

Air Control Training Squadron

Entry Level Training Students Holiday Accident Reduction Program

The Commanding Officer, Air Control Training Squadron (ACTS), Marine Corps Communication-Electronics School (MCCES), has established the Holiday Accident Reduction Program (HARP), in an effort to reduce the off-duty incidents/mishaps. Leaders at all levels have a moral obligation to take care of the Marines under their charge. ALL ENTRY LEVEL TRAINING MARINES ARE REQUIRED TO COMPLETE THIS FORM PRIOR TO THE START OF ANY 72, 96, HOLIDAY, ANNUAL, OR EMERGENCY LEAVE IAW MCCES SOP. It is intended to be a decision-making and counseling tool for all students and their supervisors. Supervisors will sign off once the Marine's vehicle has been inspected, if applicable, and the plan has been reviewed and approved.

Part A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE/SAILOR)			
NAME:	RANK:	AGE:	Section:
PERIOD COVERED:	OCCASION (check one): Holiday Annual Emergency LV		
SNCOIC NAME/RANK:	OIC NAME/RANK:		
LOCATION (check one): Local Instate Out of State Out of Country Inbounds Out of Bounds			
MODE OF TRAVEL (check all that apply): Car Airplane Boat Bus Train			

Part B: SMALL UNIT LEADER QUESTIONS (TO BE FILLED OUT BY SUPERVISOR)			
This section is to be filled out by the small unit leader/supervisor while directly counseling the individual in Part A. Refer to ORM Matrix on reverse if necessary.			
1. What is/are your destination(s)?			
2. Mode of travel/Contingency Plan: Is there proper planning to get to and from the destination in the time allotted? What is your Emergency Road Plan if your transportation breaks down...have enough money to fix problem or get rental car? Area weather forecast for the period covered. (One day driving distances in excess of 300 miles or multiple driving days require a travel plan attached with this form. All planned driving distances that exceed 500 miles in a day require CO's approval).			
3. Are you driving Alone? (check one) Yes NO or N/A			
4. Are you under 26 years of age? (check one) Yes or NO			
If yes, does the Marine have a Drivers Improvement Card? Yes NO			
5. Are you under 21 years of age? (check one) Yes NO			
6. Drugs/alcohol: Emphasize the zero tolerance policy the Marine Corps has on DRUGS. Discuss the use of alcohol, drinking in moderation, having a designated driver, etc.			
7. Do you have a recall roster for your chain of command? (check one) Yes NO			
Review the importance of not drinking and driving. Ensure they understand the consequences if they decide to drink and drive.			
8. Do you know the off-limit areas in Southern Calif, Yuma, and Mexico?			
(Local area off-limits can be found at the below link, QR Code on back) (check one) Yes NO			
http://www.29palms.marines.mil/portals/56/Docs/Off Limit Establishments.pdf			
9. What control measures exist for your planned Activities? Fill in below.			
Activity/Hazard	Initial Risk (Low, Moderate, High, Very High)	Control Measures to Reduce Risk (i.e. PPE worn, experience/training level...)	Resultant Risk (Low, Moderate, High, Very High)
1.			
2.			
3.			
10. Your overall potential for injury during this period? (circle one)			
Low Moderate High Extremely High			
11. Vehicle inspection completed? (Check list on back) (check one) Yes NO N/A			
Note: Small Unit Leaders will insure their Marines/Sailors know how they may get in contact with them if their plans change or they need assistance.			
Supervisor Signature:		Date:	
Marine/Sailor's Signature:		Date:	

POV INSPECTION CHECKLIST			
ITEM & CHECK	SAT	UNSAT	RECOMENDATIONS
1. HEADLIGHTS: Both high and low beams operational?			
2. BRAKELIGHTS: Operational, lenses intact?			
3. TAIL LIGHTS: Operational, lenses intact?			
4. TURN SIGNALS & PARKING LIGHTS: Operational front & rear?			
5. FOUR-WAY EMERGENCY FLASHERS: Operational front & rear?			
6. BACKUP LIGHTS: Operational?			
7. LICENSE PLATE LIGHT: Operational?			
8. TIRES: At least 1mm of tread over entire traction surface, free of breaks or cuts? Properly inflated? Spare tire, jack, lug wrench, etc. available? NO MIXING RADIAL WITH BIAS TIRES.			
9. WINDSHIELD & WINDOWS: Not cracked, broken or scratched to the degree that impairs vision?			
10. WINDSHIELD & WIPERS: Both wipers present, good blades and operational?			
11. MIRRORS: Outside and inside not cracked?			
12. BUMPERS: Not bent or damaged in-a-way that would be hazardous?			
13. SEAT BELTS: Sufficient number of seat belts for all passengers? Serviceable?			
14. BRAKES: Operational			
15. BRAKE FLUID: Filled to appropriate level?			
16. PARKING BRAKE: Adjusted to prevent movement when engaged?			
17. EXHAUST SYSTEM: Free of leaks?			
18. HORN: Functional?			
19. DEFROSTER: Operational?			
20. EMERGENCY EQUIPMENT: First Aid Kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chains, tools, etc.			
21. HAZARDOUS MATERIALS IN CAR: (i.e. oil, gas, antifreeze) ensure in approved containers.			

