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OPNAVINST 5100.25B
N09F
25 Nov 09

OPNAV INSTRUCTION 5100.25B

From: Chief of Naval Operations

Subj: NAVY RECREATION AND OFF-DUTY SAFETY PROGRAM

Ref: (a) SECNAVINST 5100.10J
(b) OPNAVINST 5100.23G
(c) OPNAVINST 5100.12H
(d) DoD Instruction 6055.1 of 19 Aug 98
(e) OPNAVINST 5100.8G
(f) OPNAVINST 5100.19E
(g) CNICINST 5890.1
(h) OPNAVINST 5102.1D
(i) BUPERSINST 1710.11C
(j) OPNAVINST 3500.39B
(k) National Fire Protection Association (NFPA) 5000
Building Construction and Safety Code (for Bleachers)
(l) Uniform Code of Military Justice (UCMJ)
(m) JAGINST 5800.7E, Manual of the Judge Advocate General
(JAGMAN)
(n) OPNAVINST 5350.4D
(o) OPNAVINST 1700.9E
(p) NAVMED P-5010-4, Chapter 4, Manual of Naval Preventive
Medicine Swimming Pools and Bathing Places, of Jun 06
(q) BUPERSINST 12990.1A

Encl: (1) Definitions
(2) Acronyms
(3) Supplemental Guidance for Administration of Recreation
and Off-Duty Safety Program

1. Purpose. This instruction establishes policy to reduce or minimize the probability of mishap occurrence during off-duty and/or recreational activities. References (a) through (q) provide policy, supplemental guidance and direction regarding recreation and off-duty safety (RODS) programs. Enclosures (1) and (2) contain definitions of terms and acronyms found in the body of this instruction. Enclosure (3) provides additional resources and tools for assessing recreational and off-duty activity risks.

2. Cancellation. OPNAVINST 5100.25A.

3. Applicability and Accountability. This instruction applies to:

a. All United States (U.S.) Navy active duty personnel whether on duty, on leave, in a liberty status, on or off base.

b. All U.S. Navy reserve personnel in any duty status whether on leave, in a liberty status, on or off base.

c. U.S. Navy civilian employees when on duty or in a travel status while performing activities incidental to the work assignment, on or off base.

d. Any civilian participating in recreational activities on U.S Navy occupied or controlled property including Navy-owned or leased site, building, facility or other location.

4. Responsibilities. The mandatory requirements of this instruction are lawful general orders.

a. The Chief of Naval Operations (CNO) is responsible for issuing appropriate directives per reference (a). The Special Assistant for Safety Matters (OPNAV (N09F))/Commander, Naval Safety Center (COMNAVSAFECEN) is responsible for assisting and advising the CNO on all matters concerning the RODS program.

b. OPNAV (N09F)/COMNAVSAFECEN shall:

(1) Develop RODS program policies, objectives, and directives and provide management of all aspects of mishap prevention specifically directed by references (a) through (f).

(2) Ensure proper interpretation of RODS program requirements and conduct RODS surveys, staff-assist visits, and site visits for Department of the Navy (DON) commands and activities as directed or requested.

(3) Provide program guidance and actively promote and develop RODS awareness and educational programs.

(4) Serve as the repository for all Navy and Marine Corps reportable RODS mishap reports and provide mishap data analyses to Navy and Marine Corps commands and activities in support of their RODS mishap prevention efforts.

c. The Commander, Naval Education and Training Command (NETC) is responsible for providing general RODS training in

accession programs, and providing applicable operational risk management (ORM) training. NETC will develop RODS program course(s), associated safety training and educational materials, audio visual aids and electronic courses for military and civilian personnel as required in support of the overall program.

d. The Commander, Navy Installations Command (CNIC) is responsible for providing general safety supervision and technical administrative guidance within the CNIC enterprise for all recreational services and programs per reference (g). CNIC shall:

(1) Ensure potential hazards are evaluated in the design, operation and maintenance of Morale, Welfare, and Recreation (MWR) facilities and equipment.

(2) Ensure RODS programs are established at each host installation and respective RODS program managers are designated with assigned responsibilities for developing, issuing, implementing, and enforcing the program requirements of this instruction and references (a) through (q).

(3) Coordinate, manage, and provide resources for an effective RODS program for all regions and areas under CNIC cognizance.

