



I MEF

Senior Leader Safety Smartpack



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Introduction

This booklet is designed to assist you, as an integral member of the command deck, to be an effective leader and have a successful tour in the realm of Safety/Force Preservation. The intent is to have a “one-stop shop” of information, gouge, and a hip-pocket tool kit to reduce your (and your staff's) workload—to make your life a little bit easier. There are only so many days per week and hours per day to get done what you need to do to execute your mission. The amount of energy you invest early and often towards your safety programs is far less than that which would be spent after the fact on investigations and possible memorials. There is no single solution or antidote that will guarantee a mishap-free tour. But the knowledge that, as a leader, you have done all you could to identify and mitigate hazards and risks to keep your Marines and Sailors safe, and to ensure their well-being, should bring you peace of mind.

This booklet will assist leaders in their responsibilities to oversee force preservation, and to manage a proactive safety program. Mishaps produce burdensome costs, which reduce mission readiness and cause limited resources of personnel and equipment to be realigned. The question you need to ask is, “if one of my Marines is taken out of the fight, is my bench deep enough to pick up the slack?” The short safety answer is to do what you can to prevent a Marine from being needlessly and senselessly taken out for a lack of safe practices. Safety is a by-product of professionalism, and professionalism is a result of training and holding Marines accountable for their actions or non-actions. Other safety questions to consider are:

- Do you find yourself saying “be safe” to get the “X”? What does “be safe” actually mean and does it hold any weight with your subordinates? Should you even say that?

Introduction (cont.)

- Do you lead by example WRT safety? Is the one time you cut corners the one time one of your Marines observes/perceives this practice and now you've just formed his opinion regarding career-long safety practices? Sometimes once is all it takes.
- Do your Marines know, or are aware of, your genuine concern for their well-being, or is your safety program being adversely affected by a hard charging, "can-do" NCO/SNCO/JO wanting to make a name for themselves?
- Have you provided your Marines the proper level and amount of safety training replete with tools and COAs to execute your safety program and the USMC force preservation effort?

The Commandant needs you "Ready for the Fight". In his own words he states, "safety is central to the idea of readiness and must not be an afterthought...". I MEF stands side by side with his guidance and is ready to assist you to have a successful and rewarding tour.



Safety & Force Preservation Policy of the Commandant of the Marine Corps



“I NEED YOU READY FOR THE FIGHT”

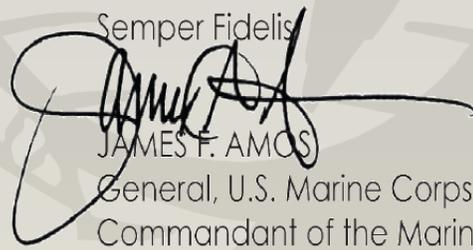
The Marine Corps is America’s Expeditionary Force in Readiness — we are “always faithful” to answer our Nation’s call. This requires every member of the Marine Corps Team to maintain a constant posture of readiness for whatever may come.

Safety is central to the idea of readiness and must not be an afterthought of our actions in combat, in training and while on liberty. All leaders must guard against reckless behavior; both at the unit and individual level, because it jeopardizes the health, safety, and combat readiness of our entire Corps.

While risk is inherent in many things that we do, we must learn to manage it by controlling and mitigating risk regardless of operational complexity. We must continue to provide realistic training balanced with a strong emphasis on risk mitigation while applying the same principles and procedures equally to our off-duty activities. To do this, we will mentor Marines and Sailors with a mindset of selflessness and heroism in battle, and one of discipline and judiciousness in garrison.

There is no single solution for force preservation. Rather we must employ a range of tools to help us in our efforts. Risk mitigation is one of the best means available as we fight to eliminate senseless and needless loss of life and injury, both on duty and on liberty. I charge all Marines to ensure risk mitigation strategies are included in the planning and execution of all on-duty and liberty activities; we do it in combat ... we need to do it in garrison.

