



DEPARTMENT OF THE NAVY  
COMMANDER  
NAVAL EDUCATION AND TRAINING COMMAND  
250 DALLAS STREET  
PENSACOLA, FLORIDA 32508-5220

NETCINST 5100.2  
N00X  
13 May 2022

NETC INSTRUCTION 5100.2

From: Commander, Naval Education and Training Command

Subj: NAVAL EDUCATION AND TRAINING COMMAND FORWARD DEPLOYED  
SAFETY PERSONNEL

Ref: (a) OPNAV M-5100.23 of 26 May 2021  
(b) NETCINST 5100.1B  
(c) NETCINST 1500.13C  
(d) NETCINST 1500.16A  
(e) OPNAVINST 5102.1E

1. Purpose. To establish policy and procedures for the Naval Education and Training Command (NETC) Forward Deployed Safety Personnel (FDSP).

2. Policy. NETC's primary mission is to safely provide well-trained and professional Sailors and Marines to the fleet. To assist in this effort, the Training Delivery Optimization process approved reclaiming and aligning the former Training Support Center safety professional billets under N00X as NETC Headquarters FDSP. The Yokosuka, Japan billet was converted from General Scheduled Position to a senior enlisted billet with High-Risk Training Safety (HRTS) experience. Separate actions also approved the transfer of the safety professional billet assigned to Center for Naval Aviation Technical Training Unit Jacksonville under NETC N00X. These personnel work directly for NETC N00X, and support NETC domain training in Hampton Roads, San Diego, Great Lakes, Mayport, and Yokosuka geographical areas. They provide safety services to all NETC activities within their geographical area. The FDSP in Hampton Roads, San Diego, and Great Lakes also provides emergency management program services to all supported activities. Specific responsibilities are provided in paragraph 4d.

3. Scope and Applicability. This instruction applies to safety personnel support at all Learning Centers (LC) and their Learning Sites (LS) that are within the Norfolk, San Diego, Great Lakes, Mayport, and Yokosuka areas.

4. Responsibilities

a. NETC N00X

- (1) Directly supervise FDSPs.
- (2) Coordinate workspace and computer workstation requirements.
- (3) Manage FDSPs timekeeping using Standard Labor Data Collection and Distribution Application.
- (4) Provide funding for all required temporary additional duty using Defense Travel System.

b. LCs

- (1) Continue to implement Navy Safety Management System (SMS) per reference (a). Commanders, Commanding Officers (CO), and Officers-in-Charge (OIC) retain overall responsibility to implement SMS and for safe training and operations at their respective Commands.
- (2) Comply with the responsibilities identified in references (b) through (d).
- (3) Coordinate with NETC N00X for any change requests to FDSP responsibilities for their specific LSs/Activities.

c. LSs/Activities. Comply with the Safety and Occupational Health responsibilities identified in references (a) and (b), HRTS responsibilities listed in reference (c), and Firefighting Training Safety Program requirements in reference (d).

d. FDSPs

- (1) High- and Moderate-Risk Training Safety
  - (a) Perform as the technical advisor to leadership of supported activities on all matters of high- and moderate-risk training safety.
  - (b) Lead and conduct HRTS Evaluations and Moderate-Risk Course Evaluations as directed by NETC. Document and track evaluations via Enterprise Safety Applications Management System

(ESAMS). Draft reports and advise LCs/LSS of any required corrective actions.

(c) Conduct safety reviews/evaluations of course modifications and new high-risk training courses/evolutions to include risk assessment, policy compliance, observations of proposed training, and inspections of training platforms. Draft reports and advise LCs/LSS of any required corrective action.

(d) Assist supported activities in designing and developing local policy, Pre-Mishap Plans, Emergency Action Plans (EAP), Standard Operating Procedures, and other safety procedures. Recommend changes to established policy and procedures to eliminate safety hazards or improve procedures.

(e) Assist supported activities in training their HRTS Officers (HR-TSO). Assist with developing/modifying the HR-TSO Job Qualification Requirement.

(f) Conduct biannual HR-TSO safety committee meetings.

(g) Promptly notify the appropriate Chain of Command when issues arise affecting the safety of any training within supported activities.

(h) Monitor high- and moderate-risk training at all assigned activities. Ensure high-risk training EAP monthly reviews, quarterly walkthroughs, and annual drills are conducted. Periodically review instructor qualifications, course risk assessments (initial and annual reviews), and conduct periodic observations of high- and moderate-risk training.

(i) Assist HR-TSOs to conduct annual inspection of all high-risk training equipment, devices, training areas, and/or platforms.

(j) Liaise with LCs and host installation safety offices regarding HRTS and Safety and Occupational Health (SOH) matters of Base Operating Support (BOS) services.

(k) Participate in High-Risk Mobile Training Teams when assigned by NETC, including conducting pre-visit administrative reviews.

(2) SOH

(a) Serve as the technical expert on SOH matters for supported activities, advising top management and staff on principles and techniques of SOH management in the prevention and control of accidents in such areas as work methods, protection devices, and motivational techniques.

