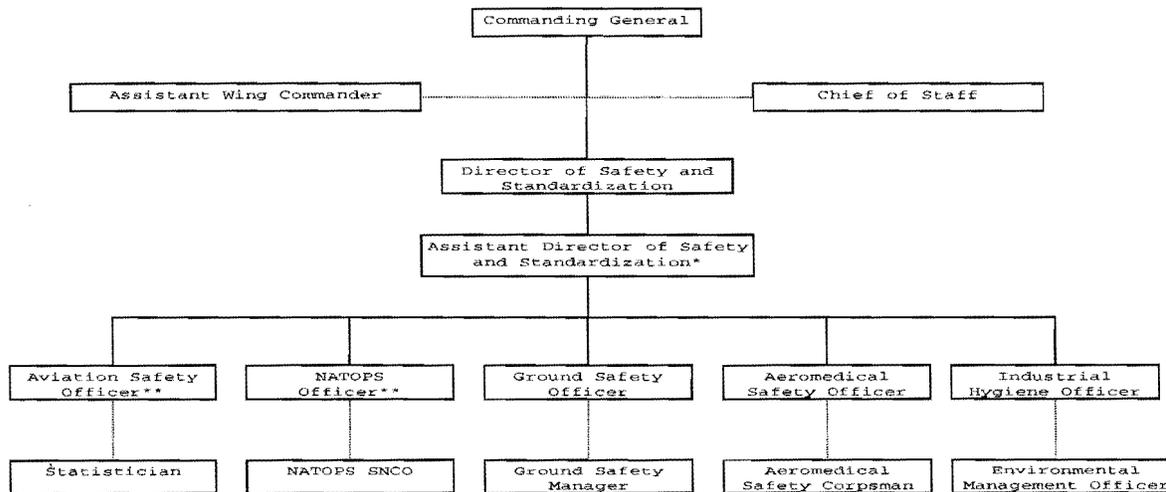
d. Dissemination of safety related information is the lifeblood of any safety program. 2d MAW units will implement programs and utilize technology to enhance accessibility and speed in dissemination of relevant safety related information to all hands.

2. References. The titles of the references cited in this publication are provided on the cover letter. Only applicable references established in appropriate standard distribution lists need to be maintained by each unit.

3. Policy. The 2d MAW Safety and Standardization Program is based upon a proactive process that ensures the detection and identification of hazards, their elimination, the mitigation of the risk involved to an acceptable level, and the dissemination of safety-related information both up and down the chain of command. Engaged, aggressive, thoughtful and visible leadership is the essential element in achieving success in establishing and maintaining an effective safety program. Safe processes require command attention, genuine and concerned supervision at every level, the acceptance of responsibility, and personal accountability. Any person observing an unsafe act or condition has the responsibility to either take action to mitigate the hazard or to bring the situation to the attention of competent authority for resolution. Hazards which cannot be readily eliminated or which may affect other units should be reported. Leaders are responsible for the safe conduct of operations using the proven tools of ORM, common sense, attention to detail, proper planning and supervision, and compliance with standing procedures.

4. Organization. The safety organization within 2d MAW shall be organized as follows:

a. 2d MAW Department of Safety and Standardization (DSS). The DSS is established as a special staff section of the CG, 2d MAW and is functionally organized as shown in Figure 1



** Billet will be assigned per direction of DOSS

*** One billet to be filled by a rotary-wing pilot, the other by a fixed-wing pilot or NFO

Figure 1-1. DSS Organizational Chart

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5. Responsibilities

a. Commanding Officers

(1) Shall ensure their deputy commander or executive officer is responsible for the execution of safety policy. Deputy commanders or executive officers shall emphasize the incorporation of the safety policy through all levels of command to ensure appropriate assignment and training of safety personnel. Deputy commander's or executive officer's fitness reports shall include mandatory comments on fulfillment of safety duties.

(2) Will ensure that established safety billets are filled with appropriately trained personnel. Personnel shall complete the basic required safety training, commensurate with their billet, within 90 days of assignment. To ensure continuity and effective program management, personnel assigned to safety billets must remain in the billet for at least one year. Groups shall forward a consolidated report of formally trained safety personnel on a monthly basis. Appendix A is provided as the format for the report.

b. Director of Safety and Standardization (DOSS). The DOSS shall be responsible to the Commanding General for all matters pertaining to safety and standardization within 2d MAW, to the Assistant Wing Commander for the execution of the Commanding General's Safety Program, and to the Chief of Staff for all matters pertaining to the functioning of the DSS. The Director shall not be assigned legal or quasi-legal matters. The DOSS shall be a graduate of the Aviation Safety Officer Course.

c. Aviation Safety Officer (ASO). The ASO shall be a field grade Naval aviator or Naval flight officer who is a graduate of the ASO Course and possesses broad operational flight experience. The ASO is responsible for ensuring that the 2d MAW Aviation Safety Program complies with applicable directives and that the program meets the safety goals of the Commanding General. The ASO shall be assigned no collateral duties or responsibilities outside the DSS and shall not be assigned legal or quasi-legal matters.

d. Safety Statistician. A Noncommissioned Officer (NCO) with a Military Occupational Specialty 7041, shall be assigned as the Safety Statistician. Specific duties include compilation

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of aviation and ground safety statistical data and reports, and other administrative tasks as directed.

e. Naval Air Training Operating Procedures Standardization (NATOPS) Officer. A field grade Naval aviator or Naval flight officer possessing broad operational flight experience shall be assigned as the NATOPS Officer. The NATOPS Officer will ensure the 2d MAW NATOPS program complies with applicable directives and that the program maximizes standardization throughout 2d MAW aviation units. The NATOPS Officer shall not be assigned legal or quasi-legal matters.

f. NATOPS SNCOIC. A SNCO flight crewmember should be assigned to assist the NATOPS Officer on all matters pertaining to enlisted flight crew standardization and to perform other NATOPS related duties as necessary.

g. Ground Safety Officer (GSO). A senior company grade officer should normally be assigned to administer the 2d MAW ground safety program. The manager should have at least one year of experience in managing the safety program and have successfully completed the appropriate Ground Safety training prior to being designated at the wing or Group level. The GSO will support implementation of the Marine Corps Safety Program and Marine Corps Occupational Safety and Health Programs in all 2d MAW units. The GSO shall not be assigned legal or quasi-legal matters.

h. Ground Safety Manager (GSM). A SNCO shall be assigned to assist the GSO in the administration of the 2d MAW ground safety program. The Ground Safety Manager duties include ground mishap reporting and analysis, unit inspections, surveys, and safety training.

i. Aeromedical Safety Officer (AMSO). The Aeromedical Safety Program is designed to provide aeromedical consultation and to identify and counter aeromedical threats posed to aircrew. The AMSO shall be a U.S. Navy Aerospace Physiologist and a graduate of the ASO course, a qualified Night Vision Goggle Instructor (NVGI), and a certified Administrative LASER Systems Safety Officer (ALSO). The AMSO is responsible for ensuring that 2d MAW aviation units receive aeromedical support with an emphasis in aeromedical education, Aviation Life Support Systems (ALSS) issues, operational preparedness, and LASER

safety. Additionally, the AMSO will assist aviation units in fulfilling the requirements of the Naval Aviation Survival Training Program (NASTP). As a trained ASO, the AMSO shall assist the DOSS and ASO with matters relating to the Aviation Safety Program.

j. Aeromedical Safety Corpsman (AMSC). The AMSC shall be an Aerospace Physiology Technician (APT) with a broad base of knowledge and experience in physiology and water survival training, the FAILSAFE Program, Search and Rescue (SAR) operations, night vision devices (NVD), LASER safety, field medicine and aeromedical support. The AMSC should be a qualified NVGI.

k. Industrial Hygiene Officer (IHO). The IHO should be a field grade or senior company grade Medical Service Corps Officer with an Industrial Hygiene subspecialty. The IHO is responsible for the anticipation, recognition, evaluation, and control of environmental factors arising from hazards in the workplace, which may affect the health of workers or members of the surrounding community. The IHO shall be a subject matter expert in all Occupational Safety and Health related issues to include work site analysis, applied toxicology, hazard control technology and chemical hazards. The IHO shall be a trained Respirator Protection Program Manager and an expert in all aspects of the respiratory protection program. Additionally, the IHO shall be a qualified Radiation Safety Officer and shall be the Program Manager for the 2d MAW Radiological Control Program (RADCON).

l. Group/Squadron Departments of Safety and Standardization, and Safety Offices

(1) Groups/Squadrons with Aircraft. All commands having responsibility for, or control of, aircraft shall have a Department of Safety and Standardization based on the 2d MAW model and as described in reference (a). A Director, ASO, NATOPS Officer, GSO, and an enlisted NATOPS NCO for organizations with enlisted aircrew shall be assigned. The Group/squadron ASO shall be a graduate of the ASO Course and shall fulfill the unit's ASO billet for a minimum of 12 months. The Group ASO should possess considerable flight experience and have served as a squadron ASO. Upon completion of the Ground Safety for Marines Course, or the Collateral Duty Safety

Representative Course, personnel shall fill the unit's GSO/GSM billet for a minimum of 12 months.

(2) Aviation Support Groups and Non-flying Squadrons. Aviation Support Group headquarters and non-flying squadrons (to include Marine Aviation Logistics Squadrons) shall establish a safety office at the command level to provide safety personnel direct access to the Commander for safety matters per reference (a). All aviation support units shall ensure at least a noncommissioned officer is assigned the billet of GSO as their primary duty. It is strongly recommended that a senior noncommissioned officer or SNCO, at a minimum, be designated as the unit GSO. At the Group headquarters a SNCO should be assigned as the GSM as their primary duty to assist the GSO in daily safety responsibilities. The GSO/GSM will have a special staff status with direct access to the Commanding Officer. Upon completion of the Ground Safety for Marines Course, or the Collateral Duty Safety Representative Course personnel shall fill the unit's GSO/GSM billet for a minimum of 12 months.

(3) Marine Wing Headquarters Squadron 2 (MWHS-2). MWHS-2 shall assign a Ground Safety Manager and an Environmental Program Manager. The MWHS-2 GSM and EPM will be responsible to the CO, MWHS-2 via Wing DSS, for implementing requirements of the Ground Safety, Motor Vehicle Safety, Industrial Hygiene Programs, and Environmental Programs.

6. Required Reports. 2d MAW DOSS is required to periodically receive and publish various safety status reports. The information contained in the reports shall be collected from subordinate 2d MAW units. When units are temporarily assigned outside 2d MAW for extended exercises or deployments, it is imperative the deployed units continue to provide required information for the reports outlined below. The deployed units shall continue to report the relevant information via their parent 2d MAW Groups. Details of the required reports are delineated below:

a. Monthly Status Report. The monthly status report shall be submitted to the Wing DSS by each of the subordinate Groups. An example of this report is located in Appendix A. This report is due on the first Friday of the month.

b. Monthly ORM Status Report. The ORM Status Report shall be submitted to Wing DSS on a monthly basis by each of the

subordinate Groups. An example of this report is located in Appendix B. This report is due at the end of each month. Specific deadlines will be provided by the Wing DOSS on a monthly basis via separate correspondence.

c. The Ground Warrior Preservation Status Report. This is a quarterly report and additional details on this report are located in Chapter 4. An example is located in Appendix C. This report is due on a quarterly basis. Specific deadlines will be provided by the Wing DOSS on a monthly basis via separate correspondence.

d. Flash Reports. Additional information about Flash Reports is contained in Chapter 2 (Aviation Flash Report), and Chapter 4 (Ground Flash Report). An example of Flash Report(s) is contained in Appendix D.

7. Report Addressing. This Order contains instructions and requirements to make reports to CG, 2d MAW. Unless otherwise stated, such reports will be scanned and/or emailed to the DSS, or sent via Naval message traffic. Reports or other documents that need to be mailed should be sent to the address provided below:

COMMANDING GENERAL
2D MARINE AIRCRAFT WING
(ATTN DOSS)
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT NC 28533 0050

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Chapter 2

Aviation Safety Program

1. Purpose. The Aviation Safety Program is a program of constructive risk management. This program is intended as a mechanism to preserve scarce war fighting assets and to provide a rational basis for the acceptance of considered risk to materiel and equipment. Success is predicated upon adherence to procedure, individual knowledge of skill level and ability, and the willingness and ability to apply common sense and professional behavior to the situations that routinely confront our aviators and aviation support personnel.

2. Policy. This Order addresses the roles and duties and staff sections of the 2d MAW command element in the pursuit of the safety mission. Normal staff section relationships will prevail with regard to hazard detection and elimination.

3. 2d MAW Staff Responsibilities. In the event of a significant mishap, each member of the 2d MAW staff should be prepared to provide assistance to the affected unit at the request of the unit or Group commander. Specific members will also have special concerns dependant upon their area of expertise and responsibility.

a. DOSS. Provide administrative and technical assistance to the Aircraft Mishap Board (AMB) during the investigation and subsequent compilation of the Safety Investigation Report (SIR). The DOSS will also assist in coordination with other 2d MAW staff sections that may be providing assistance to the AMB.

b. AC/S, G-1. Provide assistance on orders (TAD or Confirmation) for the AMB, and with emergency and casualty reporting as necessary.

c. AC/S, G-2. Stay appraised of the situation relative to the loss of classified equipment, or an effect upon host nation relationships including any hostile threats that may be present at mishap sites.

d. AC/S, G-3. Assist the 2d MAW DOSS in nominating an officer for assignment as the Senior Member of the AMB for all Class A aviation mishaps and for other mishaps as directed by the Commanding General, 2d MAW.

e. AC/S, G-4. Stay appraised of the situation in the event logistical support is required.

f. AC/S, G-6. Stay appraised of the situation in the event communications support is required.

g. Medical Officer. Stay appraised of the situation in the event medical support is required.

h. Staff Judge Advocate (SJA). Determine if a JAG Manual investigation concerning the mishap is required and will ensure the report meets the requisite timeline.

i. Chaplain's Office. Stay appraised of the situation in the event spiritual assistance counseling is required.

j. 2d MAW Command Duty Officer (CDO) Responsibilities. The duties of the CDO are explained in detail in reference (c). In the event of a significant mishap, the CDO's general responsibilities are fourfold:

(1) Keep the Commanding General, Assistant Wing Commander, Chief of Staff, DOSS, and the cognizant 2d MAW Staff Officer(s) informed of any germane information or changes.

(2) Serve as an information conduit between the affected Group and the 2d MAW staff.

(3) Provide assistance as requested to the unit concerned.

(4) Upon notification of a significant mishap, ground or aviation, the CDO should be available to render appropriate assistance depending on the severity of the situation. The CDO should ensure that the appropriate staff members are contacted and then respond to queries or requests for assistance.

4. Hazard Detection (& Safety Surveys). Hazards are detected by using all available tools. Marines should always observe the way we do business to improve the operational process and detect operational hazards. Only when hazards are identified can they be eliminated or reduced to an acceptable level.

a. Command Safety Surveys. Safety Surveys provide commanding officers with a review of the current safety climate,

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culture, environmental hazards, and an anonymous examination of the unit's mishap prevention program. Results are candidly reported only to the commander of the surveyed unit.

(1) Requirements. Per reference (a), informal safety surveys are required for all 2d MAW aircraft squadrons/detachments at least once per year. Safety surveys are also required:

(a) Within 30 days of a change in commanding officer.

(b) Within 30 days of a change of aircraft model.

(c) Within 30 days after a squadron/detachment changes its operating base. The survey should occur prior to commencing flight operations.

(d) Within 30 days of a change in a significant number of personnel in key billets.

(2) This requirement is in addition to requesting formal Naval Safety Center safety surveys every two years per reference (a).

(3) Survey guidance. The Naval School of Aviation Safety's web-based Command Safety Assessment (CSA) Survey and Maintenance Climate Assessment Survey (MCAS) are authorized for use as informal surveys.

(4) Safety Survey Personnel. The conduct of a survey is the responsibility of the unit commanding officer. The survey effort, whether it is web-based or via an aviation checklist, must include at least one individual who is a graduate of a formal aviation safety course. Personnel from the surveyed unit, other squadrons, senior commands, or from the Naval Safety Center are all options for the conduct of a safety survey. Survey checklists are available via the Naval Safety Center Web Site.

(a) When conducting a survey using the checklists from the COMNAVSAFECEN Aviation Safety Survey Program a survey team is formed and the following areas should be represented:

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1. Aviation safety.
2. Operations/aircrew training.
3. Aircraft maintenance.
4. Ground safety.
5. Medical/aero medical safety (AMSO).

(b) Use of teams from other agencies within 2d MAW is acceptable.

(5) Survey Results. While reports of findings from the survey external to the unit are not required, commanding officers should document the following:

(a) Survey was conducted; date, location and administrators.

(b) Appropriate corrective action was directed and initiated on all problem areas.

(c) The squadron commanding officer's review and approval of the corrective actions.

(d) Existence of a system for monitoring the progress of continuing or incomplete corrective action.

(e) Notification of the DSS in the next echelon of command.

b. Site Safety Surveys. Site surveys shall be conducted at temporary operating bases or deployment sites as soon as possible. A site survey concentrates on facilities and operational conditions at the new site. Squadron/detachment ASOs shall complete the site safety survey and submit their findings and corrective actions via message to the respective Group (CC 2d MAW) within seven days of commencement of flight operations. Follow up surveys are required every seven days thereafter for open or unresolved items.

c. Functional Area Inspection (FAI). FAIs examine the administration and management of a unit's aviation safety program to determine compliance with directives issued by higher headquarters. FAIs determine and enhance the level of safety awareness in a unit. They are conducted as part of the

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Commanding General's Inspection Program. The scheduling, completion, and reporting of all FAIs shall be directed by reference (d).

5. Hazard Elimination. Hazards are eliminated or reduced by physically removing them, implementing engineering controls or, where elimination is not practical, by a program of increased awareness and education. An understanding of the consequences of hazards is necessary for an individual to understand risk assessment and avoidance. Specific programs for hazard elimination are:

a. Hazard Reporting Program. Hazards to aviation will be formally reported per references (b) and (e).

b. Aviation Safety Council. Squadrons and Groups, shall form an Aviation Safety Council which will meet on a quarterly basis. The Council will set goals, manage assets, review safety-related recommendations, and keep records of their meetings. The council, with the aviation and ground safety officers and the flight surgeon as permanent members, should review command plans, policies, procedures, conditions and instructions to ensure their currency, correctness and responsiveness to safety recommendations.

c. Enlisted Aviation Safety Committee. Enlisted representatives from every work center in the squadron (including the Medical Department and Marine Aviation Logistics Squadron (MALS) Detachments, shall form an Enlisted Aviation Safety Committee. In monthly meetings they shall discuss safety deficiencies and provide recommendations for improving safety practices and awareness. Members shall keep a record of attendance and discussion topics. The commanding officer will respond to their recommendations in a timely manner.

d. Human Factors Review. Commanding officers have two methods by which they may stay apprised of the physical condition, the psychological well-being, the attitudes, and the motivation of their aircrews. The first is a monthly, proactive, informal, human factors review of all officer and enlisted aircrew. The second is a formal review conducted whenever the commanding officer thinks it is necessary. Commanders shall undertake their human factors review process as directed by HQMC instructions on the subject.

(1) Informal reviews will be conducted by a Human Factors Council that includes, as a minimum, either the commanding or executive officer, the ASO, the operations officer, the training officer, the NATOPS Officer, and the Flight Surgeon. The information generated is for the commanding officer's use only for the enhancement of safety. It shall be kept in confidence and shall not be used for disciplinary or administrative action. No official record or report is required; however, personal notes may be produced and retained by the commanding officer.

(2) Human Factors Boards will conduct a formal review of any area of an aircrew member's performance, training, health, attitude or motivation felt by the commanding officer to be relevant. The Human Factors Board should include, as a minimum, the ASO, Flight Surgeon, and any additional officers of the commanding officer's choosing. The Human Factors Board should be proactive. It is to be convened early on, once a significant problem is discovered. The goal is to identify the specific problem(s) and provide a course of action for resolution. A formal report with conclusions and recommendations should be produced and forwarded to the commanding officer for determination of final action.

(3) Human Factors Board (HFB) and Council reports, notes, materials or other work-product shall not be appended or made an enclosure, in whole or part, to any SIR or safety investigation file. Should the AMB deem it necessary to use HFB information, then it must be extracted from the parent document and limited to only the individual(s) being investigated. The information contained in the extracted HFB documents or gained from interviews with Board or Council members may be used in an SIR, but this information is privileged.

6. Operational Pauses. An Operational Pause (Op-Pause) is designed to allow the Commander to re-focus his Marines to promote a renewed effort of safety awareness and personal readiness through discipline and the strict adherence to governing directives. During scheduled operational pauses a moratorium will be placed on operational commitments of units for a specified period of time. During the operational pause, NO FLYING is to be conducted. This period of time is used for making a concerted effort to "step back and refocus the unit". The focus of effort should be applied to heightened safety awareness as it pertains to the current level of operational

tempo and future events. The desired end state is to promote a renewal of safety awareness and personal discipline throughout the unit. This is accomplished by reviewing procedures, re-evaluating the unit's mission and procedures, reinforcing proven safety principles and precepts, conducting training lectures and on-the-job training, and reviewing established maintenance procedures.

a. Frequency. Operational pauses are intended to be a semi-annual event scheduled on the Training Exercise Employment Plan (TEEP) which is coordinated by the Force pauses. They will be scheduled anywhere from one day to two weeks in duration, and shall be scheduled by the Force Commander to avoid conflict with major events (i.e., joint exercises, CAX, other externally generated tasks). During an operational pause, the entire force terminates normal day-to-day operations.

b. Operational pauses provide an opportunity to rest the force and reduce the physical demands placed on it, and to perform tasks which do not compete successfully for time or attention in the routinely fast-paced operating environment. Minimum disruption will be imposed force-wide by separately scheduling pauses for each unit. Any deviation in scheduled pauses will be approved by the Wing Commander.

c. Conduct/Content. Each individual must clearly understand the focus and goal of operational pauses. It is important that operational pauses be planned well in advance, be productive, timely, and interesting. Avoid events that are stereotyped or routine in nature. It is fully understood that the requirements of each Group within the Wing are diverse; therefore, it is left to the Group CO's and squadron CO's as how to utilize this valuable time. In addition to addressing key topics that came out of the quarterly executive safety council, a list of items that may be accomplished during an operational pause is provided below. The list is by no means all inclusive. Any subject that promotes operational readiness, safety and training may be considered.

(1) Common areas requiring attention:

(a) Recent mishap problem areas, lessons learned, and corrective actions.

(b) Review of a system or procedure for an upcoming event, such as a deployment.

(c) Risk assessment.

(d) NATOPS Training.

(e) Current safety problems, solutions, and accomplishments.

(f) First aid.

(g) New aircraft systems/equipment checkouts.

(h) QA presentations.

(i) Operational hazard report review.

(j) Safety opinion questionnaire.

(k) Surveys.

(l) Maintenance Action Forms (MAF) scrub.

(m) Industrial hygiene program.

(2) Areas of specific interest to flight crews:

(a) Emergency procedures.

(b) Mission of the squadron.

(c) Personal survival equipment (ALSS).

(d) Instrument procedures.

(e) Landing techniques.

(f) Operating techniques and limitations for seasonal weather phenomena.

(g) Pre-mishap plan drill.

(h) Course rule brief to include airfield hazards.

(3) Areas of specific interest to maintenance:

- (a) MIMMS review.
- (b) Shop safety.
- (c) Aircraft towing procedures and signals.
- (d) Test equipment check and calibration.
- (e) Trend analysis.
- (f) Tool box inventory.
- (g) FOD clean up.
- (h) Collateral Duty Inspector training.
- (i) Work center technical training.
- (j) Properly supervised on-the-job training.
- (k) Hydraulic contamination.
- (l) Hazardous Material (Freon, Halon, etc.).
- (m) Explosive Safety.

d. Back-in-the-Saddle (BITS) Program. This program is required following the extended winter holiday period or post-deployment and may serve as one of the semi-annual Op-Pauses.