(4) Conduct oversight of the RODS program elements of departments within region and installation commands and tenant commands with host-tenant relationships. This can be done as part of annual host installation command self-assessment with tenants and, if not including tenants, individual tenant self-assessments conducted jointly with host; workplace inspections or occupational safety and health management evaluations conducted by region/installation safety department.

e. CNIC region and host installation commanders shall:

(1) Establish RODS programs and assign responsibilities for developing, issuing, implementing, and enforcing program requirements at all installations under their cognizance.

(2) Coordinate, manage and provide resources for an effective RODS program at all installations and tenant commands.

(3) Implement and maintain an effective RODS program for all recreational grounds, such as ball fields and outdoor shooting ranges; facilities, such as recreation buildings,

gymnasiums and swimming pools; and collateral property, such as spectator bleachers, located on installations under their cognizance, per references (a) and (g) and this instruction. At a minimum, the program shall consist of the following elements: an annual inspection of recreational grounds and facilities, a hazard abatement program, an off-duty mishap and safety investigation reporting program, maintenance of an off-duty mishap log, development or procurement of seasonal RODS training materials, monitoring of seasonal off-duty hazard awareness training for military personnel, and annual reviews of RODS training records. Qualification training will be provided for users of any recreational equipment, if the nature of the equipment provided by that facility has the potential for death or serious injury to the user/operator, e.g., recreational equipment provided for patron use at hobby shops, carpentry shops, paint booths, marinas, etc. For further information on training, see paragraph 6 of this instruction.

(4) Report all RODS mishaps per reference (h). As applicable, coordinate with local and installation law enforcement agencies, safety offices, and medical treatment facilities to ensure completeness of mishap reports and to avoid duplication of efforts.

(5) Designate in writing, by name or position, an installation RODS program manager having responsibility over all program implementation and execution.

(6) Ensure the installation RODS program manager participates in scheduled region/installation command safety council/committee meetings in accordance with reference (b), paragraph 0402(f). The safety council/committee shall:

(a) Analyze RODS mishaps occurring within their area of responsibility and provide recommendations to prevent or reduce the probability of a recurrence.

(b) Prioritize RODS program deficiencies compiled by the installation RODS program manager from mishap reports, RODS inspections, and command assessment findings.

(c) Track deficiencies and action items identified for the installation using the installation RODS program manager's mishap/hazard abatement log until they have been brought to resolution.

(d) Evaluate RODS training and recommend changes to enhance effectiveness.

(e) Ensure effective communication/participation with tenant command RODS program coordinators.

(7) Ensure each installation RODS program manager:

(a) Maintains currency of required training and education through applicable courses and workshops; and

(b) Provide or assist tenant command RODS program coordinators in obtaining safety training appropriate to their task responsibilities per references (g) and (i).

(8) Provide RODS support to all Navy tenant command activities, including fleet forces afloat or in port.

(9) Ensure OPNAV 5100/12 Navy Occupational Safety and Health (NAVOSH) Deficiency Notices, per reference (b) for recreational hazards, are processed.

(10) Ensure all reportable RODS mishaps are investigated per reference (h) and appropriate actions are taken.

f. Echelon 2 commanders shall:

(1) Ensure subordinate commands establish a command RODS program or participate in the CNIC host installation RODS program.

(2) Ensure compliance with investigation reporting and recordkeeping requirements by subordinate commands for RODS mishaps per reference (h).

g. Commanders, commanding officers and officers-in-charge, ashore and afloat, shall:

(1) Implement the command-sponsored RODS program or adopt the host installation RODS program and assign responsibilities for developing, issuing, implementing, and enforcing RODS program regulations, per reference (g).

(2) Either designate in writing, by name or position, a command RODS program manager of the command-sponsored RODS program having responsibility over program elements contained in this instruction; or designate in writing, by name or position, a

command RODS program coordinator as liaison with the host installation RODS program manager and execute respective coordination responsibilities per references (g) and (i) and this instruction.

(3) Coordinate, manage and provide resources for an effective overall command-sponsored RODS program and, where applicable, ensure RODS program coordinator training and participation in the RODS program established by the CNIC host installation.

(4) Investigate and report all RODS mishaps per reference (h). As applicable, work with local host installation and community law enforcement, chain-of-command and host installation safety offices, and medical treatment facilities to ensure preventable mishaps do not recur and the completeness and accuracy of mishap reports.

