COMOMAG INSTRUCTION 3120.1A

Subj: COMMANDING OFFICER, MOBILE MINE ASSEMBLY GROUP (COMOMAG) STANDING ORDERS

Encl: (1) COMOMAG Policy on Sexual Harassment

1. Purpose. To promulgate a consolidated listing of Commanding Officer, Mobile Mine Assembly Group Standing Orders, and Policies.

2. Cancellation. COMOMAGINST 3120.1.

3. Background. Previously, all Standing Orders were disseminated via "Personal For" messages as "Turnover Items." This instruction will summarize these standing policies into one document.

4. Policies

a. Operational Risk Management (ORM). Operational Risk Management is a standardized four-rule, five-step process that will help you operate successfully in a high-risk environment, if incorporated into everyday life. The following simple, logical process, if implemented correctly, will save lives, protect people and preserve assets, while allowing service members to accomplish our mission efficiently and effectively:

(1) Rule One: Accept risk when benefits outweigh the cost.

(2) Rule Two: Accept no unnecessary risk.

(3) Rule Three: Manage risk by proper planning.

(4) Rule Four: Make risk decisions at the right level.

(5) Step One: Identify Hazards

(6) Step Two: Assess Hazards

(7) Step Three: Make risk Decisions

(8) Step Four: Implement Controls

(9) Step Five: Supervise

b. Commanding Officer (CO)/Officer-in-Charge (OIC) Absence from Command. COMOMAG will be informed in advance of any and all absence of the CO/OIC from their command that requires leaving the immediate area.

c. Temporary Additional Duty (TAD) Funds. When going on, or sending personnel TAD, ensure the following applies:

(1) There exists a valid operational or administrative requirement.

(2) Government Air and Quarters are requested.

(3) Send minimum personnel required to complete the mission.

(4) Ensure all travel orders are liquidated within 10 days of return.

d. Correspondence within or out of our Chain of Command. When communicating outside your command, concerning a controversial issue or questioning decisions, the matter should obviously be given considerable thought. If you raise issues that differ from stated policy and direction, the following guidance is provided:

(1) Call COMOMAG, and discuss the best possible approach and method for resolving the situation.

(2) If a phone call is inappropriate, send a message directly to COMOMAG. Do not include any info addresses on the message. COMOMAG will proceed from there and will keep you advised.

e. COMOMAG/VIP Site Visits. The following guidance is provided for all COMOMAG and VIP site visits:

(1) Itinerary and Brief Package. CO/OICs will present a proposed itinerary to COMOMAG at least one week prior to visit.

(2) Problem Areas. Specifically, address areas of concern with personnel, procurement and readiness. Highlight all problem areas throughout the discussion. If the issue requires further amplification provide a brief summary sheet to COMOMAG.

(3) Courtesy Calls. Courtesy Calls will be scheduled only if beneficial to you and the command. Check with the Commanding Officer, Executive Officer or Operations Officer prior to scheduling.

(4) Military Courtesy. Always ensure that proper military courtesies are extended (i.e., calling "attention on deck" when COMOMAG/VIP enters an area, etc.). Inform all command personnel, via quarters or the Plan of the Week, when to expect visitors and who they are.

(5) Field Day. First impressions are more lasting and always remembered. Ensure working spaces are in a clean and orderly manner.

(6) Drivers for COMOMAG/VIP. "Sailor of the Quarter" or "Sailor of the Year" should be assigned to these duties when possible. Image plays a big part and provides exposure for selected individuals.

(7) Inclement Weather. When at all possible, provide a spare raincoat and/or umbrella as required.

(8) Showing of Spaces. As required by COMOMAG or VIP.

(9) Tour Facilities. The Unit or Detachment CO/OIC will lead when going through the spaces especially when the visitor is an Admiral or equivalent. Command Master Chief/Senior Chief/Chief will accompany the entourage.

(10) Planned Itinerary. Provide a copy of the final itinerary at the airport. This will alleviate any scheduling conflicts. If the visitor is an Admiral, coordinate itinerary with staff members and provide a final agenda at the earliest opportunity.

(11) Unexpected Visitors. For unscheduled visitors, provide a brief walking tour of the facility. This tour should be pre-set, last 5 to 10 minutes, and be rehearsed periodically. This is usually all the time that is allotted for a visit of this type with any additional time set aside for question/answer period. Ensure duty sections are briefed to be alert for unexpected VIP visitors. Full military courtesies are expected and should be rendered properly. If you have a flag staff, hoisting of correct pennant/flags is imperative. Ensure the senior member of the command present is notified immediately and that all the VIP's desires are immediately accommodated.

(12) COMOMAG Visit. When feasible, schedule a quarterly upgrade while COMOMAG is on board. Don't make work just to be busy, but again, common sense prevails. COMOMAG Staff will let you know far enough in advance to schedule an operation of this nature.

(13) All commands shall develop a unit brief consisting of mission, capabilities, chain of command, etc.

f. Drug Abuse. Follow the Navy guidelines. Drug abuse will not be condoned or tolerated. Due to the recognized Drug problem in the military services, the Navy has in place, effective steps to reduce and eliminate drug abuse by our members. The drug program is working and with proper administration, will continue to identify the user for their corrective counseling or discharge.

g. Alcohol Abuse. The drug problem and it's program has caused us to re-examine our attitudes and approach to a much older and perhaps more serious problem of alcohol abuse. We must take advantage of the various Navy and Civilian assets available to help our problem drinkers. Excessive alcohol use/abuse will not be tolerated. All Officers, Chief Petty Officers, and Senior Petty Officers will set the example for our junior personnel. If an alcohol related incident occurs, the proper procedures outlined in OPNAVINST 5350.4 (series) will be followed.

h. Ordnance Safety. In view of the volume of explosive handling in the Mine Community, COMOMAG's policy on safe mine handling and Quarterly Safety Stand Down (QSSD) are as follows:

(1) Each CO/OIC is responsible for the safety of their personnel and assets. Encourage each person to become safety conscious when handling ordnance materials and using Mine Handling Equipment (MHE) in daily operations. Safety is always paramount, no deviations from safety practices shall be tolerated. Watch for unsafe practices that become engrained or routine. Safety must be more than a “paper drill.” All Units/Det will notify COMOMAG immediately via phone call when a mishap occurs and if at all possible prior to initial message reports. Message reports will be transmitted per OPNAVINST 5102.1 (series).