7. Information Dissemination

a. Safety Information Management. Each unit in 2d MAW will ensure the broadest dissemination of general circulation safety information. Information on near misses, mistakes made, situations encountered, and investigations conducted are important learning tools. Privileged or private information must be handled carefully, so that the privileged or private nature is not compromised. No unit is authorized to release safety program information outside their unit.

b. Liaison. Direct liaison between unit Safety Officers and their counterparts one echelon above and below is essential

in ensuring rapid dissemination of safety-related information and full support of hazard detection/correction programs. Unit and detachment aviation safety officers should maintain close contact with their counterparts at the Group regarding matters of aviation safety.

c. Awards Program. A positive and proactive awards program fulfills a vital role in the 2d MAW safety effort. The primary action officer for all squadron and personal safety awards is the squadron DOSS. Unless otherwise directed, the DOSS must prepare suitable award packages in proper format on behalf of the squadron or individual. Additional awards information is located in Chapter 8.

8. Pre-Mishap Planning. The ability to effectively deal with any adverse occurrence, particularly an aircraft mishap, requires careful advance planning. At the time of a mishap the atmosphere will be one of tension, confusion, and possibly, grief and loss. Without a clear plan and good general understanding of the process by personnel responsible for executing the mishap plan, the quality and timeliness of an investigation can be compromised. Therefore, each aviation Group shall ensure that unit mishap plans are in place and understood. Aviation support Groups will also ensure that plans and procedures are in place to accommodate appropriate adverse occurrences.

9. The Pre-Mishap Plan. Each aircraft squadron/detachment shall prepare and maintain a current Pre-Mishap Plan. Relevant guidance is found in references (a) and (b). The plan must be current and should include, but not be limited to, information on:

a. Notification and Coordination. Instructions for coordination between unit, air base/facility, military, and civil authorities for notification of cognizant Aircraft Recovery and Fire Fighting (ARFF) and investigations.

b. Transportation and Storage. Current instructions for readiness, dispatch, and coordination of air and ground vehicles for search, rescue, recovery, and investigation.

c. Personnel and Security. Current instructions for preservation and security of the wreckage at the crash site.

Constitution of guard detachment and related provisions for transportation, rations, and shelter for guard personnel should be delineated.

d. Internal Reporting. Explicit instructions for internal reporting of information (within the command) to include current checklists for personnel by billet and name, and provisions for the recording of events.

e. External Reporting. Explicit instructions for external reporting.

f. Aircraft Mishap Board. Assignment of Aircraft Mishap Board (AMB) members by billet and provision, for specific assignment by name (permanent and alternate board).

g. AMB Member Guides. Specific investigative responsibilities of each AMB member.

h. Aircraft Mishap Investigation Kit. Composition, location, and responsibility for investigator's kit.

i. Technical Support Personnel. Instructions concerning the readiness of recording equipment (photographic, audio, etc.) and technicians to operate it.

j. Technical Support Facilities. Complete list of military and contractor facilities, and personnel capable of providing technical assistance.

k. Provisions for Incidents During Non-working Hours. Provisions for implementation of required actions after working hours by the Duty Watch Officer.

l. Incidents Away from Home Base. Contains provisions for incidents that occur away from home base.

m. Incidents on Foreign Soil. Instructions on unique requirements for mishaps occurring in those countries in which 2d MAW aircraft may be operating.

n. Drills And Exercises. Provisions for periodic simulated crash drills to exercise plans, equipment, and personnel.

o. Hazardous Material. Squadrons with aircraft containing composite materials should be aware of the hazards these materials pose to personnel during a post-mishap scenario.

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Provisions should be made for proper handling, storing and transporting of this material. Mishap kits should include the proper personal protection equipment and clothing to reduce the risks associated with exposure to hazardous materials.

10. Reporting

a. Hazard Reports (HAZREP). Everyone associated with Naval Aviation has an obligation to report hazards. Command Safety Programs must foster an engaged and proactive posture towards hazard reporting. Aggressive follow-up for corrective action and continuing trend analysis are essential to the success of the overall safety program. HAZREPs shall follow the format as outlined in reference (b). Particular attention should be given to the investigation of the circumstances and history surrounding the hazard. Also, sound and relevant corrective actions emphasizing short, mid, and long-term goals should be the norm. HAZREPs and all endorsements will be submitted within the deadlines imposed in reference (b).

b. Flash Reports. Timely submission of pertinent information is essential in the notification process. To that end, 2d MAW DSS has developed an Aviation Flash Report (AFR) template for use in incidents involving 2d MAW aircraft (see Appendix D). All significant incidents that do not involve 2d MAW aircraft should be reported with a Ground Flash Report (see Chapter 4).

(1) All significant aviation incidents will be reported to this Headquarters using the 2d MAW AFR. Significant aviation incidents include, but are not limited to, the following instances:

- (a) Aviation mishaps.
- (b) Emergency declared airborne.
- (c) Things Falling Off Aircraft (TFOA).
- (d) A precautionary landing, other than at home field, was made or attempted.
- (e) An uneventful landing at an unplanned destination.
- (f) Bird/Animal aircraft strikes.

(g) Anything that may be of interest to higher headquarters, such as damage to aircraft, personal injury, or damage to property.

(2) Reporting Procedures

(a) The AFR shall be filled out as completely as possible but expeditious reporting of preliminary information takes precedence. The AFR shall be sent as soon as possible but in no case is it expected that this process will exceed four hours from the time of the incident.

(b) The AFR shall be passed from the Reporting Custodian (normally the squadron) to the parent Group and, from the parent Group to both the 2d MAW CDO and 2d MAW DSS Outlook Mailbox (OMB) accounts.

(c) When 2d MAW units are under operational control (OPCON) to another MAW (i.e. UDP, operational deployment) they shall send an AFR to 2d MAW through their parent group. This is in addition to any Flash Report requirements the unit may have in their OPCON chain.

(d) In addition to the written AFR, a voice report shall be made to 2d MAW as soon as possible but NLT one hour from the time of the incident for the following cases:

1. Incidents where the potential to exceed the aviation mishap threshold exists.

2. Precautionary landings off a military reservation.

3. TFOA's (Over Populated Areas).

4. Bird/Animal aircraft strikes (Causing damage to aircraft or injury to personnel).

5. Anything that in good judgment may warrant the prompt attention of higher headquarters.

(3) Flash Report Handling Procedures

(a) During normal working hours (0730 - 1700):

1. A voice report (if required) shall be made via the chain of command to the 2d MAW DSS at COMM: 252-466-3352/5091 (DSN prefix: 582).

2. An AFR shall be submitted via the chain of command to both the 2d MAW CDO and the 2d MAW DSS Outlook Mailbox accounts. The 2d MAW CDO address is "CDO.2MAWCP" in the global address book or cdo.2mawcp@usmc.mil. The 2d MAW DSS address is "2DMAW DSS OMB" in the global address book or 2DMAW.DSS.OMB@usmc.mil.

(b) After normal working hours (after 1700):

1. A voice report (if required) shall be made via the chain of command to the 2d MAW CDO at COMM: 252-466-4313/4314 (DSN prefix:582).

2. An AFR shall be submitted via the chain of command to both the 2d MAW CDO and the 2d MAW DSS Outlook Mailbox accounts. The 2d MAW address is "CDO.2MAWCP" in the global address book or cdo.2mawcp@usmc.mil. The 2d MAW DSS address is "2DMAW DSS OMB" in the global address book or 2DMAW.DSS.OMB@usmc.mil. The Group Duty Officer shall follow-up the e-mail with a telephone notification to the CDO at COMM: 252-466-4313/4314 (DSN prefix: 582).

(4) Flash Report Follow-Up. The initial Flash Report is brief in nature and it provides the reader with basic information. Therefore, within 24 hours of the event, all 2d MAW Groups shall follow up FLASH REPORTS as necessary by sending amplifying information to the 2d MAW DSS Outlook Mailbox account.

c. Mishap Data Reports (MDR). Initial and amended MDRs shall be submitted per reference (b) and CG II MEF, Safety, shall be included as an info addressee in the distribution.

d. Safety Investigation Reports (SIR). SIRs shall be submitted per reference (b). Special attention should be given to protecting the concept of privilege, and these reports shall be used for safety purposes only. SIRs and their endorsements will be submitted within the deadlines imposed by reference (b) unless the controlling custodian has granted an extension.

e. Seven Day Back Brief. Per reference (f), a 7-Day Back Brief is required within 7 days following a Class A or B mishap.

This report outlines the known circumstances and any other relevant information surrounding the event to be briefed to the first general officer in the chain of command by the unit and group commander. The 7-Day Back Brief will be condensed and forwarded by CG 2d MAW to the ACMC in order to fulfill the 8-Day Back Brief requirement detailed in reference (f).

f. Anonymous "Anymouse" Reports Program. The purpose of an ANYMOUSE Hazard Reporting program is to provide an informal vehicle for the reporting of hazardous situations to the Squadron, Group, or Wing ASO. "Anymouse" reporting programs are therefore helpful in obtaining information that personnel are unwilling or unable to present in person. A provision for anymouse reporting shall be provided. Subordinate commanders should develop programs suited to the needs of their respective unit, operational tempo, and mission.

(1) Procedures

(a) An "Anymouse" may be originated by any individual or Group of individuals who wish to report a hazardous situation that they believe needs addressing.

(b) The "Anymouse" will be submitted by the individual(s) to the ASO/GSO via the ANYMOUSE box on the appropriate "Anymouse" form.

(c) The ASO/GSO will take appropriate action and provide a written recommendation to the unit commander.

(d) The commander's response shall be posted in a highly visible location (unit safety bulletin board) for all to review.

11. Aircraft Mishap Investigation

a. Standing Aircraft Mishap Boards. Commanding officers or officers-in-charge (OIC) of each aircraft squadron or detachment shall appoint, in writing, an AMB. Each AMB will have membership as described in reference (b) and will have sufficient numbers of trained personnel to cover contingency replacement requirements. Such boards, or members thereof, once properly appointed and activated to investigate a mishap, will not be dismissed before the investigation has been concluded. Duties as a member of an AMB shall have precedence over all other duties. AMB training in the various aspects of mishap

reporting, investigation, and analysis shall be conducted at least quarterly. The absence of an assigned 2d MAW senior member does not negate the requirement for quarterly training. The senior member of the standing board will normally assume training responsibilities, although an additional member may be assigned for that purpose. This responsibility typically falls on the ASO.

(1) The AMB is responsible for the conduct of an investigation (including the collection and safeguarding of evidence), the interview of witnesses, the analysis of mechanical, biological, and natural samples taken from the mishap, the interpretation of data to determine the parties involved, the events that transpired, and the outcomes produced and their relationship with the circumstance. Furthermore, the AMB is responsible for determining the causes for the mishap, recommendations to preclude recurrence, and for documenting the investigation in proper format.

(2) Any witness statement (written, oral, or summarized) or any deliberation of the AMB, to include Part B of any SIR, is considered privileged and is restricted to non-punitive safety application. The concept of military safety privilege has been upheld by the United States Supreme Court. The use of such information for other than safety purposes can render the user or releaser subject to criminal sanctions.

(3) The investigation is considered complete when COMMARFORCOM has released the final Type Commander (TYCOM) endorsement. The purpose is to allow the endorsing chain the opportunity to re-evaluate any real evidence. As a result, the aircraft cannot be released back to the squadron until COMMARFORCOM endorses the SIR or the senior member requests from COMMARFORCOM that the aircraft be released to the reporting custodian.

b. Senior Member on Class A Mishap Boards. The senior member of each AMB shall be senior to the pilot in command and mission commander involved in the mishap being investigated. This requirement may be waived by the appointing authority in those isolated cases where compliance would require unreasonable measures. In the case of a Class "A" mishap, the AMB senior member will be appointed by the CG 2d MAW.

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12. Bird Avoidance Strike Hazard (BASH)

a. General. The risk of bird strikes to 2d MAW aircraft along the eastern flyway is significant during the peak bird migration periods. The risk of bird strike cannot be eliminated; however, it can be significantly reduced by applying risk management techniques. The primary means of managing the risk of bird strike is to reduce exposure as much as possible. In order to reduce the risk of bird strike, each aviation unit commander is directed to ensure that all Low Level/LATT training, mission planning, and mission execution is conducted within guidelines established for 2d MAW aircraft reference (g). In addition, Air Force Bird Avoidance Models (BAM) will be used to determine areas with a lower incidence of bird strikes.

b. Operating Guidance. Procedures in reference (g) provide the squadron commander with the information necessary to maximize training opportunities while simultaneously managing the risks associated with possible bird strikes. With this as background, the following guidance is reiterated:

(1) Bird migratory season for 2d MAW is defined as beginning 1 September and extending through 30 April annually.

(2) Flight operations will be conducted in compliance with BASH condition codes/restrictions and flight operating restrictions listed in reference (g).

(3) Prior to operating in the BT-9, BT-11, or Dare County ranges, flight leads will make a clearing pass no lower than 1000. AGL to determine bird hazard conditions in the target area. If the flight lead determines a condition red exists, then low-level delivery profiles, 10-degree dive bomb, strafe, or pop-up/loft deliveries are prohibited. Low angle weapons deliveries in a condition yellow are not authorized without prior approval of the squadron CO based upon a risk assessment of the mission requirements/necessity.

(4) All aircrew are responsible for recognizing BASH conditions, however flight leads are responsible for determining BASH conditions and advising all members of the flight.

(5) BASH condition criteria, along with detailed guidance, may be found in reference (g).

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c. Bird Avoidance Models (BAM). The USAF Safety Center (AFSC) has developed a website devoted exclusively to BASH. The website address is www-afsc.saia.af.mil. AFSC collects bird strike data and builds bird avoidance models for all military training routes (MTR). As stipulated in reference (g), approval to fly a specific MTR is based on the risk category assigned by the BAM. Squadron commanders must ensure compliance with the guidelines established in reference (g) regarding the use of BAM.

d. Bird Hazard Working Group (BHWG). The BHWG forms the nucleus for developing a bird avoidance program. The BHWG consists of representatives from flight safety, airfield management, base operations, air traffic control, civil engineering, aircraft maintenance, and any other organization concerned with bird hazards. Subordinate BHWGs will be established at each airfield (MCAS/F) to address local bird hazards. Composition of the BHWG, frequency of meetings, and other specific guidance may be found in reference (g).

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Chapter 3

Standardization/Naval Air Training and Operating
Procedures Standardization (STAN/NATOPS)

1. Purpose. To amplify the provisions contained in the current versions of references (a), and reference (h) in administering the STAN/NATOPS program within 2d MAW. Additionally, this order sets forth the STAN/NATOPS policy, organization, and requirements of the CG 2d MAW. Should a conflict between this order and one from a higher headquarters exist, the higher headquarters directive will prevail unless the conflict is a case of this order setting more stringent requirements. However, reason should prevail, and efforts at resolution shall include the 2d MAW DOSS.

2. General

a. The NATOPS program is a positive approach to increase combat readiness and improve flight safety. Implementation of the STAN/NATOPS program is a command responsibility at the squadron level.

b. The essential elements of the STAN/NATOPS program are professionalism, a thorough knowledge of all aircraft systems and adherence to approved operating procedures. Flight proficiency and weapons readiness are not considered essential NATOPS program elements. Any tendency to expand the STAN/NATOPS evaluation into these areas must be avoided.

c. To be effective, the STAN/NATOPS program must be responsive to the requirements of the users and, therefore, readily changeable. To this end, users have a responsibility to ensure that NATOPS publications are correct and current.

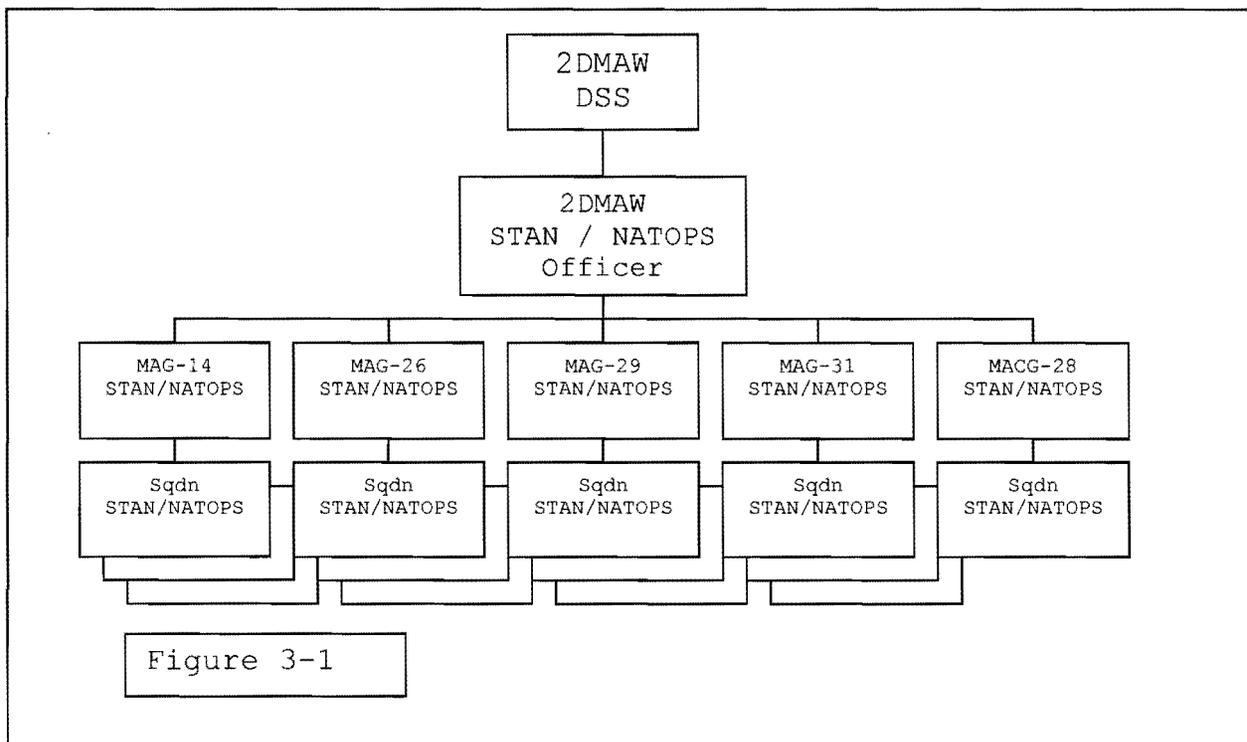
d. NATOPS publications are issued for the purpose of standardizing ground and flight procedures and do not include tactical doctrine. It is not intended that the NATOPS Manual copy or replace other publications such as tactical manuals. Should conflict exist between the training and operating procedures found in the NATOPS publications and those found in other publications, the NATOPS publications will be the governing publication.

e. Compliance with NATOPS publications is mandatory; however, nothing contained therein shall prevent the pilot from

taking such actions, as the aircrew may deem necessary, under unusual or emergency conditions, to safeguard life and property.

3. Organization. The formal STAN/NATOPS organization at the 2d MAW level will have at a minimum a STAN/NATOPS Officer, with qualifications outlined below. Other STAN/NATOPS personnel will be assigned, as appropriate.

a. All commands that have responsibility for, or control of aircraft shall have a Department of Safety & Standardization based on the 2d MAW model and as described in reference (a). A Director, ASO, NATOPS Officer, GSO and an enlisted NATOPS NCO for organizations with enlisted aircrew.



4. Qualifications

a. 2d MAW STAN/NATOPS Officer. The STAN/NATOPS Officer will normally be a field grade Naval Aviator (NA) or Naval Flight Officer (NFO) possessing broad experience in current operational aircraft. If possible, the NATOPS Officer should be a graduate of the Aviation Safety Officer or Aviation Safety Commander Course. The STAN/NATOPS Officer is responsible for the supervision, coordination, and evaluation of the 2d MAW NATOPS Program. The STAN/NATOPS Officer should not be assigned any legal/quasi-legal matters or other collateral duties outside

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the DSS. If the assigned ASO is a rotary wing aviator then the NATOPS Officer shall be a fixed wing aviator and vice versa.

b. 2d MAW NATOPS SNCOIC. A qualified Staff Noncommissioned Officer, (SNCO) should be assigned to assist the STAN/NATOPS Supervisor on all matters pertaining to enlisted flight crew standardization and to perform other STAN/NATOPS related duties as necessary. In matters pertaining to specific aircraft, the Group STAN/NATOPS evaluators will provide the required assistance upon request.

c. Group Standardization/NATOPS Evaluators. A Naval aviator or Naval flight officer (Captain or above) possessing broad experience in current operational aircraft, shall be assigned the primary duty as STAN/NATOPS Evaluator within each aircraft Group. When more than one model aircraft is assigned to the Group, and the STAN/NATOPS Evaluator is not current in all models, assistant STAN/NATOPS Evaluator(s), assigned from Group or MAW assets shall be designated for that specific model aircraft on an additional duty basis.

d. Squadron NATOPS Instructors. Reference (a) directs the commanding officer of each aircraft squadron to designate, as a primary duty, a minimum of one highly qualified STAN/NATOPS instructor for each type/model/series aircraft assigned. In this capacity, the STAN/NATOPS Instructor shall ensure that all squadron aircrew conform to the standards, as set forth, in the applicable NATOPS flight manual and are in compliance with applicable directives. Once assigned, the squadron STAN/NATOPS instructor should remain in the billet for a minimum of 12 months.

e. Squadron Enlisted STAN/NATOPS Instructor. Units within 2d MAW having enlisted aircrew and non-aircrew shall have a highly qualified enlisted STAN/NATOPS Instructor assigned the billet as their primary duty.

5. Responsibilities

a. 2d MAW STAN/NATOPS Officer. The 2d MAW STAN/NATOPS Officer is responsible for ensuring the 2d MAW STAN/NATOPS Program is in compliance with applicable directives and that the program serves to maximize the level of standardization throughout the Wing. The STAN/NATOPS Officer is responsible for evaluation and documentation of 2d MAW flying personnel. Responsibilities include, but are not limited to:

(1) Coordinating and supervising the STAN/NATOPS program within 2d MAW and reporting to the DOSS on all matters concerning standardization and NATOPS.

(2) Conducting FAIs and site assist visits (SAV) in subordinate commands to assist in administration and/or evaluation of the effectiveness of the STAN/NATOPS program.

(3) Monitoring the conduct of the Naval Aviation Survival Training Programs (NASTP).

(4) Monitoring the conduct of Instrument Flight Training and renewal of instrument ratings for Naval aviators and instrument qualifications for Naval flight officers.

(5) Coordinating input and feedback for various NATOPS conferences and change requests.

(6) Review and forward NATOPS change recommendations in a timely manner.

(7) Coordinating and supervising the Crew Resource Management (CRM) program within 2d MAW and reporting to the DOSS on all matters concerning CRM.

b. Wing NATOPS SNCOIC. Duties include but are not limited to:

(1) Maintaining a current master library of NATOPS flight manuals (NFM), pocket checklists (PCL), functional check-flight checklists and publications associated with each type/model/series aircraft within 2d MAW.

(2) Forwarding NATOPS change recommendations in a timely manner.

(3) Reporting to the STAN/NATOPS Officer on all matters regarding areas of responsibilities.

c. Group STAN/NATOPS Evaluator. Specific duties are:

(1) Supervision, coordination, and evaluation of the Group Standardization/NATOPS program.

(2) Ensure that assistant STAN/NATOPS evaluators are appointed for each type/model/series aircraft within the Group.

(3) Ensure each aircraft squadron has completed an NATOPS Evaluation every 18 months in accordance with reference (h). Retain a copy of the results for two years from the date the evaluation was conducted.

(4) Maintain a current master library of NATOPS flight manuals (NFM), pocket checklists (PCL), functional check-flight checklists, and publications associated with each type/model/series aircraft within the Group.

(5) Generate and review recommended urgent and routine changes to the NATOPS flight manuals and submit the information per reference (h).

d. Squadron STAN/NATOPS Instructor. Specific duties of the squadron STAN/NATOPS Instructor include but are not limited to:

(1) Review NATOPS Flight Personnel Training and Qualification Jackets (OPNAV form 3760/32) and ensure proper documentation of all flight crewmember qualifications are in compliance with NATOPS. This includes flight physicals, instrument ratings, aviation physiology, water survival, egress training and Crew Resource Management (CRM).

(2) Ensure each NA/NFO/aircrew is maintaining a current NATOPS flight manual and pocket checklist.

(3) Document the completion of monthly aircrew emergency procedures review/exams. This test can be either written or oral. The use of a flight simulator to test emergency procedures is encouraged, where available. Results of the emergency procedures review will be logged and maintained for one year. Results are not required to be maintained in the individual's NATOPS Flight Personnel Training and Qualification Jacket but ATF's may prove to be a useful documentation tool.