(5) Ensure command-sponsored RODS program managers and RODS program coordinators attend local RODS-related training, safety conferences, workshops and seminars hosted by the CNIC host installation RODS program manager to remain knowledgeable of ongoing and emerging RODS issues.

(6) Ensure supervisors incorporate the principles of ORM into all Navy-sponsored recreation programs and activities per reference (j). The ORM process shall be used to identify and control hazards during the earliest possible planning stages of such activities.

(7) Provide RODS briefs to all command personnel prior to any Federal holiday, extended weekends, or liberty periods. In addition, commanders, commanding officers and officers-in-charge shall schedule RODS briefings for units visiting foreign ports, returning from deployment, or when RODS mishap experience warrants additional training. RODS briefings should include local laws and restricted areas, risk management, and alcohol abuse countermeasures. Potentially high risk activities that may be specific to the geographic location shall be included in the briefs. Commands should contact the local installation RODS program manager for information and briefing material on potentially high risk activities specific to their geographic location.

(8) Enforce compliance with personal protective equipment (PPE) requirements, where applicable, at command-sponsored

recreation activities, at CNIC host installation recreational facilities and activities, and during high-risk recreational activities conducted on Navy occupied or controlled property.

(9) Identify those personnel who engage in high-risk recreational activities while off-duty. Commands shall ensure individuals who participate in potentially high risk activities are aware of the hazards and are properly trained to identify and mitigate risks of those activities. Examples of activities that may be considered high risk include white water kayaking or rafting, boxing, bungee jumping, air ballooning, hunting, mountain climbing, parachuting/sky diving, and parasailing. This list is not all inclusive and commanders, based on their judgment, may determine other recreational activities are high risk. Information on best practices is available on the Naval Safety Center (NSC) Web site at the following Web address: <http://www.safetycenter.navy.mil/presentations/seasonal/default.htm>.

h. The President, Inspection and Survey Board (PRESINSURV) shall conduct oversight of Navy RODS program compliance, during routine unit inspections. Findings and recommendations for improvement will be provided to OPNAV (N09F) as part of PRESINSURV annual reports.

i. Individual Responsibilities:

(1) Navy Service members who desire to engage in identified high-risk recreational activities (see enclosure (1), section 2d) should inform their department head, division officer, leading chief petty officer, or other supervisory official as determined by command policy. For high-risk recreational activities that require individual qualification or certification to participate, the individual should provide certification or qualification documentation to the applicable command RODS program coordinator or installation RODS program manager as determined by command policy.

(2) A Navy Service member who is exceptionally qualified in a particular high-risk recreational activity may routinely engage in that activity without having to show proof of qualifications for each instance of that activity, after doing so the first time. In the example case below, the Navy Service member is still required to perform deliberate ORM prior to engaging in the high-risk recreational activity.

Example: An "exceptionally qualified" Navy Service member includes those with teaching or instructor certifications in a particular activity or those with significant experience in the specific activity.

(3) Individuals shall report MWR-related recreational hazards to MWR staff when identified.

(4) Individuals shall report to their supervisor all injuries that occur to them while engaged in recreational activities.

5. Core Program Requirements

a. ORM. Per reference (j), ORM shall be used to assess hazards and implement controls for all on-duty recreational activities. Risk management shall also be used for off-duty recreational activities.

b. Facilities and Equipment Evaluation. Navy recreational and child development center facilities and equipment shall be of safe design and provide a safe and healthful environment for patrons as well as workers per references (i) and (k).

(1) Plans and specifications of recreational facilities will be reviewed prior to construction or renovation to ensure hazards are reduced. Safety and health personnel, industrial hygienists, fire department personnel, facility planners, and MWR or housing representatives, as appropriate, shall participate in the review process. Recommendations for improvements will be submitted, in writing, to the cognizant authority within the command.

(2) Per reference (i), departments purchasing RODS equipment will ensure compliance with these requirements. Safety and health concerns relevant to major acquisitions, such as fitness equipment, outdoor recreation and rental equipment, small boats, hobby shop automotive lifts, woodworking equipment, playground equipment, and PPE will be resolved with the assistance of the installation RODS program manager. A comprehensive list of national consensus standards is available on the NSC Web site at the following Web address:
<http://www.safetycenter.navy.mil/ashore/recreation/index.asp>.

