



ORIGINAL

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 5100.1A

CO
03 JUN 2011

AIR STATION ORDER 5100.1A

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

Subj: STANDARD OPERATING PROCEDURES (SOP) FOR PERSONAL FLOTATION
DEVICES (PFD'S)

Ref: MCIEASTO 5100.4

Encl: (1) Descriptive listing of approved PFDs
(2) Employee Statement of Understanding
(3) Patron Statement of Understanding

1. Situation. Boating for recreational pleasure or as an occupational requirement is common aboard Marine Corps Air Station (MCAS), Beaufort, South, Carolina. The hazards associated with falling overboard, capsizing, flooding, sinking, collision, fire or explosions are always present in the operation of any watercraft. Since a PFD is the most important piece of safety equipment for any boater, boaters must wear PFDs to reduce the risk of fatal boating mishaps.

2. Mission. To publish standard requirements and to mandate the use of PFDs for all personnel assigned to MCAS Beaufort and all patrons who rent, operate, or ride as passengers aboard any watercraft owned by MCAS Beaufort or otherwise owned by a U.S. Government agency.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This order directs that all patrons who rent, operate, or ride as passengers aboard any watercraft owned by MCAS Beaufort or otherwise owned by a U.S. Government agency, will wear appropriate and serviceable U.S. Coast Guard approved PFDs. Furthermore, all military personnel and all civilian employees assigned to or operating on MCAS Beaufort will wear appropriate and serviceable U.S. Coast Guard approved PFDs while on any watercraft, dock, or pier, or other similar situations while in the performance of their occupational duties.

(2) Concept of Operations. Commanding Officers, Department Heads, Officers-In-Charge (OIC), and supervisors shall ensure all military personnel, civilian employees, and authorized patrons, comply with the intent of this order.

b. Task

(1) Marine Corps Community Services (MCCS). The Director of MCCS will ensure that all employees in departments, sections, and facilities that have boats and/or personal watercraft familiarized themselves with this order and

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will, at a minimum, implement in writing, the following guidance into their existing operational procedures:

(a) Supervisors will ensure employees familiarize themselves with this order as well as regulations requiring use of PFDs. Supervisors will provide their employees training on the proper wear, care and maintenance, procedures for training patrons on PFDs, and equipment issuing procedures for all equipment requiring the use and wear of PFDs. Upon completion of this training, all employees will sign enclosure (2) acknowledging their understanding of the training and this order and that they agree and will abide by its contents. Annual refresher training will be conducted for employees and must be documented.

(b) MCCS may use an employee that is experienced and competent with PFDs to provide training to all of their employees. The MCAS Department of Safety and Standardization (DSS) will provide assistance upon request.

(c) MCCS facility managers and/or supervisors will maintain all employee training records for a minimum of three years.

(d) All MCCS employees that are required to take boats or watercraft for post maintenance testing shall wear appropriate and serviceable PFDs while on or over water, to include testing performed while the equipment is on a trailer and backed in the water. These employees will read and sign enclosure (2) for each boat and watercraft test on or over water and will ensure a copy is on file with the shift supervisor prior to performing testing. Records of all employee acknowledgements will be maintained for a minimum of three years.

(e) Prior to authorized patrons renting boats and watercraft, a MCCS employee will provide the authorized patron training on the requirements and use of PFDs for each rental. This training will be in addition to the video and test currently being used. Patrons will read and sign enclosure (3). MCCS will maintain these records for a minimum of three years. The patron must sign a new patron form for all future rentals.

(2) Headquarters and Headquarters Squadron (H&HS) Fuels Division. The H&HS Fuels Division OIC will ensure that all military personnel and civilian employees in the Fuels Division that operate on watercraft, docks, piers, or other similar situations while in the performance of their occupational duties, familiarized themselves with this order and implement in writing, the following procedures into their existing operational procedures.

(a) Supervisors will provide employee training on PFDs, to include: regulations requiring the use of PFDs, which shall include this order, proper wear, care, maintenance, and proper use of PFDs. Upon completion of this training, all employees will sign enclosure (2) acknowledging their understanding of the training and this order and that they agree and will abide by its contents. Annual refresher training will be conducted for employees and must be documented.