(4) Administer random NATOPS evaluations on aircrew.

(5) Maintain currency concerning developments in the NATOPS effort for type/model/series aircraft.

(6) Review applicable NATOPS publications to determine any conflicts that may exist and initiate action to correct such discrepancies.

(7) Ensure a request for waiver is submitted via the chain of command, in accordance with reference (h), whenever

compliance with any prescribed OPNAV/NATOPS policy or procedure is found to be impractical or it is desired that a new procedure be initiated.

(8) Initiate action in the form of urgent or routine change recommendations when new or improved procedures indicate the need for such changes.

(9) When appropriate, ensure the taxi and turn-up license program is administered.

(10) Not less than semi-annually, review the skeleton NATOPS jacket for all augment aircrew not assigned and authorized to fly with the squadron. Wing and Group aviators may be authorized to fly with a squadron while actually assigned to fly with a different squadron. The squadron to which these aircrew are assigned to fly maintains their permanent NATOPS jacket. Aircrew are required to maintain a skeleton jacket and to bring it with them on days they are scheduled to fly with other 2d MAW squadrons.

e. Squadron Enlisted STAN/NATOPS Instructor. The squadron enlisted STAN/NATOPS instructor is responsible for the following:

(1) Review local records of enlisted personnel on aircrew flight orders or in flight status and ensure that each possesses a current flight physical, and that a copy of medical clearance is on file prior to issuance or continuation of enlisted flight orders.

(2) Review local records of enlisted personnel on aircrew flight orders or in flying status and ensure that each aircrew and non-aircrew member possesses certification of current applicable aviation physiology and water survival training, as required by reference (h).

(3) Review aircrew training records to ensure that training requirements for each aircrew and non-aircrew member are accomplished.

6. NATOPS and Instrument Evaluation Program. The NATOPS Evaluation Program shall be carried out prior to the issuance or renewal of a NATOPS designation, or instrument rating or qualification per reference (h). Additional information to

assist in the implementation of the NATOPS check procedures and records are covered in each NATOPS manual.

a. NATOPS Evaluations and Check Flights. Reference (h) outline the requirements for both NATOPS unit evaluations every 18 months and aircrew check flights. Both of these requirements should be used as a tool to increase operational readiness through standardization. At a minimum, the following applies to the 2d MAW STAN/NATOPS evaluation program.

(1) Unit STAN/NATOPS Evaluations. The Group STAN/NATOPS evaluator is responsible for ensuring a STAN/NATOPS evaluation is conducted on each aircraft squadron that is under their cognizance. This evaluation will be conducted every 18 months and adhere to the specific requirements as set forth in reference (h). Results of the evaluation will be kept on file 24 months from the date of the inspection.

(2) Aircrew STAN/NATOPS Check flights. The squadron STAN/NATOPS Instructor is responsible for ensuring a STAN/NATOPS check-flight is conducted on each squadron aircrew that is under their cognizance. The following specific requirements apply:

(a) Aircrew not possessing a current STAN/NATOPS check-flight in type/model(s) flown, shall satisfactorily complete an initial check-flight within six months after commencement of training or within six months following receipt by the Unit of NATOPS manuals and NATOPS grading criteria, whichever is later.

(b) STAN/NATOPS check-flights shall be completed at least annually and within 12 months of the preceding evaluation.

(c) NAs and NFOs returning from assignments/flying status where a valid STAN/NATOPS evaluation could not be performed, shall be granted a period of three months in which to complete the evaluation. These circumstances will be limited to hospitalization, temporary removal from a flying status by competent authority, or assignment to a billet where certain flight requirements have been waived. Unless reasons for expiration in the case are related to these circumstances, the squadron commanding officer shall direct the NA/NFO to appear before a Field Flight Performance Board (FFPB).

(d) The requirement for an FFPB may be waived if, in the opinion of the commanding officer, expiration of the

STAN/NATOPS qualification was beyond the control of the individual aircrew.

(e) Waivers must be filed in the NAs/NFOs NATOPS Qualification Jacket. There is no waiver for a STAN/NATOPS check-flight, only the requirement to conduct an FFPB.

(f) Those personnel authorized a waiver shall undergo a STAN/NATOPS check-flight at the earliest opportunity.

b. NATOPS Instrument Flight Ratings and Qualification. Reference (h) prescribes the standards for the maintenance of instrument flying qualification by all NAs and NFOs and sets forth procedures for the conduct of instrument flights in Naval aircraft. This order implements those procedures in 2d MAW. The following activities shall support the Instrument Flight Program (IFP):

(1) Instrument Flight Board (IFB). Squadrons or Groups are required to establish an IFB in accordance with reference (h) to ensure effective review and evaluation of instrument ratings and qualifications within 2d MAW. The establishment of a squadron IFB is recommended, but not required, in those 2d MAW squadrons whose aircrew are required to complete a formal instrument course at a designated instrument training squadron.

(a) The IFB should consist of the prescribed members as established in reference (h). The members of the board will individually conduct and collectively review the instrument evaluation of NAs and NFOs within respective units.

(b) Members of the IFB should hold special instrument ratings.

(2) Instrument Ground School (IGS)

(a) IGS will be held at appropriate locations to accommodate all NAs and NFOs within 2d MAW.

(b) Each formal TYCOM approved IGS course shall include the requirements stipulated in accordance with Reference (h).

(c) Examination grades will be computed on 4.0 scale and converted to a grade of "qualified" or "unqualified".

Aviators must score 3.5 or higher to obtain a grade of "qualified".

c. Instrument Rating Issuing Authorities. Group and squadron commanding officers are authorized to sign Instrument Rating Request Forms (OPNAV 3710/2), as stated in reference (h), with the following exceptions:

(1) The CG, 2d MAW shall be the issuing authority for Group commanding officers.

(2) Group commanding officers shall be the issuing authority for squadron commanding officers.

d. Instrument Evaluation Program Execution Responsibilities

(1) The 2d MAW DOSS is tasked with the responsibility of supervising the overall program of instrument qualification for all NAs and NFOs assigned to fly 2d MAW aircraft.

(2) Commanding Officers of Aviation Units

(a) Group/squadron COs and detachment OICs shall thoroughly review the requirements for instrument ratings and qualifications as discussed in reference (h). Areas of primary importance are extensions, revocations, and failure to meet the requirements for instrument rating and qualification.

(b) Additionally, Group Commanders shall:

1. Publish a quarterly schedule of Instrument Ground School courses. The schedule must include the time, date, and location of the Instrument Ground School and alternate dates, if applicable.

2. Provide personnel and/or coordinate resources to conduct IGS classes.

(3) NAs and NFOs. All NAs and NFOs shall attend a formal IGS and shall complete, on an individual basis, and pass an annual written examination. NAs will also satisfactorily complete an instrument evaluation flight. NFOs regularly assigned to, and qualified in, an aircraft requiring a Flight Officer and who perform co-pilot duties are strongly encouraged to complete and document an instrument evaluation flight.

7. Crew Resource Management (CRM) Program

a. Purpose. Integrated CRM incorporates the use of specifically defined behavioral skills into all Navy/Marine Corps aviation operations. Standardized training strategies shall be used in such areas as academics, simulators, and flight training. Practicing CRM principles will improve mission effectiveness and serve to prevent mishaps that result from poor crew coordination.

b. Scope. All personnel whose duties involve flying as an aircrew member in Naval aircraft shall receive integrated CRM training. Aircrew coordination will be an integral part of every flight operation and it is the responsibility of all aircrew members to evaluate ways in which lessons learned during aircrew coordination training can be incorporated into their flight operations.

c. CRM Qualification. CRM is designed to acquaint aircrew members with type/model (T/M) specific aircrew coordination requirements. Initial CRM shall occur during all Fleet Replacement Squadron (FRS) training. In circumstances where formal FRS or equivalent training is not available, initial CRM may be completed at the squadron. Recurrency training shall occur annually thereafter while in a flight billet. Initial and recurrency training shall be conducted by a designated CRM instructor or facilitator and shall include:

- (1) CRM history.
- (2) Seven (7) critical skills.
- (3) Review of reference (i).
- (4) A T/M specific case study or scenario.

(5) A flight evaluation conducted by a CRM Instructor or facilitator designated for that T/M aircraft.

d. Currency. All aircrew are considered CRM current and are qualified to perform aircrew duties following successful completion of ground training and a flight evaluation. The renewal flight evaluation may be accomplished within 60 days preceding expiration of a current evaluation and is valid for 12 months from the last day of the month in which the current evaluation expires. Guidelines for conducting ground training

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and the flight evaluation, extensions to currency expiration date, and failure to meet CRM requirements are outlined in reference (i).

e. Documentation Requirements. CRM training and flight evaluations shall be logged in accordance with reference (i) in aircrew NATOPS Flight Personnel Training/Qualification Jackets.

f. Responsibilities

(1) 2d MAW STAN/NATOPS Supervisor. The 2d MAW STAN/NATOPS supervisor is responsible for ensuring the 2d MAW CRM program is in compliance with applicable directives and that the program serves to maximize the level of CRM throughout 2d MAW aviation units.

(2) Group/Squadron Commanders. Unit commanders' efforts are in support of the overall 2d MAW goal towards effective execution of a successful CRM program. Commanders shall maintain an adequate number of qualified CRM facilitators on hand to properly administer recurrences ground training and flight evaluations. Requests for CRM facilitator training will be forwarded to MARFORCOM via the chain of command.

8. Standardization Board

a. Aviation units shall have a Standardization Board per references (a) and (h). The purpose of this board is to review current operating procedures to ensure adherence to established STAN/NATOPS principles. Additionally, the Standardization Board will forward recommendations for approval of new designations to the commanding officer, and will review previous designations for all members of the unit.

b. Membership at a minimum will include the Executive Officer, DOSS, Operations Officer, Maintenance Officer, STAN/NATOPS Officer, and ASO. The chairman will be designated by the commanding officer; normally the executive officer is assigned as the chairman.

c. Meetings shall be conducted monthly and the minutes shall be retained for two years.

9. Human Factors Council (HFC) and Human Factors Board (HFB)

a. Purpose. HFCs and HFBs provide a formal mechanism for human factors inputs to the unit commanding officer, who can

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then use this information for risk assessment and subsequent decisions regarding safety of flight issues. Reference (b) prescribes the process for identifying and correcting human factors deficiencies and inadequate skill development. HFC/HFBs are intended as tools for commanders which will better enable them to make informed decisions concerning the influence of human factors relative to the mission and safety performance of aircrew. Aviator assessments made during the course of HFC/HFBs should be accomplished within the framework of a risk management process.

b. Scope. All 2d MAW aircrew who routinely fly in 2d MAW aircraft are subject to the provisions outlined per reference (b).

c. Human Factors Council

(1) All 2d MAW aircraft reporting custodians shall convene monthly HFCs. The HFC shall normally be chaired by the commanding officer. Recommended composition of the HFC includes the commanding officer, flight surgeon, operations officer, DOSS or ASO, a junior officer, and an enlisted aircrewman (if appropriate). The council shall review the personal and professional characteristics of all aircrew who regularly fly in squadron aircraft. No unrelated business shall be discussed.

(2) The HFC is a non-punitive forum. The identified enclosures are recommended guidelines to be used to evaluate current level of training, qualification progress, flight discipline, and job performance for all aircrew.

(3) If the HFC and/or commanding officer determine that an individual requires a HFB, a summary of performance deficiencies shall be prepared for forwarding to the HFB chairman. Any relevant observations, concerns, and recommendations should be included.

(4) Individuals will not normally appear before a HFC, but may do so at the council's or individual's request if warranted.

d. Human Factors Board. Commanding officers shall convene a HFB whenever the ability of an aircrew to safely perform their flight duties is in question. HFBs are focused reviews of all known factors potentially affecting the ability of an individual to perform aircrew responsibilities in a safe and efficient

manner. The HFB shall provide an individual plan of action tailored to mitigate identified problems and successfully reintegrate the aircrewman back to full performance of assigned duties. Normal board composition includes the executive officer, flight surgeon, an ASO school graduate, and another experienced officer. In the event an enlisted crewmember is the subject of the HFB, a senior enlisted crewmember shall be a member of the HFB.

(1) Examples of situations for which an HFB is appropriate include:

(a) A one-time or sustained deficiency in performance, not serious enough to warrant a Field Flight Performance Board (FFPB).

(b) Failure to achieve expected milestones established by the command towards achievement of a required qualification or skill (i.e., aircraft commander, section leader, etc.).

(c) A preponderance of life stressors or unknown personal stress that may be affecting flying performance.

(d) Aeromedical problems (i.e. vulnerability to vertigo, poor physical fitness or obesity, recurring airsickness, etc.).

(2) The HFB is a non-punitive forum. The HFB objective is to focus on specific aviation deficiencies, and recommend an appropriate course of corrective action. The HFB shall:

(a) Notify the individual that an HFB will be convened and identify specific problem areas to be considered.

(b) Document performance deficiencies and recommend to the commanding officer an appropriate course of action.

(3) Presence of the aircrewman under review is required for an HFB.

e. Responsibilities. 2d MAW commanding officers shall convene HFCs monthly and HFBs when deemed appropriate. Information gathered during the HFC shall be treated as For Official Use Only (FOUO) and carefully protected against inappropriate disclosure.

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10. NATOPS Flight Personnel Training and Qualification Jacket

a. NATOPS Qualification Jacket. Reference (h) contains pertinent information on the contents, security, maintenance, and disposition of the NATOPS Flight Personnel Training and Qualification Jacket. A qualification jacket shall be maintained for all personnel whose presence is required aboard an aircraft to perform crew functions in support of the assigned mission (e.g., copilot, crewchief, loadmaster).

b. "Skeleton" NATOPS Jacket. 2d MAW aircrew are normally assigned to fly with one squadron. The squadron to which the aircrew is assigned shall be responsible for that aircrew's annual flight minimums and the maintenance of the NATOPS qualification jacket. When aircrew are authorized to fly with other squadrons, each aircrew will be responsible for maintaining a "skeleton" NATOPS jacket with contents as described below. This skeleton jacket will be delivered to the Operations Duty Officer (ODO) or NATOPS officer of the squadron to which the aircrew is flying on the day of the flight. The responsibility for ensuring that all required forms are current resides with the individual aircrew. The squadron NATOPS officer should review the skeleton jacket prior to the flight to ensure its currency. The skeleton jacket shall include, but is not limited to, copies of the following records:

(1) Current Report of Medical History (DD Form 2807-1/2808), Annual Flight Physical (SF 88/SF 93) or Clearance Notice (Aeromedical) (NAVMED 6410/2).

(2) Certification of current Naval Aviation Survival Training Program (aviation physiology and water survival) training for the relevant platform (OPNAV 3760/32F).

(3) NATOPS Evaluation Report (OPNAV Form 3710/7).

(4) Current Instrument Rating Request form (OPNAV Form 3710/2) for designated aviators only.

(5) Current Crew Resource Management Training/Evaluation Record.

(6) Currency in aircraft egress, ejection seat, and NVDs where applicable.

11. Waivers

a. Waivers. When unit commanders are in a situation where compliance with prescribed NATOPS procedures is impossible, or when they desire to experiment with new procedures, a request for a waiver indicating the purpose, justification, and length of time the waiver is desired shall be submitted to the COMMARFORCOM (DSS and/or ALD) via the chain of command.

12. Naval Aviation Survival Training Program (NASTP)

a. Requirements. Commanding officers shall ensure that all flight personnel receive both initial and refresher training in the Naval Aviation Survival Training Program (NASTP) with respect to aviation physiology and water survival training requirements. These requirements are delineated in reference (h).

b. Training Waivers. Personnel delinquent in the minimum NASTP refresher training requirements shall not be scheduled to fly unless a waiver has been granted by COMMARFORCOM.

c. Waivers For Selected Passengers and Orientation Flights. Waivers of physiology and water survival training for those non-crewmembers designated as selected passengers, as defined by reference (h), are significantly restricted and will, in general, not be granted. Completion of NASTP training is mandatory for all orientation flight passengers unless the individual agrees to participate in the flight without training and the training requirements are waived specifically by the approving authority. Letters or messages authorizing flight approval and NASTP waivers shall contain specific verbiage on what is approved and what is waived. Requests for waivers should be addressed to the following:

(1) Approval authority for U.S. military non-crewmembers is requested from Commanding General, 2d MAW.

(2) Approval authority for all other personnel, including foreign military personnel and civilian contractors is requested from CMC, (Code SD). Additionally, CNO (N88) and COMMARFORCOM shall be information addressees.

(3) When in doubt, requests for waivers should be addressed to CMC, (Code SD) via 2d MAW.

d. Waiver Requests. All waiver requests will be submitted via 2d MAW DOSS.

e. Authorization. If authorization for flight of non-crewmembers is received, careful attention to the limitations contained in the waiver is required. In addition, reference (h) contains specific requirements and limitations for flight of non-crewmembers and must be reviewed by the squadron commander and pilot in command for flight planning and execution.

f. Orientation Flight Briefing. Prior to the orientation flight, non-aircrew will receive an in-depth flight brief from the resident AMSO/AMSC, flight equipment personnel and pilot in command. Brief topics shall be relevant to the appropriate platform and shall include, but are not limited to, aviation physiology, sensory perception and spatial disorientation, "G" induced loss of consciousness, aviation life support systems and flight equipment, ejection seat/firing sequence and aeromedical aspects of ejection, and an emergency egress drill.

13. NATOPS Administrative Procedures

a. NATOPS Publications. Each unit is responsible for obtaining, issuing, and tracking copies of the applicable NATOPS flight manuals and pocket checklists for each pilot and crewmember assigned to the squadron, or assigned to fly with the squadron. Revisions and changes are distributed in printed and/or electronic form to all organizations that are on automatic distribution. Current copies of revised publications with printed changes incorporated and the interim changes are also placed on the Naval Air Technical Data and Engineering Service Command (NATEC) website (www.natec.navy.mil). Each unit shall maintain the most current copies of all pertinent publications.

b. NATOPS Changes. NATOPS publications must have input from the user to maintain the effectiveness of the program. All units are encouraged to submit recommendations for changes to NATOPS manuals whenever operating experience indicates a change is warranted. The majority of changes will originate at the squadron level however; any individual may originate a change. Procedures for submitting changes are outlined in reference (h). A copy of any change recommendation shall be forwarded to the Commanding General, 2d MAW (DOSS).

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c. NATOPS Procedures Waivers. When a situation occurs where compliance with prescribed NATOPS procedures is not reasonable, or when there is a desire to modify or change to a new procedure, a request for waiver shall be made. The waiver shall specify the purpose, justification, and length of time the waiver is desired. Waivers for the purpose of developing a new procedure shall not be extended indefinitely. After a reasonable period of time, the unit shall provide a NATOPS change recommendation or revert to compliance with the NATOPS manual. Rejection of such a NATOPS change recommendation at either the COMMARFORCOM or CNO level shall terminate related waivers. The waiver shall be submitted to the Commanding General, 2d MAW DOSS via the parent Group. 2d MAW will forward the request per reference (h).

d. Special NATOPS Instructions

(1) Flight Status and Requirements

(a) The STAN/NATOPS supervisor and STAN/NATOPS evaluator(s)/instructors shall maintain a high degree of proficiency in at least one type/model/series aircraft assigned to 2d MAW units.

(b) Unit commanders shall schedule 2d MAW "assigned to fly" and/or parent Group STAN/NATOPS personnel for annual STAN/NATOPS evaluation flights as well as routine missions.

(2) Liaison. In order to correlate data, locate areas of weakness, and recommend corrective action, direct liaison is considered essential in administering this program. Squadron STAN/NATOPS instructors are authorized and encouraged to maintain direct liaison with Group evaluators, the 2d MAW STAN/NATOPS supervisor, and other STAN/NATOPS personnel on matters pertaining to their aircraft model.

14. Model Managers. Certain units in 2d MAW are designated Navy-Marine Corps wide Model Managers for a specific aircraft and are listed in Appendix E. Standardization Officers of squadrons designated as Model Managers shall function as the COMMARFORCOM evaluator. As evaluators, they have informal direct liaison authorization with the Standardization Officer at COMMARFORCOM (DSN 484-8516). Formal correspondence, including Naval messages, should be transmitted via the chain of command. In any event, Model Managers should keep their Group and Wing Standardization Officers abreast of current

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problems/procedures/programs. Specific duties of Model Managers are addressed in the current edition of referenes (MARFORCOM 3510.3) and (OPNAVINST 3710.7).

15. Evaluation Units. Evaluation units are assigned in Appendix-F. Usually, the evaluation unit will be in an aircraft Group operating a particular aircraft; when a Group has the Model Manager unit in their command, the Model Manager unit will be designated as the Evaluation Unit. In addition to normal Standardization Officer duties, the following are assigned:

a. Conduct a continuous review of NATOPS publications, including appropriate flight manuals, maintenance instruction manuals, handbook of operating instructions, Naval Warfare Publications, Allied Tactical Publications, and associated instructions to discover discrepancies or conflicts which may exist.

b. Review all NATOPS change recommendations that apply to their model aircraft and give advice to higher headquarters on the content of each change.

c. Maintain a file of all routine changes and review conference agenda items for two years; be prepared to represent 2d MAW at NATOPS conferences.

d. The Evaluation Unit shall conduct liaison with other users within the 2d MAW. Due consideration shall be given to the opinions of other users; nonetheless, any conflict will be resolved by the Evaluation Unit.

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Chapter 4

Ground Safety Program

1. Purpose. The 2d MAW Ground Safety Program is intended to preserve scarce war fighting assets and to limit risk to personnel, material, and equipment. Loss of life, personal injury, and property damage resulting from mishaps can be reduced or eliminated when the causes of mishap are known and an effective mishap prevention program is in effect.

a. The function of an effective mishap prevention program is the identification of trends, mishap sources, causal factors, and the dissemination of data. For this to happen, senior leadership must hold Marines accountable for their actions and prevent complacency and shortcuts from overriding safety rules and regulations. We must be vigilant of our surroundings at all times to effectively promote a safe environment for all Marines, Sailors, and their families when on or off duty.

b. Commanders and supervisors will ensure that personnel under their cognizance are aware of, and vigorously adhere to, the principles of this order and applicable references pertinent to their operations.

2. Responsibilities

a. 2d MAW Ground Safety Officer (GSO). The 2d MAW GSO shall be assigned in writing and shall be a member of the 2d MAW CG'S special staff. Management of the 2d MAW Ground Safety Program shall be the responsibility of the 2d MAW GSO who reports directly to the 2d MAW DOSS. In addition to the duties outlined in references (a) and (j), further guidance is provided in federal regulations and Naval instructions/directives. With the assistance of the 2d MAW Ground Safety Manager (GSM), the following duties apply:

(1) Monitor the ground safety programs conducted by 2d MAW units with emphasis on the identification, reporting, and mitigate risk of known or potential hazards. This supervisory responsibility shall include, when necessary, a recommendation for the immediate cessation of any operation or practice which pose a danger to personnel or likely damage to government property.

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(2) Ensure timely, accurate, and complete ground mishap reporting.

(3) Conduct, coordinate, or assist in safety and health inspections and training of 2nd MAW units for the purpose of identifying and correcting hazardous practices or conditions.

(4) Establish and maintain close and continuing liaison with Group/unit safety personnel to ensure maximum cooperation in matters of mutual concern, completeness and accuracy of mishap/hazard reports, and the effectiveness of mishap prevention efforts.

(5) Conduct mishap trend analysis of all defined ground mishaps involving 2d MAW personnel, facilities, or equipment.

(6) Assist units in the organization, implementation, and administration of safety related areas, Marine Corps orders, and programs when applicable.

(7) Participate in the budgetary process to support the 2d MAW Ground Safety Program for procuring safety training materials, training of personnel, Personal Protective Equipment (PPE), and expenses associated with safety inspections and staff assist visits by 2d MAW Ground Safety personnel.

(8) Provide Functional Area Inspection (FAI) support as requested by the Wing Inspector.

(9) Coordinate and consult with Installation Safety members on safety and health matters, traffic management, ordnance safety, hazardous materials handling, and other safety-related areas.

(10) Monitor and verify the Wing's Web Enabled Safety System (WESS) II submissions for accuracy and timeliness.

(11) Monitor and verify the Wing's Quarterly Warrior Preservation Status Report submissions for accuracy and timeliness.

