



UNITED STATES MARINE CORPS

MARINE CORPS ARTILLERY DETACHMENT
U. S. ARMY FIELD ARTILLERY SCHOOL
P.O. BOX 810
FORT SILL, OKLAHOMA 73503-5810

IN REPLY REFER TO:
1500
SAFETY
10 Nov 06

DETACHMENT POLICY LETTER 10-06

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS ARTILLERY DETACHMENT FORCE PRESERVATION PROGRAM

Ref: (a) Training Command Policy Letter 2-06, 28 Jul 06
(b) Training Command Policy Letter 3-06, 02 Oct 06

Encl: (1) Driving History Questionnaire

1. Purpose. To disseminate information, guidance, and policy related to the Marine Detachment, Fort Sill, OK Force Preservation Program.

2. Situation. Throughout the Marine Corps a number of mishaps and incidents both on and off duty have increased over the past few years. Taking care of our Marines and ensuring their safety is my highest priority. In order to identify potential problematic situations prior to a mishap occurring in the first place, the Detachment will initiate a force preservation program. For this program to be effective, every member of this command must understand their role in taking preventive action and constantly staying focused on mitigating risk.

3. Mission. All sections and Marines within the MARDET will have a force preservation program in place in order to identify, classify, analyze, and mitigate levels of risk both on and off duty for our students and permanent personnel in order to preserve our force 24 hours a day, 365 days a year. Within this program the command will utilize the "Buddy Program". Each Marine will be assigned a "buddy". It is extremely important to ensure the safety of our Marines and that each Marine is personally involved in taking care of their "buddy". Reference (a) clearly describes how an effective "Buddy Program" can be utilized to ensure force preservation.

4. Policy. The following policy letter outlines steps that will be universally applied within all sections and also offers methods that have worked successfully at other units within the Marine Corps.

Subj: MARINE CORPS ARTILLERY DETACHMENT FORCE PRESERVATION PROGRAM

This policy is not intended to be a "new" way of doing business, but rather an inherent part of our responsibility as NCO's, SNCOs, and officers in order to preserve and mentor the future leaders of our beloved Corps.

5. Execution. The Command will utilize a three-tier system to categorize personnel who may be "at risk". This system will be identified in the following order and by definition:

a. Low Risk. Will be assigned to "Low Risk" students and permanent personnel who have proven themselves in the past to be able to conduct themselves properly and do not show any type pattern of risky behavior or do not display a potential for an incident. Personnel labeled as "Low Risk" are eligible for full liberty.

b. Medium Risk. Will be assigned to "Medium Risk" students and permanent personnel who begin to demonstrate a propensity to be "at risk". Factors that a commander will consider when assigning a Marine to this category are as follows:

(1) Recently received NJP or other disciplinary action for conduct indicative of a potential mishap or liberty incident.

(2) Personnel cited by civil or military law enforcement personnel for speeding, traffic violations indicating disregard for safety. (i.e. excess of 20 mph over the speed limit, receiving a reckless driving citation).

(3) Personnel that have been administratively counseled regarding indications of their unsafe conduct and have not responded to counseling for both on and off duty.

(4) All personnel who have fulfilled the requirements of the "High Risk" category will be assigned to this category until successful completion of this level.

(5) Any and all personnel can be automatically assigned to this category if deemed by the Commanding Officer.

(6) All New Join Students will be assigned.

(7) Any student having difficulty maintaining a passing grade point average will be assigned.

(8) All personnel assigned to Medium risk must complete the following before being considered for assignment to the "low risk" category:

Subj: MARINE CORPS ARTILLERY DETACHMENT FORCE PRESERVATION PROGRAM

(a) Must maintain good conduct and discipline with no additional mishaps or potential for incidents for 15 days for offenders and 5 working days for New Join Students.

(b) Will provide a 30 minute safety brief on the subject or subjects that assigned the Marine to this category. New Join Students must demonstrate that they know all the rules and regulations for liberty.

(c) Must prove that he/she have educated themselves on the subject.

(d) Must receive a letter from the OIC, SNCOIC, or Section Head addressed to the Commanding Officer stating that he/she has met all requirements. New Join Students will be listed on one letter.

(9) Standards while assigned to the "Medium Risk" category:

(a) Students:

- Utility Uniform must be worn while outside the Battery area.

- Utility Uniform or PT gear is authorized in the Battery area.

- Marine may visit anywhere on Fort Sill for four hours per day between the end of the normal training/workday and 2145.

- Marine must have a liberty buddy.

- Marine must sign out in the liberty log and report in with the liberty buddy to the SDNCO.

(b) Permanent Personnel:

- Must provide daily report of plans for what he/she will participate in after hours.

- Will not participate in anything that has risk potential.

- Must call in to the SDNCO on off-duty hours at 0800, and 2000. (During working hours call is not required).

