



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 5100.32A  
SD  
20 May 2010

MARINE CORPS ORDER 5100.32A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS GROUND SAFETY AWARDS PROGRAM

Ref: (a) SECNAVINST 5100.15B  
(b) SECNAV M-5214.1  
(c) MCO 5100.8  
(d) MCO 3570.1B  
(e) MCO 3500.27B  
(f) MCO 5104.1C  
(g) MCO 5100.19E  
(h) MCO 5100.30B  
(i) MCO 5100.29B  
(j) 29 CFR 1910

Encl: (1) Marine Corps Ground Safety Awards  
(2) Ground Safety Award Activity Groupings  
(3) Ground Safety Awards Nomination Format and Criteria

1. Situation. Reference (a) established the Secretary of the Navy Awards for Achievement in Safety Ashore. This Order expands that program to include Marine Corps Safety Awards.

2. Cancellation. MCO 5100.32.

3. Mission. To provide policy and procedural guidance to establish the Marine Corps Ground Safety Awards Program per references (a) through (j).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To recognize commands and individuals for significant contributions and accomplishments made in the field of safety and mishap prevention. The awards and

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their eligibility requirements are contained in enclosure (1). Award groupings criteria is in enclosure (2). Nomination format and required criteria is contained in enclosure (3).

(2) Concept of Operations. Commanders will emphasize the importance of recognizing both units and individual military and government civilian employees for their accomplishments and contributions in the field of safety and mishap prevention.

b. Subordinate Element Missions

(1) Command Safety Awards Program. All Marine Corps commands shall establish a local safety awards program to recognize the outstanding safety performance of subordinate units and individual military and civilian personnel. For example, commands can create a Marine Accident Prevention Award presented to units that complete 12 consecutive months, a major training exercise, or a deployment of greater than 120 days without experiencing a class A, B, or C mishap. Commanders may incorporate additional awards to recognize significant accomplishments throughout their organization.

(2) Unit Impact Awards. Commanders promote safety awareness through on-the-spot recognition of safety related actions that exceed what is normally expected of an individual or organization. Commanders may purchase commemorative items, utilizing local funds, and are authorized to design and use locally produced certificates, plaques, or trophies.

(3) Road Warrior Awards. Commanders will monitor unit and individual eligibility for Road Warrior Awards, and submit award requests quarterly in the appropriate format described in enclosure (1).

5. Administration and Logistics

a. Submit award nominations (except Road Warrior Awards), post-marked no later than 15 December, to the following address. Extensions will not be granted.

Commandant of the Marine Corps (SD)  
Headquarters, U.S. Marine Corps  
2 Navy Annex (Rm 2122)  
Washington, DC 20380-1775

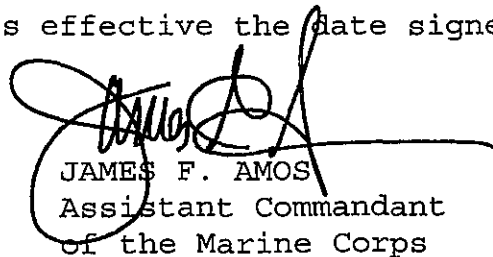
b. The Deputy Director, Safety Division, will annually convene the Marine Corps Ground Safety Awards Board with representatives from each of the Safety Division functional areas to review award nominations and make recommendations to the Assistant Commandant of the Marine Corps.

c. All qualifying nominees will automatically be considered for the Department of the Navy Safety Excellence Awards for Marine Corps Ground Safety.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

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



JAMES F. AMOS  
Assistant Commandant  
of the Marine Corps

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Copy to: 7000110 (55)  
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8145001 (1)

Marine Corps Ground Safety Awards

1. Warrior Preservation Award. This award is presented each fiscal year to the Marine Corps installation that has established the most comprehensive safety program. Commands shall submit award nomination packages as described in enclosure (2). Nominations shall be organized per enclosure (3) and are limited to 10 pages, including enclosures. This award consists of a representative trophy, a commemorative wall plaque, and a certificate signed by the Commandant of the Marine Corps.

a. Eligibility. All Marine Corps bases, stations, and depots.

b. Award Criteria. Nominees will have made significantly greater contributions to safety than normally expected of those in their particular assignments during the fiscal year. A safety program must be established and maintained installation-wide, and will be judged on the awards criteria listed below.