I need you and your equipment in the fight when our nation calls. With the active participation of every Marine within our Corps, we can preserve our most precious asset — the individual Marine, Sailor and Civilian Marine — to be the “most ready” when the Nation calls.

Semper Fidelis

JAMES F. AMOS
General, U.S. Marine Corps
Commandant of the Marine Corps

Safety Orders and References

Order	Title
MCO 5100.29B	Marine Corps Safety Program
MCO 5100.19F	Marine Corps Traffic Safety Program (DRIVESAFE)
MCO 3500.27B	Operational Risk Management (w/Erratum)
MCO P5102.1D	Mishap & Safety Investigation, Reporting, & Record Keeping Manual
MCO 3570.1B	Range Safety
MCO 5100.30B	Marine Corps Off-Duty & Recreation (RODS) Safety Program
MCO 5100.32A	Marine Corps Ground Safety Awards Program
MCO 5104.1B	Navy Laser Hazards Control Program
MCO 5104.2	Radio Frequency Electromagnetic Field Personnel Protection Program
MCO 5104.3B	Marine Corps Radiation Safety Program
MCO 5110.1C	Motor Vehicle Traffic Supervision
MCO 6200.1E	Heat Injury Prevention Program (w/Ch1)
MCO 6260.1E	Marine Corps Hearing Conservation Program
MCO 8020.13	Explosive Safety Review & Oversight Involving Military Munitions
MCO P3040.4E	Marine Corps Casualty Procedures Manual
NAVMC 5100.8	Marine Corps Occupational Safety & Health (OSH) Program Manual
MCO P8020.10A	Marine Corps Ammunition Management & Explosives Safety Policy Manual

Websites:

CMC(SD): <http://www.safety.marines.mil/>

Naval Safety Center: <http://www.public.navy.mil/navsafecen/Pages/Home.aspx>

Army Safety Center: <http://www.army.mil/info/organization/usacr/>

Semper Fi Surveys: <https://www.semperfisurveys.org/>

California Dept of Transportation: <http://www.dot.ca.gov/>

OSHA: <http://www.osha.gov/>

IG Checklist Functional Area 130

[http://www.marines.mil/unit/hqmc/inspectorgeneral/Download_Checklists/130_SAFETY_\(NON-AVIATION\).pdf](http://www.marines.mil/unit/hqmc/inspectorgeneral/Download_Checklists/130_SAFETY_(NON-AVIATION).pdf)

Commanding Officer

As soon as the colors have passed and the band marches off the parade deck, it is at this point the “weight of command” and the level of accountability exponentially increases in each of your decisions. The commanding officer sets the tone for their unit on day one. As such, some points to consider regarding safety are as follows:

- When selecting your unit safety officer...**CHOOSE WISELY**. Safety programs are often personality driven so select an officer or SNCO who is respected by peers, has experience to take charge and the initiative to ensure the spirit and intent of your (and USMC) safety programs are being met.
- There are over 25 DON/USMC safety programs involving OSH regulatory compliance, mishap reporting/investigations, Commanding General’s Readiness Inspections, workplace inspections and Environmental Compliance. Successful programs have visibly engaged CO/XO/safety officers.
- Safety reporting should not be viewed as a “report card” on the professionalism and effectiveness/readiness of a unit whereby each incident reported is considered a “black mark”. Reporting gets the word out to other units to identify hazards and prevent recurrence of similar mishaps. The system works, if exercised.
- Ensure the command deck is all on the same page regarding safety. The CO, XO and Sgt Maj all need to send the same message to unit personnel.
- As soon as possible, conduct a safety self assessment using the IG FAI 130 checklist, or ask HHQs for a site assist visit.
- Safety “high visibility”/recurring issues: monthly Force Preservation Councils, accurate reporting/recording in the Warrior Preservation Status Report (WPSR), motorcycle safety/mishaps, inadequate safety reps (untrained, unproven and no buy-in), lack of/untimely reporting and alcohol related incidents.

