



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

1300
COS
SEP 20 2012

Policy Letter 03-04 Ch 1

From: Commanding General, 2d Marine Aircraft Wing
To: All Commanding Officers, 2d Marine Aircraft Wing

Subj: WING SAFETY POLICY

Ref: (a) MCO 5100.19E w CH 1-3
(b) II MEF Policy on Leave and Liberty
(b) ASO P5560.3D CH 1

1. Purpose. To publish updated policy guidance concerning operation of government vehicles, selection of duty drivers, safety billet manning, and use of reflective gear during PT within 2d Marine Aircraft Wing (2d MAW).
2. Cancellation. CG Policy Letter 03-04.
3. Background. Recent II Marine Expeditionary Forces (II MEF) policy changes and a review of safety programs, policies, and recent ground mishaps within 2d MAW have indicated a need to reaffirm, update or expand some of our ground safety related policies.
4. Operation of Government Vehicles and Selection of Duty Drivers
 - a. Duty drivers shall be screened to make sure they are mature and have a good driving record. Screening will include, as a minimum, a check for valid driver's license, local PMO records check for on-base violations, and an interview with the Marine to establish maturity and past driving record.
 - b. Duty drivers will have a cell phone in their possession while driving so that the driver can call for assistance if there is an emergency.
 - c. Units will utilize an Operation Risk Management (ORM) safety checklist prior to dispatching government vehicles and

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

Subj: WING SAFETY POLICY

tactical vehicles. The checklists should be based upon the motor transport Operation Risk Management (ORM) safety checklist developed by MACG-28 and tailored to reflect unit specific concerns.

d. The primary route for government vehicles traveling between Jacksonville, NC and MCAS Cherry Point shall be via NC Highway 24 and Hibbs Road. NC Highways 17 & 70 shall be the alternate route if NC 24 is closed. The use of Catfish Lake Road and Nine Mile Road is prohibited for government vehicles.

e. 2d MAW units will review their duty driver schedules to reduce, to the extent possible, the total number of runs between HQs. Consolidation of runs between MCAS New River and MCAS Cherry Point by MAG-26 and MAG-29 drivers is one example.

5. Safety Billet Manning. Safety personnel shall be trained within 90 days of being assigned to their billet. They should remain in their billet for at least one year. Proper training is essential for safety billet holders to perform their duties. Maintaining personnel in safety billets for one year reduces personnel turmoil and allows time for billet holders to better develop and track programs and initiatives.

6. Physical Training vic Roadways. Individuals will not jog, run or walk on primary roadways during high traffic density and peak traffic periods, but will use established jogging trails adjacent to these roadways. During periods of reduced visibility, and before morning colors and after evening colors, personnel shall wear retro-reflective clothing, vest or belt when conducting physical training or exercising on or near roadways. This includes established jogging trails adjacent to roadways that require the crossing of roadways. Other reflective gear such as wristbands, ankle bands, gloves, and hats may be used at the individual's or command's discretion to provide additional visibility, but by themselves do not provide sufficient reflectivity to meet the requirement for reflective gear.

7. Liberty limits. The following driving limits are established for liberty and extended liberty periods. The limits apply to personnel driving or riding in POVs and are measured as actual road miles (one way). Personnel utilizing commercial transportation such as buses, trains, or airplanes may travel outside the limits at the discretion of their command. Commanding Officers retain the authority to grant Special

Subj: WING SAFETY POLICY

Liberty, to include adjusting the mileage limitations, on a case-by-case basis using their judgment and appropriate risk management considerations.

<u>Liberty period.</u>	<u>Driving Limit (one way).</u>
Regular	85 miles
48 hr (Weekend)	250 miles
72 hr	350 miles
96 hr	450 miles

8. These refinements to our safety policies are intended to further our efforts to ensure we are doing everything in our power to identify hazards to our personnel and equipment, and take appropriate actions to avoid injury and/or damage.


R. W. REGAN
Chief of Staff

DISTRIBUTION: A