(b) The Fuels Division may use an employee that is experienced and competent with PFDs to provide training to all of their employees. The MCAS DSS will provide assistance upon request.

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(c) Managers and/or supervisors will maintain all employee training records for a minimum of three years.

(d) Prior to each operation on watercraft, docks, piers, or other similar situations, military personnel and civilian employees who daily duties do not normally involve operation on watercraft, docks, piers, or other similar situation will also read and sign enclosure (2). The Fuels Division OIC will maintain these records for a minimum of 3 years. Subsequent forms will not be used for future operations by the same employee.

(3) Natural Resources and Environmental Affairs Office (NREAO). The NREAO Director will ensure that all military personnel and civilian employees, in the NREAO Division, including the MCAS Game Warden, that operate on watercraft, docks, piers, or other similar situations while in the performance of their occupational duties, receive training on this order and will, at a minimum, implement in writing, the following items into their existing operational procedures.

(a) Supervisors will provide employee training on PFDs, to include: regulations requiring use of PFDs, which shall include this order, proper wear, care, maintenance, and proper use of PFDs. Upon completion of this training, all employees will sign enclosure (2), acknowledging their understanding of the training and this order and that they agree and will abide by its contents. Annual refresher training will be conducted for employees and must be documented.

(b) NREAO may use an employee that is experienced and competent with PFDs to provide training to all of their employees. The MCAS DSS will provide assistance upon request.

(c) NREAO managers and/or supervisors will maintain all employee training records for a minimum of three years.

(4) Provost Marshal's Office (PMO). The Provost Marshal will ensure that all military personnel and civilian employees in the PMO Division that operate on watercraft, docks, piers, or other similar situations while in the performance of their occupational duties, receive training on this order and will, at a minimum, implement in writing, the following items into their existing operational procedures.

(a) Supervisors will provide employee training on PFDs, to include: regulations requiring use of PFDs, which shall include this order, proper wear, care, maintenance, and proper use of PFDs. Upon completion of this training, all employees will sign enclosure (2) acknowledging their understanding of the training and this order and that they agree and will abide by its contents. Annual refresher training will be conducted for employees and must be documented.

(b) PMO may use an employee that is experienced and competent with PFDs to provide training to all of their employees. The MCAS DSS will provide assistance upon request.

(c) PMO managers and/or supervisors will maintain all employee training records for a minimum of three years.

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(d) Prior to each operation on watercraft, docks, piers, or other similar situations, military personnel and civilian employees who daily duties do not normally involve operation on watercraft, docks, piers, or other similar situation will also read and sign enclosure (2). The Provost Marshall will maintain these records for a minimum of 3 years. Subsequent forms will not be used for future operations by the same employee.

(5) MCAS Public Works. The Public Works Officer will ensure that all military personnel and civilian employees in the Public Works Division that operate on watercraft, docks, piers, or other similar situations while in the performance of their occupational duties, receive training on this order and will, at a minimum, implement in writing, the following items into their existing operational procedures.

(a) Supervisors will provide employee training on PFDs, to include: regulations requiring use of PFDs, which shall include this order, proper wear, care, maintenance, and proper use of PFDs. Upon completion of this training, all employees will sign enclosure (2) acknowledging their understanding of the training and this order and that they agree and will abide by its contents. Annual refresher training will be conducted for employees and must be documented.

(b) Public Works may use an employee that is experienced and competent with PFDs to provide training to all of their employees. The MCAS DSS will provide assistance upon request.

(c) The Public Works Officer will maintain all employee training records for a minimum of three years.

(d) Prior to each operation on watercraft, docks, piers, or other similar situations, military personnel and civilian employees who daily duties do not normally involve operation on watercraft, docks, piers, or other similar situation will also read and sign enclosure (2). The Public Works Officer will maintain these records for a minimum of 3 years. Subsequent forms will not be used for future operations by the same employee.

4. Administration and Logistics. The following resources are available:

a. The Naval Safety Center: www.safetycenter.navy.mil.

b. Headquarters, Marine Corps Safety Division:
<http://hqinet001.hqmc.usmc.mil/sd/index.htm>.

c. The MCAS Department of Safety and Standardization: 228-7800/7858/
7827/7804/7808.

d. South Carolina Department of Natural Resources: www.dnr.sc.gov.

