

**VOLUME 5**

**RECREATION AND OFF-DUTY SAFETY (RODS) PROGRAM**

**SUMMARY OF VOLUME 5 CHANGES**

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**CANCELLATION:** The publication of this Volume cancels MCO 5100.30B, MARINE CORPS RECREATION AND OFF DUTY SAFETY (RODS) PROGRAMS

<b>VOLUME VERSION</b>	<b>SUMMARY OF CHANGE</b>	<b>ORIGINATION DATE</b>	<b>DATE OF CHANGES</b>
ORIGINAL VOLUME	N/A	15 OCT 2020	N/A

Submit recommended changes to this Volume, via the proper channels, to:

CMC (SD)  
 701 S. Courthouse Road  
 Suite 2O050  
 Arlington, VA 22204

DISTRIBUTION: PCN 10207241200

VOLUME 5: RECREATION AND OFF-DUTY SAFETY (RODS) PROGRAM

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**MARINE CORPS SAFETY MANAGEMENT SYSTEM**

**Volume 5**

**MCO 5100.29C**

**15 OCT 2020**

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**REFERENCES**

- (a) SECNAVINST 5100.10K, Department of the Navy Safety Program 12 May 2015
- (b) MCO 5100.29C, Volume 2, Risk Management
- (c) MCO P1700.27B CH 1, MCCA Policy Manual, 9 Mar 2007
- (d) DODI 6055.07, Mishap Notification, Investigation, Reporting, and Record Keeping, June, 6, 2011
- (e) MCO P5102.1B CH 2, Navy and Marine Corps Mishap and Safety Investigation Reporting, and Record Keeping Manual of 7 Jan 2005
- (f) MCO 5100.29C, Volume 1, Marine Corps Safety Management System (MCSMS)
- (g) MCO P1710.30E
- (h) MCO 1700.39, Marine Corps Recreation Program
- (i) MCO 1700.36B, Single Marine Program (SMP)
- (j) MCO 1700.29, Semper Fitness and Health Promotion

**VOLUME 5: CHAPTER 1**

**RECREATION AND OFF-DUTY SAFETY PROGRAM**

**SUMMARY OF SUBSTANTIVE CHANGES**

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CHAPTER 1

RECREATION AND OFF-DUTY SAFETY PROGRAM

0101 DISCUSSION

This chapter assigns responsibilities and establishes requirements for the Marine Corps Recreation and Off-Duty Safety (RODS) Program. This chapter significantly revises prior policy by emphasizing the continuous application of the Risk Management (RM) principles and process as detailed in Volume 2 of this order, and the requirements detailed in reference (a).

0102 BACKGROUND

The Marine Corps is committed to the safety of all Marines, their families, and the public. This commitment extends to all recreational and off-duty activities, as the loss of personnel to mishaps adversely affects both unit readiness and our Marines' families and communities. An effective RODS program is vital to individual and unit health, and overall operational readiness.

The RODS program has historically been managed separately from other operational safety program elements. This chapter incorporates RODS into the new Marine Corps Safety Management System (MCSMS) to better align the RODS program requirements and to highlight the fundamental goal of the system, to have Marines continuously identifying hazards, assessing risk, and implementing controls. Integration of RODS into the MCSMS framework allows the Marine Corps to systemically extend RM and other safety principles to the recreational and off-duty environment, which is critical because historically most Marines are injured and killed when they are off-duty.. This Volume and the larger MCSMS provide leaders with management tools to help identify recreational and off-duty hazards and make sound risk decisions.

0103 SCOPE

010301. THIS CHAPTER APPLIES TO THE FOLLOWING:

- A. All Marine Corps active duty military members, on-duty and off-duty.
- B. All Marine Corps reserve personnel, on-duty and off-duty while in any type of active duty status.
- C. All Marine Corps civilian employees while on-duty or in an official travel status.
- D. All individuals participating in recreational activities on Marine Corps owned or controlled property.

0104 CORE PROGRAM REQUIREMENTS

010401. SAFETY POLICY STATEMENT

Commander's intent regarding RODS will be included in the Safety and Occupational Health (SOH) policy statement required by this Order. Commanders should regularly emphasize RODS Risk Management.