(2) The QSSD should be for one working day per quarter and be devoted exclusively to safety matters. Appropriate topics for discussion/training include, but are not limited to, ordnance safety (with heavy emphasis on MHE operations),

first aid, fire protection and hazard identification, driving safety, home safety, equipment operations, SITREP and OPREP reporting procedures.

i. Keep COMOMAG Informed. If you send a message and COMOMAG is not an action or info addee, you must ask yourself why. If there is a solid reason why COMOMAG is not - okay, but if not, then COMOMAG should be on the message. You cannot provide too much information. You can provide too little.

j. Processing Awards. It is the duty and responsibility of personnel in command to ensure outstanding performers receive timely recognition. One of the most visible ways to accomplish this is through the awards program. COMOMAG policy stipulates End of Tour (EOT) Awards be presented by the detaching command. In order for this to occur, the completed awards package must by submitted via the chain of command in ample time to get the award approved prior to the individual detaching. If an award is submitted late, it must be forwarded by cover letter, explaining the late submission. Accordingly, the following timelines will be adhered to when submitting awards:

(1) Meritorious Service Medal (MSM): 120 days

(2) Navy and Marine Corps Commendation Medal (NMCM): 75 days.

(3) Navy and Marine Corps Achievement Medal (NMAM): 75 days.

(4) Flag Letter of Commendation (LOC): 75 days.

(5) Letter of Appreciation (LOA): 45 days.

k. Sailor of the Year Awards. Personnel selected as Unit Sailor of the Year will be awarded a Navy and Marine Corps Achievement Medal by the unit Commanding Officer.

l. Departure of Key/Senior Personnel. MOMAG Units/Det, now and in the past, have had problems filling key and essential billets on time. The Enlisted Transfer Manual (ENLTRANSMAN) Chapter 26, establishes a Navy-wide Enlisted Manning Inquiry Report (EMIR) for those personnel shortages that have a significant effect on unit readiness. If, in your view, enlisted personnel shortages will cause a significant decrease in unit readiness, submit an EMIR. The EMIR is a well recognized and often utilized report between EPMAC and our

shipboard counterparts. All MOMAG activities will become fully familiar with the criteria in Chapter 26 of the ENLTRANSMAN for submitting this report, and fully utilize this when necessary. When sending EMIRs be sure to info COMOMAG, COMINEWARCOM, and CINCLANTFLT.

m. Verification of EDVR. It’s extremely important for all sites to verify and continuously monitor their EDVRs. This is a valuable manpower management tool.

n. Leadership Training Continuum

(1) Officer or enlisted, most of us received our leadership training on the job. Though there is no substitute for the leadership lessons of experience, senior naval officers and senior enlisted have come to recognize the value of formal leadership training. From this realization sprang the concept of Leadership Continuum (LC) to provide consistent, periodic leadership training at all levels. The Chief of Naval Operation's guidance for the continuum was that it consist of hard hitting, Navy developed courses that are fleet relevant and skills based. He also wanted the courses to provide "just-in-time" training. Therefore, there is a course aimed at each leadership milestone in a Sailor's career, from Second Class Petty Officer to Commanding Officer. Attendance at appropriate LC courses is mandatory for all hands at specific career milestones, and most importantly upon advancement to E-5, E-6, and E-7 or upon selection to Command Master Chief.

(2) As Commanding Officers and Officers in Charge, it is up to you to ensure your Sailors receive leadership training at the appropriate leadership level. The development of exceptional leaders requires many things including role models, experience, and commitment to excellence. The Leadership Training Continuum was established as our vehicle for imparting these and many other leadership qualities. We as top leadership must meet that charter.

R. E. SWART

Distribution: (COMOMAGINST 5216.1R)
List II

COMMAND POLICY ON SEXUAL HARRASSMENT

As Commanding Officer, Mobile Mine Assembly Group, I fully support the Department of the Navy's policy on sexual harassment. Sexual harassment is unjust, unlawful, discriminatory behavior that will not be tolerated. Each member of the armed forces has the right to be treated with dignity and respect in an environment free from sexual harassment. That type of environment is conductive to good order and discipline and the Navy's Equal Opportunity Program.

Leadership shall, through education and training, ensure all personnel are aware of the Navy's Sexual Harassment Policy and grievance procedures. Resolution shall be sought at the lowest possible level by the Informal Resolution System (IRS) or Formal Resolution System (FRS) with assistance from the Chain-of-Command or the Command Equal Opportunity Officer.

Every effort to seek resolution and redress will be investigated if an individual believes to have been sexually harassed. Commanding Officers/OICs shall continuously emphasize the importance of the CMEO program and prominently display COMOMAG's Policy and supporting posters on grievance procedures.

Again, sexual harassment, discriminatory practices, and inappropriate behavior which violates the standards of good order and discipline shall not be tolerated. I personally task each and every one of you to live up to the Navy standard in maintaining the highest level of integrity. We are all responsible to one another in the atmosphere.

R. E. SWART