Commanding Officer Responsibilities:

- Assign, in writing, the responsibility for execution of the safety program to the deputy commander or executive officer (XO). XOs’ fitness reports shall include mandatory comments on fulfillment of safety responsibilities. *(NAVMC 5100.8, 2002.2)*

Commanding Officer (cont.)

- Appoint, in writing, a unit safety officer as special staff officer with direct access to the commander and executive officer for safety matters.
 - Develop and publish a command safety policy within 30 days of assuming command.
 - All serious mishaps (Class A and B) and non-combat deaths other than due to morbidity are briefed to the first GO in the CoC using the 8-Day Brief template on the CMC(SD) website.
 - Ensure operational pauses are held at least semiannually (usually entails the post holiday Back-in-the-Saddle/BITS and the 101 Days of Summer stand downs).
 - Ensure the unit safety officer, or a designated safety specialist, is included in all planning, execution, and review processes for all training and operations.
 - Establish a safety office at the command level to provide safety personnel direct access to the commander for safety matters.
 - Ensure an adequate safety budget is developed, programmed and implemented.
- (NAVMC 5100.8, 2002.4)*

Overall goal of your safety program: to ensure hazards are identified and properly mitigated at all levels of unit leadership accomplished through training of personnel, inspections and command support in order to execute the unit mission.

Executive Officer

The executive officer is the CO's "right hand man" towards the execution of policies and is a major player in the safety posture of the unit. Some topics regarding the XO billet for safety matters are:

- The XO needs to genuinely share the CO's safety ideals, enthusiasm and vision. Communication is key to ensure the CO's message is positively received.
- The XO needs to be engaged with the unit safety officer. Together, the XO and safety officer can provide an effective "one-two" punch for the unit safety program.
- While the XO has influence of the daily operations/functions of the unit, the XO needs to ensure safety programs are on par with other programs with respect to relevance. Force preservation ultimately relates to combat readiness.

Executive Officer Responsibilities:

- Responsible for execution of the Commander's Safety Policy.
- Emphasize the incorporation of the safety policy through all levels of command to ensure appropriate assignment and training of safety personnel.
- Chairs the unit Safety Council/FPC in the absence of the commander. (*NAVMC 5100.8, 2002.4*)
- Establish a safety office at the command level to provide safety personnel direct access to the commander for safety matters.
- . Identify and establish safety billets within the command and fill them with appropriately trained personnel.
- All command and unit safety officers down to, and including, the battalion level will be designated as a special staff officer, appointed in writing by their commanding officer, and given direct access to the commanding and executive officer for safety matters. The term safety officer includes any of the following personnel: a commissioned, warrant, staff noncommissioned, or noncommissioned officer; and civilian safety specialist, if assigned.

Sergeant Major

The Sergeant Major is the CO's top advisor for enlisted matters, and due to his rank and experience has vast influence over the Marines in the unit. This influence can pay dividends when executing the CO's policies, towards maintaining morale and ensuring unit esprit de corps. As such, the Sergeant Major plays a large role towards the effectiveness and safety posture of the unit. Some topics regarding the Sergeant Major for safety matters are:

- "Safety" is not "ORM" - they are not interchangeable. ORM is a subset of safety and the force preservation effort.
- Because of the Sergeant Major's unique relationship with the CO and unit Marines, the Sergeant Major can use this to his advantage to reach those with less than an open mind/attitude towards safe practices.
- The Sgt Maj needs to genuinely share the CO's safety ideals, enthusiasm and vision. As such, the Sgt Maj should seek to gain unit SNCO "buy-in" regarding safety/force preservation concepts and efforts. In the end, the entire unit benefits from a robust program.
- The Sgt Maj needs to be ready to assist the unit safety officer in the execution of his duties.

Sergeant Major Responsibilities:

- While there are no specific, written safety responsibilities or IG checklist items for the unit Sergeant Major, the Sergeant Major provides another set of eyes and ears, as well as a valued leadership presence, for the CO towards the execution of his safety program.
- Provides guidance and counsel during unit Safety Council/FPCs.
- Assists in the execution of the Commander's Safety Policy.