1. POV Inspection Checklist

- Vehicle Condition: Complete the checklist above.
- Insurance: Is the Marine's car insurance coverage up to date/current? Yes No Exp: _____
- Does the Marine have Roadside Emergency Service Plan? Yes No
- Driver's License: Does the Marine possess a valid operator's license? Yes No Exp: _____
- Vehicle Registration: Does the Marine possess a valid state registration? Yes No Exp: _____
- Base Registration: Does the Marine possess a current base registration? Yes No

Liberty Limits

- Weekdays - 30 Miles
- Weekend/48hr – 100 Miles
- 72 Hour liberty – 100 Miles
- 96 Hour liberty – 100 Miles
- Exceptions to policy require approval via Marine On-Line request.

Off-limits areas QR Code:



Pre-Trip Safety Checklist

This checklist is designed to foster conversation when completing the ACTS ELT Student HARP Form. It is by no means an inclusive list.

Hazards	Causes	Controls	How to Implement
1. Transportation	<ul style="list-style-type: none"> Flying Driving Boating/Ferry Bus Train Walking 	<ul style="list-style-type: none"> Car Inspected Use of Seatbelt / Airbag in vehicle/ABS brakes Use of PPE Tools and spare parts for repairs Maintain proper speed Recon course prior to driving off road Toolkit/Emergency kit 	<ul style="list-style-type: none"> Regular Maint. Leadership/Counseling Policy/SOP Training/assistance Licensing Checklist
2. Location	<ul style="list-style-type: none"> Instate () Out of State () Other Country() Inbounds/Out of Bounds? 	<ul style="list-style-type: none"> Planned Trip/allot enough time Ensure Enough Money to complete trip Back up plan (\$ for airline ticket) 	<ul style="list-style-type: none"> Save, budget, emergency funds Out of bounds chit in hand
3. Weather/Time	<ul style="list-style-type: none"> Rain Snow Clear Fog Day Night 	<ul style="list-style-type: none"> Know weather report Change departure time Increase following distance and decrease speed during inclement weather Safety check headlights, wiper blades, tires Visibility– if jogging/biking, wear reflective gear/light colored clothing Delay outdoor PT during inclement weather 	<ul style="list-style-type: none">
4. Activities	<ul style="list-style-type: none"> Clubs Parties Swimming/Diving Boating Hiking/Climbing Extreme Sports () 	<ul style="list-style-type: none"> Use of PPE Buddy System Experience/Classes/Lessons/Certification Proper conditioning Warm-up/stretch & cool down Adequate fluid intake Review activity/course before doing 	<ul style="list-style-type: none">
5. Alcohol	<ul style="list-style-type: none"> Drinking Not Drinking (Others) No Designated Driver 	<ul style="list-style-type: none"> Designated Drivers/Taxi Know your limit/ drink in moderation Serve food Buddy system 	<ul style="list-style-type: none">
6. Fatigue	<ul style="list-style-type: none"> Lack of sleep PT Just out of Field/Wire Several Activities. 	<ul style="list-style-type: none"> Sleep Plan/Rest Delay Trip A-Driver Periodic stops for exercise/refreshment 	<ul style="list-style-type: none"> Switch drivers periodically Planned and frequent rest stops 8-hour driving limit
7. Other Individuals (fight/criminal assault)	<ul style="list-style-type: none"> Drunks Thieves Gangs 	<ul style="list-style-type: none"> Know the Area Situational Awareness Buddy system 	<ul style="list-style-type: none"> Avoid known trouble spots
8. Uncontrollable	<ul style="list-style-type: none"> Road Conditions/Traffic Tide 	<ul style="list-style-type: none"> DOT Reports Radio/Traffic Reports Maps, AAA recommended routes Alternate routes 	<ul style="list-style-type: none">
9. Speed	<ul style="list-style-type: none"> Rushing back to base/home 	<ul style="list-style-type: none"> Allow extra time for delays Observe speed limits Plan travel times 	<ul style="list-style-type: none">