(3) Vending machines in excess of 700 pounds empty and canned or bottled drink vending machines (regardless of weight)

shall be anchored either to the floor or wall to ensure the machine will not tip over due to misuse or abuse. A warning label shall be displayed that addresses the hazard of potential injury or death from tipping or rocking the machine. Vending machines will be moved only by the vending machine owner at the request of the facility manager. Field days will not include movement of the machine to accomplish cleaning unless movement of the machine is accomplished by the vending machine owner. The installation RODS program manager shall ensure vending machine equipment is securely anchored with hazard warning labels displayed and, when not, equipment is removed by vending machine owner.

c. Inspections. Installation RODS program managers will ensure annual safety inspections of MWR and command recreational facilities and equipment are conducted to promote and ensure worker and patron safety. The results of annual safety inspections of MWR facilities and safety issues identified by the RODS program coordinator will be provided to the appropriate installation safety department manager for discussion at the quarterly or annual Safety and Occupational Health (SOH) Council meetings. RODS inspection information should be used to identify hazardous facilities and to assist local safety officials in resolving RODS issues.

(1) RODS program managers and RODS program coordinators will inspect facility work areas with high risk activities (i.e., automotive work areas, woodworking areas, etc.) annually or more frequently as determined by assessment of the potential for injuries, occupational illnesses, or damage to Navy property. Navy standards for recreational facilities and equipment will be used when conducting inspections. In cases where no Navy standard exists, reference (i) and nationally recognized standards and manufacturer's guidelines will be used. Detailed inspection guidance is available on the NSC Web site: <http://www.safetycenter.navy.mil>.

(2) Each hazard identified during a recreational facility inspection will be documented on the OPNAV 5100/12.

(3) Spectator bleachers shall be inspected in accordance with references (i) and (k). Bleachers are inspected periodically, constructed and maintained according to standards, and placed well back or away from playing boundaries.

d. Hazard Abatement. Identification and documentation of recreational facility and equipment deficiencies shall follow

policy guidance in the Navy SOH mishap prevention and hazard abatement program as defined in reference (b). RODS deficiencies may affect both employees and MWR patrons. SOH funds for correcting workplace deficiencies will not be used for deficiencies affecting patrons only.

e. PPE. Use of PPE is mandatory for all personnel engaged in recreational activities where PPE requirements have been identified in this instruction. At a minimum, activities (1) through (11) below require PPE as indicated:

(1) All Terrain Vehicles (ATV) and Off-Highway Motorcycles. Operator training, equipment requirements and vehicle operation guidance is contained in reference (c).

(2) In-line Skating/Skateboarding/Scooters and Other Similar Recreation Equipment. Personnel shall comply with reference (c) while on Navy installations. Military personnel operating equipment shall comply with reference (c) at all times both on and off base.

(3) Boating

(a) United States Coast Guard (USCG)-approved personal flotation devices (PFDs) should be worn by all persons on board watercraft, such as canoes, kayaks, paddleboats, personal watercraft, rowboats, sailboards, catamarans and sailboats without fixed keels, when using recreational watercraft rented or borrowed from any Department of Defense (DoD) facility.

(b) With the exception of canoes and kayaks, all recreational watercraft rented, leased or loaned from a DoD facility must also have a USCG-approved type IV throwable PFD on board. At least one throwable PFD must be readily accessible for immediate use during boating operation.

(c) Installations that provide recreational watercraft shall issue a wearable PFD in sound condition and of suitable size for the intended wearer to each person on board and ensure that a type IV throwable PFD in sound condition is provided for use with each loaned or leased watercraft.

(d) States vary in their requirements for children who are too small to be issued a suitably sized, wearable, PFD while underway. Compliance with applicable state statutes is mandatory.

(4) Go-Karts. Approved helmets and safety equipment shall be worn while operating a go-kart in accordance with the manufacturers' recommendations.

(5) Hunting. Installation commanders who allow hunting on their activity will establish requirements that meet or exceed state law.

(6) Recreational Activities by Pedestrians on Roadways. Personnel shall comply with reference (c) while on Navy installations. Military personnel shall comply with reference (c) at all times both on and off base.

(7) Paint Ball. Face, eye, head, chest, throat, and groin protection shall be worn.