(1) The installation safety department has direct access to the commander and is organized and staffed to accomplish the safety mission.

(2) The installation safety department provides the Core Safety Services as outlined in MCO 5100.29.

(3) The installation has received a rating of "Mission Capable" on their most recent Inspector General of the Marine Corps inspection, a rating of "Satisfactory" on their most recent Naval Ordnance Safety and Security Activity Explosives Safety Inspection or Department Of Defense Explosives Safety Board inspection, and has maintained range certification for those with live fire training ranges.

(4) Evaluation of information required by enclosure (3).

2. Marine Corps Superior Achievement Award. This is an individual award presented annually to one officer, one enlisted, and one government civilian employee who has made the most significant contribution to the Marine Corps Safety Program during the fiscal year. The award consists of a commemorative wall plaque and a Marine Corps Safety Division commemorative coin.

a. Eligibility. All Marine Corps military and government civilian employees.

b. Award Criteria. Nominations will be in narrative style, limited to 3 pages, submitted through the chain of command, and signed by the commanding officer or commander. The narrative will describe the contributions or noteworthy accomplishments the individual made to the Marine Corps Safety Program during the award year.

3. Marine Corps Achievement Award. This award will be presented each fiscal year, to the one Marine Corps command in each group listed in enclosure (2) that has established the most outstanding safety program. The award consists of a commemorative wall plaque and a Marine Corps Safety Division commemorative coin.

a. Eligibility. All Marine Corps commands.

b. Award Criteria. Commands shall submit award nomination packages by group as described in enclosure (2). The award will be judged on the criteria required by enclosure (3).

4. Road Warrior Award

a. Individual Government Motor Vehicle Operator Award. This award is presented to military and government civilian employees operating government motor vehicles who achieve mishap/violation-free driving mileage in 2,500 mile increments. The award consists of a certificate from the Commandant of the Marine Corps as shown in figure 1-1.

(1) Eligibility. All Marine Corps military and government civilian employees operating government motor vehicles, including tactical vehicles.

(2) Award Criteria. The command is responsible to track an operator's mileage record. Commanders will determine award eligibility and submit award requests directly to the Commandant of the Marine Corps (SD) using the sample letter format in figure 1-2.

b. Unit Government Motor Vehicle Operator Award. This award is presented to units driving government motor vehicles

that achieve cumulative mishap/violation-free driving mileage at 25,000 mile increments. The award consists of a certificate from the Commandant of the Marine Corps as shown in figure 1-3.

(1) Eligibility. All Marine Corps units.

(2) Award Criteria. The command is responsible to track the unit's cumulative mileage record. Commanders will determine award eligibility and submit award requests directly to the Commandant of the Marine Corps (SD) using the sample letter format in figure 1-4.



Figure 1-1.--Example Individual Road Warrior Award

HEADING

SSIC  
Code  
Date

From: Commanding General/Officer  
To: Commandant of the Marine Corps (SD)

Subj: INDIVIDUAL ROAD WARRIOR AWARD

Ref: (a) MCO 5100.32A

1. Per the reference, the following personnel have achieved the 2,500 mishap-free and violation-free miles necessary for the subject award.

<u>GRADE</u>	<u>NAME/UNIT</u>	<u>SSN/MOS</u>	<u>MILES</u>	<u>DATE ATTAINED</u>
Major	Ima S. Driver	1234/XXXX	5,000	2010XXXXX
Captain	I. M. Great	1234/XXXX	2,500	2010XXXXX
Sergeant	Hard Charger	1234/XXXX	2,500	2010XXXXX

2. Point of contact is Major Ima S. Driver, DSN XXX-XXXX.

SIGNATURE

Note: Include Marine's full name and middle initial as desired on certificate.