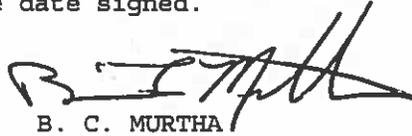
e. A violation of these provisions, and the laws and regulations enforced by these provisions, is punishable in accordance with the Uniformed Code of Military Justice (UCMJ) for military personnel, and is the basis for appropriate disciplinary action and criminal prosecution with respect to civilian employees, in accordance with 5 U.S.C. Chapter 75 and Department of Navy Civilian Human Resources Manual Subchapter 752.

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5. Command and Signal

a. This Order is applicable to all personnel assigned to Marine Corps Air Station Beaufort, South Carolina, to include tenant commands and tenant contractors.

b. This Order is effective on the date signed.



B. C. MURTHA

DISTRIBUTION: B

Employee Statement of Understanding

I have received training and Air Station Order 5100.XX and understand the requirements to use Personal Floatation Devices while on any watercraft, dock, or pier, or other similar situations while in the performance of my occupational duties.

Employee Signature: _____

Trainer Signature: _____

Patron Statement of Understanding

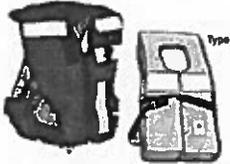
I have received training and Air Station Order 5100.XX and understand the requirements to use Personal Floatation Devices while on any watercraft, dock, or pier, or other similar situations while operating any government owned equipment on water.

Employee Signature: _____

Trainer Signature: _____

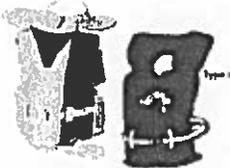
TYPES OF U.S.C.G. APPROVED PERSONAL FLOATATION DEVICES

Type I - Offshore Lifejacket



The Type I PFD, or Offshore Life Jacket, provides the most buoyancy. It is effective for all waters, especially open, rough, or remote waters where rescue may be delayed. It is designed to turn most unconscious wearers in the water to a face-up position. The Type I PFD comes in two sizes: Adult size, providing at least 22 pounds of buoyancy, and child size, 11 pounds, minimum.

Type II - Near Shore Buoyant Vest



The Type II PFD, or Near-Shore Buoyant Vest, is intended for calm, inland water or where there is a good chance of quick rescue. This type of PFD will turn some unconscious wearers to a face-up position. The turning action is NOT as pronounced nor as effective as a Type I. An adult size provides at least 15.5 pounds buoyancy; a medium child size provides 11 pounds. Infant and small child sizes each provide at least 7 pounds buoyancy.

Type III - Flotation Aid



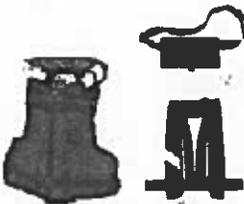
The Type III PFD, or Flotation Aid, is good for calm, inland water, or where there is a good chance of quick rescue. This type will NOT turn unconscious wearers to a face-up position. The wearer may have to tilt their head back to avoid turning face down. Type III PFDs have the same minimum buoyancy as a Type II PFD. Float coats, fishing vests, and vests designed for various water sports are examples. **Some Type III PFDs are designed to be inflated upon entering the water and may or may not be equipped with automatic inflation devices.**

Type IV - Throwable Device



The Type IV, or Throwable Device, is intended for calm, inland water with heavy boat traffic, where help is always present. It is designed to be thrown to a person in the water, and grasped and held by the user until rescued. It is NOT designed to be worn. Type IV devices include buoyant cushions, ring buoys, and horseshoe buoys.

Type V - Special Use Device



Auto-inflatable
Example

The Type V PFD, or Special Use Device, is intended for specific activities and may be carried instead of another PFD **ONLY** if used according to the approval condition on the label. Varieties include deck suits, work vests, board sailing vest, and Hybrid PFDs. A Type V Hybrid PFD is the least bulky and contains a small amount of buoyancy, an inflatable chamber, and must be worn while underway. This type is designed to automatically inflate upon entering the water. (Typically used by Law Enforcement Personnel.)