(12) Provide assistance in the preparation of the 7-day brief requirement on serious mishaps to the first General Officer. Keep the Chain of Command on track with the 7-day brief deadline in accordance with reference (f).

b. Group GSO

(1) The Group GSO shall be assigned in writing and shall be a member of the Group commander's special staff. The Group GSO shall report to the Group Commanding Officer, Executive Officer, or DOSS, as directed.

(2) The Group GSO shall be an experienced officer and will coordinate and monitor the Ground Safety Program within the Group. The Group GSO will also be the primary point of contact for the 2d MAW GSO.

(3) Collateral duties or other special assignments (e.g., JAGMAN Investigations or Courts-Martials) should be kept separate from and avoid any conflict of interest with the duties of ground mishap prevention or investigations.

(4) In addition to the duties outlined in references (a) and (j), and with the assistance of the Group GSM, the following specific duties and responsibilities apply:

(a) Prepare the Group Ground Safety SOP to publish the policies and guidelines of the Group commanding officer as they apply to hazard detection, elimination, and information dissemination within the activity.

(b) Administer an education and training program for all units within the Group to include at a minimum:

1. Unit GSO/GSM training.
2. Shop Supervisor safety training.
3. Sports and Recreation Safety.
4. Safety orientation for newly assigned personnel.
5. Sight and Hearing Conservation Program.
6. Foot and Hand Hazard Conservation Program.
7. Hazard Communication Program.
8. Respiratory Protection Program.

- 9. Home and Barracks Safety Program.
- 10. Marine Corps Traffic Safety Program
(DRIVESAFE).
- 11. Motorcycle Safety Program.
- 12. Ergonomics Program.
- 13. Fall Protection Program.
- 14. Arch Flash Program.
- 15. Lockout/Tagout Program.

(5) Procure/distribute ground safety information and promotional materials.

(6) Maintain complete and current records of all reportable mishaps as defined in reference (k). A comprehensive analysis of all mishaps involving Group personnel, equipment, and facilities shall be reviewed for completeness and compliance per the reference.

(7) Supervise the management of each unit's Ground Safety Program. Ensure that, at a minimum, a GSO is assigned in writing, has attended the Ground Safety for Marines course, is properly trained in all programs germane to the unit, and that the provisions of this order are enforced.

(8) Provide guidance, assistance, and training support to units, as required or requested.

(9) Prepare a comprehensive turnover binder, with desktop procedures, to assist in a smooth and rapid transition between GSO/GSMs.

(10) Maintain a complete and current reference library that contains safety publications, brochures, and other safety related material that will benefit the Group safety program.

(11) Participate in the budget process to ensure adequate safety funds are identified and procured to correct deficiencies within the Group/unit including requirements for safety training, reference material, PPE, and safety literature.

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(12) Monitor and verify the Group's WESS II submission to the 2d MAW DOSS, to assure accuracy and timeliness.

(13) Manage, verify and submit the Group's quarterly Warrior Preservation Status Report to the Wing GSO NLT the required deadline dictated by higher headquarters.

c. Group Ground Safety Manager

(1) The Group GSM shall be assigned in writing and shall be a member of the Group commander's special staff. A GSM shall be a SNCO and should be assigned to assist the GSO in the execution of the safety program. The GSM shall be formally trained in safety and will fulfill this billet as their primary duty.

(2) In the absence of the GSM, the Ground Safety NCO will perform ground safety duties at the direction of the Group GSO/DOSS.

(3) An Aviation Safety Statistician, or NATOPS NCO, if assigned, may also be assigned the collateral duty of Ground Safety NCO.

d. Squadron GSO

(1) The squadron or unit GSO shall be assigned in writing by the commanding officer and be designated as special staff.

(2) The squadron GSO shall develop and implement the Ground Safety SOP.

(3) Develop a unit safety check-in sheet to cover the safety issues that are inherent to the unit's mishap prevention program. See Appendix G for an example. During the check-in process at the Safety Office, all Marines and Sailors must read and sign their unit's safety check-in sheet signifying they understand and will abide by the safety policies and procedures.

(4) Per references (a) and (j), the unit GSO shall maintain a comprehensive safety program. Specific duties include:

- (a) Promote and visibly post the unit commander's safety policy and program.
- (b) Maintain appropriate unit safety references; e.g., MCOs, unit safety operating instructions, etc.
- (c) Provide the principles of operational risk management in safety training and lessons learned per reference (p).
- (d) Facilitate unit safety meetings and document the minutes of these meetings.
- (e) Maintain liaison between host installation safety specialists and other unit safety-related programs; such as, ammunition, explosive, radiation, LASERS, etc.
- (f) Coordinate host installation safety specialists' review of exercises and operations as required. Coordinate installation specialists' participation in exercises, operations, and tactical training as required.
- (g) Conduct work center hazard recognition safety assessments of the premises, equipment, and command activities at least quarterly. Document the results, forward an executive summary of the assessment to the commander, and retain the assessment for three years.
- (h) Coordinate, accompany, and reply to host installation annual, semiannual, and no-notice work center inspections.
- (i) Investigate and respond to reports of unsafe, unhealthful working conditions in accordance with reference (j).
- (j) Maintain industrial hygiene surveys and ensure that work centers with recognized hazards are evaluated annually or as determined by an industrial hygienist.
- (k) Develop and maintain a unit safety turnover binder with the following: appointment letter, certifications, existing safety SOPs, facilities under the unit by building number, and number of assigned civilian and military personnel.

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(l) Ensure pre-mishap plan drills are conducted annually, and the pre-mishap plan is updated prior to any change of operating base.

(m) Establish and train all personnel on the procedures for reporting unsafe or unhealthful working conditions (NAVMC 11401) and the ANYMOUSE (RCS MC-5100-06) forms.

(n) Ensure Personal Protective Equipment (PPE) Program complies with all requirements of references (j) and (k).

(o) Schedule appointments for personnel requiring physicals and assign those personnel to medical surveillance programs when appropriate.

(5) Per reference (j), the unit GSO shall coordinate safety and occupational health services. Host installation safety, fire protection, or Navy medical personnel shall provide core safety services. As directed, the GSO shall act as the unit primary point of contact for the following:

(a) Safety and occupational health.

(b) Transportation/traffic safety.

(c) Off duty/recreation safety.

(d) Fire safety.

(e) Ammunition and explosive range safety, unless assigned to another staff; the S-3 or S-4.

(f) Radiation and LASER safety, unless assigned to another staff; such as the S-3 or S-4.

(g) Industrial Hygiene.

(6) As directed, or required, ensure the following unit specific safety awareness training is available:

(a) Senior leader, supervisory and new arrival safety orientation/training.

(b) Safety training for unit/shop supervisors.

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(c) Safety guidance in areas such as hazard communication, lockout/tagout, etc.

(d) Required specialized training for personnel such as lockout/tag out, confined-space entry, respiratory protection, ergonomics, PPE, material/weight handling equipment training, arc flash prevention, forklift/crane operator training, and licensing.

(e) CPR and first-aid training.

(f) Training and technical assistance for LASER, radiation, and radio frequency radiation safety programs.

(g) Mishap investigation and reporting training for unit supervisors and shop/section safety representatives.

(7) Document and retain all safety training records.

(8) Coordinate with the installation Range Control Officer for range safety training.

(9) Per reference (k) the GSO shall perform unit ground mishap investigation and reporting.

(a) Investigate mishaps to determine classification and reporting requirements.

(b) Assist safety investigation boards, as requested.

(c) Investigate mishaps or assist/review mishap investigations conducted by unit supervisors or shop/section safety monitors as directed.

(d) Conduct trend analyses using the WESS II mishap tracker software or a locally developed database, and provide recommendations for corrective action to the Commanding Officer.

(e) Maintain unit mishap action plan, logs, records, and reports.

(f) Initiate safety investigation reports and hazard reports, as required or requested.

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(g) Submit daily mishap reports, as required, using WESS II to higher headquarters and communities of interest as needed.

(h) Promulgate corrective actions.

(i) Conduct follow-ups.

(j) Provide assistance in the preparation of the 7-day brief requirement on serious mishaps to the first General Officer.

e. Unit Ground Safety Manager. The unit GSM shall be assigned in writing and shall assist the unit GSO in performing all assigned duties.

f. Supervisors and Supervisor Training

(1) Unit commanding officers shall ensure that all personnel who supervise Marines receive training on standards set forth in SOPs, TMs, and PMs. Safety training shall be focused towards MOS related training lectures, materials, and demonstrations. Initial training will be a minimum of four hours on safety indoctrination subjects, mishap reporting and investigation and prevention procedures. New supervisors' training must be conducted within 90 days. Annual supervisors' training will be conducted on the topics relevant to current trend analysis and new or updated doctrines, equipment, personnel and SOPs. All supervisors' training must be properly documented and rosters maintained for three years.

(2) Supervisor training shall include the recognition and elimination of hazards and the development of other skills required to implement safety programs at the working level.

(3) Supervisors shall ensure that assigned workspace areas are inspected for hazards and unsafe practices on an annual basis.

(4) Supervisors will hold monthly shop or section safety meetings to elicit suggestions from personnel to enhance safety awareness. The meeting may be combined with regularly-scheduled shop or work related meetings. Problems that cannot be corrected by the supervisor will be forwarded to the unit Safety Committee or Council for appropriate action.

(5) Supervisors shall report all mishaps and related hazards to the unit GSO/GSM.

(6) Supervisors shall immediately investigate all mishaps for corrective measures within their cognizance.

(7) Supervisors shall ensure the following individual training takes place:

(a) Initial safety indoctrination to include workspace specific safety training.

(b) On-the-Job Training (OJT), emphasizing safety where appropriate.

(c) Technical training with proper emphasis on safety.

(d) Hazard Awareness Training with emphasis on workplace hazards.

g. Shop Safety Representatives (SSR)

(1) Supervisors will select an experienced individual in their shop and assign them in writing as the SSR. Notification of this designation must be provided to unit GSO per reference (j).

h. Individuals/All Other Personnel

(1) Individual Marines and Sailors are responsible for exercising sound judgment and situational awareness, wearing of protective equipment, and immediate reporting of any unsafe condition to their supervisor.

(2) During the check-in process at the Safety Office, all Marines and Sailors must read and sign their unit commanding officer's safety check-in sheet signifying they understand and will abide by the safety rules.

3. Hazard Detection. Hazard detection is an all hands effort. Each unit is responsible for establishing a program that includes procedures for hazard detection.

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a. Detection Methods. The most effective detection method is individuals who are properly trained and familiar with their environment. Additionally, hazards may be detected through safety surveys/inspections. Hazards identified with equipment, systems, and operations shall be handled in accordance with priorities and procedures outlined in references (j), (q), and this order.

b. Command Climate Surveys. Safety surveys provide commanding officers with a review of the current safety climate, culture, environmental hazards, and an anonymous examination of the unit's mishap prevention program. Results are candidly reported only to the commander of the surveyed unit.

(1) Requirements. GSOs shall ensure the unit completes an informal safety survey on a not-to-interfere basis during normal operations once per year and within 30 days after a change in commanding officer. This requirement is in addition to requesting a formal Naval Safety Center safety survey every two years per reference (a).

(2) Survey guidance. The Command Climate Assessment can be arranged through the following website; http://hqinet001.hqmc.usmc.mil/sd/survey_workshop.htm. Follow directions or call the 2d MAW GSO for assistance.

(3) Safety Survey Personnel. The conduct of a survey is the responsibility of the unit's commanding officer. The survey effort must include at least one individual who has completed the Ground Safety for Marines course. Personnel from the surveyed unit, other squadrons, senior commands, or from the Naval Safety Center are all options for the conduct of a safety survey.

(a) When conducting a command safety survey a survey team is formed and the following areas should be represented:

1. Ground safety.
2. Operations/training.
3. Medical.

(b) Use of teams from other agencies within 2d MAW are encouraged.

(4) Survey Results. While reports of findings from the survey external to the unit are not required, commanding officers should document that:

(a) A survey was conducted; and when, where, and by whom.

(b) Appropriate corrective action was directed and initiated for all problem areas.

(c) The unit's commanding officer reviewed and approved the corrective actions.

(d) A system exists for monitoring the progress of ongoing or incomplete corrective actions.

(e) The GSO in the next echelon of command has been notified of the completion of the survey.

c. Site Safety Surveys. Site surveys shall be conducted at temporary operating bases or deployment sites prior to or as soon as possible after arrival. A site survey concentrates on facilities and operational conditions at the new site. Squadron/detachment GSO/GSMs shall complete the site safety survey and submit their findings and corrective actions via message to the 2d MAW GSO and appropriate Group DSS within seven days of commencement of operations. Follow-up surveys are required to be forwarded every seven days thereafter for open or unresolved items.

d. Functional Area Inspections (FAIs). FAIs examine the administration and management of a unit's ground safety program to determine compliance with directives issued by higher headquarters. FAIs determine and enhance the level of safety awareness in a unit. They are conducted as part of the Commanding General's Inspection Program. The scheduling, completion, and reporting of all FAIs shall be directed by reference (d).

4. Hazard Elimination. Hazards are eliminated or mitigated by physically removing them, and/or by programs of increased awareness and education. An understanding of the consequences of hazards is necessary for an individual to make a risk assessment and take corrective action. Specific activities for hazard elimination and mitigation include an all-hands education

process, reporting efforts, training programs, and designated councils and committees.

a. Hazard Reporting

(1) Hazard Reporting Program. All personnel who observe an unsafe or unhealthful working condition, or violation of a safety or health standard should verbally advise their work place supervisor and GSO/GSM. Early detection of unsafe or unhealthful working conditions and prompt correction of these and related hazards, are major elements in the OSH program. Correction at the lowest possible level is an essential element of mishap prevention. A written notification may be in the form NAVMAC 11401 with the problem or deficiency or a written work request for corrective action. A copy of the written notification should be maintained on file in the unit safety office until the hazard has been corrected per reference (j).

(2) Anonymous "Anymouse" Reports Program. Anonymous reporting programs are often helpful in obtaining information that personnel are unwilling or unable to present in person. Some provision for anonymous reporting is normally helpful and should be made readily accessible to all unit personnel. The Naval Safety Center website provides additional information and examples of Anymouse programs.

b. Prevention Programs

(1) Marine Corps Traffic Safety Program (DRIVESAFE). References (l), (m), (n), and (o) establish policy, responsibilities, and procedures for the supervision of a Motor Vehicle Traffic Safety Program. Unit ground safety personnel shall review and incorporate appropriate requirements into unit programs. Unit safety personnel must monitor the training and licensing of operators of government motor vehicles, ground support equipment, and tactical engineering equipment to ensure safety emphasis. Driver improvement, remedial driver training, and motorcycle training and licensing programs are conducted by host installation training personnel.

(2) Duty Time Limits and Vehicle Operation

(a) To reduce the potential for traffic mishaps caused by operator fatigue, commanders shall establish and enforce specific peacetime duty hour limits for Marine Corps vehicle operators.

(b) These duty time limits will consider the degree of risk involved in various motor vehicle operations; e.g., weapons convoys, reserve drills and annual training, flight line operations, and public highway operations. Duty hour limits during normal operations will include the following:

1. Drivers will be provided with at least eight consecutive hours of rest (off duty) during any 24-hour period.

2. When transporting hazardous materials, two certified drivers will be assigned if the trip will require more than eight hours, and total driving time for both drivers combined will not exceed ten hours. Whenever possible, the same guidelines should govern drivers transporting ordinary cargo. In no case will a driver drive more than ten hours in a duty period, and the total duty period shall not exceed fifteen hours.

3. Ensure that personnel never operate any equipment unless they are properly trained and licensed to do so.

4. Ground Support Equipment (GSE). Personnel must have a valid GSE license in their possession during the operation of any piece of GSE. All mobile GSE gear, when used in a stationary position or not in use, will be chocked (wheels blocked).

5. Government Owned Vehicles (GOV). Personnel operating GOV's (with the exception of government licensed cars, vans, and pick-ups) must be trained and licensed to operate the vehicle. Personnel transporting hazardous materials shall refer to the MCO P11240 for guidance. Personnel transporting ammunition, explosives, and related hazardous materials (class 1 thru 9) shall refer to NAVSEA SW020-AF-ABK-010 for guidance.

(3) Arrive Alive Program

(a) This program allows personnel safe, non-punitive transportation to their quarters in emergency situations (vehicle trouble, intoxicated, low visibility in the early morning, etc). Local cab fares are either reimbursed by a command fund held by the duty section or by the member.

(b) If the cabdriver refuses to honor the program, the individual should call their immediate supervisor or the SDO for assistance.

(4) Sports and Recreational Activities Safety Program

(a) This program shall be organized and conducted per reference (a). The 5-step principles of ORM must be employed prior to the conduct of any sports or recreational activities as per reference (o). Additionally, all 2d MAW personnel shall adhere to local Air Station regulations and to the running policy provided below:

1. Running or walking shall be accomplished facing traffic or on designated trails. All personnel will use a reflective belt or vest during periods of reduced visibility, before morning colors and after evening colors. Light colored clothing should be worn when jogging or walking. Personnel should use sidewalks as much as possible in order to prevent a serious accident. Personnel who are jogging should not wear more than one layer of clothing, i.e., sweats or shorts and a T-shirt to prevent a serious heat injury. All personnel should be fully hydrated before jogging. During warm weather months (May-October) follow all flag conditions.

2. The use of portable compact disc, or MP3 players, or radios with headphones while running is restricted to track facilities, athletic fields, fitness trails, or other designated running areas.

3. Unit formations shall travel as close as possible to the edge of the roadway except when turning left. Ensure unit leaders and escorts are not in the traffic lane. Two road guards shall precede and trail the formation. Road guards shall wear reflective vests and shall carry flashlights during the period 30 minutes after official sunset until 30 minutes before official sunrise. Where possible, commanders

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should consider running their units only in grassy areas away from roads and during daylight hours.

(b) Other Activities

1. Bicycle Safety. Helmets will be worn at all times when riding a bicycle. Proper reflectors will be on the front and rear of the bicycle. When riding on a street, go with the flow of traffic, use correct hand signals when making a turn, and obey all traffic laws. When riding during the hours of darkness, the use of a reflective vest or belt is mandatory and light colored clothing should be worn. Headphones are prohibited.

2. Roller Skates, Skateboards, and In-Line Skates. The use of PPE is mandatory, (i.e., helmets, knee pads, elbow pads, and gloves). Headphones are prohibited.

3. Softball. The use of softball gloves is mandatory. Bases should be a safety release or collapsible in order to prevent injuries from sliding. Sneakers or rubber/plastic soled cleats should be worn. Metal cleats are strictly prohibited.

4. Flag Football. All personnel participating in this sport should have on either soft rubber cleats or sneakers with good ankle support along with a proper belt and Velcro flags. Tackling is strictly prohibited.

5. Basketball. All players will follow MCCS court regulations and rules. All players will have on the proper court shoes with ankle support in order to help prevent ankle injuries.

6. Watercraft and Personal Watercraft (PWC). When utilizing a watercraft (boat), jet ski, or wave runner base orders and local laws shall be followed as applicable. PWC operators and passengers will wear a Personal Flotation Device (PFD) in accordance with reference (aa).

7. Diving, Snorkeling, and Swimming. The buddy system will always be used when diving, snorkeling, and/or swimming. Always be aware of water conditions, weather conditions, and animal life. Open water certification is limited to the depth of 60 feet. No one will dive past 130 feet

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regardless of certification. Make sure that all equipment is tested and fully functional before entering the water. All divers will plan their dive before entering the water, discussing such topics as hand signals, water tables, entering and exit points. Swimmers will obey all local beach rules and MCCS pool rules.

8. Stretching and Cool Down Period. Before playing any sport or participating in any physical activity, all personnel should stretch properly in order to prevent injuries. Stretching approximately 15 to 20 minutes before exercising will help loosen all muscles and ligaments and maintain flexibility. A cool down period should take place after any physical activity or exercise. The cool down should consist of stretching and a short walk, lasting approximately 10 minutes.

9. Weight rooms/fitness centers/racquetball courts/saunas. All rules and regulations are governed by MCCS and will be followed.

10. All Other Sports/Activities. Any other sport or activity that has not been mentioned in this order is covered by all local orders and policies governed either by MCCS or Base Orders. Individuals shall inform the unit safety office of any unusual sports or activities that might be of great risk. This information will allow the GSO/GSM the ability to help in the risk assessment prior to the conduct of these activities.

(c) Holiday and extended weekend safety briefs will include off-duty and recreational safety topics. Documentation must be maintained for two years.

(d) Alcohol inhibits judgment, visual perception, and coordination and should not be used while engaged in any sport activity.

(5) Home and Barracks Safety Program. Units shall incorporate home and barracks mishap prevention into their safety training and information program. This program must be primarily one of hazard awareness training and education to instill positive safety attitudes. Policies must be established to prohibit individuals from playing dangerous games on the catwalks of the barracks, which is a contributing factor leading to fatal falls. Procurement and distribution of materials

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available through the Naval Safety Center and other safety organizations are the most expeditious and effective means of increasing awareness in this area.

(6) Hearing Conservation Program (HCP). This program shall be organized and conducted per reference (p) and current local directives. Units are required to identify noise hazard areas and regularly monitor personnel working in those areas for hearing loss. Units shall provide, and require the use of, hearing protection for all personnel exposed to 84 decibels or more. Units shall conduct an education program addressing the physiological aspects of extreme noise levels via their respective Industrial Hygienist.

(7) Sight Conservation Program. Per reference (j), commands shall establish a sight conservation program for personnel working in eye hazardous areas. Squadrons are responsible for purchasing and maintaining eye protection including prescription safety glasses where applicable.

(8) Personal Protective Equipment Program (PPE). Engineering and administrative controls shall be the primary methods used to eliminate or minimize hazards. In the event these controls are not practical PPE shall be employed to reduce or eliminate personal exposure to the hazard. Commanders shall ensure this program is organized and conducted per references (j) and (r).

(9) Respiratory Protection Program (RPP). This program shall be organized and conducted per references (a), (j) and (r). The 2d MAW Industrial Hygiene Officer can provide guidance in the implementation of a RPP.

(10) Hazard Communication Program (HAZCOM)

(a) This program shall be organized and conducted per references (q) and (t). Of particular importance is the health hazards of the many chemicals and solvents used in maintenance and fabrication operations by 2d MAW units. Education programs shall be instituted to maximize awareness at all levels for the hazards associated with flammable, corrosive, toxic, or other hazardous materials. Safety personnel shall ensure that all operations involving hazardous materials are identified and adequate control measures implemented.

(b) Each unit shall assign in writing a person to be responsible for the hazardous material acquired and used within the unit. This person shall be trained in the handling, storage, and disposal of hazardous waste.

(c) Material Safety Data Sheets (MSDS) shall be obtained and maintained in the vicinity where hazardous materials are used or stored.

(d) Each unit will maintain an Authorized Use List (AUL) and an inventory of all hazardous material on hand.

(11) Occupational Safety and Health Program. This program shall be organized and conducted per references (a) and (j). Every effort shall be made to provide a safe and healthful working environment for every person assigned to the command or affected by its activities.

d. Training Programs

(1) Initial Safety Indoctrination. A program shall be organized wherein all newly assigned personnel receive indoctrination training in the safe performance of their duties, including the use of PPE, proper tools and equipment, and the hazards of their particular work environment.

(2) On-the-Job Training (OJT). Mishap prevention shall be introduced into all OJT programs, whether formal or informal. Lesson plans, syllabi, or other training materials shall be reviewed by unit safety personnel to ensure adequate emphasis on safety.

(3) Technical Training. Technical training is one of the most time efficient forms of safety education and training. Unit safety personnel shall assist supervisors in preparing safety-oriented lesson plans and shall provide support as required. Training schedules shall include safety-related topics on a regular basis. Records shall be maintained of lesson plans, syllabi, and rosters of attendees. The unit GSO/GSM shall monitor and maintain documentation of these sessions. Proper documentation of ground safety training is an inspection item on all 2d MAW Ground Safety FAIs.

e. Councils and Committees

(1) Combined Ground Safety/DRIVESAFE Council. This council is sponsored by the CG, 2d MAW. The council meets quarterly and includes membership from all 2d MAW Groups. 2d MAW is represented by the DOSS, the GSO/GSM, and the GSOs/GSMs from MAG-14, MAG-26, MAG-29, MAG-31, MWSG-27, MACG-28, and MWHS-2.

(2) Ground Safety/DRIVESAFE Council. Each unit will be represented on local Ground Safety/DRIVESAFE Councils as per the reference (j). Units will support local command safety initiatives.

