



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

Canc: Aug 2021

NSTCNOTE 5103
N00X
4 Aug 2020

NSTC NOTICE 5103

From: Commander, Naval Service Training Command

Subj: FISCAL YEAR 2021 SAFETY OCCUPATIONAL AND HEALTH MANAGEMENT
EVALUATIONS, ANNUAL SITE VISITS, AND MONTHLY ESAMS
REVIEWS

Ref: (a) OPNAVINST 5100.23H
(b) OPNAVINST 1500.75D
(c) NETCINST 5100.1B
(d) NETCINST 1500.13C
(e) NSTCINST 1500.13B

Encl: (1) FY21 Safety and Occupational Health Management Evaluation (SOHME) Schedule

1. Purpose. Establish the Fiscal Year 2021 (FY20) 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 (e) define requirements, responsibilities, and processes for conducting these evaluations both on-site and virtually.

3. Action

- a. NSTC (N00X) shall conduct 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 being 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) Enterprise Safety and Management System (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 allow visibility of a commands safety programs and assist in keeping in compliance. Site visits are not evaluations, these visits are intended for the NSTC Safety Manager to review the commands High Risk and Occupational Safety and Health programs with the Command Safety Officer to ensure compliance with references (a) through (e) and 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 and each course will be observed at least once a 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. The NSTC Safety Manager will coordinate dates with the Command Safety Officer.

6. Monthly ESAMS reviews of Naval Reserve Officer Training Corps 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 to ensure every unit, at a minimum, receives an annual review and provides the unit's CO with a report of their command's status.

7. Point of Contact. Mr. Randy Carpenter, NSTC Special Assistant for Safety, may be contacted by telephone at COM: (847) 688-7600 Ext 348/DSN: 792-7600 Ext 348 or by email at randy.r.carpenter@navy.mil.

8. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.



MICHAEL B. RILEY
Chief of Staff

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,
https://www.public.navy.mil/netc/nstc/NSTC_Directives/notices.asp.

**FY20 SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT EVALUATION (SOHME)
SCHEDULE**

Activity	ISIC	Date
University of Utah	NSTC	OCT 2020
Vanderbilt University of Virginia	NSTC	NOV 2020
Virginia Tech Virginia Mil Institute	NSTC	DEC 2020
University of Washington	NSTC	JAN 2021
University of Wisconsin Yale University	NSTC	FEB 2021
Atlanta Consortium	NSTC	MAR 2021
Auburn-Tuskegee Cons Maryland Consortium	NSTC	APR 2021
Chicago Consortium Hampton Roades Consortium	NSTC	MAY 2021
Sea Trials/Summer Trainings	NSTC	JUN 2021
Sea Trials/Summer Trainings	NSTC	JUL 2021
Sea Trials/Summer Trainings	NSTC	AUG 2021
Boston Consortium Houston Consortium	NSTC	SEP 2021