010402. SUPPLEMENTAL SOH POLICIES

SOH policies developed to supplement this chapter will include specific procedures for RODS program management.

010403. RISK MANAGEMENT

As required in reference (b), the RM process will be applied to manage and control risk for RODS at all levels. Potential hazards associated with RODS events and activities will be fully assessed in advance. Risk assessment and implementation of controls will be made at the lowest authority level possible. The goal is to ensure all hazards are accounted for and mitigated.

A. Continuous Engagement. Individual military members require direct one on one communication from leaders at all levels to reinforce the need to incorporate risk management into all recreational and off-duty decision making. Group discussions (safety briefs) are acceptable for multiple participants of specific on-duty organizational or general off-duty RODS events and activities. All briefs and discussions should reinforce the need to continuously identify hazards, assess risk, and implement safety controls for both individual and group activities.

B. High-risk Recreational Activities. Military members that participate in high-risk recreational activities must review the details of their plan with the unit safety officer prior to engaging in the activity. Examples of high-risk recreational activities include skydiving, paragliding, scuba diving, white water rafting/kayaking, vehicle racing to include formal racing/defensive driving instruction, remote hiking and camping, and rodeo participation. Commands may define their own list of high-risk activities. The review will include an assessment of the participant's knowledge and ability to perform the activity, and hazard analysis of the activity. Supervisors will ensure members participating in high-risk activities complete an assessment prior to execution. The individual assessment is not a briefing, but rather a discussion with the individual to determine state of readiness, training, and physical ability to perform the activity. This assessment may be conducted by the command RODS Program Manager (PM), supervisor, or another command-directed designee.

C. Recreational Operations and Equipment. Equipment and facilities provided by Marine Corps Community Service (MCCS) for off duty recreational purposes must meet rigid safety standards. Introduction of large scale recreational operations or local purchase/installation of recreational equipment outside of the MCCS needs to meet the same safety standards and requirements used by MCCS. Commands establishing their own recreational operations or purchasing RODS equipment will consult with their local MCCS staff or another qualified safety authority to ensure a thorough risk analysis is completed. At a minimum, the safety considerations

listed in manufacturer instructions and reference (c) will be maintained for MCCA type operations and equipment.

010404. HAZARD IDENTIFICATION

Hazard identification for RODS-related facilities will be accomplished during the inspections required in Volume 1 Chapter 4 of the MCSMS. SOH inspections of these areas will focus on the identification of hazards that may cause injury or illness to on-duty workers, off-duty USMC personnel (military and civilian), and patrons of MCCA areas.

010405. DOCUMENTATION, TRACKING AND ABATEMENT

Inspection findings will be documented and abated. Inspectors will document and assign a Risk Assessment Code (RAC) for each RODS-related deficiency in the same manner as other SOH hazards. RODS deficiencies assigned a RAC 1, 2, or 3 not abated or mitigated within 30 days will be documented in a unit's formal hazard abatement plan. Hazardous areas and equipment must be taken out of service or restricted from further use until full abatement is accomplished or effective interim controls are in place that adequately prevent injury or illness.

010406. MISHAP REPORTING AND INVESTIGATION

Department of Defense (DoD) mishaps related to RODS will follow the reporting, investigation, and recordkeeping requirements in accordance with reference (d) and reference (e)

010407. SELF-ASSESSMENT AND MANAGEMENT EVALUATION

RODS will be included as a standard element under the command annual SOH self-assessment detailed in Volume 1 Chapter 4 of this Order. Higher Headquarters will provide oversight of RODS program effectiveness during review of subordinate command SOH self-assessments.

010408. REQUIRED TRAINING

This paragraph details the minimum requirements for all RODS programs. Additional training requirements may be developed at all levels of command to support regional, installation, activity, or local programs.

A. Command Indoctrination Training. Commands will ensure that all military members and civilian employees receive training on the requirements of this and other supplemental RODS policies as part of their command indoctrination. Training will include awareness of the RODS program, individual responsibilities, and local hazard awareness training which should include known local hazards, local laws, restricted areas, and common geographic high-risk recreational activities.