(3) Group Safety Council. Each Group is responsible for establishing a safety council per reference (j). The council may be combined with other safety councils as long as the spirit and intent of reference (j) and this order are met. The council will meet at least quarterly. Minutes of the meeting will be recorded and forwarded to the commanding officer of each designated safety council member as well as to the 2d MAW DSS.

(a) Membership. The safety council membership is as follows:

1. The Group commanders or designated representative as the senior member.
2. The Group GSO/GSM as the recorder.
3. Subordinate unit GSO/GSM.
4. Other Group staff members, as required by agenda items.
5. Marine Corps base/air station representatives as desired.

(b) Purpose of the Safety Council

1. To consider pertinent matters involving occupational health and safety that may affect the units.
2. To periodically review mishap experience of the units.

3. To recommend to the commanding officer corrective actions to be taken regarding:

a. Physical or structural alterations designed to eliminate or control hazards.

b. Changes in policies or procedures to minimize unsafe acts.

c. Plans to strengthen the unit's safety program.

d. The motor vehicle mishap prevention program.

e. Industrial safety.

f. Airfield operations and facilities.

4. To plan educational and promotional efforts designed to create and maintain interest in safety and promote increased emphasis on mishap prevention.

5. To review applicable motor vehicle mishap trends, identify hazards and potential mishaps, and recommend preventative actions.

(4) Unit Safety Councils

(a) Shop Safety Committee. Units having a population of over 500 personnel shall have a Shop Safety Committee which will include the GSO, GSM, designated shop safety representatives, and others appointed at the discretion of the unit commanding officer. Monthly meetings shall be conducted to discuss current problem areas, improve work conditions, and promote an awareness of industrial ground safety problems and potential occupational health illnesses. Minutes of the meetings shall be reviewed by the executive officer and forwarded to the appropriate agency for corrective actions.

(b) Supervisors' Safety Committee. The commanding officer will establish membership for a Supervisor Safety Committee to be chaired by the executive officer. Monthly meetings will be documented. Those units having a population

under 500 personnel are not required to have a Supervisors Safety Committee.

5. Information Dissemination

a. Safety Information Management. Safety information is privileged and will only be used for safety purposes. All unit personnel must be briefed on, and understand the sensitivity of, privileged information. When used in the proper forum and context, information concerning events that lead to a mishap provide a critical learning experience to prevent future incidents. The only information that may be considered privileged is that which is related to a defined, reportable mishap. An important rule of thumb is no mishap, no privilege.

(1) The unit Plan of the Day will be used to disseminate safety information within the Group and the unit.

(2) Minutes of all council/committee meetings shall be distributed to afford equal access to all members of the units. Copies should be posted on the unit ground safety bulletin board.

(3) Each unit GSO shall maintain a Ground Safety Bulletin Board to post safety notices, mishap prevention materials, and other safety information. The information shall be clearly identified, current, neat, and of interest to the target audience. The ground safety bulletin board shall be used exclusively for safety related information and not to be used as a general-purpose information board.

(a) Specific items to be posted on the safety bulletin board include:

1. Commanding Officers Safety Policy.
2. Unit Safety SOP.
3. Squadron GSO/GSM names and telephone numbers (photographs are highly recommended).
4. Emergency numbers for ambulances, military police, and fire department.
5. Several copies of NAVMAC 11401 (Unsafe or Unhealthy Working Conditions) with instructions on how to fill it out and the appeal process attached, as per reference (j).

6. Safety messages.
7. Safety posters (recommended).
8. Minutes of safety committee meetings.
9. Safety statistics.

(4) The Ground Safety Bulletin Board shall be easily recognizable and located in a high traffic area for visibility. The Ground Safety Bulletin Board shall be maintained in a neat and orderly appearance and be current and up to date.

b. Professional Publications. Contributions to safety related magazines are encouraged. Articles should be positive in nature and not reflective of policy or procedures specific to 2d MAW. A copy of all articles submitted should be forwarded to the 2d MAW DOSS.

6. Pre-Mishap Planning. The ability to effectively handle a mishap, should one occur, requires careful advance planning. At the time of a mishap, the atmosphere will often be one of tension and confusion, and occasionally of grief and loss. Without a clear plan and good general understanding by personnel responsible for its execution, the quality of reporting and investigation can be compromised. Therefore, each Group shall ensure that unit ground mishap plans are in place and are understood by all hands.

a. Unit Pre-Mishap Planning. Each unit's GSO/GSM shall establish and maintain a unit pre-mishap plan. The plan shall provide clear, concise guidance on the responsibilities, conduct, and procedures that outline step-by-step instructions for all key personnel.

(1) At a minimum, the plan shall reflect a system to:

- (a) Initiate emergency first aid.
- (b) Notify the Group/unit/section involved and their key personnel.
- (c) Protect the mishap scene. The scene should be controlled to prevent further injury or damage and to preserve evidence.

(d) Assure a timely investigation.

(e) Prevent the hazard from recurring.

(2) This plan shall support the unit ground safety SOP with the aviation pre-mishap plan (if applicable).

b. Mishap Drills. Simulated mishap drills may be held to exercise plans, equipment, and personnel, to familiarize the unit with mishap procedures, and to detect short falls in the plan. Mishap drills may be planned or no-notice and shall be conducted at least semi-annually.

7. Reporting. All ground hazards and mishaps shall be reported.

a. Hazard Reporting. The preventive aspects of hazard reporting and the value of such reports to units within and external to the 2d MAW require constant attention. This entails the prompt reporting of all suspected hazards per the current edition of reference (k). Aggressive follow-up, corrective action, and continuing trend analysis are essential to the success of the overall safety program.

b. Mishap Reporting. At all levels, the immediate supervisor has the greatest influence on mishap reporting. There are two important things that must be done to ensure that all mishaps are reported:

(1) Indoctrinate all subordinates, especially new arrivals, to report all mishaps no matter how small. Assure that personnel fully appreciate that hazardous conditions cannot be corrected unless they are reported continuously.

(2) Act on all reports immediately; investigate and take corrective measures. Submit the report for those mishaps meeting reportable criteria.

c. Reporting Responsibilities

(1) For non-motor vehicle ground mishaps where property damage occurs, the commanding officer responsible for the property that was damaged shall report the mishap.

the e-mail with a telephone notification to the CDO at COMM:
252-466-4313/4314 (DSN: 582)

(c) GFR Reporting Procedures:

1. The GFR shall be submitted as soon as possible. In no case is it expected that this process will exceed one (1) hour for Class A or B mishaps. In no case is it expected that this process will exceed four (4) hours for all other mishaps, adverse events or incidents of interest. The units will make an effort to establish connectivity with their Group or 2d MAW through the e-mail system. When such connectivity is not possible, that unit shall print a 2d MAW GFR for the purpose of transmitting via FAX to the Wing DSS at COMM: 252-466-2088 (DSN:582), and the Wing CDO at COMM: 252-466-2425 (DSN: 582).

2. The GFR will be passed from the Reporting Custodian (normally the squadron) to the parent Group and, from the parent Group to 2d MAW DSS.

3. Squadrons will submit the GFR through normal channels during exercises and deployments.

4. Flash report submission time limits for the report to reach 2d MAW, via the parent Group, are as follows

(d) As soon as possible, but in no case later than one (1) hour from the time of the incident:

1. All class A and B mishaps.

2. Operational mishaps involving explosives, direct or indirect fire weapons (to include small arms), pyrotechnics, incendiary devices, or combat chemical agents.

3. All on-duty mishaps that require the in-patient hospitalization of three or more personnel.

(e) As soon as possible, but in no case later than four (4) hours from the time of the incident:

1. All class C and other reportable mishaps.

2. All incidents of interest as defined by current CG 2d MAW CCIRs.

3. Incidents identified in reference (gg), which can be found on the DSS SharePoint. Website (<http://158.237.56.114:6005/dss/groundsafety/default.aspx>)

(f) GFR Follow-Up:

1. The initial GFR provides the reader the basic information; however, it may be necessary to provide follow-up data. In such cases, the follow-up data will be required as soon as possible by e-mail from the respective Group DSS to the 2d MAW DSS.

2. GDO/CDO shall forward GFR information received overnight to their respective DSS the following workday.

3. It is a Command responsibility to follow up on any significant GFR by providing the Commanding General periodic updates on injured Marines and/or damaged equipment. The follow-up reports should be provided until the Marine has returned to limited/full duty, or the equipment is back in a serviceable status.

(2) Safety Investigation Report (SIREP). Per reference (k), SIREPS will be submitted by all commanding officers down to the unit level for reportable fatalities, injuries, occupational illness, and property damage occurring within their command or involving personnel attached to their command via the WESS II.

(3) Web-Enabled Safety System (WESS II). All mishaps, whether or not they are reported to CMC (SD), are recorded in unit mishap log. WESS II is the Marine Corps means of electronically collecting and documenting reportable safety-related mishaps. All Groups will ensure the timeliness and accuracy of reporting from their subordinate units on a daily basis. Once all mandatory fields have been appropriately filled and verified, the Group will forward WESS reports via the WESS II program to 2d MAW, UIC 01053 or MCC142. All mishaps (A, B, C, and other) will be reported and forwarded via the Group to the 2d MAW DSS.

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(a) 2d MAW timeline for WESS reports submitted as follows:

1. The squadron GSO will initiate a WESS report within six (6) working days of all reportable mishaps, and route it to their respective Group within fifteen (15) Days.

2. The Group GSO will route their WESS report to 2d MAW GSO within twenty (20) days.

3. 2d MAW GSO will route all WESS reports to the Naval Safety Center (NAVSAFCECEN) within thirty (30) days.

(b) All updated information for a WESS report that has been submitted to the NAVSAFCEN will be initiated by the reporting unit.

(4) Warrior Preservation Status Report (WPSR). It is the 2d MAW DSS responsibility to consolidate and send the WPSR to the CMC via the chain of command. This report provides a quick overview of the current standards, training, and reporting requirements of the 2d MAW ground safety program. The WPSR is submitted on a quarterly basis and the timeline is dictated by higher headquarters.

(5) 7-Day Brief. Per reference (k), a 7-Day Brief is required within 7 days following a Class A or Class B ground mishap. This report outlines the known circumstances and any other relevant information surrounding the event to be briefed to the first general officer in the chain of command by the unit commander. The unit GSO will assist in preparing this report per reference (f).

8. Investigation

a. In order to produce accurate ground mishap data, a prompt and objective investigation of all mishaps must be conducted. The purpose of such an investigation is to discover all applicable causal factors and to report them to the unit commanding officer.

b. Principles of Mishap Investigation. Historical trends in ground mishaps clearly illustrate the necessity to direct investigative efforts toward minor, as well as major, mishaps. The analysis of frequency or mishap potential and identification of causes are essential to systematic control of mishap losses.

(1) The purpose of conducting mishap investigations is to determine the basic cause and to formulate corrective action to prevent recurrence.

(2) A mishap investigation report is the investigator's analysis and account of a mishap based on factual information gathered by thorough and conscientious examination of all factors involved. These must be annotated in the SIREP.

c. Types of Safety Investigations. There are three types of safety investigations:

(1) Unit/Command Safety Investigation: Class B, C, and other reportable mishaps do not require a Safety Investigation Board (SIB) and are investigated at the command level.

(2) Safety Investigation Board (SIB): On-duty and off-duty on base Class A mishaps require an investigation by an SIB. For more information refer to reference (k), or contact the next higher echelon safety department for guidance.

(3) Directed Safety Investigation: In special cases, the Chief of Naval Operations (CNO) or Commandant of the Marine Corps, Safety Division (CMC SD) may direct an independent safety investigation. These independent investigations do not relieve commanders of their responsibilities to conduct safety investigations or mishap reporting.

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Chapter 5

Aeromedical/Laser Safety Program

1. General

a. Historically, the majority of aircraft mishaps involve human factors and Aviation Life Support Systems (ALSS). To improve the survivability of flight personnel, the CNO has implemented the Aircrew Survivability Enhancement Program. Supplements of this program are ALSS, safety, human performance, and training.

b. Aerospace Physiologists, Aerospace Physiology Technician-Hospital Corpsman, and Flight Surgeons are specifically trained to address the interface between aviation safety and medicine. Present CNO/CMC policy contained in the current edition of reference (h) requires physiology refresher training every four years, allowing more frequent refresher training and operations specific threat briefs to be given at the direction of the command.

2. Background

a. Aeromedical Development

(1) The purpose of the USMC Aeromedical Safety Officer (AMSO) Program and its corollary Aeromedical Safety Corpsman (AMSC) Program is to provide specialized consultation, technical liaison, evaluation, and recommendations in all aeromedical aspects of aviation safety, physiology and water survival training, ALSS, and flight operations to the local aviation communities and medical treatment facilities. AMSO's provide these services by interfacing with all of the departments at their local commands.

(2) The major objective is to counter all physiological threats facing today's combat aircrew. A physiological threat is defined as any environmental characteristic or self-imposed limitation that would serve to diminish an individual's capability, thereby reducing combat readiness.

b. ALSS Coordination. Many programs presently exist which address ALSS. Each of these programs addresses a unique aspect of the ALSS development and maintenance. These programs include:

(1) Aircrew Life Support Systems (ALSS) Integrated Program Team shall provide product support including logistics management, basic design engineering, and procurement support for in-service ALSS through the remainder of the products' life cycles.

(2) The Naval Aviation Requirements Group (NARG) for ALSS is to provide an avenue for aircrew to establish their priority for ALSS within their respective aircraft community. This program has been consolidated into the NARG for Aviation Life Support Systems, Aircrew Systems and each aircraft T/M/S.

3. Fleet Air Introduction Liaison Survival Aircrew Flight Equipment (FAILSAFE) Program

a. The FAILSAFE Program is sponsored by NAVAIR and employs the AMSO as the field coordinator for new and modified ALSS. This program is intended to ensure consistent fleet introduction of new or modified ALSS via indoctrination to aircrew and maintenance personnel.

b. The FAILSAFE Program is to provide the most viable means of communication between both aircrew and maintenance personnel, and the engineers at the cognizant Field Activity and Naval Air Systems Command.

4. Physiological Threat/Aeromedical Brief Programs

a. As previously mentioned, the major objective of the AMSO Program is to counter all physiological threats. Training provided by the AMSO must be more attuned to the operational needs of the service population. Quadrennial training, as outlined in reference (h), does not seem to be as effective as mission specific training that is provided just prior to an operation. Adjunct training, which is found in reference (h), paragraph 5002, and Appendix H, addresses physiological weaknesses and takes positive steps to offset these vulnerabilities. This adjunctive training can be divided into three types of briefings:

(1) Pre-mission Briefings. These are intended to be short, approximately 10-15 minutes in length, and function as a refresher to the physiological hazards associated with the particular flight evolution. The content of these briefs would be determined by the specific mission and might need to be

provided to aircrew on a recurring basis throughout the year. These briefs are not restricted to only those topics listed in Appendix H. Although these types of briefings are not required, they are highly encouraged.

(2) Annual Aeromedical Briefs. By the nature of the amount of material required to provide the unit with general aeromedical information, these briefs will require more time than pre-mission briefings. In general, these briefs shall be scheduled with sufficient time to cover the areas of concern and be provided as often as the unit requires. These briefs include (documentation abbreviations are in parentheses): Sensory (SEN), G-Awareness (G-AW), Laser Update(LAS), Aspects of Aircraft Egress(AAE), Human Factors & Stress in Aviation(HF), Night Vision/NVG Limitations & Capabilities(NVG), and Hypoxia (HY) briefs.

(a) The following are the mandatory annual Aeromedical briefs application:

1. All ejection seat aircrew shall receive Sensory, G-Awareness, Laser Update, Aspects of Aircraft Egress, Human Factors & Stress in Aviation, Night Vision/NVG Limitations & Capabilities, and Hypoxia briefs.

2. All fixed wing non-ejection aircrew shall receive Sensory, Laser Update, Aspects of Aircraft Egress, Human Factors & Stress in Aviation, Night Vision/NVG Limitations & Capabilities, and Hypoxia briefs.

3. All helicopter aircrew shall receive Sensory, Laser Update, Aspects of Aircraft Egress, Human Factors & Stress in Aviation, and Night Vision/NVG Limitations & Capabilities briefs.

4. All tilt-rotor aircrew shall receive Sensory, Laser Update, Aspects of Aircraft Egress, Human Factors & Stress in Aviation, Night Vision/NVG Limitations & Capabilities, and Hypoxia briefs.

(b) All mandatory annual lectures shall be completed by 30 September, each year. All aircrew are required to receive the briefs specific to their type aircraft. All mandatory

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briefs shall be documented for each individual aircrew on the OPNAV 3760/32F (Rev 4-90) form in the NATOPS jacket or equivalent.

(c) The LASER update shall include but is not limited to the required topics per references (r), (s) and (t), updates and briefing of any recent mishaps that have occurred. Only squadrons that use LASERS are required to conduct this brief.

(d) The Aspects of Aircraft Egress brief is not intended to replace the annual seat or egress brief as required by reference (h). The intent of this brief is to augment the required reference (h) brief. For ejection seat aircraft this brief shall be documented as Aeromedical Aspects of Ejection (this can be shortened to AAE for documentation); for all other aircraft it shall be documented as Aspects of Aircraft Egress (this can be shortened to AAE for documentation). This brief shall include but is not limited to as applicable:

1. T/M/S EP's & recent mishaps.
2. Life Raft Organization procedures.
3. Parachute Descent Procedures.
4. Parachute Landing Falls (to include body position and landing areas).
5. Flail injuries for ejection seat aircraft.
6. Proper body position for ejection.
7. Proper body position for ditching.
8. IROC procedures.
9. Life raft handle location for ejection seat aircraft.
10. Ditching procedures.
11. Bailout procedures.
12. Four line release.

13. Egress decision making.

14. Underwater egress procedures to include Survival Egress Air (SEA) bottle or equivalent.

(e) Human Factors & Stress in Aviation shall include but is not limited to aircraft platform specific information on fatigue, pre-deployment syndrome, circadian rhythms, lessons learned, combat stress, vibration, noise, stress coping methods, and recent applicable mishaps/HAZREPs.

(f) The Night Vision/NVG Limitations & Capabilities brief shall include but is not limited to NVG technology update, lessons learned for the aircrew's type aircraft, focusing and adjustment procedures, and common misperceptions/illusions. Only squadrons that use NVGs are required to conduct this brief. This is not to be confused with the MAWTS-1 NVG refresher brief that requires use of the terrain board. MAWTS-1 NVG refresher training does meet this requirement.

(g) The hypoxia brief shall include but is not limited to lessons learned for the aircrew's type aircraft, briefing of hypoxia HAZREPs/mishaps, symptoms of hypoxia, emergency procedures, and prevention. Reduced Oxygen Breathing Device Training if available, is recommended to augment this training.

(3) Deployment Briefs. By the nature of the amount of material required to prepare a unit for deployment these briefs will require more time than pre-mission briefings. In general, these briefs shall be scheduled with sufficient time to cover the areas of concern and be provided as often as the unit requires. At a minimum the following briefs (documentation abbreviations are in parentheses) shall be conducted not more than 90 days and not less than 10 days prior to deployment: CBR Survival (CBR), Deployment Area Aeromedical Intelligence & Threats (Aero Threats), Climate Survival (Climate), and Operator and Maintainer Survival Radio Training (Radio). Additional recommended pre-deployment briefs are listed in Appendix H.

(a) All deployment briefs shall be documented on the OPNAV 3760/32F (Rev 4-90) form in the NATOPS jacket or equivalent.

(b) The CBR Survival brief is required for all squadrons taking aviation CBR gear on the deployment as required, directed by higher headquarters, or are deploying into an area that has aviation CBR gear available for use. Squadrons not required to take aviation CBR gear do not need to conduct this class.

(c) The purpose of the Deployment Area Aeromedical Intelligence & Threats brief is to augment the health brief given by the Flight Surgeon or Environmental Health Officer. The intent of this brief is to identify and provide information on issues that are perceived aeromedical threats in the area the squadron will be deploying. This includes but is not limited to any unique sensory illusions, NVG contrast issues, recommendations for gear to be included in the five pound allotment, and environmental issues that may be encountered after an ejection, ditching, bailout, or mishap.

(d) The intent of the Climate Survival brief is to identify any aeromedical issues that may be present due to temperature conditions. This brief was formally listed as heat stress and cold stress.

(4) Refresher Currency Briefs. The purpose of this brief is to augment reference (h) by publishing refresher training guidance for all aviators and aircrew whose Night Systems (NS) currency has exceeded 365 days. The background of this brief is that NVG qualified aviators and aircrew whose NS operations currency has exceeded 365 days may experience a degradation of NVG skills and may be at an increased risk of experiencing spatial disorientation and visual illusions. Aviators and aircrew who do not meet this requirement shall not be qualified to participate in NS operations.

(a) NVG qualified aviators and aircrew whose NS currency has exceeded 365 days are required to attend refresher training at their local NITE lab under the instruction of a qualified NITE lab instructor. This training shall include at a minimum unless superseded by official Marine Aviation Weapons and Tactics Squadron One (MAWTS-1) refresher curriculum: NVG technology update, lessons learned for the aircrew's type aircraft, sensor integration, focusing and adjustment procedures, misperceptions/illusions and terrain board.

(b) This requirement shall not be fulfilled by the required annual NVG refresher brief, normally accomplished by the MAG AMSO/AMSC, unless that brief is conducted at the local NITE lab and terrain board training is included.

(c) This brief shall be documented on the OPNAV 3760/32F (Rev 4-90) form in the NATOPS jacket or equivalent.

b. Mission specification is a key issue. In order to prepare relevant briefs, it is important to establish firm liaison with intelligence and operations personnel in conjunction with safety and NATOPS personnel. The Training Exercise Employment Plan (TEEP) is a starting point in the formulation of these briefs.

c. Requests for deviations of this Program shall be forwarded to Wing DSS (AMSO).

d. These briefs are not meant to satisfy any of the four-year requirements in the current edition of reference (h).

5. Action

a. DSS

(1) Assume cognizance of the 2D MAW Aeromedical Brief Program.

(2) Provide support to the AMSO in the accomplishment of the Physiological Threat/Aeromedical Brief, LASER and Medical Surveillance Programs.

b. 2D MAW AMSO

(1) Oversee and assist MAG AMSO's in the performance of their duties.

(2) Act as the point of contact in the chain of command for the Wing concerning the Aeromedical, LASER, and FAILSAFE Programs.

(3) Provide diverse and specialized aeromedical advice to the Wing and MAGs, to include Night Vision Goggles (NVG), Aviation CBR, and LASER safety issues.

(4) Formulate/update lesson plans and training aids for the Physiological Threat/Aeromedical Brief Program.

(5) Provide adjunct physiological threat briefs as required.

(6) Assist the MAG AMSO/squadrons as needed in the coordination of centrifuge training for 2D MAW units and physiological/water survival training for civilian/VIP with the Aviation Survival Training Center (ASTC).

(7) Participate as adjunct member of aircraft mishap boards involving human factors, ALSS, NVG, LASERS.

(8) Coordinate in-service ALSS and operational equipment evaluations within 2d MAW. Maintain close liaison with Wing ALD-B/E.

(9) Consolidate inputs, by aircraft T/M/S, into an annual Wing "top ten" priority list for fixed-wing ejection seat aircraft, fixed-wing non-ejection seat aircraft, and rotary wing aircraft.

(10) Receive monthly updates from MAG AMSO's/AMSC's and maintain a record of all FAILSAFE activities. Ensure that this update is collated and forwarded to MARFORCOM AMSO, HQMC AMSO, FAILSAFE Team Lead, and CNAF Aircrew Systems point of contact NLT 20 days following the end of the month.

(11) Provide status report to the MAGs on all ALSS/AMSO issues at least monthly.

(12) Attend the annual In-Service Management Panel (IMP) meeting.

(13) Qualify as a Technical LASER Safety Officer (TLSO) and instruct Administrative LASER Safety Officers (ALSO). Assist in the administration and coordination of LASER safety for MAGs. Ensure the list of newly certified ALSOs are forwarded to Administrative Lead Agency (ALA) within 5 days after each ALSO class.

(14) Encouraged to attend the annual NARG, FAILSAFE and ASMA conferences.