Safety Officer

Unit safety officers (SO) are often times found in a one-man fighting hole. Overtasked with the number of programs they need to manage, and undermanned (especially if safety is a collateral duty) they are often reactive in nature. Items to consider to combat typical shortfalls:

- Make a conscious effort to select the right person at the right time and place to manage the day-to-day requirements of your safety programs.
- If able, make the safety billet the primary billet with no collateral duties.
- Formal safety training is required (GSM) within 90 days of billet assignment and personnel must remain in the billet for a minimum of one year. Ground Safety for Marines is a two week course so plan accordingly. Return on investment to go early is huge.
- Ensure your SO is frequently liaising with HHQs and adjacent SOs WRT program management, information flow and resources. There are plenty of safety related lessons learned and your SO does not need to feel isolated and to reinvent the wheel.
- Ensure the SO is out-and-about, is visible and engaged with personnel whether deployed or in garrison (and especially before/during/after exercises).
- The SO is tasked to assist the commander in ensuring the combat readiness of the unit towards the execution of its mission. This is accomplished by an engaged/robust safety program and CO/SO communication.

Safety Officer Responsibilities:

1. MAINTAIN A COMPREHENSIVE UNIT SAFETY PROGRAM

- Promote and visibly post the unit commander's safety policy and program.
- Coordinate and conduct a Ground Climate Assessment Survey (GCAS) to assess command climate within 90 days of a change of command and annually thereafter. GCAS surveys are found at semperfisurveys.org.

Safety Officer (cont.)

- Maintain appropriate unit safety references; e.g., MCOs, unit safety operating instructions, etc.
- Provide the principles of operational risk management in safety training and lessons learned.
- Facilitate unit safety meetings and document the minutes of these meetings.
- Maintain liaison between host installation and other unit safety-related programs; such as, ammunition, explosive, radiation, lasers, etc.
- Coordinate, where available, host installation safety specialists review of, and participation in, tactical training exercises/operations.
- 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 3 years.
- Coordinate, accompany, and reply to host installation annual, semiannual, and no-notice work center inspections and reports of unsafe, unhealthful working conditions, industrial hygiene surveys and reports, or hazard reports.
- Develop and maintain a unit safety turnover binder with the following: appointment letter, existing safety SOPs, facilities under the unit by building number, and number of assigned civilian and military personnel.
- Ensure pre-mishap plan drills are conducted annually, and the pre-mishap plan is updated prior to any change of operating base.
- Establish and train procedures for all personnel on the procedures for reporting unsafe or unhealthful working conditions

2. COORDINATE SAFETY AND OCCUPATIONAL HEALTH SERVICES

- Act as the unit primary point of contact for the following:
 - (1) Safety and occupational health.
 - (2) Transportation/traffic safety.
 - (3) Off duty/recreation safety.
 - (4) Fire safety.
 - (5) Ammunition and explosive range safety, unless assigned to another staff;
 - (6) Radiation and laser safety, unless assigned to another staff section

Safety Officer (cont.)

- (7) Industrial hygiene.
- Ensure the following unit specific safety awareness training is available:
 - (1) Provide senior leader, supervisory, and new arrival safety orientation/trng.
 - (2) Provide safety training for unit/shop supervisors.
 - (3) Provide unit safety guidance; such as, hazard communication
 - (4) Coordinate required specialized training for personnel; such as, lockout/tagout, confined-space entry, respiratory protection, ergonomics, personal protective equipment, material/weight handling equipment training, forklift/crane operator training, and licensing.
 - (5) Coordinate CPR and first-aid training.
 - (6) Coordinate training and technical assistance for laser, radiation, and radiofrequency radiation safety programs.
 - (7) Conduct mishap investigation and reporting training for unit supervisors and shop/section safety representatives.
 - (8) Document all safety training.
 - (9) Coordinate with the installation Range Control Officer for Range Safety Training.

