



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
716 SICARD STREET, SE, SUITE 1000
WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 5100.3A

N3

14 Mar 2013

CNIC INSTRUCTION 5100.3A

From: Commander, Navy Installations Command

Subj: BASE OPERATING SUPPORT SAFETY SERVICES

Ref: (a) NAVSO P-1000
(b) CNICINST 4000.1B
(c) OPNAVINST 5100.23G
(d) DoD Instruction 1015.15 of 20 March 2008
(e) OPNAVINST 3500.39C
(f) SECNAV M-5210.1

Encl: (1) Definitions of Terms/Acronyms
(2) CNIC BOS Safety Key Process Flowcharts
(3) List of BOS Safety Services
(4) Reimbursable Safety Decision Process Flow Chart

1. Purpose. This instruction implements references (a) through (e) and provides amplifying guidance for the effective and efficient management of a core Safety Program for a Supplier (formerly Host) installation and delivery of base support to Receiver (formerly Tenant) activities requesting base operating support (BOS) Safety services.

2. Background

a. Since the stand-up and implementation of the Commander, Navy Installations Command (CNIC) organization in 2003, CNIC installations have taken on Supplier responsibilities to provide common-service BOS functions as established in the Navy Installation Core Business Model (ICBM). Receiver activities executed funding for additional missions beyond installation management and some transferred resources for base support functions to their newly formed Supplier. Safety support to CNIC and its Receiver activities were affected as follows:

(1) Divesting Receiver activities retained organic safety assets that were integral to their mission and transferred funding and personnel that were not. Transfers were made with the understanding that any safety program gap (i.e., service degradation) created by the transfer could be addressed

by a support agreement with the CNIC Supplier organization. Receiver activities retained overall safety responsibility within their cognizance including workplaces, processes, and personnel.

(2) The newly formed CNIC organization took on a dual-role mission to provide Navy Occupational Safety and Health (NAVOSH) funded through BOS. CNIC would provide:

(a) Centrally managed safety support of core functions integral to the CNIC supplying activity mission (e.g., port operations, force protection, and fire and emergency services)

(b) Common-service, BOS Safety functions for all Receiver activities, unless a Receiver is mission funded to perform the function itself.

b. Reference (a) provides guidance regarding budget and funding policy for Department of Navy (DON) activities. Part B, Section II, of reference (a) provides guidance on Supplier/Receiver (formerly Host/Tenant) relationships including financial responsibility for safety services. Reference (b) provides implementation guidance for Supplier support agreements with Receiver activities. Reference (c) specifies CNIC responsibility for a supplying activity to provide BOS Safety services including all common-service and core installation management functions.

3. Policy

a. The primary objective of this instruction is to provide sufficient guidance to ensure that personnel, assets, and public welfare are safeguarded while maintaining optimal levels of readiness to support the warfighter, fleet, and family. The instruction accomplishes this by:

(1) Identifying all Receivers of common-service support and providing guidelines on notifying them of the levels of BOS Safety services available from CNIC Suppliers.

(2) Defining BOS Safety services available to requesting Receivers from CNIC Suppliers.

(3) Linking the needs assessment process with verification and validation of CNIC Supplier workload requirements for delivering CNIC core mission and Receiver-

requested BOS Safety services.

(4) Establishing the CNIC-approved safety management system (e.g., Enterprise Safety Application Management Services [ESAMS] or equivalent) as the primary source for documenting CNIC Supplier workload requirements, including BOS Safety service levels provided to CNIC core mission and Receiver activities.

(5) Providing amplifying policy guidance for determining the funding, delivery, and reimbursement requirements of CNIC Suppliers to provide requested BOS Safety services to Receivers.

b. The information below clarifies guidelines for BOS Safety mission, management, operations, and procedures.

(1) Base Operating Support (BOS) Safety

(a) Management Authority. The commanding officer (CO) of an installation is the sole management authority for common-service support to Receiver activities funded through BOS. Enclosure (2) provides key process flow charts and amplifying guidance for effective and efficient delivery of BOS Safety services. Enclosure (3) provides a description of BOS Safety service functional areas and outlines functions (responsibilities) of Suppliers and Receivers pertaining to those functional areas.

(b) Common-Service Functions. BOS Safety common-service functions are available to all Navy appropriated fund (AFN) Receiver activities on a non-reimbursable basis. In accordance with funding exceptions specified in section 075123 of reference (a), BOS Safety services are also available for facility management functions (e.g., public works and grounds maintenance) of Navy Working Capital Fund (NWCF) Receiver activities as common-service support on a non-reimbursable basis. Enclosure (4) provides guidance to determine when requested BOS Safety services are reimbursable in accordance with references (a) and (b).

(2) Equitable BOS Support. CNIC Suppliers will provide BOS Safety services to receiving activities on a fair and equitable basis in accordance with references (a) and (b) and this instruction. BOS support is subject to a Supplier's ability to provide requested safety services without jeopardizing its core capability. Available funding, competing requirements, response time, resource limitations, or similar

factors may limit core capability.