(15) In coordination with the 2d MAW AMSC, conduct all sections of CGI Tab 871 for all 2d MAW units as applicable.

c. 2D MAW AMSC. The 2d MAW AMSC must be a certified Aerospace Physiology Technician - Hospital Corpsman (HM-8409). He/she must complete the Field Medical Service School. The AMSC is responsible to the command for support of the Physiological Threat/Aeromedical Brief, LASER and Medical Surveillance Programs. His/her responsibilities include, but are not limited to:

(1) Assist in the management of the Physiological Threat/Aeromedical Brief Program.

(2) Provide adjunct aviation physiological threat briefs as required.

(3) Assist in the conduct of ALSS fleet assessments and ALSS in-service programs.

(4) Actively participate in all 2D MAW NARG and/or IMP meetings.

(5) Track all 2d MAW ALSS issues, and provide updates and progress reports to the MAGs.

(6) Coordinate with Wing Medical to develop/maintain a database on medical intelligence for aeromedical threats of all potential deployment sites. This information is to be consolidated for use by the MAG AMSO/AMSC/Flight Surgeon for use in appropriate pre-deployment briefs.

(7) Formulate/update lesson plans and training aids for general aeromedical readiness for 2D MAW units.

(8) Help coordinate or provide medical support for Wing/MAG/squadron/detachments, aviation CBR exercises, and HALO/HAHO exercises.

(9) Qualify as a Technical LASER Safety Officer (TLSO) and teach Administrative LASER Safety Officers (ALSO). Assist in the administration and coordination of LASER safety for MAGs. Ensure the list of newly certified ALSOs are forwarded to the ALA within five days after each ALSO class.

(10) In coordination with the 2D MAW AMSO, conduct all sections of CGI Tab 871 for all 2D MAW units as applicable.

d. MAG AMSO

(1) Together with the Flight Surgeons, MAG AMSC, and Squadron DSS's, ensure the Physiological Threat/Aeromedical Brief, LASER and Medical Surveillance Programs are accomplished as required.

(2) Formulate/update lesson plans and training aids for the Physiological Threat/Aeromedical Brief Program. Mandatory and recommended briefing topics are listed in Appendix H.

(3) Report monthly training completion to the 2D MAW AMSO, NLT 15 days following the end of the month. Reports shall indicate the specific brief given, the category of brief (pre-mission, annual aeromedical, deployment, required currency refresher, or other), date given, and number in attendance.

(4) Deploy with squadrons, as requested, to provide aeromedical support. Coordinate all logistics and funding requirements through the MAG. Typical deployments for an AMSO can include but are not limited to Combined Arms Exercises (CAX), Weapons and Tactics Instruction (WTI), or other squadron/MAG deployments.

(5) Participate in all MAG ALSS committee meetings and provide feedback as required.

(6) Forward record of all FAILSAFE activities to 2D MAW (DSS Attn: AMSO) on a monthly basis. Aeromedical Brief reports are due NLT the 15th of the month for the preceding month.

(7) Coordinate efforts of AMSC.

(8) Complete certification as NVG lab instructor and provide indoctrination and refresher training to all aircrew as applicable.

(9) Complete certification as TLSO and conduct ALSO classes as applicable. Ensure the list of newly certified ALSOs are forwarded to the ALA within five days after each ALSO class.

(10) Assist squadrons with waiver requests for physiology/water survival training.

(11) Visit squadrons and liaison with the DSS and squadron flight equipment shops on a routine basis.

(12) Conduct local ALSS NARG annually.

(13) Assist squadrons in the submittal of HAZREPs and IMP chits.

(14) Participate as adjunct member of aircraft mishap boards involving human factors, ALSS, NVG, LASERS.

(15) Lead in special equipment projects, introduce new gear, and perform fleet evaluations as directed by 2D MAW.

(a) Upon completion of any fleet evaluation, submit a comprehensive after action/lessons learned report to this Headquarters (DSS Attn: AMSO). This report shall be submitted NLT 15 days following the conclusion of the evaluation.

(b) For extended evaluations, provide bi-weekly status reports to this Headquarters (DSS Attn: AMSO).

(16) Maintain a copy of all current and relevant Technical Directive Indoctrination Packages (TDIP).

(17) A list of all Aeromedical lectures conducted shall be incorporated by the into the monthly FAILSAFE Report, to include topic, unit, date, and number of aircrew in attendance. This does not meet the documentation requirements listed in section 5002, paragraph 1.b.2.

(18) Encouraged to attend the annual NARG, IMP, FAILSAFE and ASMA conferences.

(19) In coordination with the MAG AMSC, conduct annual LASER site survey for the squadrons and MAG as applicable.

e. MAG AMSC. The MAG AMSC must be a certified Aerospace Physiology Technician - Hospital Corpsman (HM-8409). He/she must complete the Field Medical Service School. Assigned to the Department of Safety and Standardization (DOSS/DSS) on the Table of Organization (T/O). The AMSC is responsible to the command

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for support of the Physiological Threat/Aeromedical Brief, LASER and Medical Surveillance Programs. His/her responsibilities include, but are not limited to:

- (1) Assist in the management of the Physiological Threat/Aeromedical Brief, LASER and Medical Surveillance Programs.
- (2) Provide adjunct aviation physiology training as required.
- (3) Assist in the conduct of ALSS fleet assessments and the ALSS In-Service Program.
- (4) Track all MAG ALSS issues and provide updates and progress reports to squadrons as well as higher headquarters.
- (5) Assist in the coordination and support of MAG deployments, NBC/CBR exercises, and HALO/HAHO exercises.
- (6) Assist in arranging for Naval Aviation Survival Training Program (NASTP) Instruction as needed.
- (7) Specialized Aeromedical support to include:
 - (a) LASER Safety and Medical Surveillance.
 - (b) Coordinate with Wing AMSC to develop/maintain a database on medical intelligence for aeromedical threats of all potential deployment sites. This information is to be consolidated for use in appropriate pre-deployment briefs.
 - (c) If desired, support local SAR, CSAR and or CASEVAC programs by serving on voluntary flight orders in an effort to gain aeronautical designation as an Aerial Observer.
- (8) Continued professional development by attending training courses that improve knowledge, aid in promotion opportunities, and enhance the overall performance of duties. Ensure the use of available resources for professional development. While not an exhaustive list, the following suggestions for AMSC professional development are provided:
 - (a) Plans, Operations, and Medical Intelligence courses.

- (b) CBR Protection courses.
 - (c) Night Vision Device conferences.
 - (d) Attending annual NARG, IMP and FAILSAFE conferences.
 - (e) Survival Training courses such as Cold Weather Survival Training Course/Jungle Essential Skills Training (JEST), courses available from USMC Mountain Warfare Training Center.
 - (f) Survival, Evasion, Resistance and Escape (SERE) School.
 - (g) Leadership continuums and courses.
- (9) Deploy when requested to provide Aeromedical/ALSS support during actual or simulated contingency/combat operations. A quality safety program should factor in AMSC involvement during operational deployments. AMSC's have effectively deployed with Marine Corps units, both on land and at sea, and use of the ASMC for this purpose is encouraged. Prior coordination within the Chain of Command can provide Aeromedical/ALSS coverage in garrison while the unit's Aeromedical team is deployed.
- (10) Complete certification as NVG lab instructor and provide indoctrination and refresher training to all aircrew.
- (11) Complete certification as TLSO and conduct ALSO classes as applicable. Ensure the list of newly certified ALSOs are forwarded to the ALA within five days after each ALSO class.
- (12) In coordination with the MAG AMSO, conduct annual LASER site survey for squadrons and MAG as applicable.
- f. Aircraft Squadrons. To ensure success of the Physiological Threat/Aeromedical Brief, LASER and Medical Surveillance Programs close coordination and communication must be maintained between the squadron and the AMSO/AMSC.
- (1) At a minimum, ensure the training listed in Appendix H is conducted per paragraph 5002. Ensure ALL squadron aircrew

attend all annual mandatory briefs NLT 30 September. These briefs shall be documented for each individual aircrew on the OPNAV 3760/32F (Rev 4-90) form in the NATOPS jacket or equivalent.

(2) As missions require, coordinate with the MAG AMSO, MAG AMSC, and squadron Flight Surgeon or Corpsman to develop and provide pre-mission Aeromedical threat briefings.

(3) Schedule the required and optional pre-deployment briefs listed in Appendix H with the MAG AMSO, MAG AMSC, or squadron Flight Surgeon. These briefs shall be documented on the OPNAV 3760/32F (Rev 4-90) form in the NATOPS jacket or equivalent.

(4) Schedule pre-mission briefs as needed with the MAG AMSO/AMSC.

(5) Report all aeromedical training not conducted by the MAG AMSO/AMSC to the MAG AMSO/AMSC within five days.

(6) Participate in fleet evaluations on a not-to-interfere basis.

(7) Submit "top 10" community specific, by aircraft T/M/S, ALSS issues to the MAG AMSO NLT two months prior to correlating NARG.

(8) Ensure all aircrew who fly with NVG's have received initial NITE Lab training and it is documented on the OPNAV 3760/32F (Rev 4-90) form in the NATOPS jacket or equivalent.

(9) Ensure all aircrew who fly with NVG's that have not conducted an NVG flight in 365 days or greater attend NVG refresher training at the NITE lab per section 5002.

(10) Ensure 20-foot eye-lane or current calibrated Hoffman 20/20 box is on hand for NVG focusing procedures, prior to NVG flights.

(11) Ensure CFET training is conducted and documented on the OPNAV 3760/32F (Rev 4-90) form in the NATOPS jacket or equivalent for all TACAIR aircrew per reference (h).

6. Laser Systems Safety Program

a. As LASER systems become more numerous, complete LASER radiation hazards prevention programs are key to assuring a mishap-free workplace. The current edition of the Navy Laser Hazards Control Program, reference (r), prescribes policy and guidance in the identification and control of LASER radiation hazards. It applies to the design, use, and disposal of all equipment and systems capable of producing LASER radiation including LASER fiber optics. It also issues guidance on establishing a command LASER hazard control program including requirements for a LASER System Safety Officer (LSSO), personnel training, LASER engineering protective eyewear, LASER warning signs, and administrative and engineering protective measures.

b. The current edition of reference (s) defines the medical surveillance requirements, and overexposure notification procedures for personnel exposed to LASER radiation. Reference (t) is the current 2D MAW LASER order.

7. Local Laser Safety Program

a. Laser Systems Safety Officer (LSSO) Committee. The LSSO committee shall be established within each activity that possesses, operates, maintains, or trains with LASER devices. The LSSO committee shall be incorporated within existing safety elements to the maximum extent possible. Technical expertise may be drawn from an available source within each MAG; however, each will function through the organization's existing safety establishment under the auspices of the Wing LSSO. See reference (t) for requirements and further guidance.

b. Laser Safety Training Program

(1) All personnel working with LASER devices or in areas using or storing Class 3B, Class 4, or equivalent military exempt LASERS shall have specific classroom training.

(2) Formal safety school requirements of LSSO's and other necessary LASER safety training needed for operations and maintenance will be budgeted for locally.

(3) The unit's ALSO shall be required to coordinate and oversee the LASER program for any Class IIIB or IV LASERS that are kept at the unit and/or their respective armory.

(4) See reference (t) for requirements and further guidance.

c. Protective Eyewear

(1) All personnel exposed to LASERS, either directly or indirectly, are required to wear protective eyewear.

(2) All LASER Eye Protection (LEP) must be properly labeled and checked at a minimum annually. All LEP shall have the proper optical density at the appropriate wavelengths for each type of LASER being used.

d. Medical Surveillance Program

(1) This program is a Naval Medical Department function although the program implementation and reporting of overexposure incidents are the responsibilities of the LSSO.

(2) Personnel who routinely use, are exposed to, repair, align, or boresight class 3B or 4 LASER systems shall be enrolled in the medical surveillance program per reference (s).

(3) A list of all personnel designated as LASER personnel shall be retained and kept current by the ALSO. A letter designating that list as LASER personnel shall be signed by the unit CO and retained by the ALSO.

(4) See reference (t) for requirements and further guidance.

8. Responsibilities

a. Wing LSSO

(1) The Wing LSSO shall be a graduate of an approved Technical LASER Safety Officer (TLSO) Course and shall have direct access to the CG on all LASER safety matters. The LSSO shall be designated in writing.

(2) Review this order and reference (t) annually and update as necessary.

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(3) Conduct CGI's on each unit employing LASER systems. The CGI will include all units that have used LASERs during the preceding two years.

(4) Coordinate/conduct Administrative LASER Safety Officer (ALSO) LSSO training. Ensure the list of newly certified ALSOs are forwarded to Administrative Lead Agency (ALA) within 5 days after each ALSO class.

(5) Assist MAG and squadron LSSO's as required.

(6) Maintain a complete inventory of all Class 3B, 4, and military exempt LASER systems in the Wing.

(7) Maintain copies of flight clearances and LASER Safety Review Board (LSRB) findings on each LASER system within the Wing.

(8) Consolidate input from each MAG and submit an annual list of all class 3B, class 4, and all military exempt LASERs. This report shall be submitted to MARFORCOM NLT 31 December annually.

(9) Maintain a current listing of all units authorized to engage in LASER operations.

(10) Qualify as a Range Safety Specialist (RSS) if possible in order to certify and or recertify LASER ranges.

(11) See reference (t) for requirements and further guidance.

b. MAG LSSO

(1) The MAG LSSO shall be a graduate of an approved Technical LASER Safety Officer (TLSO) Course and shall have direct access to the CO on all LASER safety matters. The LSSO shall be designated in writing.

(2) Publish a local LASER safety program command policy, safety regulations, and SOP's per the current edition of reference (s). Submit a copy of the signed MAG Order and any revisions to 2d MAW (DSS ATTN: TLSO).

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(3) Assist each squadron to develop a LASER program per the current edition of reference (r). Maintain a copy of each squadron's LASER program.

(4) Maintain a complete inventory of all Class 3B, 4, and military exempt LASER devices within the MAG.

(5) Maintain copies of flight clearances and LASER Safety Review Board findings on each applicable LASER system within the MAG.

(6) Conduct an annual LASER site survey of each squadron utilizing LASERS. Ensure each composite squadron receives a site survey prior to deploying. Maintain all site survey results for two years.

(7) Consolidate input from squadrons and submit an annual list of all class 3B, class 4, and all military exempt LASERS. The format for this report is in the current edition of reference (r), enclosure (9). This report shall be submitted to this Headquarters (DSS ATTN: TLSO) NLT 15 December annually.

(8) Maintain a current listing of all units authorized to engage in LASER operations.

(9) See reference (t) for requirements and further guidance.

c. Squadron LSSO

(1) The squadron LSSO shall be a graduate of an approved ALSO LSSO Course and shall have direct access to the CO on all LASER safety matters. The LSSO shall be designated in writing.

(2) Publish a local LASER safety program command policy, safety regulations, and SOP's per this manual and the current edition of reference (r).

(3) Maintain an inventory of all Class 3B, 4, and military exempt command-held LASER devices.

(4) Maintain copies of flight clearances and LASER Safety Review Board findings on each applicable LASER system.

(5) Maintain a log of all operational, maintenance, or training LASER firings. See reference (t) for requirements and further guidance.

(6) A list of all personnel designated as LASER personnel shall be retained and kept current by the ALSO.

(7) Ensure ALL personnel designated as LASER personnel receive required annual LASER training as per reference (s). These records shall be maintained for two years and include the syllabus, times and dates of training received. For aircrew this training must also be documented on the OPNAV 3760/32F (Rev 4-90) form in the NATOPS jacket or equivalent.

(8) Submit an annual list of all class 3B, class 4, and all military exempt LASERS. This report shall be submitted to this MAG LSSO NLT 01 December annually.

(9) See reference (t) for requirements and further guidance.

9. Mishap Reports

a. Accidents Investigation/Report Procedures. In the event of an overexposure incident or suspected overexposure incident, and in addition to the other reports required elsewhere in this order, the following actions shall be taken in accordance with references (r), (s), and (t).

(1) An initial notification message reporting the overexposure or suspected overexposure shall be sent to BUMED (MED 212) within four hours of the mishap. A follow-on phone call shall be made to inform the chain of command within four hours.

(2) An investigation shall be conducted by the LSSO with assistance from the MAG and/or Wing LSSO. If an aircraft mishap investigation is initiated per reference (b), the AMB shall include a TLSO on the investigation board as an adjunct member.

(3) Complete reports/SIR's shall be sent within 30 days to BUMED (MED 212) with copies to 2d MAW (DSS/TLSO), COMMARFORLANT (DSS/ALD), CMC (SD), and NAVSAFECEN.

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(4) See reference (t) for requirements and further guidance.

Chapter 6

Industrial Hygiene Occupational Health Program

1. General. All 2d MAW commands will provide a safe and healthy work environment. All 2d MAW Marines and Sailors are responsible for safety to include the identification, evaluation and implementation of necessary controls (engineering, administrative or PPE) to eliminate these hazards or reduce them to the lowest reasonably achievable level. Commanders will be responsible for ensuring compliance with all local, Navy and Marine Corps directives, and federal regulations and standards relating to occupational health. The Industrial Hygiene Officer (IHO) provides professional assistance and guidance to achieve these objectives.

2. Definition

a. Industrial Hygiene (IH) is the science and art of anticipation, identification, evaluation, and control of occupational hazards which may cause worker illness or injury as a result of personal exposure (inhalation, ingestion or skin absorption) to chemical (dusts, mists, fumes, gases, smokes or vapors etc.), physical (noise, heat/cold stress, ergonomic stressors and radiation etc.) or biological (infections, parasites, toxic and allergenic substances, viral, bacterial and fungal diseases etc.) stressors.

b. Occupational Health deals with the prevention, biological and physiological monitoring and documentation of health effects caused by occupational exposures. These occupational health effects are historically caused by acute (short-term), high concentration exposures or chronic (long-term), exposures to toxic chemicals or physical/biological agents. Justification for enrollment into these Medical Surveillance Programs is usually through recommendations in the respective command's IH Survey or through the nature of the job or billet description.

3. Responsibilities

a. 2d MAW Industrial Hygiene Officer. The IHO is a Navy Occupational Health Specialist who possesses a wide range of diversified knowledge that directly applies to USMC operations. Trained in the identification of potential work related health

risks, it is the IHO's responsibility to accurately anticipate, identify, evaluate, and recommend controls for all chemical, physical and biological health risks in the work environment. In addition to duties outlined in references (j) and (u) further duties are outlined in federal regulations and Naval Instructions/Directives. The IHO duties specific to 2d MAW are:

(1) Assist and advise 2d MAW commands in establishing and developing IH programs. Ensure exposure monitoring for subordinate command's are coordinated and completed. Report personal sampling data to the respective command and submit the results to local medical treatment facilities for entry into medical records.

(2) Establish and develop professional relationships with group/command safety representatives to ensure maximum cooperation and communication in matters of mutual concern, completeness and accuracy of IH and occupational safety & health (OSH).

(3) Monitor compliance with all medical surveillance recommendations through regular medical record review and close liaison with the local medical provider, Occupational Health Clinic and Wing Medical personnel.

(4) Conduct, coordinate, and assist in special work place surveys to identify and quantify potential health hazards.

(5) Provide comprehensive Respiratory Protection Program Manager's (RPPM) Training as directed in reference (j) to command designated RPPMs and assist with the establishment and management of the unit's Respiratory Protection Program. Upon successful completion of this training, the commanding officer's designee is qualified to manage the command Respiratory Protection Program. This includes, but is not limited to providing, initial and annual training to all respirator users and supervisors, fit-testing, documentation requirements, medical compliance verification and respirator storage & cleaning. The IHO shall offer the RPPM Training at each of the major installations where 2d MAW commands are stationed (MCAS Cherry Point, MCAS New River and MCAS Beaufort) twice/year to assist commands that require a Respiratory Protection Program in maintaining qualified RPPMs while units execute their mission.

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(6) Monitor Group/Unit OSH programs, (i.e. respiratory protection, hearing & sight conservation, hazard communication, lead safety, asbestos awareness and radiation safety etc.).

(7) Assist Groups/Units with OSH inspections, training, and hazard assessments as requested.

(8) Serve as the 2d MAW Radiation Safety Officer (RSO) managing the wing Radiological Controls Program. RSO shall offer the Radiation Program Assistant (RPA) training at each of the major installations where 2d MAW commands are stationed as needed to maintain at least one representative for those units with radioactive commodities.

(9) Serve as the Commanding General Inspector for the IH Tab 130B as directed by the 2d MAW Inspector.

b. U.S. Naval Medical Treatment Facilities (MTF). Per references (j) and (u), baseline and periodic IH surveys shall be performed on all 2d MAW units. The IH departments at USNH Cherry Point, USNH Camp Lejeune and USNH Beaufort perform all comprehensive baseline and periodic surveys and associated workplace monitoring. The MTF's respective Occupational Health Departments provide all medical surveillance physicals and certification exams per reference (v).

c. Group/Unit

(1) Ensure all personnel are fully aware of their obligations and personal responsibilities to occupational safety and health.

(2) Ensure comprehensive IH surveys and evaluations are conducted. The Safety Officer/Ground Safety Officer should have oversight of the programs and ensure that all IH Survey recommendations are implemented. When the final draft of the IH Survey is received by the command, distribute copies of the individual work center IH evaluations to the respective work centers for their action, reference and review.

(3) Schedule appointments for personnel requiring occupational health physicals and assign those personnel to medical surveillance programs when appropriate. Recommendations for medical surveillance programs are provided in the individual unit's IH Survey. Additional guidance and recommendations is available from the Wing IHO, your local MTF industrial hygienist

or supporting MTF Occupational Health Department and references (u) and (v).

(4) Develop and implement a method to identify, document and track personnel that are recommended for specific occupational health programs that require occupational health medical surveillance physicals or certification exams. The unit GSO should be able to provide the status of medical surveillance compliance based on recommendations from the IH Survey. This information should be maintained by the GSO and available for review by the CO, XO, Sergeant Major, shop supervisors, medical staff or any inspecting authority. Unit corpsmen should provide and maintain the date(s) of when personnel are due for their required physicals. Supervisors should maintain and provide a list of personnel that are enrolled in the recommended programs to the GSO. As leaders, shop supervisors are responsible for ensuring that their personnel complete all occupational health medical surveillance requirements. If an occupation requires a certification exam(s), an individual must complete the required certification exam(s) prior to employment in that position. Individuals placed on various medical surveillance programs are responsible for providing written feedback to their supervisor upon completion of the recommended medical evaluation.

(5) Maintain turnover files to assist with Safety Program continuity when the squadron is transitioning between safety officers.

(6) Maintain required references and command directives pertinent to required occupational safety and health programs.

4. Programs. Commanders shall design, provide and tailor occupational safety and health programs conducive to the needs of their unit. The IH Survey is the cornerstone of the unit's occupational safety and health program to be used by commanders in identifying and implementing appropriate program requirements. Although not all-inclusive, lists of some frequently implemented programs are listed below. Specific requirements shall be adhered to using applicable orders.

a. Hearing Conservation Program (HCP). The purpose of the HCP is to prevent personnel from developing occupational noise-induced hearing loss and ensure auditory fitness for all 2d MAW personnel through training, PPE and medical surveillance. Commanders shall comply with all elements of this program in accordance with references (j) and (u).

b. Respiratory Protection Program (RPP). Engineering controls shall be used to prevent personnel from inhaling harmful dusts, mist, fumes, gases, smoke, fibers or vapors whenever practical. Operations where engineering controls are not feasible are identified in individual unit IH surveys. If respirator use is recommended or required, a properly trained RPPM shall be appointed in writing by the Commanding Officer. Information on RPPM Course dates and reserving quotas for this training can be provided by the 2d MAW IHO at the Wing DSS Office. Commanders shall comply with all elements of this program in accordance with reference (j) and (u).

c. Hazard Communication and Hazardous Material Control. The use of hazardous and potentially hazardous materials requires effective procedures and equipment, proper storage and materials to prevent overexposure and provide protection for exposed personnel and property. Materials or waste products should be considered hazardous if container labels or Material Safety Data Sheets (MSDS) include precautions for handling, storage or use. All 2d MAW personnel shall handle hazardous materials in a manner that safeguards life, property, and the environment in accordance with references (u), (w), and local governing standards.

d. Asbestos. Asbestos is a known carcinogen that is a naturally-occurring fibrous mineral commonly used as a component of building materials until the early 1980's. Depending on a work center's date of construction, there may be asbestos containing material (ACM) present. 2d MAW personnel shall not participate in construction, renovation, self-help or demolition projects where the potential exposure to asbestos exists. Comprehensive Asbestos Identification Surveys have been completed on all base structures identifying those materials (pipe lagging, insulation, floor tile & mastic, wallboard etc.) that contain asbestos. Unit Safety Officer should have a copy of this survey and it should be posted on a Safety Bulletin Board for unit personnel to review. If this report is not available, contact your local Base Safety Office or the 2d MAW IHO to request a copy a building's Asbestos Identification Survey. If ACMs are present in a work center, they generally doesn't pose a health risk unless they become compromised. Annual work center Asbestos Hazard Awareness Training shall be conducted to train personnel on the potential health hazards of

asbestos, awareness and identification of materials that contain asbestos in their work center and the reporting process in the event ACMs become compromised. In the event such a situation exists, contact the Safety Officer and the local industrial hygienist for guidance. All repairs or removal of ACM shall be initiated by submitting a work request to the local Facilities Maintenance Department. This process can be expedited by a Safety endorsement on the work request. Program compliance guidelines can be found in references (j) and (u).

e. Lead Safety. Marine Corps policy is to prevent and/or minimize exposures to lead and related injuries during the use, handling, removal, and melting of materials containing lead. The primary goal is to eliminate lead exposure, but if not feasible, to reduce lead exposures to levels below the permissible exposure limit. IH surveys indicate that despite lead product use, personnel are not overexposed to lead during work operations. Personnel should not engage in tasks that expose personnel to lead hazards without contacting the 2D MAW IHO for an exposure assessment. All units shall comply with the requirements set forth in reference (u).

f. Personal Protective Equipment. Engineering and administrative controls shall be the primary hazard elimination methods. PPE shall be employed to reduce or eliminate personal exposure hazards as a "Last Resort" under circumstances when engineering and/or administrative controls are not feasible. Elements of this program are outlined in references (j) and (u).

