



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
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DSS

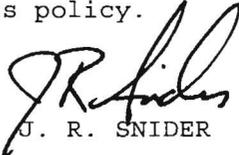
16 SEP 2009

POLICY LETTER 03-09

From: Commanding Officer  
To: Distribution List

Subj: MCAS BEAUFORT CIVILIAN MISHAP ACCOUNTABILITY

1. Purpose. Provide additional guidance concerning mishap reporting procedures when Civilian Marine personnel are injured on the job.
2. Scope. As the Commanding Officer of Marine Corps Air Station Beaufort, I am concerned with the associated high cost of civilian employee mishaps, the potential for recurring injury, and the direct impact of lost work hours to this installation's primary mission. It is imperative that all leaders and supervisors, starting with the first-line supervisor, be actively involved in civilian mishap investigations and reporting requirements in order to mitigate and eliminate mishaps.
3. Policy. Effective immediately, I will be directly engaged in the process. In order to provide proper command emphasis and assist in mishap mitigation, I will be briefed within 48 hours of any civilian employee mishap.
4. Implementation
  - a. The designated Human Resource Office for Appropriated Fund (AF) and Non-Appropriated Fund (NAF) employees, upon receipt of a CA-1, or CA-2 will immediately inform the Safety Department of the name of the injured employee and his/her first-line supervisor.
  - b. The Safety Department will confirm the mishap, obtain a mishap report from the injured employee's supervisor, and provide the information to my Command Secretary.
  - c. The Command Secretary will schedule the time on my calendar for the first-line supervisor, the associated Department Head and Safety Director to report to my office within 48 hours of the mishap.
  - d. I expect to be briefed by the first-line supervisor, on WHO, WHAT, WHEN, WHERE, WHY and most importantly **WHAT** the supervisor is going to do to prevent similar mishaps from occurring in their respective work area.
  - e. This is an informal, but factual brief by the first-line supervisor and is expected to last no more than five to ten minutes.
5. Action. Unit Commanders, MCAS Beaufort Department Heads, and Senior Enlisted Leaders will ensure this policy letter is posted for all to read and that the chain of command enforces this policy.

  
J. R. SNIDER

DISTRIBUTION: A