3. PERFORM UNIT MISHAP INVESTIGATION AND REPORTING

- Investigate mishaps to determine classification and reporting requirements.
- Assist safety investigation boards, as requested.
- Investigate mishaps or assist/review mishap investigations conducted by unit supervisors or shop/section safety monitors per MCO, higher headquarters, host installation, etc.
- Conduct analyses (using the Marine mishap tracking database (MARTRAK)) of unit mishap experience, and provide recommendations.
- Maintain unit mishap action plan, logs, records, and reports.
- Initiate safety investigation reports and hazard reports, as required or requested.
- Submit mishap reports (using WESS) to higher headquarters. .
- Promulgate corrective actions.
- Conduct follow-ups.
- Provide assistance in the preparation of the 7-day response requirement on serious mishaps to the first general officer.

Command Climate Surveys - GCASS

The Ground Climate Assessment Survey System (GCASS) was designed to provide battalion/squadron-level commanders and higher with a means by which to survey their Marines with regard to safety issues, and receive real-time feedback on their attitudes and perceptions. Points of emphasis are as follows:

- Surveys are required within 90 days of CoC and annually thereafter. Once an annual survey is conducted, the annual status over-rides the 90 day requirement.
- Surveys and instructions can be found at www.semperfisurveys.org.
- Only the unit safety officer can set up a survey.
- Only the unit Commanding Officer may view the results of their survey.

** The “Interventions” tab on the GCASS homepage has a plethora of information, lessons learned, and gouge for commanders and their safety programs.**

The graphic features the title "U.S. Marine Corps Ground Climate Assessment Survey System (GCASS)" in a large, brown, serif font. Below the title are several small images with labels: "DRINKING & DRIVING" (two men with a car), "OFF-DUTY & RECREATIONAL ACTIVITIES" (a man at a marathon), "PRIVATE MOTOR VEHICLES" (a car), "HIGHER HQ" (an American flag), "SUPPORT PERSONNEL" (a person at a computer), "MOTORCYCLES" (a person on a motorcycle), and "GROUND CLIMATE ASSESSMENT" (a person in a vehicle). At the bottom is a screenshot of the "Safety Climate Assessment Surveys" website with the text "GO TO CSA/MCAS WEBSITE CSA/MCAS WEBSITE LINK".

Warrior Preservation Status Report (WPSR)

The Warrior Preservation Status Report (WPSR) is a measurement tool to assist the commander in monitoring the strength of the command's safety program and to provide the safety status at a glance. The WPSR also provides commanders and higher headquarters a visual tool to track the satisfaction of specific ground safety requirements.

- Units (Bn/Sqdn and up) are required to submit a WPSR each quarter of the FY.
- In order to provide commanders with the best possible tool to allow for ease of use and quick identification of force preservation issues, the WPSR has been migrated to an online system. Along with changing the WPSR to an online tool, some reportable fields have been changed or updated.
- The WPSR can be reviewed on the CMC(SD) website listed below. A login and password will need to be obtained via CMC(SD).

<http://www.safety.marines.mil/>

- Every Marine Corps unit is required to submit a WPSR to their respective HHQ every quarter of the FY. Due date for WPSR submission is the 5th working day of the new quarter.
- Business rules provide the criteria and instructions to complete the quarterly WPSR and are located in the requirements section on the WPSR site. Next to each field is a link to the pertinent requirements.

WPSR reporting has high level HQMC visibility. A comment box is provided, and highly recommended to explain, areas not displayed as “green”.

Color Formatting Conditions Are:

GREEN - *meets prescribed criteria*

YELLOW - *marginal compliance or requires attention*

RED - *fails to meet criteria*

BLACK - *not applicable*

Warrior Preservation Status Report (cont.)

- WPSR I MEF overall summary screen (i.e. stop light chart).
- I MEF subordinate commands status breakout (prior to report due date and the HHQs approval process -not an actual or final report).

