



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD, SUITE 20201
ALBANY, GEORGIA 31704

IN REPLY REFER TO:

5100

L03

MAY 01 2013

From: Commanding General
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR MARINE CORPS LOGISTICS
COMMAND (MCLC) FY13 101 CRITICAL DAYS OF SUMMER SAFETY
STAND-DOWN

Ref: (a) MCO 5100.29B

Encl: (1) Fair Weather Sequence of Events & Bus Schedule
(2) Inclement Weather Sequence of Events & Bus Schedule
(3) Covella Pond Map of 101 Critical Days of Summer 2013
(4) List of Presenters
(5) FY13 101 Critical Days of Summer Sign-In Sheet

1. Situation. Memorial Day weekend is a milestone of a busy summer schedule that includes leisure travel, recreational water activities, and home projects. MCLC's objective for the 101 Critical Days of Summer safety stand-down is to provide awareness training, information, and static displays that demonstrate safe practices to our Marine Corps community.

2. Mission. On Thursday, 9 May 2013, from 0930-1400, MCLC Headquarters (HQ) will conduct a safety stand-down for all Marines and Civilian Marines in order to mitigate the risk of a myriad of potential injuries and/or fatalities that may result from summer related activities.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Purpose: To refocus the workforce on being prepared and vigilant with respect to potential safety hazards at work and at home.

(b) Method: Training will emphasize safety procedures for motorcycles, private motor vehicles, recreational vehicles, boats, and miscellaneous watercraft. Additionally, an

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emphasis on lawn and garden tips, heat injury prevention, and
general household safety tips will be incorporated.

(c) End State: Command wide safety training
completed during May 2013. All Marine Corps military and
civilian personnel assigned to MCLC are required to attend 101
Critical Days of Summer stand-down.

b. HQ Concept of Operations

(1) The event will be conducted in accordance with
reference (a) and the enclosures.

(2) All military and civilian personnel are required to
attend.

(3) Dress will be casual for civilians and uniform of
the day for military.

(4) Centers and Staff sections will ensure training is
provided for personnel unable to attend. Makeup training, data
entry, and confirmation via Tasker should be completed by 23 May
2013. 101 Critical Days of Summer PowerPoint presentation will
be provided through the Enterprise Safety Application Management
System (ESAMS) for make-up completion. This training must be
documented with a sign-in sheet and/or via ESAMS. Centers and
Staff sections may use Enclosure (5) as a sample sign-in sheet
or develop a similar sign-in sheet to record their employee's
attendance in conjunction with ESAMS.

c. Tasks

(1) Installations, Environment, and Safety (IE&S)

(a) Coordinate training to refocus on the importance
of safety to the mission, and recommitment to home and workplace
safety for the future.

(b) Provide a published list of events.

(c) Provide seating for special needs personnel.
Coordinate with sign language/interpreter if needed.

(d) Ensure all facilities are properly organized to
include setup and cleanup. Coordinate with division safety reps
to police area after event.

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(e) Provide map of event including presenter location and topic via tasker/wildcard.

(2) Command Safety Manager, IE&S

(a) MCLC Safety Manager shall serve as chairmen of the HQ Command safety stand-down. Ensure coordination with Marine Corps Logistics Base (MCLB), Albany/Operations, to request assistance for set-up of equipment, use of Covella Pond amenities, provision of tables, chairs, tents, and bus transportation, as stated below.

(b) Request use of Covella Pond amenities from 6-10 May to ensure ample time for preparation, set-up, and teardown of event.

(c) Request the field surrounding Covella Pond be mowed, edged, and trimmed one week before and NLT 7 May 2013.

(d) Request tables and floors in the pavilions are pressure washed/cleaned prior to event.

(e) Request provision of 90 tables, 175 chairs, and 29 tents. Ensure tents have tie-downs. In the event of inclement weather, request the tables and chairs be delivered to inclement weather site, Fleet Support Division Warehouse 1121, (Bay 2) no later than (NLT) 1300 on 8 May 2013.

(f) Request buildings, field, and surrounding areas be sprayed for insects (i.e., fire ants, wasp nests) one week prior to the event and again, as needed or the day before our set-up date of 8 May 2013.

(g) Request a public address system to be set up at Covella Pond by 0830 on 9 May 2013. POC is Chris Shaw (IE&S) 639-7822.

(h) Request Garrison Mobile Equipment (GME) to provide 3 buses to pick up and return employees to/from remote locations, in accordance with Enclosure (1). If the inclement weather plan is executed, pick up in accordance with enclosure (2).

