



# 2024 BACK IN THE SADDLE



Welcome back! We hope you had a great holiday with your family and friends. This best practice is directed by the Commanding Officer. The purpose of Back In The Saddle (BITS) training, is to provide a reorientation period for all personnel, military and civilian, to focus on the "Task At Hand" with emphasis on professionalism, policies, procedures, processes and safe operations. After the BITS training is complete, supervisors should submit this worksheet to their respective Division Training Coordinator NLT 1200, Friday, 26 Jan 24. Please use the QR codes (click or scan) below to access and easily disseminate the documents for each task. This document is also available at:

<https://www.albany.marines.mil/Resources/MCLB-Offices-Staff/Risk-Management-Office/>

**Task 1: MISHAP REPORTING**

Employees will complete Mishap Reporting training provided by Risk Management with their employees.



**Task 2: REVIEW COMMAND SAFETY GOAL**

Civilian Marines will review the CY2024 Command Safety Goal and objectives with their employees.



**Task 3: REVIEW VPP SURVEY RESULTS**

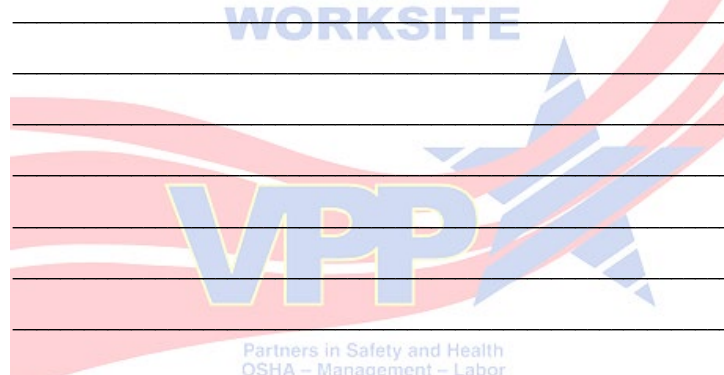
Supervisors will review and discuss the summarized results of MCLBA VPP Survey provided by Risk Management with their employees. Contractors are encouraged to participate in these sessions.



Division/Branch/Office: \_\_\_\_\_

**Participant Roster**

Employee Names: \_\_\_\_\_



Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Continuing a best practice for MCLB Albany Command Safety Program Requirements, Back in the Saddle training is encouraged following an extended holiday period.