



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

Canc: Aug 2023

NSTCNOTE 5103
N00
26 Jul 2022

NSTC NOTICE 5103

From: Commander, Naval Service Training Command

Subj: FISCAL YEAR 2023 SAFETY OCCUPATIONAL AND HEALTH MANAGEMENT
EVALUATIONS ANNUAL SITE VISITS AND MONTHLY ENTERPRISE SAFETY
APPLICATIONS MANAGEMENT SYSTEM REVIEWS

Ref: (a) OPNAV M-5100.23H
(b) OPNAVINST 1500.75D
(c) NETCINST 5100.1B
(d) NETCINST 1500.13D
(e) NSTCINST 1500.13D
(f) Appendix S NSTC M-1533.2D Nov 2019 v3
(g) NETCINST 1500.16A

Encl: (1) FY23 Safety and Occupational Health Management Evaluation (SOHME) Schedule

1. Purpose. Establish the Fiscal Year 2023 (FY23) SOHME schedules, Annual Safety Visits, and Monthly ESAMS reviews for Naval Service Training Command (NSTC).

2. Background

a. References (a) and (c) require headquarters commands to ensure that appropriate evaluations of Safety and Occupational Health Safety program effectiveness are conducted at subordinate commands and field activities at a minimum of every three years. NSTC has been delegated safety oversight authority for NSTC domain commands, therefore NSTC Safety (N00X) will conduct all safety evaluations, assessments, visits and reviews mentioned in this guidance.

b. References (a) through (g) define requirements, responsibilities, and processes for conducting these evaluations both on-site and virtually.

3. Action

- a. NSTC (N00X) shall conduct a SOHME of NSTC activities as scheduled in enclosure (1).
- b. NSTC (N00X) will send an announcement, via email, to the Commanding Officer (CO) of the activity to be evaluated no later than 30 days prior to the confirmed date of the SOHME.

c. The SOHME will include a review of the following command associated elements:

- (1) Safety Importance.
- (2) ESAMS usage.
- (3) Mishap Reduction Efforts.
- (4) Communication Compliance.
- (5) Traffic Safety.
- (6) Recreational and Off-Duty Safety.
- (7) Base Operating Support safety services.

4. Conduct an annual site visit at Officer Training Command (OTC) and Recruit Training Command (RTC). SOHME's are triennially and allow too large of a gap in oversight. Annual site visits will ensure visibility and compliance of the command's safety programs. Site visits are not evaluations, these visits are intended for the NSTC Safety Manager to review the commands high-risk programs, OSH safety programs and training platforms condition with the Command Safety Officer to ensure compliance with references (a) through (g), identify any shortfalls and provide guidance on corrective action(s). The annual visit will be coordinated with the OTC and RTC Safety Officers to determine the most optimal dates to ensure the NSTC Safety Manager can view as much high risk training as possible while students are being trained.

5. Periodic observation of high-risk training courses at OTC and RTC. High-risk training at OTC and RTC require a more frequent observation due to the hazards that could lead to injury or fatality. The NSTC Safety Manager will conduct monthly observations of the various high-risk formal courses taught at OTC and RTC, each course will be observed at least once per year by the NSTC Safety Manager. The observation will focus on staff-to-student interaction, staff-to-student ratios, standard operating procedures, training procedures, safety precautions, risk mitigation, emergency procedures, safety equipment, and safety personnel. Reference (g) will be utilized when conducting the firefighting certification for OTC and RTC. The NSTC Safety Manager will coordinate dates with the Command Safety Officer.

6. Periodic observation of Naval Reserve Officers' Training Corps Training (NROTC) Training New Student Indoctrination (NSI) and Sea Trials) is important to identify safety hazards and safety protocols to mitigate hazards. The observation will focus on staff-to-student interaction, staff-to-student ratios, standard operating procedures, training procedures, Universal Training Precautions, Hydration Policy, Work-Rest Period, risk mitigation, emergency procedures, safety equipment, training equipment, and safety personnel. The NSTC Safety Manager will coordinate dates with the Officer in Charge of the training. NROTC Summer Training will include the NSTC Safety Manager for pre-planning and executing.

7. Monthly ESAMS reviews of NROTC Units. Monthly ESAMS reviews are intended to ensure NROTC Units implement and maintain ESAMS per reference (c). The NSTC Safety Manager will review 5-10 commands each month ensuring every unit will get at a minimum an annual review. Each unit CO will receive a report detailing their command's status.

8. Point of Contact: Mr. Randy Carpenter, NSTC Special Assistant for Safety, phone: (847) 688-7600 X348/DSN: 792-7600 X348, e-mail: randy.r.carpenter.civ@us.navy.mil.

9. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manuel 5210.1 of September 2019.



F. P. BROWN
By direction

Release and distribution:

This notice is cleared for public release and is available electronically only via Department of the Navy issuance web site, <https://www.netc.navy.mil/Commands/Naval-Service-Training> Command/NSTC-Directives/

**FY23 SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT EVALUATION (SOHME)
SCHEDULE**

Activity	ISIC	Date
U of Michigan U of Minnesota U of Nebraska Notre Dame U	NSTC	October 2022
Miami U, OH Ohio State Purdue U U of Hawaii	NSTC	November 2022
U of Missouri U of Oklahoma RTC GRLKS	NSTC	December 2022
Norwich U Savannah State U U of South Carolina U of South Florida	NSTC	January 2023
U of New Mexico Oregon State U Penn State U	NSTC	February 2023
U of Rochester RPI Rutgers U	NSTC	March 2023
Southern A&M U SUNY U of Texas	NSTC	April 2023
OTC Texas A&M Tulane	NSTC	May 2023
Summer Training	NSTC	June 2023
Summer Training	NSTC	July 2023
Summer Training	NSTC	August 2023
Summer Training	NSTC	September 2023