(8) Snowmobiles. An approved helmet properly fastened with impact or shatter resistant goggles or full-face shield fastened to the helmet shall be worn. Sturdy boots and clothing and gloves capable of providing hypothermia protection are also recommended.

(9) Target/Skeet/Trap Shooting. American National Standard Institute approved protective eyewear and hearing protection shall be worn.

(10) Organized Sports. PPE as required by the national governing body of each sport will be worn by all competitors during practice and competitions, per reference (i).

(11) Bicycle Safety. Bicycle safety, to include motorized or motor-assisted bicycles, shall be emphasized in the overall traffic safety program. Bicycle operators shall comply with reference (c) while on Navy installations. Military personnel who operate bicycles shall comply with reference (c) at all times both on and off base.

6. Training

a. Command Indoctrination Training. Commands will ensure that all personnel receive training on the requirements of this and other local RODS instructions as part of their command indoctrination. A variety of training methods may be used to conduct RODS training including safety stand-downs, division and department briefs, supervisor briefs, videos, and guest speakers. Installations may require individuals to attend a safety brief before participating in recreational and off-duty activities that

may be specific to their geographic location and be considered potentially high risk (e.g., water sport activities in Guam and Hawaii). Briefs should include information on local recreation mishaps and hazards, special weather conditions, and PPE requirements. Command indoctrination training materials are available on the NSC Web site at the following Web address: <http://www.safetycenter.navy.mil/ashore/recreation/index.asp>.

b. Safety Briefs. RODS safety briefings are required for all personnel prior to any holiday or extended weekend. Commands shall schedule briefings for units visiting foreign ports, returning from deployment, or when mishap experience warrants additional training. Topics may include local laws and restricted areas, risk management, and alcohol abuse countermeasures.

c. Seasonal Training. RODS training sessions for assigned military personnel will reflect seasonal activities and ensure familiarity with off-duty hazards. Seasonal off-duty hazard awareness briefings are mandatory, and may be combined with other safety training. A variety of training methods may be used to conduct RODS training including the plan of the day, safety stand-downs, division and department briefs, supervisory briefs, videos, and guest speakers. Supplementary safety materials in the form of brochures, pamphlets, and magazine or newsletter articles may be utilized for reinforcement. NSC information for seasonal training is available on the NSC Web site at the following Web address: <http://www.safetycenter.navy.mil/presentations/seasonal/default.htm>.

d. MWR Patron Training. Per references (g), (i), (j), and this instruction, patrons using MWR automotive and woodworking hobby shop equipment and recreational watercraft are potentially exposed to significant hazards and shall be provided qualification training before being allowed to use dangerous equipment or watercraft. Qualification training for each hazardous activity will be properly documented and maintained by the MWR activity which conducted the training. Qualified MWR staff members, trained in their area of expertise, will provide qualification training to patrons on how to safely operate power tools and equipment, hydraulic lifts, welding equipment, spray painting equipment, and watercraft. Qualification training for watercraft will include applicable safety requirements and emergency procedures. Courses offered by state agencies, USCG Auxiliary, U.S. Power Squadrons, the American Red Cross and the American Canoe Association are acceptable. Completion of a

course from such sources can be used as evidence of qualification. For hobby shop power equipment, emphasis will be put on safety precautions, equipment guards, and PPE. NSC automotive and woodworking hobby shop qualification guides and small boat qualification guides provide safety information on these activities. These guides may be used to assess qualification and should be required reading for specific operations. NSC qualification guides are available on the NSC Web site at the following Web address:

<http://safetycenter.navy.mil/ashore/recreation/resources.htm>.

e. Organized Sports Participant Training. Coaches and game officials will brief players on rules of the game, safety precautions, and PPE per references (g) and (i). Proper conditioning techniques, warm-up and cool-down exercises will also be mandated. Consideration should be given to maintaining a log of briefings provided by title and date.

f. Playground Inspector Training. Inspectors of playground equipment shall complete training and maintain currency of National Recreation and Parks Association certification.

7. Recordkeeping

a. Shore Commands. The installation's MWR department shall maintain RODS training records of personnel receiving user/operator hazard awareness and qualifications training on MWR equipment for the length of time that the equipment is available for issue or loan to employees, patrons or guests.

b. Afloat Commands. Training records of personnel receiving user/operator hazard awareness and qualification training on command recreational equipment shall be kept until individuals transfer. Documentation will include a log of scheduled training, dates of training, and names of attendees.