(i) Request GME to provide a dedicated 3-ton cargo truck on 8 May at 1000 to pick up equipment from Outdoor

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Adventures. Deliver to Covella Pond for off-loading and staging. Request GME driver pick up same equipment and return to Outdoor Adventures by 1430 on 9 May 2013.

(j) Request GME provides The Crash Convincer presentation. Deliver to Covella Pond for off-loading, staging, demonstration, and pick-up. Ensure liability waiver is prepared.

(k) Request Public Works provide sufficient power to support public address system, to field for support of various presenters, and to include any safety equipment necessary to cover tripping hazards due to cord runs.

(l) Request Public Works provide extra trash and recycle bins to Covella Pond presentation area. Aluminum and plastic recycle bins will also be needed at Covella Pond to accommodate approximately 2000 people. Deliver by 8 May. Pick up by 1430, 9 May 2013. In the event of inclement weather, request a dumpster be staged at the inclement weather site NLT 1600 on 8 May 2013.

(m) Request notification to MCLB medical personnel to ensure ambulance availability for emergency transport if necessary.

(n) Request Marine Corps Police Department (MCPD) provide signs and/or cones to mark additional handicap parking in lot off McCawley Avenue at building 5482.

(o) In the event of inclement weather, request 10 port-o-lets be staged NLT 1600 on 8 May 2013, at building 1121. POC will be the Distribution Management Center (DMC) Safety Specialist, Joe Carson x8442.

(p) Request the Game Warden to provide exhibits of snakes, posters, insects, spiders, and provide first aid information for encounters with various types of wildlife and bites.

(q) Request MCLB Risk Management Office to provide Safety Specialist to discuss and provide educational materials for motorcycle safety, heat stress prevention/treatment, and workplace ergonomics and other general safety topics.

(r) Request MCLB Fire Department to demonstrate fire pit safety and other types of summer fire safety.

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(s) Request Marine & Family Services to provide educational information on their various programs, services, and activities provided to Marines, retired service members, their family members and authorized DoD civilian employees.

(t) Request Marine Corps Community Services (MCCS) provide a representative for display of educational materials relating to alcohol and nutrition; a representative to present swimming pool safety tips and materials, and provide information regarding use of base pools; and Auto Hobby Shop to provide representative to present materials and tips on vehicle repair/maintenance safety.

(u) Request Naval Branch Health Clinic (NBHC) to provide educational information on preventing skin cancer and other summer skin injuries as well as tobacco cessation.

(3) Organizational Development Office. Provide a news article to the emblem and televised media coverage for the stand-down.

(4) Center Directors. Ensure all employees attend the 101 Critical Days of Summer safety stand-down. See enclosure (5).

(5) Director, Distribution Management Center (DMC)

(a) Request work schedules be arranged to allow DMC personnel adequate time to participate in the Command safety stand-down. Buses will be provided and run approximately every 15-20 minutes in front of Building 1121, 1231, & 1426 beginning at 0900 until 1330.

(b) Coordinate with Marine Depot Maintenance Command (MDMC) Commanding Officer to ensure personnel from DMC West are included in the activities scheduled during the safety stand-down, Barstow.

(c) Provide a forklift, operator, and a point of contact for off-loading, staging and reloading of equipment as required at Covella Pond or at inclement weather site as required.

(6) Commanding Officer, Marine Depot Maintenance Command (MDMC)

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(a) Request work schedules be arranged to allow MDMC PPA personnel adequate time to participate in the Command safety stand-down. Buses will be provided and run approximately every 15-20 minutes in front of Building 2200 beginning at 1120 until 1320.

(b) Ensure that a 101 Critical Days of Summer safety event be held in Barstow, May 2013, prior to Memorial Day weekend. Design the event to provide safety training and education on hazards associated with both on and off duty operations, outdoor, and recreational activities.

(c) Coordinate with the Director of the DMC to accommodate Fleet Support Division (FSD), Barstow Personnel.

(7) Commanding Officer, Blount Island Command. Host a safety event in May 2013, prior to Memorial Day weekend. Design the event to provide safety training and education on hazards associated with both on and off duty operations, outdoor, and recreational activities.