Warrior Preservation Status Report

Overall Summary

Command Name	Safety Climate Survey	Operational Pause	Command Safety Council	DRIVESAFE Council	Force Preservation Council	Unit Workplace Safety Inspection	Facility Safety Inspection	Safety Personnel Strength	ORM Training	Supervisor Safety Training	Appropriately Trained Motorcycle Riders	Motorcycle Mentions Assigned & Trained	Driver Awareness Trained	"Never Leave a Marine Behind" Trained	"Never Leave a Marine Behind" Trainers	Ground Safety Manager / Officer Assigned	Ground Safety Manager Trained	OSCAR Teams Trained	Comments
I MEF	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
> 11th MEU	No	OK	-	X	OK	OK	OK	OK	OK	X	-	OK	OK	OK	OK	OK	OK	X	Yes
> 13th MEU	No	OK	-	OK	OK	OK	OK	OK	OK	OK	-	-	OK	OK	OK	OK	OK	OK	Yes
> 15th MEU	Yes	OK	-	N/R	OK	OK	OK	N/R	OK	OK	OK	OK	OK	OK	OK	OK	OK	-	Yes
> 1st Mar Div		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
> 1st MLG		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
> 3rd MAW		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
> 1st MHG		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Requirements

Select a Command

Brief pdf Full pdf Save Changes

Log out

Email Support

Warrior Preservation Status Report (cont.)

- WPSR requirements data screen.
- There are 25 data fields that need to be completed/filled.
- The yellow comment box is ideal for CO/XO/safety officer comments to explain unit reporting concerns.

Warrior Preservation Status Report

Home Requirements Logout

Save Print Return to Summary Form Approved

Training

ORM Training	100 %	OK
Supervisor Safety Training	100 %	OK
Active Motorcycle Riders	18 #	OK
Appropriately Trained Motorcycle Riders	100 %	OK
Motorcycle Mentors Assigned & Trained	1	-
Divers Awareness Trained	100 %	OK
"Never Leave a Marine Behind" Trained	100 %	OK
"Never Leave a Marine Behind" Trainers	2 #	OK
Ground Safety Manager / Officer Assigned	4/6/2012	OK
Ground Safety Manager Trained	4/6/2012	OK
OSCAR Teams Trained	100 %	OK

Comments (3,000 characters max.)

Note: 13ch MEU operational pauses were over the period 7 - 22 Jul 12 and a 96 was over the period 1 - 4 Sep 12 (unaware of why this is yellow).

Note: 13ch MEU is awaiting confirmation on when the next scheduled MEF facility Safety Inspection is scheduled to occur.

Status & Command

Deployed: No

Change of Command: 10/1/2011

Commander's Rank: O-6

Command Type: Active Component

Safety Climate Survey: 1/22/2012

Operational Pause: 9/1/2012

Councils

Command Safety Council: 8/30/2012

DRIVESAFE Council: 8/30/2012

Force Preservation Council: 4 #

Inspection & Safety Status

Unit Workplace Safety Inspection: 100 %

Facility Safety Inspection: 100 %

DART: #

TCR: #

Safety Personnel Strength: 100 %

Done

Force Preservation Councils (FPC)

The objective of the Force Preservation Council is to identify Marines in distress/at-risk through the collective use of available command assets and personnel (supervisors/medical/chain of command) and to implement appropriate action/leadership involvement to assist the individual. FPCs enable leaders to gain a holistic view of the Marine/Sailor and identify at-risk individuals. Often times information regarding the well-being of a Marine/Sailor is known to various individuals in one's command, and if this information is known to leadership, actions can be taken to prevent any undesired events. FPCs provide leadership a forum to discuss unit individuals, glean information from various sources, connect any dots and make a determination if a Marine/Sailor is at-risk.

- MARADMINs 240/11 & 647/11 direct O-5/O-6 commands to conduct monthly FPCs for the active component.
- Commands have the latitude to tailor the construct of their FPCs due to unit size, structure, location, geographic dispersion and mission. FPCs will be conducted whether deployed or in garrison.
- FPCs are reported via the WPSR and is a high-visibility item.