8. Mishap Investigation and Reporting. Reference (h) establishes the requirement for mishap investigation and reporting of all injuries and serious incidents.

9. Action. All echelons of command shall implement a RODS program in compliance with this instruction.

10. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual (M-)5210.1 of November 2007.

11. Reports Control and Forms

a. Reports Control. Reporting requirements contained within this instruction are exempt from reports control per SECNAV M-5214.1

b. Forms. OPNAV 5100/12 NAVOSH Deficiency Notice is available for download from Naval Forms Online <https://navalforms.daps.dla.mil/web/public/home>.



A. J. JOHNSON
Special Assistant for Safety

Distribution:

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<http://doni.daps.dla.mil>

DEFINITIONS

1. Definition of Terms

a. Enclosures (1) and (2) provide definitions of RODS terms and acronyms used in this instruction.

b. The terms "shall," "will," or "must" when used in this directive, indicate actions that are mandatory and require compliance. The terms "should," "can," or "may" indicate actions that are recommended but not mandatory.

2. Risk Terms

a. High Risk. An elevated probability of loss or increased injury severity.

b. Risk Assessment. A structured process to identify and assess hazards. An expression of potential harm, described in terms of severity, accident or mishap probability, and exposure to hazard.

c. Risky. Accompanied by or involving increased possibility of loss or injury; dangerous; hazardous.

d. High-risk recreational activities. This identifies those non-mission related activities that may present an elevated risk of serious injury or death to the participant and bystanders, and could receive a risk assessment code (RAC) of 1 or 2 based upon the individual circumstances of each undertaking. Examples of recreational activities that may be considered high-risk, based upon individual circumstances of each undertaking, include, but are not limited to: skydiving, rock and mountain climbing, cliff diving, scuba diving, hunting, bull riding, racing motorized vehicles, boating, boxing, bungee jumping, air ballooning, motorcycle riding, and parasailing. Operating a privately owned vehicle for local transportation purposes and routine home auto repairs generally does not fall into the category of high-risk recreational activities.

NOTE:

All recreational activities should be reviewed to determine whether they fall into a high-risk category. Appropriate safety precautions should be implemented for those that do. Members shall consult their command

policy on high-risk recreational activities before engaging in any recreational activities that are high-risk and receive a RAC 1 or 2 per reference (j).

e. RAC. This identifies the risk that combines the elements of hazard severity and mishap probability.

3. DoD Personnel

a. DoD/DON Civilian Personnel. DoD civil service employees (including reserve component military and reserve technicians, unless in a military duty status); non-appropriated fund employees (excluding part-time military); Corps of Engineers Civil Works employees; Youth or Student Assistance Program employees; foreign nationals employed by the DoD Components; Army-Air Force Exchange Service employees and Navy Exchange Service Command employees.

b. Military Personnel. All U.S. military personnel on active duty; Reserve or National Guard personnel on active duty or performing inactive duty training; Service Academy cadets; officer candidates in officer candidate school and Reserve Officer Training Corps cadets when engaged in directed training activities; and foreign national military personnel assigned to the DoD Components.

4. Host Installation Command. A naval activity providing facilities, common support functions and services and administrative base support functions, etc. These functions are usually provided at no cost to Navy appropriated fund tenants.

5. Naval Stations. This applies to naval bases, activities, stations, facilities, installations, housing areas and all other property under the jurisdiction of the U.S. Navy.

6. Off-Highway Vehicles. Motor vehicle equipment designed primarily for off-highway operation such as tracked or half-tracked vehicles, forklifts, road graders, agricultural vehicles, and self-propelled aircraft ground support equipment.

7. Off-Road Vehicle (ORV). A vehicle designed specifically for off-the-road use. It is not considered a government motor vehicle. An ORV generally falls into one of two categories:

a. ATV. Any self-propelled vehicle with three or four wheels designed for off-highway use, with low-pressure tires, a wheelbase of 50 inches or less, and overall steering and a seat designed to be straddled.

b. Other Specialty Vehicles. Utility vehicles other than an ATV designed for rugged or off-road applications, e.g., gators, mules, etc.

8. ORM. A method for identifying hazards, assessing risks, and implementing controls to reduce the risks associated with any activity or operation.