(3) Transfer Requests to Receive BOS Support. When a Receiver requests transfer of safety support to a CNIC Supplier after being previously dependent on receiving safety support elsewhere, changes are validated by the Supplier through a needs assessment with the Receiver. This needs assessment is necessary to allow the Supplier to evaluate and accomplish the transfer within the normal budget cycle, whenever possible, so that appropriate adjustments of resources may be made by the Supplier to support the request equitably within the current core capability.

(4) Exclusions of BOS Safety Common-Service Support. BOS funding does not cover common-service support for the following:

(a) Mission-related facilities where assets are devoted to the accomplishment of a specific mission, business area, or end product.

(b) Working Capital Fund (WCF) facilities and all other facilities entirely occupied by WCF personnel. These common-service support functions are generally a Supplier responsibility; however, NWCF activities are responsible for costs specifically required to support their mission products and services. These include facilities established for:

1. Base support business areas comprised of facility management functions for utilities, facility maintenance, building services, and transportation and environmental support.

2. Depot maintenance activities (e.g., Naval Shipyard and Fleet Readiness Center [formerly Naval Aviation Depot (NADEP)] facilities).

3. Research and development activities (e.g., air, surface, and undersea warfare centers, and naval research labs).

4. Transportation activities (e.g., Military Sealift Command [MSC] facilities).

(c) Defense Health Program (DHP) funded activities and all other facilities occupied entirely by DHP personnel.

These include facilities established for:

1. Military/medical treatment facility (MTF) activities (e.g., hospitals and medical and dental clinics located in the continental United States [CONUS] and overseas).

2. TRICARE Management Activity (TMA) operational and organizational offices (e.g., TMA operational offices and geographical health service region facilities located CONUS and overseas).

3. Uniformed Services University of Health Sciences (USUHS) activities (e.g., university campus facilities for the schools of medicine and nursing).

(d) Mission-related, strategic systems program (SSP), global antenna systems, Government-owned contractor-operated (GOCO) facilities, and other unique-service (e.g., restricted or access-controlled) facilities.

(e) Facilities established by public-private venture (PPV) projects.

(5) Funding for BOS Safety Services

(a) The Operation and Maintenance, Navy (O&MN) appropriation finances the day-to-day costs of operating CNIC shore installations including BOS Safety services. O&MN funds for CNIC are provided via DON under an annual appropriation. These appropriated funds (APF) are provided to CNIC region commanders (REGCOMs) and installation commanding officers (COs) to resource O&MN support service expenses for all customers across the installation. This includes expenses for safety support of the CNIC supplying activities' core mission and recurring common-service support for Receivers.

(b) Operations and Maintenance, Naval Reserve (O&MNR) appropriation finances the day-to-day costs of operating and maintaining Navy Reserve Force (e.g., aircraft, ships) including base support operations and administrative support. Base support funds are often provided by Commander, Navy Reserve Forces, to CNIC REGCOMs and installation COs to resource O&MNR base support service expenses for the designated Receiver activities of CNIC installations.

(c) In accordance with reference (d), APF resources are also authorized and provided to CNIC REGCOMs and

installation COs for all costs associated with protecting the health and safety of participants and employees of Non-Appropriated Fund Instrumentalities (NAFIs) (e.g., Military Morale, Welfare and Recreation [MWR] programs, Armed Services Exchange programs, and civilian MWR programs). This funding includes safety inspection of NAFI facilities and safety education and training of authorized patrons and NAFI employees.

(d) CNIC REGCOMs and installation COs may not charge for any O&MN costs built into their budget. BOS functions (including safety services) are budgeted under O&MN expenses and are provided on a non-reimbursable basis. On occasion, where Receiver requests for BOS Safety services exceed Supplier capability because of non-availability or reductions in CNIC base support resources, COs may find it necessary to lower the level of O&MN funded common-service support to establish service levels of existing funds. In such cases, CNIC budget reductions will be implemented uniformly and will not be a basis for eliminating or reducing BOS service or common-service support provided to a Receiver to a level below that which the Supplier receives.

(6) Reimbursement for BOS Safety Services

(a) No reimbursement will be sought from Receivers for common-service support they are entitled to receive in accordance with references (a) and (b).

(b) The Receiver will reimburse the Supplier for all reimbursable BOS Safety, cross-service, and unique-service support in accordance with references (a) and (b).

(c) CNIC supplying activities must seek O&MN fund reimbursement for:

1. Levels of support that are Receiver-unique such as mission-related safety programs and safety training for diving, afloat, aviation, medical, and building design and construction. Such reimbursement is based on the amount of increased cost to provide the unique service for the Receiver.

2. Services where the Receiver activity is funded separately for such functions (e.g., a Receiver activity with mission-related organic safety assets funded by Defense WCF, DHP, or NAF).

3. Cross-service support (e.g., active and

reserve components of U.S. Army and Air Force Receiver activities).