(8) Chair of Employee Recognition Day Committee (ERD). Request ERD Committee provide booth with drink/food sales for the duration of event.

d. Coordinating Instructions

- (1) Fair Weather Sequence of Events & Bus Schedule
- (2) Inclement Weather Sequence of Events & Bus Schedule
- (3) Covella Pond Map of 101 Critical Days of Summer 2013
- (4) List of Presenters
- (5) FY13 101 Critical Days of Summer Sign-In Sheet

4. Administration and Logistics

a. The MCLC Safety Stand-Down event will commence at 0930, Thursday, 9 May 2013 at Covella Pond. The decision by IE&S to execute the inclement weather plan will be announced no later than 1200 on 4 May 2013; event to proceed at Warehouse 1121, Bay 2. Notify Joe Carson x8442 and Mike Herrin x6254 in event of inclement weather plan execution.

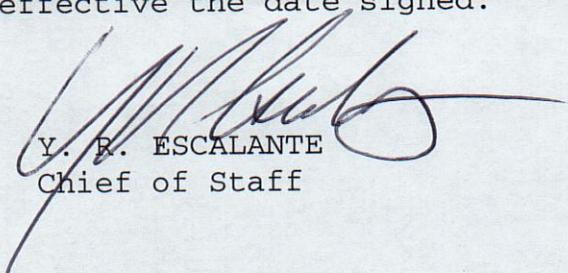
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b. All questions concerning the event will be directed to
Chris Shaw, Command Safety Specialist, at 639-7822.

5. Command and Signal

a. Command. This LOI is applicable to Marine Corps
Logistics Command.

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


Y. B. ESCALANTE
Chief of Staff

DISTRIBUTION: A

Copy to:
CO, BIC
CO, MCLB Albany
OIC, Naval Branch Medical Clinic
CO, MDMC
Dir, DMC

FAIR WEATHER
SEQUENCE OF EVENTS
COVELLA POND

54 Passenger Bus Schedule

DMC/FSD

Pick Up/Return Schedule

GME buses will run approximately every 15-20 minutes in front of Buildings 1121, 1231, & 1426 beginning at 0900 until 1330.

PPA, Bldg 2200

Pick Up/Return Schedule

GME buses will run approximately every 15-20 minutes in front of Building 2200 (Gate 4) beginning at 1120 until 1320.

Buses will run continuously between Gate 4 and Covella Pond as required for pick up and return of MDMC personnel. This should be accomplished by 1320.

INCLEMENT WEATHER
SEQUENCE OF EVENTS
BUILDING 1121

54 Passenger Bus Schedule

Event will be held at Building 1121 - Bays 2 and 3.

MCLC-MCLB

Pick Up/Return Schedule

GME buses will run approximately every 15-20 minutes in front of Buildings 3500, 3600, 3700, and 1360.

