



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

IN REPLY REFER TO:

5100

SS

27 JUN 2008

POLICY LETTER 01-08

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: MARINE CORPS AIR STATION CHERRY POINT NCOS AND VEHICLE
SAFETY POLICY

Ref: (a) CMC White Letter 02-08
(b) CG, MCIEAST Policy letter 003-08
(c) MCO 1700.28 (Hazing)

Encl: (1) MCAS Cherry Point Risk Assessment Worksheet

1. Purpose. To implement the references and assign responsibilities for ensuring motor vehicle safety.

2. Background. The Commandant of the Marine Corps (CMC) and the Commanding General, Marine Corps Installations East (MCIEAST) published references (a) and (b) to arrest the current unacceptable motor vehicle mishap rate.

a. The current operational tempo for MCAS Cherry Point personnel has sustained an unprecedented high rate over the past few years with no immediate relief in sight. The Station cannot afford to lose a single Marine or Sailor to a mishap caused by senseless activities such as excessive alcohol use, reckless driving, or fatigued driving.

b. Our collective readiness requires that every Marine and Sailor take necessary preventative actions to protect the force 24 hours a day, 365 days a year, both on and off duty.

3. Policy. Commanding Officers are responsible for safety. However, in order to maximize the leadership potential of our small unit leaders, Noncommissioned Officers (NCOs) will take charge of unit motor vehicle safety programs. NCOs are directly responsible for the combat effectiveness of our Marines and their health, welfare and training. This responsibility does not stop at the boundaries of the work site or the installation perimeter. To maintain combat effectiveness, every Marine must have the

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courage to step in and take control of situations that can lead to the injury or death of a fellow Marine, Sailor or innocent bystander. Safety is an inherent responsibility of every Marine and it is up to the NCOs to enforce that posture at all times.

a. To assist NCOs in exercising this level of authority and accountability, the Commandant has directed that authority to disapprove leave or liberty be delegated to NCOs. In the event an NCO recommends denial of leave or liberty of a subordinate Marine due to deficient motor vehicle equipment, safety, or Operational Risk Management (ORM) skills, a plan of remediation must be developed and implemented by the NCO to correct the deficient Marine.

b. All requests for leave and liberty must still be routed to the Commanding Officer (or his designated representative) for final adjudication. However, in accordance with reference (a), NCOs are directed to review and make recommendations on junior Marines' leave and liberty requests. NCOs must review associated ORM forms in order to make an informed recommendation to the Commanding Officer. The remediation plan described above will accompany the request as it is routed up the chain of command for final adjudication by the Commanding Officer. Leaders at all levels must ensure the remediation plan is clear, feasible, and executable.

4. Action. From 1 May through 1 October 2008 Commanding Officers will ensure NCOs assume full charge of our vehicle safety programs.

a. NCOs are responsible for conducting risk assessments as a part of the leave and liberty process.

(1) Risk assessment tools such as the enclosure can be used to assist in this endeavor. Additional tools like the Travel Risk Planning System (TRiPS), Operational Risk Management (ORM) forms, Pre-Trip Safety Checklists and PMV and Motorcycle Inspection Checklists are available online at <http://hqinet001.hqmc.usmc.mil/sd/gound/pmvs.htm>.

(2) Further assistance is available at the Joint Safety Office located aboard the Air Station in Building 294, Wing 4.

b. NCOs will document the success of this program through 1 October 2008 and provide their chain of command data to be included in a written after-action report.

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5. Coordinating Instructions

a. During the period in which NCOs have charge of our vehicle safety programs, Commanding Officers will document the success and shortcomings of their programs and submit monthly progress reports to the Executive Officer via the Directorate of Safety and Standardization. Upon conclusion of this period, Commanding Officers will submit an after-action report in "Item/Discussion/Recommendation" format to the Directorate of Safety and Standardization no later than 9 October 2008.

b. By empowering our NCOs to take charge of these programs and providing close oversight from our senior leadership, we will drive down the current unacceptable motor vehicle mishap rate and prevent abuse of leave and liberty policies.

6. Applicability. This policy is applicable to all personnel assigned to the Air Station.

7. Point of Contact. The point of contact is MCAS Cherry Point Director of Safety and Standardization at DSN 582-5268, commercial (252) 466-5268.



F. P. BOTTORFF

DISTRIBUTION: A

MCAS CHERRY POINT RISK ASSESSMENT WORKSHEET

Personal Information	
Name:	Rank: Work Section:
Leave <input type="checkbox"/> Liberty <input type="checkbox"/> New Join <input type="checkbox"/>	Primary Address:
Primary Contact Number:	Secondary Contact Number: ()
POV: Yes <input type="checkbox"/> No <input type="checkbox"/>	Driver Improvement Course: Yes <input type="checkbox"/> No <input type="checkbox"/>
Motorcycle: Yes <input type="checkbox"/> No <input type="checkbox"/>	Motorcycle Safety Course: Yes <input type="checkbox"/> No <input type="checkbox"/>
Leader Information	
Name:	Rank: Work Section:
Primary Contact Number:	Secondary Contact Number:

Check all that applies to the left of the item

Low Risk Category	Medium Risk Category	High Risk Category
<input type="checkbox"/> Occasional/routine counseling.	<input type="checkbox"/> NJP (not related to alcohol) (6 mos)	<input type="checkbox"/> Court Martial
<input type="checkbox"/> Marine gives no outward appearance of being a risk at work or while on liberty.	Financial Problems	DUI/DWI
	<input type="checkbox"/> Excessive indebtedness	<input type="checkbox"/>
	<input type="checkbox"/> Habitual bad check writer	<input type="checkbox"/>
	<input type="checkbox"/> Post Deployment (30 days)	<input type="checkbox"/> Alcohol / Drug related incidents (1 year)
	<input type="checkbox"/> Frequent Counseling	<input type="checkbox"/> Reckless driving (1 year)
	Work Problems:	Suicidal tendencies
	<input type="checkbox"/> Tardiness	<input type="checkbox"/>
	<input type="checkbox"/> Attitude	<input type="checkbox"/>
	<input type="checkbox"/> Professional Appearance	<input type="checkbox"/>
	Family Problems: Divorce	Over 1 motor vehicle violation (6 mos)
<input type="checkbox"/> Separations/ Divorce	<input type="checkbox"/>	
<input type="checkbox"/> Marital problems requiring counseling	<input type="checkbox"/>	
<input type="checkbox"/> Requiring emergency leave (30 days)	<input type="checkbox"/>	
<input type="checkbox"/> New Join	<input type="checkbox"/>	<input type="checkbox"/> Severe depression/ anxiety

Risk Category Assignment

LOW MEDIUM HIGH

Marine's Signature _____ Date _____