4. Incremental direct costs associated with support to Receivers for which the Supplier can show that the Receiver is responsible, and for which the Supplier is not responsible. Examples of BOS-funded common-service support functions for which the supplying activity may seek cost reimbursement include oil and hazardous material spill response, and facility emergency maintenance and repair to bring safety deficiencies into compliance when the responsibility of such deficiencies is directly attributed to the Receiver (e.g., accident, abuse, negligence).

(d) CNIC COs must follow support agreement procedures to provide requested BOS Safety functions when service is reimbursable in accordance with reference (b) (e.g., mission-related safety services requested by NWCF, DHP-funded activities, and other non-Navy, Department of Defense [DoD], or non-DoD activities). Enclosure (4) provides additional guidance to determine reimbursable safety support.

(e) CNIC Supplier of BOS Safety services will provide common-service or cross-service support to non-Navy activities in accordance with references (a) and (b). These safety support services will be funded on a fair-share cost basis as long as it does not jeopardize the Supplier's capability to support Navy mission-funded activities.

(f) CNIC Supplier of BOS Safety services will immediately notify existing Receivers of new requirements that affect reimbursable support and negotiate reimbursements and a change in service levels as necessary.

(g) CNIC Supplier of BOS Safety services will immediately notify Receivers, in accordance with reference (b), to budget for all reimbursable support previously provided at no cost that must be transferred to Receiver for a valid reason.

(7) Delivery of BOS Safety Services

(a) In accordance with reference (c), supplying activities shall conduct an annual command self-assessment. A needs assessment for receiving activities requesting BOS Safety services must also be conducted as a component of the command self-assessment process to establish the BOS Safety service delivery requirements of the Supplier. Completion of the

command self-assessment and the needs assessment is necessary to validate requirements and determine levels of safety controls (e.g., number of inspections and amount of training). These controls are needed to prevent or reduce personnel exposures to hazards and to alert command management of emerging and significant safety issues. Management and documentation of BOS Safety service levels provided by Suppliers shall incorporate the CNIC-approved data management system (e.g., ESAMS or equivalent system).

(b) Each year, CNIC supplying activities shall identify and formally notify all receiving activities not requesting BOS Safety services of the level and availability of these services. Notification shall include an invitation for receiving activities to participate in a needs assessment. Supplying activities shall provide requested BOS Safety services that are:

1. Validated by the command self-assessment process including Receivers and, if not including Receivers, by an individual needs assessment conducted jointly by the requesting Receiver and the Supplier.

2. Available within the budget and capability of the Supplier. Responsibility for safety requirements that are not within the BOS budget or capability of the Supplier shall remain with the Receiver.

(c) Oversight and responsibility for contractors utilized to deliver BOS Safety services within the budget and capability of the Supplier will remain with the Supplier.

(d) Documentation of receiving activities not requesting or receiving available BOS Safety services shall be provided to the supplying activity and the respective receiving activity commanders.

(8) Requests for BOS Safety

(a) BOS Safety services are offered to Receivers from supplying activities on a request basis. The supplying activity will provide common-service support within available budget and capability.

(b) Successful delivery of BOS Safety services from the Supplier requires Receiver activities to perform the

Receiver functions (responsibilities) set out in enclosure (3) applicable to the requested common-service support.

(c) Operational or workplace process changes that will affect the level of requested BOS Safety service must be communicated to the Supplier. Notification is required to allow the Supplier to update the annual needs assessment of the Receiver and identify potential gaps in BOS Safety delivery.

(d) Receivers of BOS Safety should immediately notify supplying activities when the level of support provided does not meet the common-services agreed upon during the needs assessment. Suppliers must evaluate all gaps identified by Receivers and provide recommendations or alternatives to eliminate gaps.

c. This instruction applies to:

(1) All base commands in the United States, its territories and possessions, and overseas where the base commander is part of the CNIC chain of command.

(2) All assigned or employed personnel of any DoD and non-DoD command receiving activity of a CNIC installation whether units are co-located with their CNIC Supplier or operate off-site at geographically remote locations.

(3) All assigned and employed personnel of any permanently home-ported receiving activity unit of a CNIC installation whether units are operating in port or deployed.

(4) All family members of assigned or employed personnel, invited guests, volunteers, and other individuals authorized by a Receiver or supplying activity commander to participate in a command-sponsored event on government-occupied or government-controlled property including Navy-owned or Navy-leased sites, buildings, facilities, or other locations.

d. This instruction does not apply to:

(1) DoD and non-DoD command activities that do not operate in a facility of a CNIC installation or receive base support from a CNIC installation.

(2) Facilities established by PPV projects.

4. Responsibilities

a. The CNIC Commander is responsible for:

(1) Validating projected region BOS Safety workload on an annual basis and providing resources needed to meet the core mission requirements of supplying activities and individual requests for BOS Safety services by receiving activities.

(2) Tracking and monitoring region delivery and backlog of core mission requirements by supplying activities.

b. Region commanders (REGCOMs) are responsible for:

(1) Providing shore installation management (BOS), common-service, cross-service, and unique-service support to Navy operational units, shore activities, and other authorized organizations and qualified personnel within their area of responsibility (AOR) and within available resources. REGCOMs are accountable to CNIC for effective and efficient management of assigned BOS resources.

