

Safety Office Charter

Team Name:	Level of Team:
Command Safety Office (00T)	Special Staff
Team Mission	
<p>To oversee the Commanding General's Command requirements for Environment, Safety and Occupational Health (ESOH) and develop ESOH expertise and processes to enhance the testing and fielding of safe and environmentally-sound equipment. To provide proactive ESOH assistance to the Program Managers throughout the life cycle of their systems. To promote a safe and healthy workplace for everyone working within Marine Corps Systems Command (MCSC).</p>	
Team Goals	
<ol style="list-style-type: none"> 1. Provide ESOH and Occupational Safety and Health (OSH) advice to the Commanding General and other decision makers. 2. Provide ESOH assistance to the PM/PGs and external organizations. 3. Develop acquisition ESOH expertise within the Command. 4. Establish and administer OSH programs within MCSC. 5. Establish and administer an Environmental Management program within MCSC. 6. Establish a fielded and deployed systems safety management process. 	
Team Objectives (Initial)	
<p>Ongoing:</p> <ol style="list-style-type: none"> 1. Review 100% of all Commander level MDA programs and render an opinion for safety documentation accuracy and thoroughness. 2. Conduct yearly Safety Event. 3. Provide Safety Program assistance to the PM/PGs. 4. Provide support to external organizations. <p>By July 1, 2004:</p> <ol style="list-style-type: none"> 1. Complete Lithium Battery policy letter. 2. Establish Safety Office in the Command check-in procedures. 3. Establish Command NEPA process. 4. Rewrite ESOH section of the MTA and MC-SAMP guides. 5. Issue customer satisfaction survey <p>By October 1, 2004:</p> <ol style="list-style-type: none"> 1. Update Safety Release process documentation. 2. Ensure 00T is fully staffed to the allowance ceiling. 3. Establish legally compliant Occupational Safety and Health programs. 4. Ensure the Command Fielding Process addresses ESOH requirements. 5. Ensure SCATT reflects current ESOH requirements. <p>By January 1, 2005:</p> <ol style="list-style-type: none"> 1. Propose for integration a Safety Professional Development program within MCSC and the Individual Development Program (IDP). 2. Establish and administer an Environmental Management program within MCSC. 3. Establish Safety Office Standard Operating Procedures. <p>By July 1, 2005:</p> <ol style="list-style-type: none"> 1. Establish a fielded and deployed systems safety management process. 2. Develop a MCSC ESOH Handbook that documents the following procedures: <ol style="list-style-type: none"> a. PESHE b. OSH Procedures c. Safety Release d. Safe and Ready e. NEPA Compliance 	

Team Balanced Scorecard/Metrics

Accomplishment of stated objectives.

1. Number of Command documents successfully incorporated with ESOH language (100% of applicable documents).
2. Time to issue Safety Releases, Safety Summaries and recommendations from receipt to initial feedback plus time from complete package to issuance (1 week).
3. 80% response rate on customer surveys (Use year 1 surveys as a baseline of customer satisfaction).
4. Percentage of PGs with personnel actively seeking or obtained ESOH professional certification (100% seeking).
5. Percentage of programs at Milestone C having a NEPA document or schedule (100%).

Customers/Stakeholders

<i>Customers</i>	<i>Stakeholders</i>
Warfighter POs/PMs/PGs MCOTEA MCTSSA Major Command Safety Offices MCSC Personnel and on-site support MCCDC External organizations Naval Safety Center	Commanding General Deputy Commander Chief of Staff HQMC MCB Safety Division Assistant Commanders

Team Products/Services

1. ESOH assessments, opinions and recommendations.
2. ESOH Professional development.
3. Safety Summaries.
4. Safety Releases.
5. NEPA FONSI.
6. Policies, Procedures, and Handbooks.
7. ESOH contract coordination.
8. Mishap Investigation support.
9. Occupational Safety and Health Compliance.
10. ESOH and OSH trend analysis.
11. ESOH Knowledge Management repository.
12. ESOH specialty resources and support.
13. Operational Risk Management training and support.
14. Marine Corps representation on boards, panels, etc.