B. RODS Briefs. RODS briefs are required for all military members prior to any holiday, foreign port visits, returning from deployment, seasonal change, or when RODS mishaps highlight the need for additional training. RODS briefs may be informal or formal and encompass a variety of training methods including safety stand-downs, division and department briefs,



supervisory briefs, mishap testimonials, videos, and guest speakers. These briefings should be carefully prepared to minimize the time burden on the command. Local installation RODS program managers will provide assistance with RODS training information and briefing materials.

C. Specific Participant Training. Individuals desiring to engage in RODS activities with mandatory training will successfully complete the required training. Commands may also choose to require the completion of training that would otherwise be optional before allowing members to participate in high-risk recreational activities specific to a geographic location.

D. MCCS Patron Training. MCCS-authorized patrons will be provided training in safety techniques and procedures associated with the use or receipt of MCCS-controlled recreational areas or equipment that potentially exposes the user to safety or health hazards. Patrons will be trained by staff qualified to provide instruction on safety measures specific to the equipment or activity. Training qualifications of MCCS staff providing instruction will meet the requirements in reference (c). Patrons may be allowed to show proof of safety course completion by recognized and approved organizations to meet MCCS patron training requirements.

E. Group Physical Training/Recreational Events. Participants in command directed recreational events outside of MCCS-controlled facilities will receive guidance on safety precautions to prevent mishaps in advance of the activity. This guidance may include techniques for pre- and post-activity exercise and how to properly use required personal protective equipment. Commands may request this guidance from local MCCS staff on recreational safety procedures for events outside MCCS facilities.

**MARINE CORPS SAFETY MANAGEMENT SYSTEM**

<b>REQUIRED RODS TRAINING</b>			
	<b>REQUIRED FOR</b>	<b>PERIODICITY</b>	<b>RESPONSIBILITY TO PROVIDE</b>
<b>COMMAND INDOCTRINATION TRAINING</b>	Military/Civilian	At Indoc/Check-In	Command RODS PM
<b>SAFETY BRIEFS</b>	Military	Prior to Holiday/Foreign Port Visits/Return from Deployment/Change of Seasons/Lessons Learned After Significant RODS Mishaps	Command RODS PM
<b>SPECIFIC PARTICIPANT TRAINING</b>	Military-Situational	In advance of subject activity participation	Obtained by Member
<b>MWR PATRON TRAINING</b>	Patrons at MCCS Facilities	Situational-Based on Activity and/or Locally Established Policy	MCCS Staff
<b>GROUP PHYSICAL TRAINING/ RECREATIONAL EVENTS</b>	Military/Civilian in advance of command directed activities	Situational-Based on Activity and/or Locally Established Policy	Command RODS PM

010409. SAFETY COUNCILS AND COMMITTEES

Safety councils and committees will include RODS as a standard agenda item. Safety working groups, councils, or committees established for specific concerns are exempted from this requirement.

010410. COMMUNICATION

Supplementary RODS materials will be provided to military members and civilian employees and should be posted in public spaces to reinforce the requirements of this policy, requirements of supplemental polices, common risk management or mishap prevention solutions, or local concerns. These materials may include emails, social media messages, articles, pamphlets, signage, and other command approved communication mediums. Safety councils and committees that review RODS-related issues will ensure any official decisions or findings are communicated to the affected personnel.

**VOLUME 5: CHAPTER 2**

**ROLES AND RESPONSIBILITIES**

**SUMMARY OF SUBSTANTIVE CHANGES**

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CHAPTER 2

ROLES AND RESPONSIBILITIES

0201 DIRECTOR, COMMANDANT OF THE MARINE CORPS (CMC) SAFETY DIVISION (SD)

A. Develop Recreational Off-Duty Safety (RODS) program policies, objectives, and directives and provide management of all aspects of mishap prevention.

B. Ensure proper interpretation of RODS program requirements and conduct RODS assessments for Marine Corps commands and activities as directed or requested.

C. Consult the Director, Personal and Family Readiness Division for all MCCA-related safety matters.

D. Develop and distribute RODS awareness products and actively promote RODS via seminars, conferences, training, and safety fairs.

E. Analyze mishap data to identify mishap trends and causal factors. Facts, conclusions, recommendations, and countermeasures developed as a result of these analyses will be provided to the CMC to support recommended policies to improve the RODS program.

