



UNITED STATES MARINE CORPS
Marine Corps Recruit Depot/Western Recruiting Region
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DepO 5100.12
15A
DEC 07 2001

DEPOT ORDER 5100.12

From: Commanding General
To: Distribution List

Subj: WESTERN RECRUITING REGION TRAFFIC SAFETY PROGRAM

Ref: (a) MCO 5100.19E
(b) CG, MCRC Policy Letter 2-02 MARINE CORPS RECRUITING COMMAND
(MCRC) TRAFFIC SAFETY PROGRAM

1. Situation. The Western Recruiting Region covers 2,865,716 square miles of the Western United States. To service this area, the Region employs over 1,300 recruiters who are assigned government leased vehicles. These vehicles sustained \$795,000 in damages in fiscal year 2000. Many of these accidents were avoidable and necessitate the reinforcement of traffic safety programs throughout the command.

2. Mission. No later than 1 December 2001, per the references, the Western Recruiting Region will begin implementation of a Traffic Safety Program in order to reduce GSA leased vehicle accident rates and associated personnel injuries.

3. Execution

a. Commander's Intent. To increase safety awareness among our Marines in order to reduce the costs, both fiscal and in human terms, of vehicular accidents. The desired end state is the establishment of an effective Traffic Safety Programs extending from the Regional level down to individual Recruiting Substations that will stress accountability, recognize excellence, and result in reduced accidents.

b. Concept of Operations

(1) This program will not stand alone, but will compliment currently established regulations and directives in order to reinforce the roles of leaders throughout the force.

(2) Effective Traffic Safety Program. Consists of three programs.

(a) Training Program. Four levels.

1. During PAR training for all new recruiters.
2. Annual refresher training.
3. Remedial training.
4. Supervisor training.

(b) Rewards Program. To recognize excellence in traffic safety.

(c) Accountability Program. Administered by commanders.

(3) District Commanders will assign, in writing, a District Driver Safety Coordinator.

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Recruiting Station Commanders will appoint in writing a Driver Safety Coordinator/Trainer (8411 or 8412 with a minimum of 18 months left on current tour after the completion of training) to manage their Driver Safety Program.

Either commercial (Smith Systems, AAA, etc.) or government (Naval Safety Office) programs may be utilized to train Driver Safety Coordinator/Trainers for all Recruiting Stations.

(a) Driver Safety Trainers. Upon completion of training, each trainer will return and initiate programs at their Recruiting Station.

(b) Initial Training. All programs will include initial training for all recruiters during PAR and additional all hands training to ensure a common level of knowledge is established throughout the command.

(c) Additional and Follow On Training

1. Once initial training has been provided to the force, maintenance will consist of annual refresher training, certified in the recruiter training records.

2. Drivers who are involved in an at fault accident or who a Commander feels exhibit unsafe driving practices will attend remedial training, which will include "behind the wheel" training with the Driver Safety Coordinator/Trainer.

3. Driver Supervisor Training will be provided to all noncommissioned officers-in-charge and recruiting instructors to ensure they are better trained to evaluate the driving skills of their recruiters.

(4) Awards Program. District Commanders will support a Regional awards program to recognize excellence in the Traffic Safety Program. The tactical center of gravity for the Traffic Safety Program is the Recruiting Substation. The Recruiting Substation Noncommissioned Officer-in-charge is the leadership level that, by virtue of influence and access, has the most potential impact on the driving performance of our recruiters. Districts will perform data collection to annually determine which Recruiting Substation (large - four or more/small - three or less) has had the best driver safety record, and which Recruiting Substation (large and small) has had the most improvement in their driver safety record from the previous two-year period. Noncommissioned officers-in-charge of these Recruiting Substations will receive District level recognition.

(a) Districts will also identify their RS with the best Driving Safety record for the Year. WRR will select among these nominations to determine the best Driver Safety Program in WRR. The selected RS will receive appropriate recognition from the Commanding General WRR.

(b) The basic performance standard for the first year of this program will be the number of at fault accidents divided by the number of government leased vehicles assigned to the organization in question.

(5) Accountability. Marines within the Western Recruiting Region, regardless of position, are responsible for government owned or leased property in their charge. This includes government-leased vehicles. Commanders will ensure that individual recruiters and Marines at the appropriate levels of leadership fully understand their responsibilities. Marines will be held accountable for damage to these assets that is the result of a negligent disregard of safe driving procedures or a violation of orders or directive relating to the operation of government owned or leased vehicles.

c. Tasks

(1) MCRD/WRR Inspector (Safety Office)

(a) Act as Regional Program Coordinator.

(b) Coordinate collection of required reporting data and submission of required reports to higher headquarters.

(c) Coordinate submission of Traffic Safety Award submissions from Districts.

(2) District Commanders

(a) Establish District programs as directed by this policy letter and in accordance with the references.

(b) Districts will submit GSA accident expenses to CG MCRD/WRR (Attn: Safety Office) by the 15th of each month, beginning 15 November 2001, for forwarding to MCRC.

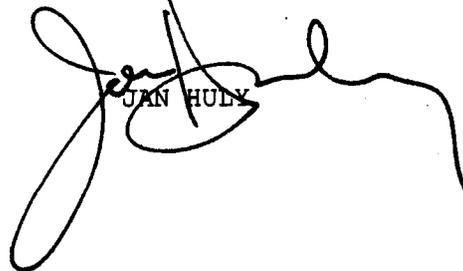
(c) Districts will review guidance on limits on operator driving time and safe and lawful vehicle operations for adequacy and compliance with reference (a).

4. Administration and Logistics. The Region has been allocated \$25,000 in support of this program. Each district will be provided \$8,000 to support their commercial training requirements and Region will retain \$1,000. The non-recruiting awards cost account code will be used for all traffic safety program expenditures.

5. Command and Signal

a. Command. Command relationships remain the same.

b. Signal. This Order is effective on the date signed.



JUAN HULY

Distribution: A