



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

IN REPLY REFER TO:

8020

ESO

30 May 14

MCIEAST-MCBCAMLEJI 8020.14A

From: Commanding General, Marine Corps Installations East-
Marine Corps Base Camp Lejeune

To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP
LEJEUNE INSTRUCTION FOR THE EXPLOSIVES SAFETY SELF-
ASSESSMENT PROGRAM

Ref: (a) NAVSEA OP 5 Volume 1
(b) MCO P8020.10B
(c) NOSSAINST 8020.14E

Encl: (1) Explosives Safety Self-Assessment Process

1. Situation. Self-assessment is one of the most effective means for maintaining and validating a reliable Explosives Safety Program. The Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ), Explosives Safety Self-Assessment (ESSA) Program will promulgate explosives safety procedures for conducting formal self-assessments of MCB Camp Lejeune's explosives safety posture in accordance with (IAW) references (a) through (c).

2. Cancellation. MCBCLNCINST 8020.14 of 30 Jun 10

3. Mission. Establish procedures and instructions to identify, reduce, and eliminate explosives safety hazards through internal review of existing local, Marine Corps, Naval, and Department of Defense (DOD) explosives safety regulations.

4. Execution.

a. Commander's Intent. Establish an ESSA Program IAW references (a) through (c). This instruction constitutes the ESSA Program to be utilized by the Explosives Safety Office and all organizations and units that conduct ammunition and explosives (A&E) operations aboard Camp Lejeune. The ESSA will be a continuous process and shall not be conducted only in anticipation of a Naval Ordnance Safety and Security Activity (NOSSA) Explosives Safety Inspection (ESI).

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b. Concept of Operations. Ensure strict compliance with the references and the instructions contained herein to review and maintain the highest levels of explosives safety. The ESSA is a formal program whereby a shore installation conducts periodic safety appraisals of its ongoing A&E operations. All organizations and units that conduct A&E operations will be reviewed annually with the exception of those that are deployed.

5. Administration and Logistics.

a. Review. This instruction will be reviewed annually. Recommendations concerning the contents of this instruction are invited. Forward recommendations to the Commanding General, MCIEAST-MCB CAMLEJ (Attn: ESO) via the appropriate chain-of-command.

6. Command and Signal.

a. Command. This instruction is applicable to all organizations and units that conduct A&E operations aboard Camp Lejeune.

b. Signal. This Instruction is effective the date signed.


T. G. BARTON
By direction

Copy to:
MARFORSOC (G-4/Ammo)
MARFORRES (G-4/Ammo)
II MEF (G-4/Ammo)
TECOM (G-4/Ammo)
CO, SMTC

EXPLOSIVES SAFETY SELF-ASSESSMENT PROCESS

1. Background. Although surveillance of explosives operations and facilities is a basic requirement of references (a) through (c), standard local periodic assessment procedures must be reinforced with the adoption of a formal self-assessment program.

2. Information. Per reference (a), the functional guides provided by the Navy and Marine Corps will serve as the basis for locally developed functional guides for assessment of installation ammunition and explosives (A&E) safety requirements. All Explosives Safety Programs identified below should be assessed annually:

- Program 01: Command Administration and Management
- Program 02: Qualification and Certification
- Program 03: Standard Operating Procedures (SOP)
- Program 04: Ammunition Storage/Magazines
- Program 05: Operating Buildings and Production Lines
- Program 06: Lightning Protection/Grounding
- Program 07: Environmental Compliance
- Program 08: Arms, Ammunition, and Explosives (AA&E) Physical Security
- Program 09: Ranges/Explosive Ordnance Disposal (EOD)
- Program 10: Motor Vehicle Transportation
- Program 14: Ammunition/Explosives Associated Equipment
- Program 15: Inventory Management

a. The Explosives Safety Officer (ESO) and all unit Explosives Safety Representatives (ESR) shall use the most current version of Naval and/or Marine Corps guides, and locally developed checklists as the basis for conducting Camp Lejeune's Explosives Safety Self-Assessments (ESSA). Locally developed checklists are not all inclusive and will be maintained by the Marine Corps Installations East-Marine Corps Base (MCIEAST-MCB) Camp Lejeune Explosives Safety Office.

3. Scope. This order applies to all organizations, units and tenant organizations aboard Camp Lejeune that conduct A&E operations aboard MCB Camp Lejeune.

