



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS COMMAND
814 RADFORD BOULEVARD STE 20201
ALBANY, GEORGIA 31704-0201

IN REPLY REFER TO:

5100

S11

JAN 03 2013

From: Commanding General
To: Distribution List

Subj: MARINE CORPS LOGISTICS COMMAND (MCLC) FY13 BACK
IN THE SADDLE (BITS) OPERATIONAL PAUSE LETTER OF
INSTRUCTION (LOI)

Ref: (a) MCO 5100.29B

Encl: (1) Agenda
(2) Schedule of Attendees and Bus Schedule

1. Situation. According to statistics released in 2004 by the U.S. Army Combat Readiness/Safety Center, since World War II, 55 percent of all U.S. military casualties are as a result of operational accidents. Moreover, following a long holiday period, there is a statistical increase in the possibility of mishaps because employees tend to become less energetic and less focused on work environment safety. To mitigate these mishaps, the Installations, Environment, and Safety (IE&S) Office is sponsoring a mandatory BITS operational pause per the reference.

2. Mission. All units assigned to MCLC will conduct a BITS operational pause during the month of January 2013 in order to review, refocus, and recommit to employing home and workplace safe practices for the New Year. MCLC-Headquarters (HQ) will provide BITS training from 0800 until 1600 on Jan 8th and Jan 9th, 2013 at the Thomason Gym, Bldg. 7360.

3. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent

(a) Purpose: To review, refocus, and recommit to employing home and workplace safe practices for the New Year.

(b) Method: Training will include opening remarks by command staff, a question and answer (Q&A) session, and a professional speaker. See enclosure (1) for training agenda.

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(c) End State: Command-wide BITS training completed during Jan 2013. All Marine Corps military and civilian personnel assigned to MCLC are required to attend BITS training.

(2) Concepts of Operation. BITS training will begin on 8 Jan 2013 for MCLC-HQ. It will consist of opening remarks, Question and Answer (Q&A), as described in enclosure (1), and a professional guest speaker. Commanding Officers (CO), Marine Depot Maintenance Center - Production Plant Albany (PPA), Production Plant Barstow (PPB), and Blount Island Command (BIC), will use their own discretion to schedule BITS training for their respective commands. CO, MDMC-PPB, is encouraged to invite Marines and Civilian Marines from the Distribution Management Center - Fleet Support Division, Barstow to participate in their BITS program.

b. Tasks

(1) CO, MDMC-PPA & MDMC-PPB, and CO, BIC: Conduct BITS training during January 2013.

(2) IE&S (Main Effort): Develop and conduct the Back in the Saddle safety training to include a review of previous mishaps, refocus on the importance of safety to the mission, and recommitment to home and workplace safety for the future. Provide transportation for the speaker to BIC.

(3) Safety Manager, IE&S: Will serve as the lead for this event. Ensure you coordinate with Marine Corps Logistics Base (MCLB), Albany to request assistance for set-up of audio equipment, use of the Thomason Gym, provision of chairs, bus transportation, etc., as stated below.

(a) Request use of Thomason Gymnasium from 1400, 07 Jan until 1600, 09 Jan, 2013.

(b) Request Marine Corps Community Services to provide 2 tables and 585 chairs. The combination of bleachers on one side of gym and the stand alone chairs will be capable of seating a minimum of 735 people per presentation.

(c) Request Public Works provide Heating, Ventilation and Air Conditioning (HVAC) prestart completed, one (1) hour prior to event and ensure comfortable temperature for venue is reached 15 minutes prior to each scheduled session.

(d) Request Ground Motor Equipment (GME) provide

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bus services to pick up and return employees in remote locations, in accordance with Enclosure (2).

(e) Request GME to provide a dedicated 3-ton cargo truck with lift and driver on 07 Jan at 1400 to pick up equipment from Outdoor Adventures, to be delivered to Thomason Gym for off-loading and staging. Request GME driver to pick up same equipment and return to Outdoor Adventures on 09 Jan at 1545. The MCLC working party will load/off-load the equipment.

(f) Request a public address system set up at Thomason Gym at 0700 on 08 Jan, 2013, and be available for each scheduled presentation, per Enclosure (2).

