



**UNITED STATES MARINE CORPS**  
MARINE CORPS LOGISTICS BASE  
814 RADFORD BOULEVARD SUITE 20302  
ALBANY GA 31704-0302

MCLBAO 8020.4E  
PSD7004  
14 May 20

MARINE CORPS LOGISTICS BASE ALBANY ORDER 8020.4E

From: Commanding Officer  
To: Distribution List

Subj: EXPLOSIVE SAFETY SELF-ASSESSMENT PROGRAM

Ref: (a) NAVSEA OP 5 Vol 1 (series)  
(b) MCO 8020.10\_  
(c) MCO 8020.14\_  
(d) United States Marine Corps Explosives Safety Evaluation Guide

1. Situation. Each mission, process or operation involving Ammunition and Explosives (A&E) carries an inherent risk. The Explosive Safety Self-Assessment (ESSA) program will evaluate all A&E operations and reinforce basic Explosives Safety Program requirements. The goal of the ESSA program is to identify and correct deficiencies and ensure proper controls are in place to protect personnel and facilities.

2. Cancellation. BO 8020.4D

3. Mission. Provide guidance in assessing compliance with explosive safety standards and requirements aboard Marine Corps Logistics Base (MCLB) Albany, for all personnel involved with A&E missions, processes and operations per reference (a) in order to reduce the chances of an explosive related mishap.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) Establish an ESSA program, in accordance with references (a) through (d), as an integral part of assessing all of MCLB Albany's A&E missions, processes, and operations.

(b) The ESSA will be formally conducted and documented annually, and shall not be conducted solely in anticipation of an Explosives Safety Inspection (ESI). However, the ESSA is a continuous process and should reflect the Explosives Safety culture of the Command.

(c) Emphasize the importance of maintaining a well-disciplined, proactive approach to explosives safety issues by applying the principles of Operational Risk Management.

(d) Promote the highest standards of A&E safety, integrity and compliance.

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(e) Create and maintain an operating environment that fosters concerted, joint, inter-divisional action in accomplishing explosives safety-related goals.

(f) Work in conjunction with the Command Corrective Action Plan process to ensure a continuous system of checks and balances.

(2) Concept of Operations. The ESSA program will be implemented by applying this Order and the guidelines set forth in the references.

b. Tasks

(1) Explosives Safety Officer (ESO):

(a) Serve as the team leader/supervisor of the ESSA team.

(b) Ensure the ESSA is conducted in accordance with references (a) through (c) and applicable sections of reference (d). Specific focus will be placed on the following tasks:

1. Identify participating members.

2. Document discrepancies and identify their root cause.

3. Develop a Corrective Action Plan which includes Root Cause Analysis.

4. Address findings identified during the Command's previous Explosives Safety Inspection if they have not been corrected and certified closed out.

5. Provide a hazard control brief to ESSA team members prior to conducting the ESSA.

6. Provide the Commanding Officer with a formal written report within 10 working days of the completion of the ESSA.

7. Retain ESSA reports for a minimum of 4 years.

(2) Installation Safety Manager: Assign the ESO as the Safety and Occupational Health Specialist for the ESSA team.

(3) Chief, Fire and Emergency Services: Assign one Fire Prevention Inspector as an ESSA team member.

(4) Director, Installation and Environment Division: Assign the Hazardous Waste Program Manager as an ESSA team member. Provide an escort for the ESSA team during the assessment of the following areas:

(a) Qualified Recycling Program (Material Potentially Presenting an Explosives Hazard and Material Documented as Safe).

(b) Lightning Protection System (Testing Procedures and Training).

(c) Integrated Product Team (Facility Planning Process).

(5) Director, Logistics Support Division: Assign one Logistics Specialist or Munitions Specialist as an ESSA team member, as requested by the ESO. Provide an escort for the ESSA team during assessment of the following areas: (The LSD ESSA team member may not serve as the escort.)

(a) Garrison Mobile Equipment (Licensing, Explosives Material Handling Equipment)

(b) Battalion Armory

(c) Magazine 1651

(6) Chief, Marine Corps Police Department: Provide an escort for the ESSA team during the assessment of the following areas:

(a) Military Working Dog Section (Canine Explosives Authorization Package and Training).

(b) Ready for Issue Room (Security Ammunition Storage).

(7) Commander, Marine Depot Maintenance Command, Production Plant Albany: Provide an escort for the ESSA team during assessment of the following areas:

(a) 100-Meter Range (Munitions Handling and Recycling).

(b) 25-Meter Range (Munitions Handling and Recycling).

(c) Small-arms Shop (Security Ammunition Storage).

(8) Commander, Marine Force Storage Command: Provide an escort for the ESSA team during the assessment of the Ready for Issue Room (Security Ammunition Storage).

5. Administration and Logistics. None.

6. Command and Signal

a. Command. This Order is applicable to this Command and all tenant commands and organizations located aboard MCLB Albany.

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

  
ALPHONSO TRIMBLE

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