(2) Ensuring resources and policies are provided to deliver optimal levels of quality BOS Services effectively and efficiently throughout their respective AORs.

c. Installation COs are responsible for:

(1) Providing BOS Safety services in accordance with this instruction.

(2) Serving as an integral part of the Safety Program and processes related to the delivery of BOS Safety service, common-service, cross-service, and unique-service support provided to activities onboard their respective installation(s).

(3) Ensuring annual command self-assessments and needs assessments for each requesting Receiver activity are conducted to validate requirements and determine levels of safety controls for BOS Safety service delivery.

(4) Ensuring policies, processes, and staffing are in place to deliver quality BOS Safety services effectively and efficiently within established policies, applicable and approved mission capability performance levels, or equivalent and budgetary constraints to receiving activities requesting support.

(5) Ensuring pre-existing agreements for support involving asset transfer by a receiving activity to a supplying activity for specified safety services are sustained and executed where applicable, in accordance with reference (b).

d. Region and Installation Safety Departments are responsible for:

(1) Providing safety services established by support agreements and transfer agreements, including services exceeding those common-services listed in enclosure (3), until expiration of agreements are agreed upon by the respective receiving activities.

(2) Soliciting feedback from receiving activities and evaluate the delivery of common-service support to identify any gaps in requested support that are inconsistent with what was agreed upon during the needs assessment.

(3) Ensuring process owner Receivers are aware of their responsibilities to resolve identified gaps in requested support that are beyond the Supplier's budget and capability.

5. Actions

a. REGCOMs shall:

(1) Implement the delivery of BOS Safety services in accordance with this instruction.

(2) Use operational risk management (ORM) in accordance with reference (e) to determine the impact on region capability to deliver requested BOS Safety services due to funding reductions in base support budget.

b. Installation COs shall:

(1) Implement the delivery of BOS Safety services in accordance with this instruction.

(2) Use Operational Risk Management (ORM) in accordance with reference (e) to determine the impact on installation capability to deliver requested BOS Safety services due to funding reductions in base support budget.

c. Region and Installation Safety Departments shall:

(1) Annually identify and notify eligible activities not receiving BOS Safety services of the level and availability of such services and invite them to participate in the annual needs assessment.

(2) Conduct an annual self-assessment of the Command to include Receivers receiving BOS Safety services, or if the annual assessment does not include Receivers, complete an individual needs assessment jointly with the Receiver to determine common-service annual requirements.

(3) Use a CNIC-approved safety management system (e.g., ESAMS or equivalent system) for maintaining workload documentation of safety support provided to the supplying activity core mission and BOS Safety common-service functions provided to receiving activities requesting support. Responsibilities shall include documenting a backlog of BOS Safety services.

(4) Provide process owner Receivers with recommendations and alternatives to eliminate identified gaps in requested support and meet recognized safety requirements.

(5) Develop fair-share cost estimates to deliver reimbursable BOS Safety services for each requesting receiving activity in accordance with reference (b).

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (f).


W. D. FRENCH
Vice Admiral, U.S. Navy

Distribution:
Electronic only, via CNIC Gateway 2.0
<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

DEFINITIONS OF TERMS/ACRONYMS

1. Activity Identifier Maintenance Responsibility (AIMR). The AIMR is the activity responsible for funding maintenance and repair of a particular facility. AIMR information is managed by Naval Facilities Command (NAVFAC) and maintained on the internet Navy Facilities Asset Data Store (iNFADS) database. The iNFADS database is an automated file of data on each facility and is the official record of Navy's real property assets.

2. Appropriated Fund (APF). APF is monies provided by Congress through specific legislation. Examples include Military Construction (MILCON) appropriations, operations and maintenance (O&M) appropriation, and appropriations for procurement such as: Other Procurement, Navy (OPN); Weapons Procurement, Navy (WPN); Research, Development, Test and Evaluation (RDT&E); and Aviation Procurement, Navy (APN).

3. Base Operating Support (BOS) Services. In accordance with reference (b), base support functions are identified on the Installation Core Business Model in paragraph 075123 of reference (a) and provided by a CNIC region or installation to Navy organizations. Reasonable levels (quality and/or quantity) of BOS services are provided to Navy APF activities on a common-service basis. The Region Commander (REGCOM) will define "reasonable" level for any service or function based on Commander, Navy Installations Command (CNIC) instructions, policies and guidance, available funding, and consultation with service Suppliers. Navy Working Capital Fund (NWCF) activities will reimburse for specific BOS services in accordance with reference (a) of this instruction. Enclosure (3) provides a description of each BOS Safety/common-service support function provided by a CNIC Supplier.

a. Non-Reimbursable Base Support. Non-reimbursable base support refers to those common-service support functions provided by a supporting activity using BOS (Appropriated Fund, Navy [AFN]) resources to an AFN Receiver activity on a non-reimbursable basis. BOS-funded common-service support is considered within the mission responsibility of the Supplier. The following exceptions apply:

(1) Exceptions for NWCF activities and provisions for special circumstances are noted in reference (a).