Reportable Mishaps

A Marine Corps Mishap is any unplanned or unexpected event causing death, injury, occupational illness, including days away from work, job transfer or restriction, and material loss or damage. The following list of reportable mishaps is NOT all inclusive, but rather identifies some of the most common reportable mishaps

- Class A, B and C government property damage mishaps (this includes property damage caused by a government evolution, operation or vehicle to other government or non-government property).
- Class A, B, and C on-duty DoD civilian mishaps and military on/off-duty mishaps.
- Any other work-related illness or injury that involves medical treatment beyond first aid, loss of consciousness, and/or days away from work as well as light duty or limited duty for on/off-duty military personnel, or days of job transfer or restricted work for on-duty civilians.
- All on-duty military fatalities or permanent total disabilities that are the result of a medical event that commenced within one hour of a command-sponsored Physical Training (PT), Physical Readiness Test (PRT), Physical Fitness Test (PFT), or Physical Fitness Assessment (PFA)
- Mishaps occurring as the result of a DoD activity, operation, or evolution that results in the injury or death of a guest or military dependent.
- All explosive mishaps, including all ordnance impacting off range and all live fire mishaps.
- All Government Motor Vehicle (GMV) or Government Vehicle Other (GVO) mishaps resulting in \$5000 or more government vehicle or government property damage, and/or injury/fatality of DoD personnel; or a mishap caused by a GMV/GVO resulting in \$5000 or more total damage including any private vehicle or private property damage, and/or injuries/fatalities to non-DoD personnel.
- Any mishap involving Helicopter Rope Suspension Technique (HRST), air cargo drop, and/or parachuting, regardless of damage costs or extent of injuries.

- For military fatalities and injuries occurring during Permanent Change of Station (PCS) orders, it is the responsibility of the gaining command to submit the mishap report.

Mishap Classifications

MCO P5102.1D, Mishap & Safety Investigation, Reporting, & Record Keeping Manual, is used to determine the type of investigation required, what type of report/reports to file, and record keeping required by the unit Commander as a result of a mishap. Mishap classifications are as follows:

Class A: Mishap resulting in a fatality or injury causing permanent total disability or causes \$2 million or more in property damage.

Class B: Mishap resulting in permanent partial disability of personnel or when three or more personnel are hospitalized for inpatient care (beyond observation) as a result of a single mishap. Property damage; \$500,000 or more, but less than \$2 million.

Class C: Mishap resulting in one or more personnel that causes one or more days away from work. Property damage; \$50,000 or more, but less than \$500,000.

Mishap Notification

Per MCO 5102.1B, **Commanders must notify their chain of command and COMNAVSAFECEN** of all on-duty, DoD civilian and all on/off-duty military Class A mishaps, and any mishaps that result in the hospitalization of three or more personnel within eight hours of the mishap.

- Notify COMNAVSAFECEN, and the chain of command, of all other on-duty DoD civilian and all on and off-duty military fatalities regardless of cause (suicide, homicide, medical, etc.) within eight hours.
- Inform Commandant of the Marine Corps Safety Division (CMC(SD)) on Marine Corps military or civilian fatalities. Include CMC(SD) and COMNAVSAFECEN NORFOLK VA/00/30/40/60// on Personnel Casualty Reports (PCRs), OPREP-3s and Serious Incident Reports (SIRs).
- Notify COMNAVSAFECEN within eight hours of all ordnance related Class A explosive mishaps and all Marine Corps explosive mishaps to MARCORSYSCOM (PM-AMMO).
- Laser exposure incidents will be reported in accordance with MCO 5104.1C.
- Chapter 3 of MCO P5102.1 contains a complete breakdown of notification requirements and reporting requirements for all mishaps.