0202 COMMANDER, NAVAL SAFETY CENTER (COMNAVSAFECEN)

Serve as the repository for all reportable RODS mishap reports, and provide RODS statistics, trend analysis and recommendations to improve the overall RODS program in accordance with reference (d).

0203 SAFETY DIRECTOR, MARINE CORPS INSTALLATIONS COMMAND (MCICOM)

A. Provide resources and guidance to MCICOM installations in support of RODS program compliance in accordance with this chapter.

B. Ensure installations provide tenants the RODS core program requirements.

C. Conduct oversight of RODS program elements.

0204 DIRECTOR, MANPOWER AND RESERVE AFFAIRS (M&RA)

A. Per references (h), (i), and (j), ensure that MCCA recreation program policy addresses safety standards necessary to conduct activities within an acceptable level of risk.

B. Ensure that safety specialists participate in multi-disciplinary inspections of all youth programs annually.

**0205 INSTALLATION COMMANDERS**

Installation Commander are responsible for ensuring full implementation of the safety standards prescribed by this order. These requirements include the following:

A. Appoint in writing a qualified Safety & Occupational Health specialist to serve as the installation RODS Program Manager with the authority to successfully execute the program.

B. Routinely distribute recreational and off-duty promotional materials. This information may include the following: home safety, RM, Consumer Product Safety Commission (CPSC) Publications, Coast Guard Consumer Fact Sheets, and National Safety Council Bulletins. Other resource information is available at the Naval Safety Center website ([www.safetycenter.navy.mil](http://www.safetycenter.navy.mil)) and the Headquarters Marine Corps Safety Division website ([www.safety.marines.mil](http://www.safety.marines.mil)).

C. Ensure safety and health inspections of recreational activities, to include facilities and equipment, are conducted at least annually, per reference (e). Inspection criteria identified in references (c) and (f) will be used for swimming pools and waterfront areas. In addition to applicable Marine Corps orders, federal OSHA standards and other national consensus standards will be reviewed and used if applicable.

D. Ensure a written report is provided to the official in charge of any inspected facility no later than 15 working days after completion of inspection, per reference (e).

E. Ensure deficiencies which are not corrected within 30 days are tracked in the installation's Hazard Abatement Log, per reference (e), until corrected.

F. Ensure daily mishap incident logs, required by reference (e), are reviewed during inspections, and assistance is provided with developing preventive measures.

G. Review training records during inspections to ensure personnel and patrons receive activity-specific safety training, as appropriate.

H. Review Standard Operating Procedures (SOPs) annually and whenever significant program or facility changes are completed.

I. Review all safety checklists used by unit safety officers annually. Sample checklists can be found on the Naval Safety Center website in the recreation section.

J. Review all plans for proposed construction or renovation to facilities for safety and health considerations prior to and during all phases of construction.

K. Per reference (d), ensure timely and accurate investigations and reporting of injuries and deaths.

0206 INSTALLATION MCCS DIRECTORS

Installation MCCS Directors shall accomplish the following:

A. Assign an MCCS safety officer in writing, who shall be trained per references (e) and (g).

B. Develop and publish SOPs, including minimum safety requirements, for the use of all MCCS facilities and equipment. The facility supervisor shall provide activity-specific safety training to patrons, as appropriate. SOPs shall be displayed in appropriate locations. The area/activity/facility supervisor will develop a process for tracking the completion of all required training and testing requirements. Training records will be maintained per reference (d).

C. Ensure safety and health inspection reports are reviewed and appropriate written responses are returned to the Installation Safety Office within 30 days of unit receipt. Abatement actions shall be reported for each item identified during the inspection.

D. Ensure written emergency action plans are properly posted and include medical, fire, and evacuation plans. Include emergency phone numbers, specific billet responsibilities and any other pertinent information and training.

E. Enforce the use of required Personal Protective Equipment (PPE) for patrons participating in all MCCS-sponsored activities.

F. Attend installation Safety Council meetings.

G. Forward initial and final accident and incident reports for accidents occurring during MCCS program to CMC Safety Division within 48 hours for liability reporting to commercial carriers and claims adjudication.

0207 COMMANDING OFFICERS (COs) AND OFFICERS IN CHARGE (OICs)

A. Establish a command RODS program compliant with the requirements detailed in this chapter.

B. Include RODS specific commander's intent in the SOH policy statement. Where established, ensure SOH policies developed to supplement this chapter include local RODS requirements.