5. Training. A comprehensive training program is essential to successful OSH programs. Training shall be a continuous process for all Marines and Sailors. Adherence to safe operating practices and procedures cannot be assured unless there is a clear and defined knowledge of the job, the potential hazards, and the requirements necessary to perform the job as safely as possible. The GSO or Safety Specialist shall conduct initial Occupational Safety Health and Hazard Communication training to personnel and periodically thereafter. If a unit desires assistance with any type of occupational safety and health training it can contact the Wing IHO at the 2d MAW DSS Office. All training shall be documented and retained in the safety office and be retained for a minimum of five years.

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Chapter 7

Operational Risk Management

1. General. This chapter prescribes general operating instructions applicable to the establishment and effective implementation of an Operational Risk Management (ORM) Program to be used by all activities within 2d MAW. The risk management/risk assessment guidelines/matrices as depicted in WgO 3500.23 are the essential procedures and guidelines necessary to incorporate ORM principles into every area of activity within 2d MAW.
2. ORM Training. ORM will be incorporated in all levels of planning and execution of missions within 2d MAW. The overall goal is to safely achieve the best training possible with available assets in order to maintain a high state of combat readiness. ORM training goals will focus on equipping each Marine with the knowledge and skills required to accomplish and maintain mission readiness while minimizing the effects of various levels of risk. 2d MAW DSS will update and distribute ORM Instructor Training courses as required. Training will be accomplished in the following priorities:
 - a. Squadron Instructor Training.
 - b. Unit commanders, missions planners, mission commanders, and other key mission leaders.
 - c. User training on basic ORM principles.
 - d. Recurrent (annual) training.
3. ORM Application. ORM applies to all units, not just flying units. Non-flying units shall use the risk assessment tools listed in WgO 3500.23 for all mission planning activities. Flying units shall conduct deliberate risk analysis through the use of preliminary hazard analysis worksheets (PHA), ORM matrix and risk assessment worksheets (RAW) 48 and 24 hours prior to mission execution. All 2d MAW units shall use unit-specific mission planning worksheets and hazard tracking data base applications that are developed to aid in quantifying risk.
4. ORM Lead Squadrons. Specific aircraft squadrons are designated by the CG as ORM leads for their respective T/M/S aircraft communities. This responsibility includes development

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and implementation of aviation specific risk management procedures for both flight operations and aviation maintenance with the main objective being standardization within communities.

5. Action. Commanding Officers will ensure that each Marine and Sailor assigned to their command completes the appropriate level of training and is directed to incorporate ORM principles into all of their unit functions. They are also directed to utilize ORM tools and applicable risk control measures into the management of risk associated with regular training efforts, mission planning, and mission execution as stipulated in WgO 3500.23. Unit ORM training programs will be developed and conducted per the current edition of the 2d MAW ORM Training Plan. Commanding Officers will designate a representative from their squadron to attend ORM Instructor Training. All training conducted will be reported to 2d MAW DSS monthly. In conjunction with 2d MAW G-3, an annual conference will be conducted with representatives from each aircraft community to update the ORM process as necessary. Minutes from the annual meeting will be compiled and provided to the Groups.

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Chapter 8

Safety Awards

1. General. The following awards reflect outstanding achievements in aviation and ground safety and are the direct result of an active, aggressive safety program. References (y) through (dd) can be used for further clarification.

2. CNO Annual Aviation Safety Award. This award will be presented by the CNO to selected units in recognition of outstanding contributions to combat readiness, high morale, and economy of operation through safety. In addition to an outstanding safety record, units selected must have aggressive aviation safety programs which contribute new ideas in mishap prevention for the general benefit of Naval Aviation. Selection of winners shall be made by major commands, based on broad criteria of safety contributions as well as outstanding safety records.

a. Nomination Procedures. Each aircraft Group in 2d MAW will review the selection criteria contained in the current edition of references (y) and (z) and nominate to this Headquarters (DSS) those squadrons considered best qualified. All deployed squadrons normally should be considered, including UDP units. Nominations are due no later than the last Thursday in January.

b. Submission Requirements. To ensure uniformity, a standardized format for all squadron nominations is directed as contained in Appendixes I and J.

c. Safety Award Selection Board

(1) Composition:

(a) Chairman: 2d MAW DSS.

(b) Members: COS; AC/S, G-1; AC/S, G-3; AC/S, ALD; WDSS.

(2) Responsibilities. Convene in February of each year to determine 2d MAW nominations for the subject award. Group prioritized nominations will be delivered to CG 2d MAW (DSS) by

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the last Thursday in January for board consideration and transmittal to CG II MEF Safety in February.

(3) Administration Assistance. Administrative requirements of the board will be provided by the 2d MAW Safety and Standardization Office.

3. Aircrew 1,000 Hours Mishap-Free Flight Time Award. This award is presented by CMC to eligible aircrew in recognition of the attainment of each consecutive 1,000 hours of mishap-free flight time. Involvement in a Class A aircraft mishap, as defined by the current edition of reference (b), in which aircrew error is a specific cause factor will be considered sufficient to remove an aircrew from eligibility for this award. Eligibility for this award will be determined by the activity which has responsibility for maintaining the individual pilot's flight records. Upon determination of the eligibility for this award, the CO of the unit maintaining the individual pilot's flight records will make application for the award on behalf of the individual pilot to the CMC (Code SD) with a copy to CG, 2d MAW (DSS). Award recommendations may be mailed or faxed, but must be on unit letterhead with the CO's signature.

4. Squadron 10,000 Hours Mishap-Free Flight Time Award. This award is presented by CMC to eligible squadrons in recognition of the attainment of each consecutive 10,000 hours of mishap-free flight time. The squadron will provide 2d MAW (DSS) the verification of mishap-free flight hours at the time of attainment of the 10,000 flight hours. The award recommendation will be submitted by 2d MAW to CMC with copy to COMMARFORLANT as per current edition of reference (cc).

5. CG II MEF Unit Award for Ground Safety. This award is presented annually by II MEF that has the lowest overall injury/accident rate in the five (5) major accident areas combined. This award will include a CG II MEF Plaque, CG II MEF Safety Banner/Flag to be flown during the following calendar year, 72 hour liberty for active duty member, and 24 hour time-off award for civilian federal employee. Further guidance is given in references (a) and (cc).

a. Eligibility. II MEF Marines, Sailors, or civilian federal employees.

b. Criteria for Award Selection. The award will be judged on the following criteria:

- (1) Privately Owned Vehicle (POV) mishaps.
- (2) Marine Corps (tactical & non tactical) vehicle mishaps.
- (3) On-Duty personnel injuries.
- (4) Off-Duty personnel injuries.
- (5) Civilian Federal Employee injuries.
- (6) Successful mishap prevention program.
- (7) How the unit succeeded in reducing mishaps (by category).
- (8) Statistical or other data verifying results.
- (9) Other safety initiatives developed and implemented.
- (10) Other significant safety successes during the nomination period.

c. Submission Time line for Award Selection. Groups will submit their nominee packages to Wing Safety in August. The exact submission date will be promulgated yearly by separate correspondence.

d. Award Selection. 2d MAW will hold a board to select a winner from the Groups' submissions. The winner of the Wing board will be forwarded for competition at II MEF.

6. CG II MEF Certificate of Achievement in Ground Safety. This award will be presented annually on a fiscal year basis to all commands that achieve exemplary safety performance for a period of 12 months, or complete a major exercise without a Class A, B, or C mishap. The award will include a certificate signed by the CG II MEF, and 24-hour liberty for active duty members and 8-hour time-off award for civilian federal employees. Further guidance is given in references (d) and (cc).

a. Eligibility. All battalions and squadrons within II MEF.

(1) Award Criteria. Nomination packages will be in narrative style not to exceed three pages. The narrative will describe the contributions or noteworthy accomplishments the unit made, and should incorporate detailed descriptions of accomplishments with verifying supporting data.

(2) Nomination packages will be forwarded to the 2d MAW Department of Safety via the unit's chain of command in October for fiscal year awards. Exact submission date will be promulgated yearly by separate correspondence. For exercise-based awards, packages will be submitted no later than 21 days following the end of the exercise.

(3) 2d MAW Department of Safety will forward the packages to CG, II MEF for approval.

7. CG II MEF Award for Initiative in Ground Safety. This award will be presented annually to the Marine, Sailor, or civilian federal employee who makes the most significant contribution in the reduction of ground safety related mishaps. The award will include a CG II MEF Plaque, 48-hour liberty for an active duty member, and 16-hour time-off award for a civilian federal employee. Further guidance is given in references (aa).

a. Eligibility. 2d MAW Marines, Sailors, or civilian federal employees.

b. Award Criteria. A narrative description of the individual's achievements will accompany the nomination and will include the following:

(1) Individual's name, military or civilian grade, MOS or civilian job series, job title and description.

(2) A brief description of the individual's achievement(s) relating to safety and methods used to effect or sustain mishap reduction.

(3) A brief description of the unit, including its mission, number of personnel assigned, and location.

(4) Other pertinent data such as accident statistics.

c. Submission Time Line. Nomination packages must be forwarded to the 2d MAW Department of Safety via the individual's chain of command in August. The exact submission date will be promulgated yearly by separate correspondence.

d. Award Selection. Wing will hold a board to select a winner from the Groups' submissions. Each Group will forward no more than one nominee for competition at the Wing level. Groups are encouraged, but not required, to establish an award at their level. The winner of the Wing board will be forwarded for competition at the MEF level. Winners of the MEF board will be forward for further competition at the MARFORLANT and CMC levels for the Marine Corps Superior Achievement in Safety Award.

8. Chesty Puller Sustained Excellence for Outstanding Unit Leadership. This award recognizes units/commands, that have truly demonstrated superior force protection by dramatically reducing on and off duty mishaps; and, therefore, by definition, are superior II MEF organizations. This award shall be presented semiannually to units/commands within II MEF who meet the criteria described in reference (dd).

9. Marine Corps Ground Safety Award. This award recognizes commands and individuals meeting the eligibility requirements as provided in reference (aa). Submit nomination packages to the 2d MAW Department of Safety via the individual's chain of command in August. The exact submission date will be promulgated yearly by separate correspondence.

10. DON Safety Excellence Award Program. This award recognizes commands meeting the eligibility requirements for each population category as provided in reference (aa). Submit nomination packages to the 2d MAW Department of Safety via the chain of command in August. The exact submission date will be promulgated yearly by separate correspondence.

11. Naval Aviation Readiness Through Safety Award. This award is presented to the Aircraft Controlling Custodian that has contributed the most toward readiness and economy of operations through safety. The command selected must have an outstanding safety record and an aggressive Aviation Safety Program. The award consists of a 36 inch trophy on permanent display at the Naval Air Museum in Pensacola, Florida. The winners name will be inscribed on this trophy. In addition, the winner will receive a trophy for permanent custody.

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- a. Eligibility. All 2d MAW Aviation Units.
 - b. Award Criteria. Is listed in reference (cc).
 - c. Submission Time line for Award Selection. Submit nomination packages to the 2d MAW Department of Safety via the chain of command in August. The exact submission date will be promulgated yearly by separate correspondence.
 - d. Award Selection. Wing will hold a board to select a winner from the Groups' submissions. The winner of the Wing board will be forwarded for competition at the MEF level.
12. Admiral James S. Russell Naval Aviation Flight Safety Award. The winner of the Naval Aviation Readiness Through Safety Award listed in paragraph 10 is the automatic winner of this award.
13. Grampaw Pettibone Award. This award commemorates the work of the late Captain Seth Warner, USN, originator of Grampaw Pettibone, and the late Mr. Robert Osborn, illustrator of Grampaw Pettibone. The Commander, Naval Safety Center shall appoint an awards committee and present the award annually to: (1) an individual and (2) an organization, which has contributed most toward aviation awareness through publications. Criteria is outlined in reference (cc). The award consists of a large trophy on permanent display at the Nation Museum of Naval Aviation in Pensacola, Florida. The winner's name/organization will be inscribed on this trophy. The winners will also receive a citation on a plaque.
14. Command Safety Awards Programs. Commanders shall establish their own safety awards programs. Commanders will also form an awards committee to review and submit nominations for 2d MAW, MEF, MARFORLANT and CMC awards. Commanding officers will present safety awards at a command awards ceremony.
15. Awards Summary. See figure 8-7.

Award	Type	Submission Date to 2d MAW	Period	Reference
CNO Aviation Safety	AVI/Unit	Jan	CY	
Aircrew 1,000 Mishap Free	AVI/Ind	As required	N/A	
Squadron 10,000 Mishap Free	AVI/Unit	As Required	N/A	
CG II MEF CERTIFICATE OF ACHIEVEMENT IN GROUND SAFETY	AVI/Unit	September	FY	
CG II MEF AWARD FOR INITIATIVE IN GROUND SAFETY	AVI/Ind	September	FY	
CG II MEF UNIT AWARD FOR GROUND SAFETY EXCELLENCE	GND/Unit	September	FY	
CHESTY PULLER SUSTAINED EXCELLENCE FOR OUTSTANDING UNIT LEADERSHIP	GND/Unit	April/August	Semi-Annual	
MARINE CORPS GROUND SAFETY AWARD	Unit/Ind	September	FY	
DON SAFETY EXCELLENCE AWARD PROGRAM, SAFETY EXCELLENCE AWARD FOR AVIATION SAFETY, SAFETY EXCELLENCE AWARD FOR MARINE CORPS GROUND SAFETY	Unit/GND	September	FY	
NAVAL AVIATION READINESS THROUGH SAFETY AWARD	AVI/Unit	January	FY	
ADMIRAL JAMES S. RUSSELL NAVAL AVIATION FLIGHT SAFETY AWARD	AVI/Unit	January	FY	
GRAMPAW PETTIBONE AWARD TO ANY NAVY OR MARINE CORPS UNIT	AVI/Unit/Ind	January	FY	

Figure 8-7

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APPENDIX A

MONTHLY STATUS REPORT



UNITED STATES MARINE CORPS
2D MARINE AIRCRAFT WING
II MARINE CORPS EXPEDITIONARY FORCE
POSTAL SERVICE CENTER BOX 8050
CHERRY POINT, NC 28533-0050

5100.29A
DSS
DD MMM YY

From: DSS, Marine Aircraft Group-XX

To: DSS, 2d Marine Aircraft Wing

Subj: MONTHLY STATUS REPORT FOR THE MONTH OF <<MMM>>

Ref: (a) WgO 5100.29A

1. The following data is provided for VMM-XXX:

a. All FY-XX mishaps:

(1) Class-A, (Serial Number), (DDMMYY)
(Brief 1-line Description)

(2) Class-B, (Serial Number), (DDMMYY)
(Brief 1-line Description)

(3) Class-C, (Serial Number), (DDMMYY)
(Brief 1-line Description)

b. All FY-XX HAZREPS:

(1) (DDMMYY), (Serial Number), (Brief Description)

(2) (DDMMYY), (Serial Number), (Brief Description),

etc.

c. All FY-XX Op Pause's:

(1) (Most recent date), (Key Topics)

Subj: MONTHLY STATUS REPORT FOR THE MONTH OF <<MMM>>

(2) (next most recent date) (Key Topics), etc.

d. Mishap Free Flight Hours:

(1) Total Mishap Free Flight Hours

(2) YTD Mishap Free Flight Hours

e. Major upcoming events:

(1) OIF Deployment (FEB-XX)

(2) BITS (JAN-XX), etc.

f. All FY-XX Pre-Mishap Drills:

(1) Most Recent date

(2) Next most recent date, etc.

g. Key DSS Personnel:

(1) DSS, Name, Rank, Telephone Number

(2) ASO, Name, Rank, Telephone Number

(3) NATOPS, Name, Rank, Telephone Number

(4) GSO, Name, Rank Telephone Number

2. The following data is provided for VMM-YYY:

a. All FY-XX mishaps:

(1) Class-A, (Serial Number), (DDMMYY)

(2) Class-B, (Serial Number), (DDMMYY)

(3) Class-C, (Serial Number), (DDMMYY)

b. All FY-XX HAZREPS:

(1) (DDMMYY), (Serial Number), (Brief Description)

Subj: MONTHLY STATUS REPORT FOR THE MONTH OF <<MMM>>

(2) (DDMMYY), (Serial Number), (Brief Description),
etc.

c. All FY-XX Op Pause's:

(1) (Most recent date), (Key Topics)

(2) (Next most recent date) (Key Topics), etc.

d. Mishap Free Flight Hours:

(1) Total Mishap Free Flight Hours

(2) YTD Mishap Free Flight Hours

e. Major upcoming events:

(1) OIF Deployment (FEB-XX)

(2) BITS (JAN-XX), etc.

f. All FY-XX Pre-Mishap Drills:

(1) Most Recent date

(2) Next most recent date, etc.

g. Key DSS Personnel:

(1) DSS, Name, Rank, Telephone Number

(2) ASO, Name, Rank, Telephone Number

(3) NATOPS, Name, Rank, Telephone Number

(4) GSO, Name, Rank Telephone Number

I. M. MARINE

Copy to: MAG-XX, DSS

MONTHLY ORM STATUS REPORT

Jan-09	2nd MAW										Training and Reporting						
	Standard Requirements										CO Execute Orders	CMC CDRS Course	CO's Flight Training	CO ASC Trained	AMO School Trained	ASO School Trained	WTI School Trained
	Unit	CoC	Command Survey Baseline /Annual		Human Factors Council	Stan Boards	Enlisted Safety Committee	Avn Safety Council	Maint Inspection	NATOPS Inspection							
		30 days	Annual	Monthly	Monthly	Monthly	Quarterly		18 months	On site Biennial	6 months Prior	Prior to CoC					
MAG-14																	
VMAQ-1																	
VMAQ-2																	
VMAQ-3																	
VMAQ-4																	
VMAT-203																	
VMA-223																	
VMA-231																	
VMA-542																	
VMGR-252																	
MALS-14																	
MAG-26																	
MALS-26																	
VMMT-204																	
MAG-29																	
HMH-461																	
HMH-464																	
HMH-366																	
HMLA-167																	
HMLA-269																	
HMLA-467																	
HMM-264																	
HMT-302																	
VMM-182																	
VMM-261																	
VMM-263																	
VMM-266																	
VMM-365																	
MALS-29																	
MAG-31																	
VMFA-115																	
VMFA-122																	
VMFA-251																	
VMFA-312																	
VMFA(AW)-224																	
VMFA(AW)-533																	
MALS-31																	
MACG-28																	
VMU-2																	

Notes:

- Change of Command: enter date
- Command Survey:
Baseline: enter date; informal survey required within 30 days of change of command IAW MCO 5100.29A
Annual: enter date; review within a year of baseline date using either:
(1) NSC site visit, (2) NSC Cultural Workshop, (3) On-line CSA/MCAS survey or (4) same T/M/S squadron per ORM Fundamentals Campaign msg
- Human Factor Council: enter date; Mtg required monthly IAW MCO 5100.29A
- Standardization Boards: enter date; Boards required monthly IAW MCO 5100.29A
- Enlisted Aviation Safety Committee: enter date; Committee required monthly IAW OPNAVINST 3750.6R
- Avn Safety Council: enter date; Council required every quarter IAW MCO 5100.29A
- Maintenance Inspection: Report date of last CNAF AAMT or MALS AMI IAW OPNAVINST 4790.2H.
- NATOPS Inspection: enter date; required to have a NATOPS inspections every 18 months IAW OPNAVINST 3710.7T.
Extension to 24 months may be granted by the model manager.
- Biennial Naval Safety Center survey: enter date of most recent survey; Biennial Naval Safety Center survey requirement IAW MCO 5100.29A
- CO Execute Orders: enter date. CO's shall arrive at their respective Wing six months prior to COC. MARADMIN 270/05.
Waiver; if CO received waiver for this requirement from MMOA include date of waiver in notes section below matrix.
- CMC Commanders Course: enter date; must be completed prior to COC. MARADMIN 270/05.
- CO's Flight Training: enter completion date of required refresher training IAW MARADMIN 270/05 and CMC Policy Directive 1-05.
- CO Aviation Safety Commanders Course: enter date trained; trained IAW OPNAVINST 3750.6R
- ASO: enter date trained; trained and in the billet IAW MCO 5100.29A
- AMO: enter date trained; trained and in the billet IAW OPNAVINST 4790.2H
- WTI: enter date trained. WTI entered may hold any squadron billet except CO/XO.

APPENDIX C

GROUND WARRIOR PRESERVATION STATUS REPORT

Change of Command	Date	N/A	N/A	
Command Climate Survey	Date	Annual	CMC (SD)	Commanders will complete OCDI upon assumption of Command and annually thereafter.
Command Safety Council	Date	Quarterly	MCO 5100.8	Par. 4001; Council shall meet at a regular basis, at least quarterly or more frequently as directed by the chairperson (Commander or COS).
Supervisor Safety Committee	Date	Quarterly	MCO 5100.8	Par. 4002: Committee shall meet at least quarterly or more frequently if circumstances warrant.
Shop Safety Committee	Date	Quarterly	MCO 5100.8	Par. 4003: Committee shall meet at least monthly or more frequently if circumstances warrant.
Safe Driving Council	Date	Quarterly	MCO 5100.19E	Par. 1.a.8 and (1): Safe Driving Council shall meet quarterly or more frequently if circumstances warrant.
Workplace Safety Inspection	Date	Annual	MCO 5100.8	Par. 7003: All workplaces on the installation including tenant commands shall be inspected at least annually by installation OSH Personnel.
Unit Safety Officer Assigned	Name	Annual	MCO 5100.28A	Pg. 12, Par. 4c: Appoint, in writing, a unit safety officer as a special staff officer with direct access to the commander and executive officer for safety matters.
ORM Training	% Complete	Annual	MCO 3500.27B	Par. 4.k.(1).(f), pg. 9: Provide initial and annual refresher ORM training to all Marines and annotate the training in the basic training record. 90% or greater trained (Green), 70-79% trained (Yellow), 50-69% trained (Orange), 0-49% trained (Red). Pp. 5-5, Par 5001.5: Safety managers shall ensure OSH training is provided to all supervisory personnel.
Supervisor Safety Training	% Complete	Annual	MCO 5100.8	
Unit Safety Officer Trained	Date	Annual	MCO 5100.8	Date GSM was completed.
Operational Pauses	Date	Annual	MCO 5040.60	Encl (4) pg. 1: Commanders/ commanding generals shall conduct biennial inspections of all subordinate units and personnel. The inspection cycle for 4th MarDiv, 4th MAWV, and
Mishaps Class A	Date	Quarterly	MCO P5102.1B	Number of Class A mishaps Fiscal Year to date.
Mishaps Class B	Date	Quarterly	MCO P5102.1B	Number of Class B mishaps Fiscal Year to date.
Mishaps Class C	Date	Quarterly	MCO P5102.1B	Number of Class C mishaps Fiscal Year to date.
Required Motorcycle Training Completed	% Complete	As per MCO	MCO 5100.19E	% of unit riders completing training requirement. Provide the Number trained / the number of riders
Seatbelt Usage Report	% Usage	Quarterly	MCO P5100.9E	% of personnel who are using their seatbelts while on base.