4. Action. The Explosives Safety Office shall inspect all commands and A&E operation procedures aboard Camp Lejeune as frequently as required by references (a) through (c) and ensure that records of assessments are maintained by the unit for a minimum of four years in accordance with (IAW) reference (c).

a. The Explosives Safety Office will conduct the ESSA and provide a consolidated or individual report to each effected unit/department as well as the Commanding General, MCIEAST-MCB Camp Lejeune.

b. Assessments that are required by references (a) through (c) and performed by the Installation ESO, II Marine Expeditionary Force (II MEF) and U.S. Marine Corps Forces, Special Operations Command (MARFORSOC) Major Subordinate Commands (MSC), and unit level personnel will be conducted IAW this ESSA process.

c. Commands with identified findings shall submit a Corrective Action Plan (CAP) to the ESO within 30 days of the report being received by the individual unit via the chain-of-command, specifying action(s) taken to remedy findings identified and measures adopted to alleviate any underlying conditions that may impair the integrity of the Explosives Safety Program. The following format shall be utilized for CAP submittals:

(1) Finding 01-14 - Element 05: Finding narrative from ESSA report. List findings in the order of the ESSA report.

(2) Discussion: Optional Supporting information.

(3) Root Cause: Select the most applicable cause based on the following categories - policy (federal, DOD, DON, or local); resources (lack of funding, insufficient human resources, etc); training (lack of training or training was inadequate); or compliance (failed to comply, human error, does not fall into other categories).

(4) Root Cause Analysis: Explain why the specific root cause was chosen.

(5) Corrective Action: (Taken/to be taken)

(6) Current Status: (e.g. open, closed, pending action by xxx department)

d. Units will report updates on any finding(s) pending action after the CAP has been submitted via e-mail to the Explosives Safety Office (ammosafety@mcw.usmc.mil) every 15 calendar days until the status is closed.

e. The Explosives Safety Office will review the CAPs and their updates, address concurrence issues, and conduct a re-

assessment for any command that has failed within 30 days of receipt of the CAP.

5. Organization. ESSA staffing shall include personnel which have an influence on the integrity of the Explosives Safety Program.

a. The ESSA organization consists of an Explosives Safety Team comprised of:

- (1) Explosives Safety Officer (ESO)
- (2) Explosives Safety Section Head
- (3) MCIEAST-MCB Ammunition Chief
- (4) MCIEAST-MCB Ammunition Records NCOIC

b. Advisory personnel (required on a "as needed" basis)

- (1) Range Safety Specialist
- (2) Qualification/Certification Board Chairman
- (3) Lightning Protection/Grounding Specialist
- (4) Fire Department Inspection Specialist
- (5) Environmental Management Department (EMD)

6. Assessment Schedule. The Explosives Safety Office shall conduct an annual assessment of the functional programs identified in paragraph 2. The schedule will be developed in coordination with the MSCs and published electronically via the Automated Message Handling System (AMHS).

7. Responsibilities.

a. MCIEAST-MCB Camp Lejeune Explosives Safety Office shall:

- (1) Schedule the ESSA.
- (2) Assign personnel to augment the assessment team, as necessary.
- (3) Establish sampling requirements, for Program 15 (Inventory Management) with the Officer(s)-in-Charge of local storage activities.

(4) Review ESSA Plan assessments and identify programs requiring improvement.

(5) Maintain ESSA findings for review by the Commanding General MCIEAST-MCB Camp Lejeune if required.

(6) Review this instruction annually and update if necessary.

(7) Notify all affected assessment team members of the time-frame for their respective assessment.

b. Organizations, units, and tenant commands aboard MCB Camp Lejeune shall:

(1) Provide personnel, information, and access to actively support and participate in the ESSA process.

(2) Review ESSA findings and initiate appropriate and timely corrective action.

(3) Provide CAPs for ESSA findings to the Explosives Safety Office within 30 days of the report being received.

c. The Assessment Team Leader shall ensure that the team uses the following process:

(1) Review program functional guide to determine basic requirements.

(2) Obtain all instructions and SOPs relevant to the program area under assessment.

(3) Perform an initial desktop assessment of whether an effective process is in place via instructions and SOPs. Determine whether these documents provide adequate authority and direction to meet the requirements of the program functional guide and that an adequate risk management assessment has been performed as appropriate.

(4) Utilize appropriate sections of reference (c) and locally developed checklists as a guide in performing the assessment.

d. Assessment Team Members shall:

(1) Participate fully with the conduct of the ESSA.

(2) Provide assistance, as required, to aid in the implementation of internal controls and monitor processes to preclude recurrence of deficiencies.

(3) Monitor progress of enhancements identified during the ESSA process.

(4) Ensure corrective actions are adequate and are accomplished expeditiously.

(5) Utilize appropriate sections of reference (c) and locally developed checklists as a guide in performing the assessment.

(6) Evaluate the effectiveness of the assigned program process and make improvements as required.