PPA, Bldg 2200

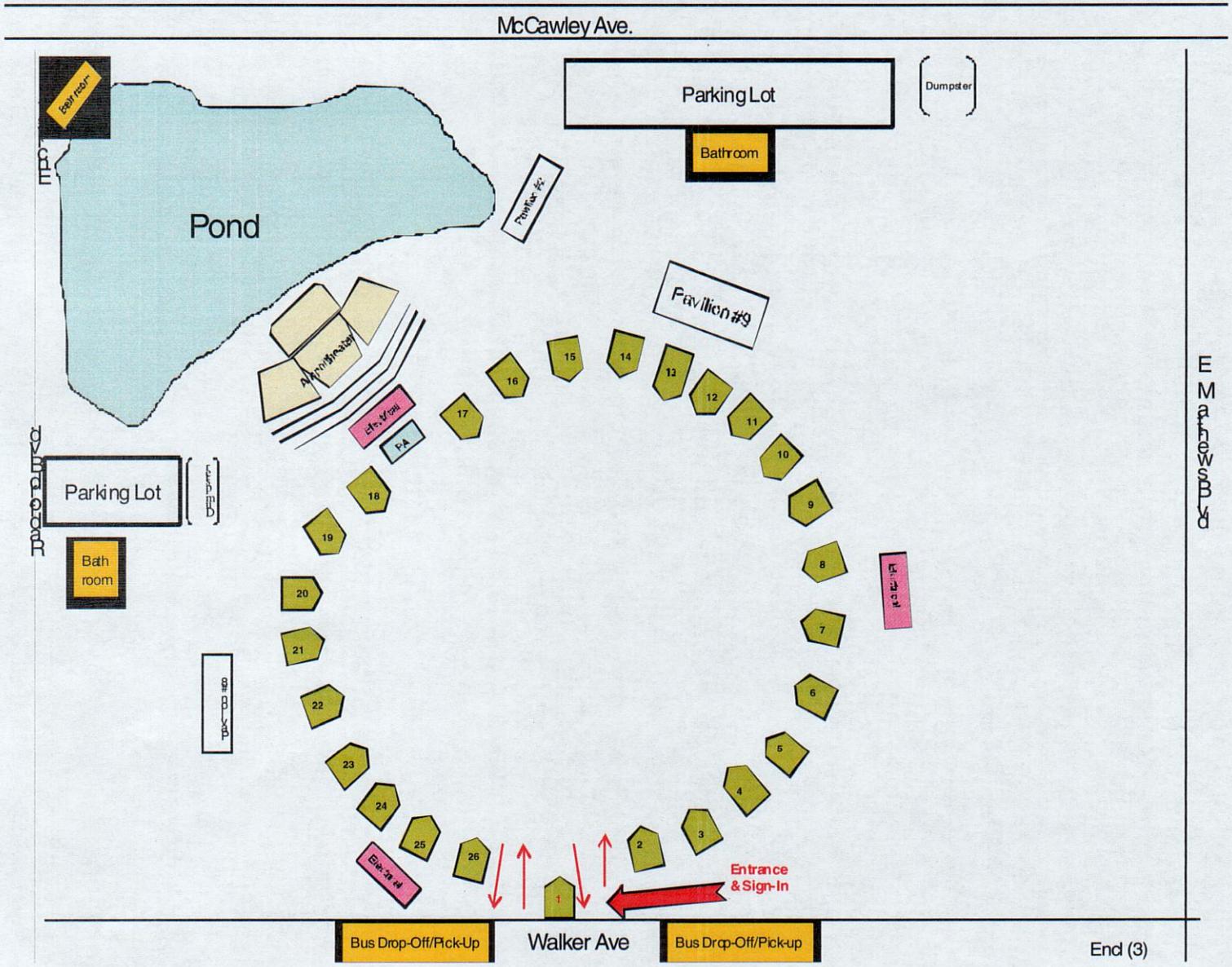
Pick Up/Return Schedule

GME buses will run approximately every 15-20 minutes in front of Building 2200 (Gate 4) beginning at 1120 until 1320.

Buses will run continuously between Gate 4 and Building 1121-Bays 2 and 3 as required for pick up and return of MDMC personnel. This should be accomplished by 1320.

Covella Pond Map of 101 Critical Days of Summer 2013

Details subject to change. Final notification of changes will be made via tasker/wildcard NLT 6 May.



End (3)

List of Presenters - MAP LEGEND

Details subject to change. Final notification of changes will be made via tasker/wildcard NLT 6 May.

Tent Number	Presenters
1	SIGN IN TABLE-Employee Sign-In
2	ERD-Food and Drink Sales (Chick fil-A)
3	SAFETY MAX-Personal Protection Equipment (PPE)
4	ALBANY HONDA-Vehicle Safety
5	MSC-Hand Tool Safety
6	MSC-Hand Tool Safety
7	MSC-Hydration and Cooling
8	GA HWY PATROL-Child-seat safety/Alcohol Consumption
9	DNR-Boating & Fishing Safety
10	POWERSPORTS PLUS-Motorcycle, ATV, and PWC Safety
11	HOME DEPOT-Home Lawn & Garden Safety/Outdoor Projects
12	MODERN GAS-Indoor/Outdoor Grilling Safety
13	MCLB GAME WARDEN-Wildlife and Outdoor Safety
14	MCLB RMO-Motorcycle Safety and various programs aboard MCLB Albany
15	MCLB FIRE DEPT-Fire Safety
16	GME CRASH CONVICTNER-Seatbelt Safety
17	VPP-Jeopardy
18	CHEHAW-Outdoor camping/hiking/cycling safety
19	MCCS-Alcohol and Nutrition Safety
20	FIRST AID-General Treatment/Shaded Seating
21	MCLB CLINIC-Tobacco Cessation/Skin Cancer
22	MCCS-Pool & Athletic Safety
23	MCCS-Auto Hobby Safety
24	Marine & Family Services Available
25	ALBANY GANG TASK FORCE-Summer Event Safety
26	FLINT RIVERKEEPERS-Kayaking and River Safety/Economic Impact
27	Harley Davidson-Motorcycle Safety

**FY13 101 Critical Days of Summer
Sign-in Sheet**

	Name – PRINT	Mil Rank	Phone Ext.	Signature
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Topics Presented: Training emphasis is on safety procedures for motorcycles, private motor vehicles, recreational vehicles, boats, and miscellaneous watercraft. Additionally, an emphasis on lawn and garden tips, heat injury prevention, and general household safety tips will be incorporated.