



UNITED STATES MARINE CORPS
7TH MARINE REGIMENT (REIN)
1ST MARINE DIVISION
I MARINE EXPEDITIONARY FORCE
MARINE CORPS AIR GROUND COMBAT CENTER, BOX 788260
TWENTYNINE PALMS, CALIFORNIA 92278-8260

1300
NCO
10 AUG 11

POLICY LETTER 1-11

From: NON-COMMISSIONED OFFICERS
To: ALL HANDS

Subj: 7TH MARINE REGIMENT HEADQUARTERS COMPANY PLATOON SAFETY
POLICY LETTER

Ref: (a) CMC white letter 02-08, experimental Program: Marine
Corps NCOs and vehicle safety, dtd 21 Apr 08
(b) MCO 5100.19E
(c) USMC suicide Activity Report, Aug 11
(d) CG II MEF Policy Letter 01-04, II MEF Force Prevention
Campaign plan, dtd 1 Nov 04

Encl: (1) Signed Roster of Safety Policy Acknowledgment

1. Purpose. Establish the Non-Commissioned Officer's policy and guidance on platoon safety procedures within Headquarters Company, 7th Marine Regiment. All NCOs should familiarize themselves with the following policy, so as NCOs we can better assist our Marines with safety within the work place and safety while on liberty.

2. Cancellation. This letter will remain in effect until revision or when indicated by the appropriate authority.

3. Information. On 4 August 2011, Major General Bailey, Commanding General, 1st Marine Division, briefed all of the Regimental and Battalion Commanders and Sergeants Major on safety. The topic was the number of Marines within the Division and the Marine Corps are losing for preventable reasons. The staggering numbers add up to the equivalent of Platoons, Companies, and Battalions who are unable to deploy. This loss of combat power before we go into harm's way is unacceptable and needs more involvement from the NCOs in identifying risky behavior and at risk personnel. It is understood that all risky behavior and bad decision-making cannot be eliminated, but major improvements can be achieved through informed, prepared, and involved leadership.

a. NCOs are ultimately responsible for the welfare of their Marines, knowing them on and off duty, and taking an interest in them when they first step on deck with your platoon.

b. It is the NCO's responsibility to know their Marines strengths and weaknesses. As NCO's we need to live and breathe the (14) Leadership Traits and (11) Leadership Principles in order to keep our Marines alive as well as letting them know that we care for their well being. The Following are things that need to be covered for all Marines that join the platoon whether they are straight from school or coming

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from another unit it is the NCOs responsibility to ensure the Marine is informed of the do's and do not's of the platoon and the unit.

1. Initial Counseling's on (Barracks Policy, Physical Fitness, STD's, professional courtesies, off base conduct/ prohibited activities, civilian clothing and conduct policy, driving policy, drag racing, alcohol policy, drugs, bad checks, and hazing).
2. The Mentor Program and developing that bond between NCO's and non-NCO's.
 - c. All NCOs will ensure that they go over and guide their Marines on personal finance. You will set them up for appointments with Navy Relief for a budget analysis or by bringing them in personally one-on-one. The budget will include current and future financial obligations.
 - d. NCOs will talk with the married Marines and get to know their families as well. Make sure that each married Marine knows who the Family Readiness Officer is and knows how to contact them.
 - e. Prior to leave, out of bounds travel, or extended liberty (96 or 72) each Marine will complete a Holiday Accident Reduction Program form. A thorough vehicle inspection will be conducted by an NCO or higher, and reviewed by a Staff Non-commissioned Officer or officer in Charge.
 - f. Marines who own or operate a motorcycle on base are required to attend the Motorcycle Safety Course per reference (b). All motorcycle operators in 7th Marines are required to attend the course regardless of whether or not they intend to register the vehicle on base.
 - g. Section functions are activities that should be held at least once a month, as well as having an NCO Professional Military Education once a month that will be held at the NCO club here in 29 Palms.
4. Scope. As NCOs if we do not continuously stay involved with our Marines and are constantly checking up on them we will continue to lose them on home stations. It is our sole responsibility and duty to take care of these Marines and educate them. We must inspect what we expect out of our Marines daily and only then will we start to see the product we so desire as well as bring mishaps and fatalities down to a minimum within our Regiment.

NCOs of 7th Marine Regiment