Figure 1-2.—Sample Letter Requesting an Individual Road Warrior Award





Figure 1-3.--Example Unit Road Warrior Award

HEADING		
		XXX Code Date
From:	Commanding General/Officer	
To:	Commandant of the Marine Corps (SD)	
Subj:	UNIT ROAD WARRIOR AWARD	
Ref:	(a) MCO 5100.32A	
1. Per the reference, the following units have achieved the 25,000 mishap-free and violation-free miles necessary for the subject award.		
<u>UNIT</u>	<u>NUMBER OF MILES</u>	<u>DATE ATTAINED</u>
Unit Name	25,000	2010XXXXXX
2. Point of contact is Major Ima S. Driver, DSN XXX-XXXX.		
SIGNATURE		

Figure 1-4.--Sample Letter Requesting a Unit Road Warrior Award

Ground Safety Award Activity Groupings

1. The following groupings are based on average population. Commands will apply only for the Achievement in Safety awards according to their average population.

2. In determining average population, include all personnel (military and civilian, appropriated fund and non-appropriated fund), for whom safety services are provided. Installations will include all military family members, and government contractors.

- a. Group I: Average population is over 10,000.
- b. Group II: Average population is 5,000 - 9,999.
- c. Group III: Average population is 1,000 - 4,999.
- d. Group IV: Average population is less than 1,000.

Ground Safety Awards  
Nomination Format and Criteria

Installations/commands submitting a nomination for a ground safety award must include information on the following criteria.

1. Provide safety budget expenditures that include the following.
  - a. Safety Training.
  - b. Safety Promotional Materials.
  - c. Personal Protective Equipment.
  - d. Safety Administration.
  - e. \*Command Safety Awards.
  - f. Contracted Services.
2. Provide population information for the following areas.
  - a. Command average population
    - (1) Military: \_\_\_\_\_
    - (2) Civilian: \_\_\_\_\_
    - (3) APF/NAF: \_\_\_\_\_
    - (4) Foreign Nationals: \_\_\_\_\_
    - (5) Marine Corps Family Members: \_\_\_\_\_  
(installations only)
    - (6) Contractors: \_\_\_\_\_
  - b. Safety office staff
    - (1) Safety Officer/Manager grade/rank \_\_\_\_\_

(2) Number of Safety Specialists \_\_\_\_\_

(3) Number of Industrial Hygienists \_\_\_\_\_

(4) Number of Safety Technicians \_\_\_\_\_

3. Provide installation/command mishap reduction figures which show that the installation/command has met the Safety Campaign Goals. Fiscal Year figures will be used as a baseline for computing the following Safety Campaign Goals.

a. Military on-duty Class A and B (Ground) rate: \_\_\_\_\_

b. Military off-duty (Private Motor Vehicle and Recreational) rate: \_\_\_\_\_

c. Civilian on-duty (Industrial) injury rate: \_\_\_\_\_

4. The installation/command motor vehicle reportable mishap cases for the award period and the previous two years in the following categories.

a. Number of Fatalities \_\_\_\_\_

b. Number of Privately Owned Vehicle Mishaps \_\_\_\_\_

c. Number of Government Operated Vehicle Miles Driven  
\_\_\_\_\_

d. Number of Mishaps \_\_\_\_\_

5. Has an Operational Risk Management (ORM) Program been implemented by the installation/command? Yes: \_\_\_\_\_ No: \_\_\_\_\_. If yes, provide a copy of the implementing order.

6. Has installation/command formally engaged in the Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP)? Yes: \_\_\_\_\_ No: \_\_\_\_\_. Include narrative statement describing the command's progress toward VPP star status.

7. Has installation/command been recognized with OSHA VPP Star Status within award fiscal year? Yes: \_\_\_\_\_ No: \_\_\_\_\_.