Team Membership by Discipline/Organization/Function

	Name	Organization	Function
1	Scott Rideout	Safety Officer (00T)	Team Leader
2	Wanda Walters	00T	Occupational Safety and Health
3	Vacant	00T	Execution Monitoring
4	Vacant (Intern)	00T	Fielding and Deployment
5	Tripp Elliott	AOT	Execution Monitoring/Program Assistance
6	Kristin Norris	AOT	Program Assistance
7	Hank Porterfield	AOT	NEPA Compliance/Program Assistance
8	Kelly Ralston	AOT	Administrative Support
9	Vacant	Contractor	Execution Monitoring/Program Assistance

Team Leader Responsibilities

1. Accountable for the Command's ESOH and OSH performance and mission accomplishment.
2. Provides performance appraisals on Team members and/or input to the appropriate FIT manager.
3. Provides ESOH advice to the Commander when acting as the MDA. Supports the MTA process with Product Group Directors and ACPROG.
4. Serves as ESOH Process Owner.
5. Links 00T with the MCSC vision, mission, guiding principles and values. Demonstrates leadership, team member behavior, and champion of the Team Based-Product Centric work environment.
6. Provides ESB Support.
7. Ensures 00T is fully staffed to the allowance ceiling.
8. Ensures the Command Fielding Process addresses ESOH requirements.
9. Reviews Interservice Support Agreement (ISA) with MCB Quantico.

Team Member Responsibilities

Execution Monitoring

- Review and render opinion for safety
- Review of Safety Documentation
- Establish safety policy and procedures
- Manage Safety Release and Safe and Ready Process
- Ensure regulatory compliance
- Provide support to external organizations.
- Develop a MCSC ESOH Handbook

Fielding and Deployment

- Maintain historical database
- Perform trend analysis
- Assist in mishap investigations
- Provide support to external organizations.

Occupational Safety and Health

- Manage OSH Administration
- Ensure MCO Compliance
- Serve as Industrial Hygiene liaison
- Manage ANYMOUSE and MARTRAK
- Plan and manage yearly Safety Event.

Environmental Compliance

- Manage NEPA Policy and Administration
- Perform Environmental Review
- Facilitate EIRB
- Provide support to external organizations

Program Assistance

- Facilitate Knowledge Management
- Coordinate Training Requirements
- Provide contractor surge capability
- Provide advice and support to programs as requested
- Issue customer satisfaction survey

Administrative Support

- Manage correspondence
- Manage metrics
- Track meeting minutes
- Manage POA&M
- Manage task list

- Perform other administrative duties
- Create monthly reports
- Establish Safety Office in the Command check-in procedures

Authority/Accountability/Boundaries

1. Authority to represent the Commanding General in the areas of ESOH and OSH.
2. Authority to develop and implement ESOH and OSH processes and procedures within the Command.
3. Accountable to the Commanding General.
4. Our boundary within the acquisition process is to advise the PM/PGs and MDAs. The PMs are ultimately responsible for the ESOH efforts in their acquisition programs.
5. Authority to approve safety releases per MCSCO 5100.29. Disapproval authority lies with the Commanding General.
6. Authority to invoke work stoppages on processes and events determined to be of excessive OSH risk within the Command.

Review and Approval Process

Date of Approval: 25 May '04 (Will be reviewed semi-annually)

Approved by Commanding General

William D. Catto
[Signature]

Submitted by: Safety Officer

[Signature]
[Signature]

Name	Organization	Signature
Wanda Walters	00T	<i>Wanda Walters</i>
Tripp Elliott	AOT	<i>Capt M. Elliott III</i>
Kristin Norris	AOT	<i>K. Norris</i>
Hank Porterfield	AOT	<i>Hank Porterfield</i>
Kelly Ralston	AOT	<i>Kelly A. Ralston</i>