PCR SIR Reference Sheet

SCENARIOS	PCR REQ'D	SIR REQ'D	Release Message to HQMC	Release Official Statement
Death This category includes all Marine or Sailor personnel who have been classified as deceased by a competent medical authority.	YES	YES	1) Immediately submit voice report to HQMC; 2) *Report NLT 1 hour after learning of incident; 3) Supplemental reports sent as status or info changes	Upon completion of NOK notification. Released via PAO.
Suicide Attempts or Gestures Suicide attempts or gestures verified by medical authority.	YES (if classified as an	YES (if classified as	1) Immediately submit voice report to HQMC; 2) *Report NLT 1 hour after learning of incident; 3) Supplemental reports sent as status or info changes	Only if local media attention is expected. Released via PAO.
Suicidal Ideations Any suicidal ideation or indication that has not been determined to be an attempt or gesture by medical personnel.	NO	NO	1) Immediately submit voice report to HHQ; 2) *Report NLT 1 hour after learning of incident (flash report)	N/A
Serious Illness/Injury (SI) Hospitalization or evacuation to an emergency room of for other than routine outpatient procedures. Including all serious injuries and illnesses or any admittance into an Intensive Care Unit	YES (if personnel listed as SI* or above)	NO	1) Immediately submit voice report to HQMC; 2) *Report NLT 1 hour after learning of incident; 3) Supplemental reports sent as status or info changes	Only if local media attention is expected. Released via PAO.
Drug or Alcohol Related Any drug or alcohol related event or incident. This includes DUIs and positive urinalysis results (not from initial Sailor urinalysis).	YES (if personnel listed as SI* or	NO	1) Immediately submit voice report to HQMC; 2) *Report NLT 1 hour after learning of incident; 3) Supplemental reports sent as status or info changes	Only if local media attention is expected. Released via PAO.
Confinement of a Marine or Sailor Report any confinement of permanent personnel.	NO	YES (if media attention anticipated or sexual assault)	1) Immediately submit voice report to HQMC; 2) *Report NLT 1 hour after learning of incident; 3) Supplemental reports sent as status or info changes	Only if local media attention is expected. Released via PAO.

PCR SIR Reference Sheet (cont.)

SCENARIOS	PCR REQ'D	SIR REQ'D	Release Message to HQMC	Release Official Statement
<p>Military or Political Incidents Any incident of a military or political nature, including training incidents, involving individual Marine Corps personnel or units that may result in adverse local or national official reaction or extensive civilian news media interest.</p> <p>Acts of Terrorism Any actual or suspected terrorism or covert acts against the unit.</p>	NO	YES	<p>1) Immediately submit voice report to HQMC;</p> <p>2) *Report NLT 1 hour after learning of incident;</p> <p>3) Supplemental reports sent as status or info changes</p>	<p>Only if local media attention is expected. Released via PAO.</p>
	NO	YES	<p>1) Immediately submit voice report to HQMC;</p> <p>2) *Report NLT 1 hour after learning of incident;</p>	<p>Only if local media attention expected. Released via PAO.</p>
<p>*Written report timelines can be mitigated through continuous voice reports and updates. However, the written report should still be submitted ASAP.</p> <p>*Terms: VSI: Very Seriously Ill/Injured SI: Seriously Ill/Injured NSI: Not seriously Ill/Injured DUSTWUN: Duty Status Whereabouts Unknown</p>				
References	<p>MCO 3504.2 Operations Event/Incident Report (OPREP-3) Reporting</p> <p>MCO 3040.4 Casualty Manual</p> <p>WGO 3040.4E Personnel Casualty Reporting</p>			

Web Enabled Safety System (WESS)

The Web Enabled Safety System (WESS) is the Naval Safety Center's on-line reporting and data retrieval system allowing users to submit mishap/hazard reports. WESS requires an account to be generated by the unit safety officer and can be accessed at the following link:

<https://wess.safetycenter.navy.mil/wess/index.html>

Once you are accessed onto the WESS website the safety officer will need to select one of three varying subsystems to submit a report. The incident will determine the subsystem. There are four total subsystems as follows:

- MCO P5102.1B outlines the requirements for mishaps to be reported via WESS.
- Commanders may designate anyone they choose to make the entries.
- It is recommended that the unit safety officer reviews any and all WESS data submitted since they are familiar with many of the required elements.
- Ultimately, the commanding officer is responsible for ensuring that reporting is accomplished in an accurate and timely manner.