(b) Assist supported activities with development of SOH policy and procedures as requested.

(c) Provide assistance to any supported activity that is not receiving required BOS safety services from their host installation.

(d) Assist supported activities to train their Collateral Duty Safety Officers (CDSO). Conduct CDSO safety committee meetings.

(e) Promptly notify the supported activity chain of command when safety issues negatively affect mission.

(f) Conduct and assist in the conduct of SOH Management Evaluations of supported activities.

(g) Evaluate new work processes to identify potential health hazards in the workplace and to determine the need for personnel protective controls.

(h) Assist supported activities with the completion and submission of required safety-related reports and data calls as requested.

(i) Provide assistance to any supported activity that is not receiving required BOS safety services from their host installation.

(j) Review Industrial Hygiene, Fire Inspector, and annual workplace safety inspection reports and assist supported activities with implementing recommended corrective action.

(k) Manage applicable SOH sub-programs (medical surveillance, respiratory protection, fall protection, hearing conservation, etc.) for supported activities if agreed with the

LC and activity. If not directly managed, then monitor supported activities' SOH programs to ensure they are in compliance with SOH sub-programs.

(l) Assist supported activities with conducting annual SOH self-assessment.

(m) Assist supported activities with conducting risk assessments of hazardous processes. Advise appropriate personnel of methods of control or elimination of hazardous processes/conditions, including various available alternative measures.

(n) Develop and promote safety campaigns.

(o) Assist supported activities to manage their Traffic and Recreation and Off-Duty Safety Programs. Attend host installation SOH and Traffic Safety meetings.

### (3) Mishap Investigation and Analysis

(a) Assist supported activities to report, validate, and close on-duty (non-training related) and off-duty mishaps into Risk Management Information (RMI) Streamlined Incident Reporting (SIR) within 30 days. Per reference (e), Class A, B, and C on-duty military and civilian, and off-duty military mishaps are reportable. Class D and E on-duty military and civilian and off-duty military mishaps are not reportable. For other incidents of interest to the Navy, refer to reference (e).

(b) Assist supported activities' personnel with entering mishaps into RMI-SIR when requested. Assume responsibility for mishap investigations when agreed upon with the Immediate Superior in Command (ISIC) and supported activity.

(c) Monitor the Safety Investigation web site (<https://afsas.safety.af.mil>) in RMI-SIR for mishap reports initiated by supported activities. Review and check for accuracy, clarity, and appropriate classification. Contact the appropriate activity, LC, or ISIC safety representative if there are inaccuracies in the report, and offer appropriate advice and assistance.

(d) Upon notification of a Class A or B on-duty mishap at a supported activity, contact the CO or OIC and immediately begin the mishap investigation, including the 72-hour profile. Communicate efforts with LC Safety representative.

(e) Assist support activities to conduct the annual mishap trend analysis. Provide improvement strategies for reduction of mishap rates.

(4) ESAMS/RMI systems

(a) Assist subordinate activities in using ESAMS for documentation of safety-related training, collection of data, medical surveillance, mishap reporting, inspections, evaluations, deficiencies, and trend analysis, at a minimum.

(b) Monitor ESAMS to ensure supported activities properly add applicable personnel to the system and capture duties and tasks. Ensure personnel complete required safety training.

(5) Emergency Management

(a) Conduct reviews and assessments of LC/LS all hazards emergency preparedness and emergency action plans as directed by NETC.

(b) Provide all hazards emergency planning guidance, assistance, and exercise support to LCs/LSs upon request.

(c) The below responsibilities apply to emergencies that require coordination and shared resources among co-located LCs/LSs (e.g., student evacuations). LCs/LSs retain emergency management responsibilities for hazards which do not require coordination among different LCs/LSs (e.g., active shooter).

1. Coordinate emergency planning, exercise, and execution with Installations (both host installations and evacuation destinations, as applicable), Contracting Offices, Transportation Offices, and Medical Treatment Facilities with assistance from supported LS and LC collateral duty emergency management coordinators.

2. Validate requirements for transportation, food and water, life support services (berthing, heads/handwashing stations, showers), and other goods and services as required at safe haven evacuation sites. Participate in and support Navy-wide exercises (e.g., HURREX) as applicable.

3. Coordinate Memoranda of Agreement/Memoranda of Understanding with service providers and supporting entities, produce command briefings, and coordinate performance work statements as required.

4. Review and test emergency management EAPs to ensure viability in the event of an emergency (monthly by phone, and quarterly walkthrough).

5. During an emergency, act as primary point of contact to coordinate support/services plans and maintain liaison with higher echelon command on safety issues.

## 5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

6. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction

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is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

A handwritten signature in black ink, appearing to be 'K. Beck', written over a circular stamp or mark.

K. BECK  
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Web Site ([www.netc.navy.mil](http://www.netc.navy.mil)), via the NETC Reference Library in DON TRACKER, or by e-mail at [netc\\_directives@navy.mil](mailto:netc_directives@navy.mil).