C-1

Enclosure (1)

FLASH REPORTS

NOTE: If MFR Ground Flash Report is merged to notify the chain of command and safety reporting chain of mishap defined by MCO 5102.1 series, MARFORCOM, and II MFP GG. This report does not replace the COMNAV SAFECEN reporting requirements (MCO 5102.1B) or the Casualty reporting requirements (MCO 5041.4B) and/or Operational Incident reporting requirements (MCO 5104.2).

INCIDENT NUMBER: _____ **SECTION:** _____ **GROUP:** _____

REPORT DATE (MM/DD/YYYY): _____ **REPORT TIME:** _____ **LOCATION (JOB SITE):** _____

INCIDENT TYPE: _____

MISHAP CLASS: A B C OTHER REQUIRED REPORTABLE PENDING:

INCIDENT / MISHAP / CAUSE / EFFECTS / INJURY:

FACTORS: _____

CASUALTY / DEATH / INJURY RELATED LOSSES:

PERSONNEL INVOLVED:

EMPLOYMENT HISTORY: _____ **RETURN:**

INJURY TYPE (check all that apply):

PERSONNEL INVOLVED / EQUIPMENT / INCIDENT:

MOTORCYCLE / ATV / VEHICLE INFO: _____ **INCIDENT / CAUSE / EFFECTS / INJURY / DAMAGE INFO:** _____

MOTORCYCLE / ATV INFO:

MAKE: _____ **MODEL:** _____ **TRAINING:** Basic Rider (REQUIRED) **Date (MM/YY):** _____

YEAR: _____ **ENGINE SIZE:** _____ MSBRC (Required for Sport bike) ERC Rider Coach Keith Code

UNIT CLUB MEMBER: YES NO **CLUB DATE:** _____ **# Years Riding Experience:** _____

MISHAP SUMMARY: (Provide a brief explanation of the Mishap / Incident)

PROPERTY DAMAGE (Type and Estimated cost if known)

DOD PROPERTY DAMAGE: _____

NON-DOD PROPERTY DAMAGE: _____

UNIT TSS or SAFETY POC: _____ **PHONE#:** _____

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APPENDIX E

2D MAW NATOPS ORGANIZATION

MODEL MANAGERS

EA-6B:	VAQ-129	NAS WHIDBEY ISLAND
AV-8B:	VMAT-203	MCAS CHERRY POINT
KC-130F/R/T:	VMGR-234	NASJRB FT. WORTH
KC-130J:	KC-130J ATU	MCAS CHERRY POINT
F/A-18:	VFA-125	NAS LEMOORE
F/A-18D:	VMFAT-101	MCAS MIRAMAR
AH/UH:	HMT-303	MCAS CAMP PENDLETON
CH-46E:	HMMT-164	MCAS CAMP PENDLETON
CH-53E:	HMT-302	MCAS NEW RIVER
MV-22:	VMMT-204	MCAS NEW RIVER
UAV:	VMU-2	MCAS CHERRY POINT

NOTE: 1. One (1) squadron NATOPS instructor will be designated in writing by the CO. Additional officers may be designated assistant NATOPS instructors at the CO's discretion.

2. Model Managers or Group Evaluators will conduct annual NATOPS evaluation flights for squadron NATOPS instructors. Assistant NATOPS instructors will fly their annual NATOPS evaluation flight with the squadron NATOPS instructor.

APPENDIX F

2D MAW NATOPS ORGANIZATION

EVALUATION UNITS

MAG-14 NATOPS EVALUATORS

EA-6B: MAG-14
AV-8B: VMAT-203
KC-130: VMGR-252

MAG-26 NATOPS EVALUATORS

AH-1W/UH-1N: HMLA-167
CH-53E: HMT-302
MV-22: VMMT-204
CH-46: HMM-266

MAG-31 NATOPS EVALUATORS

F/A-18: MAG-31

MAG-29 NATOPS EVALUATORS

AH-1W/UH-1N: HMLA-269
CH-53E: HMM-464
CH-46E: HMM-365

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APPENDIX G

COMMANDING OFFICER'S SAFETY PROGRAM
CHECK-IN POLICIES

DATE: _____ DIVISION: _____ WORK SECTION: _____ MOS: _____

SEX: _____ CHECK-IN FROM (LAST UNIT/SQUADRON): _____

NAME: _____ GRADE: _____

LAST FIRST MI

SSN: _____ EAS: _____ DOB: _____

1. **SAFETY PROGRAM:** This Squadron's Safety Department has an open door policy. If there are any questions, problems, or concerns about your occupation, health, or any other areas you feel may affect your safe performance, PLEASE contact the Ground Safety Manager (GSM) or the Ground Safety Officer (GSO), or feel free to stop by the Ground Safety Office and discuss the problem or situation. If you wish to remain anonymous, ANY MOUSE forms are located within your work section. Safety is paramount throughout this unit. Each Marine has a responsibility to ensure those working with them exercise good safety practices at all times. You will become familiar with the safety requirements of your respective work sections immediately.

I have read and will comply with the Commanding Officer's policies contained in this indoctrination to our unit's Safety Program.

(initials)

2. **DEFENSIVE DRIVING/MOTORCYCLE/MOPED SAFETY PROGRAM:** All Marines 26 years of age and under must attend the one day defensive driving class (whether or not they have a driver's license). This class is conducted at Bldg. 4335, Class room 205, the 1st and 3rd Wednesday of the month. The class is offered on a first come, first served basis with a maximum of 40 Marines per class and must be completed within 90 days of completion of recruit training or OCS. A completion certificate or card shall be shown to the squadron Ground Safety Manager. The Marine will ensure this is entered on the Unit Diary. If a Marine owns a Motorcycle or Moped (50cc or higher) they must attend a motorcycle safety course either here or at their previous duty station or a civilian course. Active duty Marines are

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prohibited from driving motorcycles on or off base without safety course completion. Personal Protective Equipment (PPE), in accordance with **ASO 5560.3D Ch4, para. 3118**, is required for any motorcycle operation. Classes are conducted on a as need basis. Marines can sign up at Bldg. 4335, room 129. Proof of attendance must also be shown to the Unit SRB clerk to ensure that it is entered into your SRB. Mopeds under 50cc with pedals must be registered with PMO and must comply with MCO 5100.19 for protective equipment. IF YOU HAVE NO PROOF OF ATTENDANCE (I.E.. UNIT DIARY ENTRY, SRB, CARD ETC.), RE-ASSIGNMENT IS MANDATORY.

NOTE: IAW MCO 5100.19E para. 14(d), ABO 5560.1 para. 3(a)(1), IT IS MANADATORY FOR ALL MILITARY SERVICE MEMBERS TO WEAR A SEAT BELT, WHILE DRIVING OR RIDING IN A PMV WHETHER ON OR OFF DUTY, ON OR OFF A DOD INSTALLATION, NO EXCEPTIONS.

(initials) _____

If N/A, so state:

Defensive driving Completion

Date: _____ / _____ MO/YR

LOCATION: _____

Motorcycle Safety Completion

Date: _____ / _____ MO/YR

LOCATION: _____

YEARS YOU HAVE BEEN RIDING A MOTORCYCLE? _____

I will report either completion to SAC to have run on the unit diary ASAP. _____

(initials)

3. **ARRIVE ALIVE CARD (MANDATORY)**: All Marines checking into our unit will receive a ARRIVE ALIVE CARD. If at any time you are out drinking in the confines of **Havelock** and become intoxicated, **DO NOT-FOR ANY REASON-OPERATE A MOTOR VEHICLE!!!** If you do not have the funds for a taxi, contact a local cab company and arrange with the dispatcher to be picked up. Let them know you are with MALS-14 and have no funds at that time. They will transport you safely back to your quarters (to include the barracks), without asking for payment at this time. You will have forty-eight (48) hours to return to the cab company and pay for the fare. **YOUR ARRIVE ALIVE CARD IS TO BE IN YOUR POSSESSION AT ALL TIMES.** WgO 3750.7E ch13

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I am aware that my unit offers the Arrive Alive Program. I understand it is not a contract between the cab company and my unit, but with myself and the cab company. I assume full responsibility for payment of my fare. _____
(initials)

4. **PEDESTRIAN SAFETY**: Pedestrian safety requires reflective clothing to be worn by all bicyclists, walkers, and joggers during periods of darkness. Headphones, earphones, or other portable listening devices are prohibited while walking, driving, running or skating on roadways. Helmets are mandatory for all personnel, military and civilian, while operating a bicycle aboard any DOD installation. Pedestrian safety also pertains to work environment where hearing protection is required on the Flightline or in a field environment. Use the Buddy System at all times. **MCO 5100.19E, CH1-3, Encl (2), par 10, ASO P5560.3D Chg 4, Par 3116**

I will not wear headphones on any streets or roads on any military base. _____
(initials)

5. **OFF-DUTY RECREATIONAL SAFETY**: Keeping in mind, you are a Marine 24 hrs a day 7 days a week. The CO has made it mandatory that all NCOIC's and supervisor are required to give a brief on routine liberties (i.e. weekends) and holidays on recreational safety off-duty. This includes items such as:

- a. Biking
- b. Hiking/Camping
- c. Jogging/Running
- d. Boating (skiing, jet ski, swimming, diving)
- e. Motor cross (4x4 etc.)
- f. Roller blades
- g. Mountain Climbing

h. And any other recreational activity not listed Each supervisor and NCOIC must speak to their Marines on the hazards

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APPENDIX G

associated with the activities the Marines get involved in. Each individual Marine is responsible for making the NCOIC and supervisor aware of their intentions to take part in such recreational activities off-duty. Information for each activity is available via the Audio Visual on base or the Library. In order to give the NCOIC and supervisors direction on this topic, the reference is **MCO 5100.30 OFF-DUTY AND RECREATION SAFETY PROGRAM.** _____ (initials)

6. **GROUND MISHAP REPORTING:**

a. The purpose of this reporting is to make certain that available information is obtained and analyzed to aid in prevention of mishaps. Since most of this information is possessed by the person directly or indirectly involved in the mishap, all means must be provided to establish a frank and open exchange of this information without fear of adverse disciplinary action. It is your responsibility to ensure that all accidents, incidents, or unsafe conditions are reported to your GSO or GSM. Ground Mishap Flash Reports are available from your shop safety representative or the Ground Safety Office. **MISHAP REPORTS ARE DUE NO LATER THAN 24 HOURS AFTER THE ACCIDENT/INCIDENT.** It is very important that the Ground Safety Office receives the mishap reports, so they can be kept on file. Flash reports can be sent via E-mail or hand-carried to the safety office.

b. A mishap is defined as any unplanned event (**on or off duty**) which results in damage to government or private property; or an event which causes a Marine to seek medical attention greater than first aid. Mishaps will be reported immediately to the section safety representative or Squadron Duty Officer after normal working hours.

I will report all mishaps as soon as possible. _____
(initials)

7. **PERSONAL PROTECTIVE EQUIPMENT:** During the course of your stay at MALS-14, you may be exposed to certain hazardous conditions or chemicals depending on your job/MOS. Federal regulations state that all personnel working in hazardous locations must wear Protective Equipment (ie. goggles, protective gloves and aprons) to safely perform their assigned

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task. Personnel shall be trained in the selection, use, inspection and care of the PPE required in their work. The following are a few of the programs you will encounter during your tour with MALS-14:

a. **HEARING CONSERVATION**: All Marines working in areas designated as noise hazardous shall receive annual hearing examinations. Hearing protection shall be worn by all personnel in these areas when conditions or operating machinery warrant its use.

Date of last hearing examination? _____ / _____ MO/YR

b. **EYE HAZARD PROGRAM**: Suitable eye and face protectors shall be provided and used in the areas designated as eye hazardous (i.e. hazards from flying objects, sparks, liquid splashes, or any combination).

c. **FOOT PROTECTION PROGRAM**: All Marines working in designated foot hazard areas shall receive an initial issue of one pair of steel toes safety boots. These will be worn at all times while on duty unless directed otherwise. Replacements for worn out safety boots are obtained through your division.

d. **RESPIRATORY PROTECTION PROGRAM**: If a Marine is assigned to perform work which requires the use of a respirator or the Squadron Emergency Reclamation Team, he/she must be examined by a medical officer to ensure they are physically able to wear one. After the physical, they will be fit tested with a particular make and model of respirator. This will be the only model they wear unless fit tested for another brand. This information will be entered in his/her tech training record. Finally, they will be trained in the selection, use, and maintenance of their PPE. If they feel uncomfortable with or have any questions concerning their equipment, they should not hesitate to ask their work section supervisor or Ground Safety Officer/Ground Safety Manager.

Have you ever had a respiratory physical? YES or NO?

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If yes, Date: _____ Type of
Respirator _____

I will use the proper PPE when using or working in a hazardous
area. at all times. _____
(initials)

8. **UNSAFE/UNHEALTHY WORKING CONDITIONS PROGRAM:** Each Marine is responsible for reporting any unsafe or unhealthy working condition found within their work section. Marines should report such instances to their SNCOIC, OIC, or Safety Representative and afford them an opportunity to correct the condition. If it is not corrected within a reasonable amount of time, Marines may anonymously submit a written report to the Commanding Officer. Instructions for completing the forms may be found on the safety boards throughout the Squadron.

I am aware of REPORTS OF UNSAFE AND UNHEALTHY WORKING CONDITIONS and know that blank forms and instructions can be found on safety boards. _____
(initials)

9. **LOCKOUT/TAGOUT PROGRAM:** Any equipment found to be unsafe must be locked by isolating the energy source and/or tagged indicating its condition. Each section's safety representative has authorization to initiate such action; however, if he/she is not available, it is your responsibility to ensure the equipment is properly locked or tagged out to prevent any hazards associated with the malfunction.

I am aware of the lockout/tagout procedures for my work section and will read about this program on our section's Safety Board. _____
(initials)

10. **GROUND SUPPORT EQUIPMENT AND DUTY TIME LIMITS:** Ensure that Marines NEVER operate any equipment unless they are properly trained and licensed to do so. They must have a valid GSE license in their possession during the operation of any piece of GSE. All mobile GSE gear, when used in a stationary position or not in use, will be chalked (wheels blocked), to include EZ-Go carts. Duty time limits for any Marine operating any government vehicle is no more than 10 hours in a given duty period and the

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duty period shall not exceed 15 hours; then within that 24 hours period driver must be given 8 consecutive hours of rest before driving again. This is to avoid mishaps due to fatigue.

MCO 5100.19E, CH 1-3, Encl (1), par 2.c

(initials)

11. **HAZARDOUS MATERIAL INFORMATION SYSTEM (HMIS):**

a. Hazardous Materials are any substance or chemical which cause acute or chronic illness to anyone or anything. In the course of your work, you may be required to handle/use hazardous materials. For your safety/information, Material Safety Data Sheets (MSDS) will be located in the Hazmat Center and your work section/division. There will be a data sheet for each hazardous material you encounter. These data sheets tell you what PPE to use, health hazards, emergency first aid procedures, etc... Read these data sheets before using any hazardous material. If you have any questions about hazardous material you are about to handle, you should not hesitate to ask. There is also a Hazardous Communication Plan located in the Safety Office and within your work section/division. Ask your safety NCO for a copy to read.

I am aware of what a MSDS is and will familiarize myself with any MSDS's associated with my job prior to the use of hazardous materials. I also understand information on MSDS sheets can be found on my section's Safety Board.

(initials)

b. Hazardous Waste is any hazardous material which can no longer be used for its original intent. All hazardous waste will be turned into the HAZMAT section. Unauthorized disposal of any Hazardous Material contradictory to Marine Corps or Federal Regulations will result in charges under the UCMJ.

(initials)

12. **SAFE BATTERY HANDLING:** All Marines that use batteries in their workspaces are responsible for the safe use therein. (IAW COMNAVAIRLANT NORFOLK VA message R 290053Z SEP 98) Marines may not consume food or beverages in any area exposed to toxic materials, be especially watchful in lithium battery areas. Material Safety Data Sheets (MSDS) shall be readily available.

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All batteries are to be handled IAW with said MSDS. 29 CFR 1910.141(g)(2). _____ (initials)

13. **CPR:** All Marines that work with electricity are required to be CPR qualified. This means that Avionics and other shops in the squadron specifically dealing with electricity will maintain 100% qualification, the rest of the squadron shall maintain 20% or more of each division.

CURRENT CPR QUALIFICATION DATE: _____ YMM

14. **REQUIRED READING:** Each work center has a troop information/safety board. Upon assignment to a work center, familiarize yourself with the information on these boards. If at any time you do not fully understand the information, you should direct your questions to the work center supervisor. _____ (initials)

15. **CELL PHONE USEAGE:** Operators of privately owned vehicles on Marine Corps installations shall not use cellular phones while the vehicle is in operation unless they are using a "hands free" device. **MCO 5100.19E, CH 1-3, Encl (2), par 5.c, ASO P5560.3D, Ch4, para. 3113** _____ (initials)

16. **OPERATIONAL RISK MANAGEMENT:** Initial and annual refresher training will completed during the calendar year by all unit personnel. Newly joined Marines, that have not received intial ORM training, must receive ORM training within 10 days of check-in. **MCO 3500.27B, para. 5, 2D MAW FPCP dtd 1 Jan 2001** _____ (initials)

17. **GOVERNMENT VEHICLE OPERATION:** DoD members shall not be authorized to operate government vehicles during periods of suspension or revocation of operator's license by any state or host nation. **MCO 5100.19E, CH 1-3, Encl (2) 6.b** _____ (initials)

18. **REMEDIAL DRIVING:** The Station Traffic Court and the Provost Marshall may direct military personnel to attend when appropriate. Unless this training has been completed within the

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preceding three months, all military personnel must attend the earliest available class when they accumulate six traffic points in one year or they are at fault in an accident while operating a government vehicle.

MCO 5100.19E, CH 1-3, Encl (2), par 3.c, ASO 5560.3D, Ch 4, 5001.2

(initials)

19. **FIXED SEATING/SEATING PROVISIONS**: All persons (military and civilian personnel, non-appropriated fund employees, visitors, etc.) operating or riding as a passenger in a privately owned or rented motor vehicle on any DoD installation shall ride only in designated seating positions equipped with safety belts and shall wear the safety belts. Safety belts will also be used when the private motor vehicle (PMV) is being used for official business off the installation.

MCO 5100.19E, CH 1-3, Encl (2) 14.c

(initials)

20. **FALL PROTECTION PROGRAM**: Supervisors will request assistance from the ISM when assessing potential fall hazards. They will provide a written fall protection SOP, approved by the ISM, detailing steps necessary to control fall hazards. Supervisors will also provide personnel with the following:

1. A stable working platform, scaffold, or ladder.
2. Appropriate fall protection equipment, with the proper instruction of its usage.
3. Ensure appropriate barriers are in place or debris nets are used to prevent personnel from falling objects.
4. Ensure all personnel are properly trained on of fall hazards.

MCO 5100.1, Ch 18002, par 5

(initials)

5. All personnel will follow all shop's fall protection SOP, and seek the proper training prior to working in a fall hazard area.

MCO 5100.1, Ch 18002, par 6

(initials)

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21. **SUPERVISORS TRAINING:** All supervisors will receive initial supervisors training at a minimum of four hours composed of safety indoctrination and mishap prevention relative to their shop's SOP. This OSH training must be completed within 90 days along with proper documentation.

MCO 5100.1, Ch 5001, par 5 _____
(initials)

I have read the above indoctrination and understand its contents.

Signature and date
Ground Safety Manager

APPENDIX H

AEROMEDICAL TRAINING TOPICS

1. ANNUAL MANDATORY AEROMEDICAL BRIEFS (DOCUMENTATION ABBREVIATION)

- a. SENSORY (SEN)
- b. G-AWARENESS (G-AW)
- c. LASER UPDATE (LAS)
- d. ASPECTS OF AIRCRAFT EGRESS (AAE)
- e. HUMAN FACTORS & STRESS IN AVIATION (HF)
- f. NIGHT VISION/NVG LIMITATIONS & CAPABILITIES (NVG)
- g. HYPOXIA (HY)

2. MANDATORY PRE-DEPLOYMENT BRIEFS (DOCUMENTATION ABBREVIATION)

- a. CBR SURVIVAL (CBR)
- b. DEPLOYMENT AREA AEROMEDICAL INTELLIGENCE & THREATS (AERO THREATS)
- c. CLIMATE SURVIVAL
- d. OPERATOR AND MAINTAINER SURVIVAL RADIO TRAINING (RADIO)

3. RECOMMENDED PRE-DEPLOYMENT BRIEFS

- a. SEA SURVIVAL
- b. LAND SURVIVAL
- c. SEARCH AND RESCUE
- d. SERE - SURVIVAL, EVASION, RESISTANCE, & ESCAPE

4. MANDATORY REFRESHER CURRENCY BRIEFS (DOCUMENTATION ABBREVIATION)

- a. NITE LAB CURRENCY REFRESHER (NVG CUR)

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APPENDIX I

CNO SAFETY AWARD SUBMISSION FORMAT

1. SECTION-1: LIST ALL DESIRED STATISTICAL DATA OF SQUADRON ACHIEVEMENTS ON THE CNO AVIATION SAFETY NOMINATION FORM.
2. SECTION-2: DESCRIPTION OF THE UNITS AVIATION SAFETY PROGRAM, INCLUDING THE ORGANIZATIONS SAFETY POLICY/PHILOSOPHY AND TRAINING CONCEPTS. THIS SHOULD BE IN NARRATIVE FORM NOT TO EXCEED 5-PAGES.
3. SECTION-3: CHRONOLOGY OF SIGNIFICANT SQUADRON EVENTS, INCLUDING OUTSTANDING ACHIEVEMENTS IN OPERATIONS. CITE IN ORDER BY DATE OCCURRENCE OF SIGNIFICANT EVENTS.
4. SECTION-4: SPECIAL ACCOMPLISHMENTS AND CONTRIBUTIONS TO NAVAL AVIATION SAFETY. EXAMPLES OF PARTICIPATION IN TEST & EVALUATION, OR DEVELOPMENT OF OPERATIONAL DOCTRINE. OMIT THIS PARAGRAPH IF NOT APPLICABLE.
5. SECTION-5: SUMMARIZE OR CLOSING STATEMENT OF OVERALL ACHIEVEMENTS.
6. SECTION-6: ENCLOSURES OR ARTICLES, PHOTOGRAPHS, ETCETERA.

APPENDIX J

CNO SAFETY AWARD NOMINATION FORM
CALENDAR YEAR 20XX

1. DATE OF LAST CLASS-A MISHAP (FM, FRM, AGM): _____
2. DATE OF LAST CLASS-B MISHAP (FM, FRM, AGM): _____
3. DATE OF LAST CLASS-C MISHAP (FM, FRM, AGM): _____
LIST ALL SEVERITY CLASS-A/B/C MISHAPS THIS CY BY MISHAP SERIAL NUMBER
4. NUMBER OF (OPNAV 3750.6) AVIATION HAZREPS SUBMITTED THIS CY BY SERIAL NUMBER: _____
5. PROGRAMMED FLIGHT HOURS: _____
6. FLIGHT HOURS FLOWN (TOTAL/DAY/NIGHT): _____
7. FLIGHT HOURS SINCE LAST CLASS-A (FM. FRM): _____
8. EMBARKED (SEA-BASED) FLIGHT HOURS FLOWN: _____
9. TOTAL EMBARKED LANDINGS: _____
10. BOARDING RATE (DAY, F/W ONLY): _____
11. FMC, AND MC RATES: _____
12. CANNIBALIZATION RATE: _____
13. FLIGHT RULES VIOLATIONS: _____
14. AEROMEDICAL BRIEF COMPLETION RATE: _____
15. OFFICER RETENTION RATE: _____
16. ENLISTED RETENTION RATE:
 - a. FTAP: _____
 - b. STAP: _____
17. OTHER PERTINENT STATISTICS: _____
(COMBAT SORTIES/HOURS, ETCETERA)