- Marine will inform chain of command who will be his/her buddy during all off-duty hours.

Subj: MARINE CORPS ARTILLERY DETACHMENT FORCE PRESERVATION PROGRAM

c. High Risk. "High Risk" will be assigned to students and permanent personnel that begin to demonstrate a propensity to be "at risk" for an incident. Factors that a section SNCOIC/OIC will consider when assigning a Marine to this category are as follows:

(1) All personnel being processed for administrative separation for misconduct will be classified in this category until discharge.

(2) A drug related incident. Positive on a urinalysis or found guilty in a civilian court for drug usage, carrying, or having paraphernalia.

(3) An alcohol related incident. This is any incident which can be linked to excessive alcohol usage. This includes DUI, DWI, underage consumption of alcohol, contributing to the possession or consumption of alcohol of an underage person, or excessive consumption resulting in counseling.

(4) Personnel who have been charged or involved with domestic violence.

(5) Personnel who have been cited by military or civilian law enforcement for reckless endangerment.

(6) Personnel who have been found guilty of an offense at a summary, special or general court-martial.

(7) Personnel who have attempted suicide or have suicidal ideation, are suffering from sever depression, or are identified to be a potential harm to themselves or others as determined by a competent medical authority.

(8) Any personnel that have failed the "Medium Risk" category and has been deemed as being High Risk.

(9) Any and all personnel can be automatically assigned to this category if deemed by the Commanding Officer.

(10) All personnel assigned to this level must complete the following before being considered for assignment to the "Medium Risk" category:

(a) Must maintain good conduct and discipline with no additional mishaps or potential for incidents for 30 days.

(b) Will provide and perform a 60 minute safety brief on the subject or subjects that assigned the Marine to this category.

Subj: MARINE CORPS ARTILLERY DETACHMENT FORCE PRESERVATION PROGRAM

(c) Must prove that he/she have educated themselves on the subject.

(d) Must receive a letter from the OIC, SNCOIC, or Section Head addressed to the Commanding Officer stating that he/she has met all requirements for this category.

(e) All personnel that are pending discharge for any of the items mentioned in the "High Risk" category will be held in this category until they are discharged.

(11) Standards while assigned to the "High Risk" category:

(a) Students:

- Utility Uniform must be worn at all times.

- PT gear is authorized for PT only.

- Marine will not leave the Marine Battery wing of Building 6007 for any reason except the following:

a) Chow in 1/78th dining facility

b) Class/training events

c) Religious services (aboard Fort Sill)

d) PT with the Battery

e) Medical appointments/sick call

f) Legal appointments

g) One 1-hour visit on Saturday to the 6000 Area PX complex, must be escorted by a Marine that is in the "Low Risk" category at all times, and must be completed between the hours of 1300 to 1600. This trip is only for barbershop and essential items.

(b) Permanent Personnel

- Must provide daily report of plans for what he/she will participate in after hours.

- Will not participate in anything that has risk potential.

- Must call in to the SDNCO on off-duty hours at 0700, 0800, 0900, 1000, 1100, 1200, 1300, 1400, 1500, 1600, 1700, 1800, 1900, 2000 and 2145.

- During working hours call is not required.

- Marine will not be allowed to depart the Fort Sill

Subj: MARINE CORPS ARTILLERY DETACHMENT FORCE PRESERVATION PROGRAM

Area, or more than 10 miles from his/her residence.

- Marine will call and inform the SDNCO each and every time he/she departs their residence.

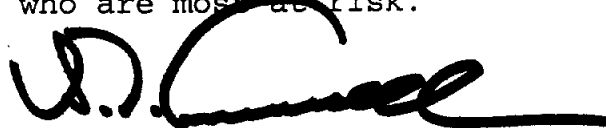
- SDNCO may call residence of all "High Risk" category Marines at random times and as directed in the performance of their duties. Marine is required to be present when called.

- SNCO/officers are required to comply with the above. SNCOs will report to the Detachment Sergeant Major and officers will report to the Detachment Executive Officer.

- Any personnel that fail the "High Risk" category for a second time may receive additional adverse administrative actions, nonjudicial punishment (NJP), a court-martial, or, potentially, administrative separation.

6. Action. Effective upon receipt, all MARDET personnel will ensure compliance with this policy.

7. In conclusion, this force preservation program is designed to serve as a tool for mitigating risk and liberty incidents for the students and each of the sections within the MARDET. All too often, hindsight reflects that before a mishap or incident occurred, steps could have been taken to mitigate that risk. Bottom line, Marines are accountable to their assigned buddy and to their mentor. All MARDET leaders and mentors are responsible for their Marines, both on and off duty. It is a function of leadership, from the small unit level on up, to be aware of the risks present to those Marines who are most at risk.



S. T. CAMPBELL

Distribution: A