(g) Request Public Affairs provide internal coverage to include photographs and article published in the Emblem.

(h) Request Public Works provide sufficient power to support public address system, to include any safety equipment necessary to cover tripping hazards due to cord runs.

(i) Request notification to medical personnel to ensure ambulance is available for emergency transport as necessary.

(j) Request Public Works provide extra trash and recycle bins to be placed at all exits of B7360.

(k) Request Provost Marshall's Office provide signs and/or cones to mark off all parking spaces on south side of B7360 to be designated as handicap parking only.

(4) Directors: Ensure all employees attend the BITS training. See enclosure (2) for attendance schedule.

(5) Organizational Development Office: Provide a news article and media coverage for the BITS training event.

(6) BIC:

(a) Provide a location for Mr. Bo Irvine to give one presentation, to BIC Service Members and Civilian Employees, per contract requirements in Enclosure (3) to be addressed by BIC's Letter of Instruction (LOI).

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(b) Provide transportation to Mr. Irvine from his hotel to the presentation location, and to the airport following his presentation to be addressed by BIC's LOI.

(7) Commanding Officer, Headquarters Group MCLC:
Provide a 12-15 member working party to off-load and set up chairs as required for BITS presentation on 07 Jan at 1400, and to break down and reload chairs into truck for delivery to Outdoor Adventures, on 09 Jan at 1545.

c. Coordinating Instructions

(1) Agenda for each presentation per Enclosure (1)

(2) Schedule of Session times, Work Centers attending, and Transportation with pick-up locations, per Enclosure (2)

4. Administration and Logistics.

a. MCLC-HQ BITS Operational Pause will commence at 0830 on Tuesday, 8 Jan 2013 at the Thomason Gym, Bldg. 7360.

b. Dress will be uniform of the day for military and working casual for civilians.

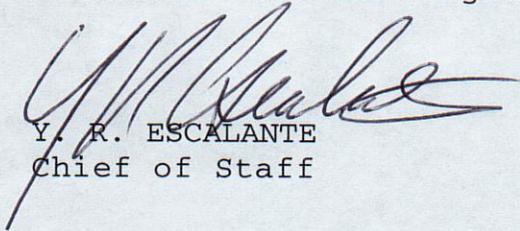
c. All Marines and Civilian Marines assigned to MCLC are required to attend.

d. Direct all questions concerning the BITS Operational Pause to Ms. Kay Mull, 639-8354 or Mr. Adam Batchelor, 639-6615.

5. Command and Signal.

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

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


Y. R. ESCALANTE
Chief of Staff

Distribution: A

Copy to:
CO, MCLB Albany

Back in the Saddle
Operational Pause, FY13

Agenda

1. Administrative Safety Information and Introduction of Col Escalante - Safety Manager (1-2 min)
2. Review/refocus/recommit to safety - (CoS) (5-25 min)
3. Introduction of Mr. Bo Irvine for the presentation - (CoS)
4. Bo Irvine - (1 Hr)

*Items 1-3, total time combined, cannot exceed 29 minutes.

Enclosure (1)

Schedule of Attendees and Bus Schedule for 08-09 JAN 13

Tuesday 08 JAN 2013

Session I: (seated **0820**; start at **0830**; finished by **1000**)

LOGCOM Marines (50), MCLB Marines and Sailors (84), MDMC (250),
P&R (57), IE&S (9), C4 (20), Sm. Bus.(2), Insp. (1)

*** MCLB Civilians (200)**

TOTAL (673)

Pick Up Locations

Bus 1 & Bus 2 - 0735 bus at B2200 - Main Gate
Bus 1 & Bus 2 - 0750 bus at B2200 - Main Gate
Bus 1 & Bus 2 - 0805 bus at B2200 - Main Gate
Bus 3 - 0745 bus at B3700 - South Entrance
Bus 3 - 0800 bus at B3700 - South Entrance

Return to Workplace

Bus 1 & Bus 2 - 1000 pick up at Gym return to B2200 - Main Gate
Bus 1 & Bus 2 - 1015 pick up at Gym return to B2200 - Main Gate
Bus 1 & Bus 2 - 1030 pick up at Gym return to B2200 - Main Gate