(2) Some Department of Navy (DON) activities and programs are governed by DON instructions and policies that direct specific support functions to be provided by CNIC installations on a non-reimbursable basis.

b. Reimbursable Base Support. Reimbursable base support refers to designated common-service functions provided by a Supplier on a BOS fund reimbursement (payback) basis to operating force units of a CNIC installation. Reimbursable base support includes:

(1) Supporting activities that operate under NWCF procedures to provide common-service support functions for operating force units, financed from their own appropriated military support resources/allotments provided by their management command. For example, CNIC is the management command for NAVFAC supporting activities; NAVAIR is the management command for Fleet Readiness Center (formerly NADEP) supporting activities.

(2) Cross-Service/Unique-Service Support. In accordance with references (a) and (b) and this instruction, these are services provided by the Supplier to another requesting activity when the work or services are not within the Supplier's common-service mission. Suppliers will charge for such support provided it is significant, identifiable, and directly attributed to the Receiver. Cross-service/unique-service support includes:

(a) Work or services required to meet the Receiver's mission requirements that exceed the scope of common-service support.

(b) Work or services provided to occupants of a NWCF mission-related facility or Bureau of Medicine and Surgery (BUMED) facility where NWCF or BUMED activity has the Activity Identifier Maintenance Responsibility (AIMR).

(c) Work or services provided to Working Capital Fund (WCF) activities (e.g., U.S. Coast Guard, U.S. Army, and U.S. Air Force) resident on an installation.

4. Common-Service Support. Common-service support refers to BOS services provided to a Receiver activity by a supplying activity on a non-reimbursable basis. Such support is considered within the mission responsibility of the Supplier and requested by the

Receiver. Exceptions for requests by NWCF activities and provisions for special circumstances are noted in reference (a) and this instruction.

5. Defense Health Program (DHP) Funded Activities. DHP appropriation funding provides for world-wide medical and dental services, veterinary services, medical command headquarters, specialized services for the training of medical personnel, and occupational and industrial health care at DHP medical command installations and activities (e.g., military medical centers and branch medical/dental clinics). DHP operation and maintenance (O&M) funding is divided into seven major areas: in-house care, private sector care, information management, education and training, management activities, consolidated health support, and base operations. DHP appropriation also funds the research, development, test and evaluation (RDT&E) program for medical information management/information technology, medical laboratory research, and the Armed Forces Radiobiology Research Institute. The DHP appropriation procurement program funds procurement of capital equipment in military treatment facilities and other selected health care activities, including: equipment for initial outfitting of newly constructed, expanded, or altered health care facilities; equipment for modernization and replacement of worn-out, obsolete, or uneconomically repairable items; equipment supporting programs such as pollution control, clinical investigation, and occupational/environmental health; and military treatment facilities information processing requirements and equipment.

6. Facility. For the purposes of this instruction, a facility is a physical plant, demarcated structural complex, building, or other Class-2 real property asset on a CNIC installation that is occupied by a supplying activity or operating force unit.

7. Global Antenna Systems. Global antenna systems include: mission-related military telecommunication network equipment with mobile or fixed radio-frequency transmitting and receiving devices used for space surveillance and battle management, and command and control; intelligence, surveillance, and reconnaissance (ISR); meteorology and oceanography (METOC); theater and ballistic missile defense (TBMD); computer networks and communications; position, navigation, and timing (PNT); and space control. These global antenna systems are used by the Tenant/customer facility or a non-CNIC support component of the Tenant/customer facility (e.g., Naval Security Space [NSS], Space and Naval Warfare Systems Command [SPAWAR], Naval Warfare

Development Center [NWDC], and Naval Network Warfare Command [NETWARCOM] receiving activities).

8. Inspection. Inspection means any audit, assessment, or survey of an employer establishment, building, factory, plant, construction site, or other work area, where managers and performers carry out a work process. An individual workplace inspection includes re-inspection, follow-up inspection, mishap investigation, inspection as part of needs assessment, or other inspection conducted under section 0903 of reference (c).

9. Installation. For the purposes of this instruction, installation means any real property controlled, owned, or leased by CNIC, or occupied by CNIC personnel, such as a base, site, or other location.

10. Mission Capability Performance Levels. The common framework of definitions, outputs, output performance metrics, and cost drivers for each installation support function established by higher authority for base support. These performance levels provide a description of the capability or level of performance for each output of BOS/common-service support functions.

11. Navy Installation Core Business Model (ICBM). The ICBM describes DON business areas, functions, and sub-functions that are managed by the installation and funded through the BOS program. This model is also referred to as the Installation Management Accounting Project (IMAP).