C. Appoint a command RODS Program Manager with the authority to successfully execute the program. The position can be filled by the ground safety officer.

D. Coordinate safety inspections of command owned or controlled MCCS recreational areas.

E. Ensure RODS training is provided to command military members and civilian employees as required.

F. Ensure self-assessment of the command RODS program is conducted as a part of the SOH self-assessment at least annually, and complies with all requirements specified by higher level commands.

G. Ensure command RODS Program Managers participate in safety councils, safety committees, or and contribute to the creation of safety promotion materials.

H. Ensure RODS mishaps are reported, investigated, and documented in accordance with this order's requirements, and corrective actions are implemented to mitigate risks associated with identified hazards.

I. Provide local area/host nation hazard briefs to newly assigned and tenant military members and civilian employees within 30 days of arrival.

J. Enforce compliance with appropriate personal protective equipment requirements for all command directed or sponsored RODS events.

K. Ensure risk management is integrated into all off-duty activities.

L. Ensure purchases or installation of command procured RODS equipment not provided through local MCCA office meets all safety requirements. Local MCCA staff may be consulted for guidance.

#### 0208 COMMAND RODS PROGRAM MANAGERS

A. As directed by the CO/OIC, maintain a command RODS program that meets the requirements of this chapter.

B. Provide RODS indoctrination, safety briefs, or group event training required by this chapter to command military members and civilian employees.

C. Coordinate annual safety inspections of command owned or controlled MCCA recreational areas.

D. Maintain records of command military members participating in high-risk recreational activities.

E. Conduct and assist supervisors with RODS high-risk recreational activity assessments.

F. Represent the command and communicate RODS-related concerns at safety council or committee meetings.

G. Complete the RODS section of annual command SOH program self-assessments, as required by this chapter and higher command policies.

0209 SUPERVISORS

- A. Require military members and civilian employees to comply with all safety and PPE requirements during all RODS activities.
- B. Ensure military members and civilian employees receive required RODS training.
- C. Incorporate and encourage the application of RM principles into all RODS programs and activities.
- D. Prohibit military members from participating in high-risk recreational activities alone.
- E. Encourage military members and civilian employees to stop and reevaluate risk when RODS activities become unsafe or are more hazardous than anticipated, and to have a plan that includes abort criteria and a plan to halt the activity if required.
- F. Review RM assessments submitted by military members preparing to engage in high-risk on-duty and off-duty recreational activities prior to execution.
- G. Ensure RODS mishaps are correctly reported, investigated, and documented, and corrective actions are implemented to reduce the risk of future mishaps.
- H. Ensure subordinates understand and meet their responsibilities required by this chapter.

0210 INDIVIDUAL RESPONSIBILITY

- A. Use the RM process to identify hazards, assess risk, and implement controls before and during participation in recreational and off-duty activities. Stop and reevaluate risk when RODS activities become unsafe or more hazardous than anticipated, and to have a plan that includes abort criteria, and a plan to halt the activity if required.
- B. Have the required level of knowledge and physical ability before participation in any RODS activity.
- C. Wear all required or appropriate personal protective equipment.
- D. Refrain from engaging in high-risk recreational activities alone.
- E. Stay aware of the command's list of high-risk recreational activities and inform the chain of command before participating.
- F. Complete a high-risk recreational activity assessment with the command RODS program manager or supervisor in advance of high-risk recreational activity participation.



G. Complete any required training, gain certifications, or meet applicable qualifications in advance of participation in any high-risk recreational activities and submit documentation to a supervisor and the command RODS program coordinator.

H. Report RODS-related mishaps to a supervisor or chain of command as soon as possible.

I. Report hazards or deficiencies in M CCS recreational areas to M CCS staff.

J. Comply with all local, state, national, or host nation laws, regulations and rules when participating in RODS activities.

K. Wear all required or appropriate personal protective equipment during participation in recreational activities while on-duty or off-duty at M CCS-controlled recreational areas.

L. Report on-duty and off-duty recreational mishaps to a supervisor or the chain of command as soon as possible.

M. Comply with all local, state, national, or host nation laws, regulations and rules when participating in recreational activities while on- or off-duty.