



UNITED STATES MARINE CORPS
1ST MARINE DIVISION (REIN)
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5100
G-7

JUN 11 2015

From: Commanding General, 1st Marine Division
To: Distribution List

Subj: LETTER OF INSTRUCTION FOR OBTAINING THE ADDITIONAL MILITARY
OCCUPATIONAL SPECIALITY (AMOS) 8012 GROUND SAFETY OFFICER,
STAFF NON COMMISSIONED OFFICER

Ref: (a) MCO 5100.29B
(b) MCO 5100.8
(c) DivO 5100.15C

Encl: (1) Division Functional Area Checklist (130)

1. Purpose. To provide commanders with information and directions on how to get their personnel awarded the AMOS of 8012. This AMOS is required to serve as a unit Ground Safety Officer.

2. Mission. Commanders ensure that all 1st Marine Division units stationed in CONUS or OCONUS comply with federal, state, county, local, international and host country safety regulations. The 8012 AMOS was developed to ensure that commands possess specially trained personnel to ensure mission accomplishment.

3. Commander's Intent. Personnel in the 1st Marine Division assigned official duties as a Ground Safety Officer possess the AMOS 8012 and perform the duties associated with the billet as a primary duty assignment.

4. Coordinating Instructions. In order to obtain the AMOS 8012, completion of the following two (2) courses is required. These courses will be completed through online education and in a formal course setting.

a. Range Safety Officer:

- (1) www.marinenet.usmc.mil.
- (2) CAC Log in.
- (3) Self-register.
- (4) Complete Marine Net course C1060120CA Range Safety.

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b. Ground Safety for Marines:

(1) Complete formal course Ground Safety for Marines.

(2) Submit request for certification and award of AMOS.

(3) Formal courses are requested and conducted through the Division Safety Director Mr. Lance Robinson. He can be reached at lance.robinson@usmc.mil or (760)725-0035.

5. Administration and Logistics.

a. Rank Range: SSgt to MGySgt and 2ndLt to Capt.

b. Assigned to officer and enlisted Marines.

c. Job Description: Ground safety officers are Marine officers, trained and able to manage or assist in the operation of the Marine Corps Ground Safety Program in compliance with the Code of Federal Regulations. This non-PMOS is also awarded to enlisted Marines and officers.

d. Job Requirements:

(1) Complete HQMC approved ground safety course or school.

(2) At least 12 months remaining on current EAS.

(3) Must possess normal color vision.

(4) Continued validity of MOS is contingent upon the Marine Corps maintaining full compliance with all federal, state, and local refresher training requirements.

e. Duties:

(1) Conduct required safety training at the unit level per the listed references.

(2) Submit a quarterly Warrior Preservation Status Report (WPSR).

(3) Ensure the unit is in compliance with all applicable safety regulations, orders and the Commanding General's Inspection functional area checklist.

(4) Complete a Web Enabled Safety System (WESS) report for all class A and B mishaps within 72 hours of the incident.

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(5) Maintain safety directives and accident reports.

(6) Supervises and maintains unit level safety inspection.

(7) Monitors compliance with the Occupational Safety and Health Administration requirements.

(8) Ensure all incident reports are completed using the Division's Incident Reporting System (IRS).

f. Quarterly Division safety meetings are held at G-7, 14 Area, building 1413.

g. Maintain an updated roster with the G-7 Safety Officer that identifies the command's safety officer and Staff Non Commissioned Officers.

h. Coordinate with the G-7 Safety Officer prior to the re-assignment of the command's safety officer. Early planning with the G-7 Safety Officer will allow commands to avoid the gapping of these critical billets and help maintain their readiness.

i. Detailed turn over binders and desktop procedures are critical components for a successful, sustainable and functional command safety program. Unit Safety Officers and Staff Non Commissioned Officers are expected to ensure that they develop and maintain these two management tools at a minimum.

j. Division Safety recommends that all Ground Safety Officers have access to the Automated Message Handling System (AMHS) as it is a primary line of communication from the Division to subordinate commands. AMHS privileges can be obtained through the Unit's S-1 and completion of the required online training at [dhttp://info.amhscentral.com/cbt/4.0](http://info.amhscentral.com/cbt/4.0).

5. Command and Signal. The point of contact for all matters regarding AMOS 8012 requirements will be the Division G-7 Safety Officer at commercial 725-0035 or DSN 365-0035.


C. S. DOWLING
By direction

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