12. Needs Assessment. For the purposes of this instruction, the needs assessment is a component of the Command Self-Assessment process in which the Supplier partners with Receivers to establish and validate requested BOS Safety services. This assessment ensures that the Supplier provides safety and occupational health support, services, and guidance that meet the Receiver requests within the budget and capability of the Supplier. The elements of the Customer-Focused Support Process Model in accordance with reference (c) should be included in the needs assessment.

13. Non-Appropriated Fund (NAF). NAF monies are those derived from sources other than congressional appropriations and commissary surcharge funds, primarily from the sale of goods and services to Department of Defense (DoD) military and civilian personnel and their family members that are used to support or provide Morale, Welfare, and Recreation (MWR) programs.

14. Non-Appropriated Fund Instrumentalities (NAFI). A NAFI is a Department of Defense (DoD) organization that is supported, in whole or in part, by NAF. It acts in its own name to provide or assist Secretaries of the military departments in providing programs for military personnel and authorized civilians. It is not incorporated under the law of any state or the District of Columbia, but has the legal status of an instrumentality of the United States. As a fiscal entity, it maintains custody of and control over its NAF and may also administer appropriated resources to carry out its purposes.

15. Organic Safety Asset. An organic safety asset is an established capability of a command or activity financed from its own mission-funded resource (e.g., APF, WCF, and DHP) to provide mission-related safety support for itself.

16. Public-Private Venture (PPV) Project. A PPV project is a commercial business arrangement based on a contract or agreement between a DoD NAFI and a non-Federal entity whereby the non-Federal entity provides goods, services, or facilities. PPV projects may include base housing facilities, and child care or commercial business activities for MWR programs. Hotels, golf courses, marinas, entertainment operations, food and beverage operations, conference centers, and other recreational business activities are all suitable projects for public-private ventures.

17. Receiver (formerly Tenant). For the purposes of this instruction, a command or activity of an operating force unit resident on an installation that receives support services from a Supplier is a "Receiver" or "Receiving Activity."

18. Strategic Systems Program (SSP). The SSP is the Navy organization responsible for the development, production, and life cycle support of the Navy's Fleet Ballistic Missile (FBM) Strategic Weapons System (SWS).

19. Supplier (formerly Host). For the purposes of this instruction, a command or activity that provides BOS common-service, cross-service, and/or unique-service support functions to a Receiver is a "Supplier" or "Supporting Activity."

20. Support Agreement. In accordance with reference (b), a support agreement is an agreement that codifies unique organizational relationships and/or support service arrangements

between two or more organizations and normally includes an inter/intra-service support agreement (ISA) (e.g., ISA or DD Form 1144), memorandum of agreement (MOA), or memorandum of understanding (MOU).

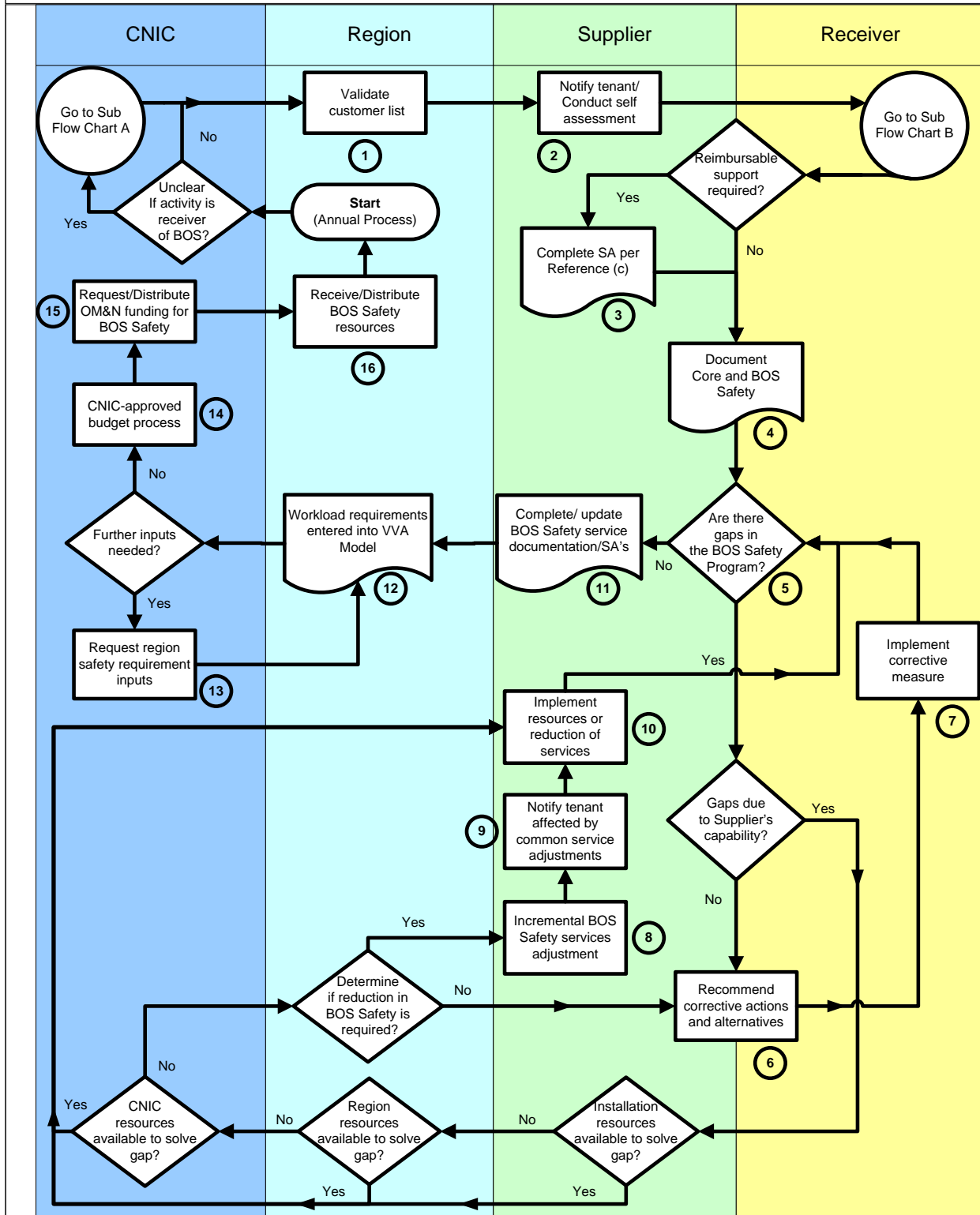
21. Transfer Asset. Transfer assets are funding or personnel resources conveyed from one Navy echelon command activity to another (e.g., Navy-funded receiving activity to Navy-funded supplying activity) for sustainment of an agreed-upon service function at a designated place or for a specified situation. Transfer assets may involve service support for mission-related functions.