9. Region Command. This applies to a specific region under CNIC.

10. RODS Program Coordinator. Activity safety person or position designated by commanders, commanding officers and officers-in-charge having the responsibility for implementing program requirements of this instruction at the activity level. RODS program coordinators obtain guidance and direction from the installation RODS program managers.

11. Installation RODS Program Manager (formerly known as recreation, athletics, home and safety program manager). The CNIC individual designated with responsibility over program elements of this instruction. RODS program managers, in coordination with installation safety departments, will assist MWR/recreation facility directors on safety related matters.

12. Supplying Activity. A naval activity providing safety services to other commands within a specific region.

13. Tenant. This applies to ships, submarines, squadrons, and commands receiving services supplied by the host installation command, naval station or supplying activity within a specific region.

14. Recreational Facility (on Base). Any of the following, a site, location, or building on an installation/base where patrons may come to participate in recreational endeavors, e.g., pool, gym, track, skateboard park, hobby shop, etc.

ACRONYMS

ATV	All Terrain Vehicle
CNIC	Commander, Navy Installations Command
CNO	Chief of Naval Operations
COMNAVSAFECEN	Commander, Naval Safety Center
DoD	Department of Defense
DON	Department of the Navy
MWR	Morale, Welfare, and Recreation
NETC	Commander, Naval Education and Training Command
NSC	Naval Safety Center
OPNAV	Office of the Chief of Naval Operations
ORM	Operational Risk Management
NAVOSH	Navy Occupational Safety and Health
PFD	Personal Floatation Device
PPE	Personal Protective Equipment
PRESINSURV	President, Inspection and Survey Board
RAC	Risk Assessment Code
RODS	Recreation and Off-Duty Safety
SCUBA	Self Contained Underwater Breathing Apparatus
SOH	Safety and Occupational Health
USCG	United States Coast Guard

**SUPPLEMENTAL GUIDANCE FOR ADMINISTRATION OF RECREATION AND
OFF-DUTY SAFETY PROGRAM**

The following resources are provided as additional guidance and direction regarding recreational and off-duty safety programs:

SECNAVINST 1700.12A, Operation of Morale, Welfare, and Recreation (MWR) Activities

<http://doni.daps.dla.mil/SECNAV.aspx?RootFolder=%2fDirectives%2f01000%20Military%20Personnel%20Support%2f01%2d700%20Morale%2c%20Community%20and%20Religious%20Services&View=%7bE5C79018%2dFE07%2d40E1%2d8985%2dCD00E8C086EB%7d>

OPNAVINST 1700.7E, Responsibility for Morale, Welfare and Recreation (MWR) and Navy Exchange Programs in the Navy

<http://doni.daps.dla.mil/Directives/01000%20Military%20Personnel%20Support/01-700%20Morale,%20Community%20and%20Religious%20Services/1700.7E.PDF>

OPNAVINST 1710.9, Administration of the Morale, Welfare and Recreation Afloat Recreation Program

<http://doni.daps.dla.mil/Directives/01000%20Military%20Personnel%20Support/01-700%20Morale,%20Community%20and%20Religious%20Services/1710.9.pdf>

OPNAVINST 6110.1H, Physical Readiness Program

<http://doni.daps.dla.mil/Directives/06000%20Medical%20and%20Dental%20Services/06-100%20General%20Physical%20Fitness/6110.1H%20CH-1.pdf>

OPNAVINST 6100.2A, Health and Wellness Promotion Program

<http://doni.daps.dla.mil/Directives/06000%20Medical%20and%20Dental%20Services/06-100%20General%20Physical%20Fitness/6100.2A.pdf>

BUPERINST 1710.22, Navy Flying Club (NFC) Program

<http://www.mwr.navy.mil/mwrprgms/policy/171022.pdf>

Unified Facilities Criteria (UFC) 4-740-02, Fitness Centers, of 26 Sep 06: http://www.wbdg.org/ccb/DOD/UFC/ufc_4_740_02.pdf

UFC 4-750-02N, Design: Outdoor Sports and Recreation Facilities, of 4 Dec 03: http://www.wbdg.org/ccb/DOD/UFC/ufc_4_750_02n.pdf

NAVMED P-5010-2 of 1995, Manual of Naval Preventive Medicine - Chapter 2, Sanitation of Living Spaces and Related Service Facilities

<http://www.med.navy.mil/directives/CanPublications/NAVMED%20P-5010-2.pdf>