Bus 3 - 1000 pick up at Gym return to B3700 - South Entrance
Bus 3 - 1015 pick up at Gym return to B3700 - South Entrance

Session II: (seated **1320**; start at **1330**; finished by **1500**)

LOGCOM Marines (50), WSMC (81), Manpower (12), ODO (13), Counsel
(10), DMC (20), LSMC (30), MDMC (250)

***MCLB Civilians (187)**

TOTAL (653)

Pick Up Locations

Bus 1 & Bus 2 - 1235 bus at B2200 - Main Gate
Bus 1 & Bus 2 - 1250 bus at B2200 - Main Gate
Bus 1 & Bus 2 - 1305 bus at B2200 - Main Gate
Bus 3 - 1235 bus at B3700 - South Entrance
Bus 3 - 1250 bus at B1121 - Bay 3 then to B3700 - South Entrance
Bus 3 - 1305 bus at B3700 - South Entrance

Return to Workplace

Bus 1 & Bus 2 - 1500 pick up at Gym return to B2200 - Main Gate
Bus 1 & Bus 2 - 1515 pick up at Gym return to B2200 - Main Gate
Bus 1 & Bus 2 - 1530 pick up at Gym return to B2200 - Main Gate

Bus 3 - 1500 pick up at Gym return to B3700 - South Entrance
Bus 3 - 1515 pick up at Gym return to B3700 - South Entrance
Bus 3 - 1530 pick up at Gym return to B1121 - Bay 3

Enclosure (2)

Schedule of Attendees and Bus Schedule for 08-09 JAN 13

Wednesday 09 JAN 2013

Session III: ((seated **0820**; start at **0830**; finished by **1000**)
LOGCOM Marines (50), MMC (34), DMC (110), WSMC (42), LSMC (20),
Ops Dir (20), MDMC (250), * **MCLB (149)** **TOTAL (675)**

Pick Up Locations

Bus 1 & Bus 2 - 0735 bus at B2200 - Main Gate
Bus 1 & Bus 2 - 0750 bus at B2200 - Main Gate
Bus 1 & Bus 2 - 0805 bus at B2200 - Main Gate
Bus 3 - 0735 bus at B1121 - Bay 3
Bus 3 - 0750 bus at B3700 - South Entrance
Bus 3 - 0805 bus at B1121 - Bay 3 then to B3700 South Entrance

Return to Workplace

Bus 1 & Bus 2 - 1000 pick up at Gym return to B2200 - Main Gate
Bus 1 & Bus 2 - 1015 pick up at Gym return to B2200 - Main Gate
Bus 1 & Bus 2 - 1030 pick up at Gym return to B2200 - Main Gate
Bus 3 - 1000 pick up at Gym return to B1121 - Bay 3
Bus 3 - 1015 pick up at Gym return to B3700 - South Entrance
Bus 3 - 1030 pick up at Gym return to B3700 - South Entrance
then to B1121 - Bay 3

Session IV: (seated **1320**; start at **1330**; finished by **1500**)

LOGCOM Marines (50), OPS DIR (21), LSMC (40), C4 (43), LCC (55),
Contracts (52), Command Suite (5), MDMC (250), DMC (120),
***MCLB (49)** **TOTAL (685)**

Pick Up Locations

Bus 1 & Bus 2 - 1235 bus at B2200 - Main Gate
Bus 1 & Bus 2 - 1250 bus at B2200 - Main Gate
Bus 1 & Bus 2 - 1305 bus at B2200 - Main Gate
Bus 3 - 1235 bus at B3700 - South Entrance
Bus 3 - 1250 bus at B1121 - Bay 3 then to B3700 - South Entrance
Bus 3 - 1305 bus at B3700 - South Entrance

Return to Workplace

Bus 1 & Bus 2 - 1500 pick up at Gym return to B2200 - Main Gate
Bus 1 & Bus 2 - 1515 pick up at Gym return to B2200 - Main Gate
Bus 1 & Bus 2 - 1530 pick up at Gym return to B2200 - Main Gate

Bus 3 - 1500 pick up at Gym return to B3700 - South Entrance
Bus 3 - 1515 pick up at Gym return to B3700 - South Entrance
Bus 3 - 1530 pick up at Gym return to B1121 - Bay 3