22. Working Capital Fund (WCF) Activities. WCF activities include defense WCF (e.g., Navy [NWCF], Army [AWCF], and Air Force [AFWCF]), and Transportation (TWCF) activities. WCF is a revolving fund established to finance a cycle of operations to which reimbursements and collections are returned for reuse in such a manner as to maintain the principal of the fund. It is established to finance inventories of supplies or to provide working capital for industrial type installations. WCF activities typically charge a stabilized rate for their services to include overhead and other costs related to their mission products and services. Receiving activities that are mission-funded by a WCF (e.g., NAVFAC, Naval Network Warfare Command [NETWARCOM], Space and Naval Warfare Systems Command [SPAWAR], and Naval Research Laboratory [NRL]) must reimburse the Supplier for full costs of BOS services directly attributed to support their mission products and services.

23. Work Process. Activities, operations, or job tasks associated with a product or service outcome.

CNIC BOS SAFETY KEY PROCESS FLOWCHARTS

Base Operating Support (BOS) Safety Key Process Flow Chart



Step 1: Supplier validates customer (Receiver) list to identify all eligible customers of BOS Safety in accordance with this instruction. Annual baseline customer lists are provided to regions for validation and updated by CNIC headquarters (HQ) using annual extracts from Internet Naval Facilities Assets Data Store (iNFADS).

Step 2: Supplier notifies all eligible customers and invites Receivers to participate in needs assessment in accordance with reference (c) and this instruction.

Step 3: If reimbursable, complete support agreements in accordance with reference (b).

Step 4: Supplier manages and documents BOS Safety service requests and support provided to Receivers in the official CNIC-approved safety data management system (e.g., Enterprise Safety Application Management System [ESAMS] or equivalent). Supplier provides report to commanding officers (COs) in accordance with this instruction.

Step 5: Supplier evaluates Receiver BOS Safety requirements during needs assessment conducted jointly with Receiver, to determine if service delivery gaps are present due to increasing demand for services or to changes in Supplier service level availability or capability. Examples of situations that could lead to a gap in BOS Safety services include: a reduction in Supplier funding or resources, increased or competing Receiver requests for the same support, Receiver operation or process changes requiring an unscheduled increase in Supplier workload, or a requirements increase due to a Navy policy change.

Step 6: Supplier provides recommended corrective actions and solution alternatives for recognized gaps or hazards in accordance with reference (c). Receiver retains overall responsibility for safety within its cognizance (workplace, work process, area personnel).

Step 7: Receiver, as process owner, implements corrective measure to eliminate gap or hazard.

Step 8: In accordance with reference (b) and this instruction, CNIC region and installation COs determine if a reduction in the level of common-service support to Receiver activities is necessary. Operational risk management (ORM) in accordance with

reference (e) should be utilized in this determination. CNIC supplying activities implement reasonable incremental reductions in BOS Safety services in accordance with CNIC region or installation COs, reference (b), and this instruction.

Step 9: Supplier notifies each Receiver affected by the incremental adjustment to BOS Safety service levels in accordance with reference (b).

Step 10: Supplier implements BOS Safety service resources as available or reduces level of common services as determined by the CNIC region or installation CO.

Step 11: Supplier completes or updates support agreement documentation of BOS Safety services in CNIC-approved data management system (e.g., ESAMS or equivalent). Support agreements are implemented or updated in accordance with reference (b). Supplier updates and provides documentation of support agreement changes to affected COs in accordance with this instruction.

Step 12: CNIC Region and Installation Safety Departments use a CNIC-approved data management system (e.g., ESAMS or equivalent) to input workload requirements to efficiently and effectively deliver common-service BOS Safety support. Upon request, CNIC HQ provides guidance to regions on procedures to input workload requirements. Workload requirements obtained from the CNIC-approved data management system are used to populate the safety performance and pricing Verification, Validation, and Accreditation (VV&A) Model.

Step 13: CNIC HQ reviews workload requirements submitted by regions in the CNIC-approved data management system and determines if further inputs are necessary to validate resource needs. CNIC HQ notifies region when additional inputs are needed to validate region resource needs.

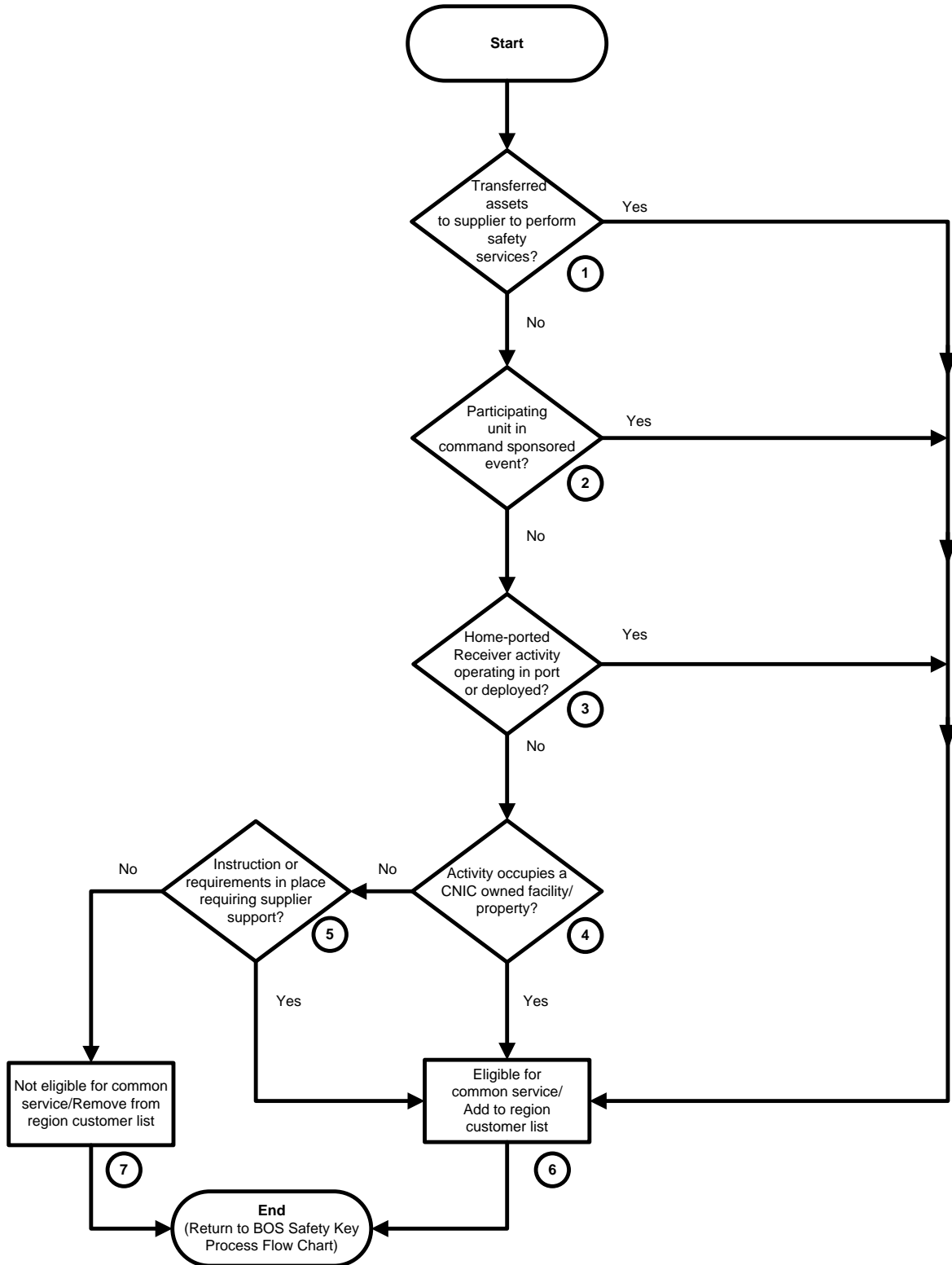
Step 14: CNIC Region and Installation Safety Departments use the VV&A outputs to request future BOS Safety resources via the Program Objective Memorandum/Process Review (POM/PR) budget process. Business rules for the POM/PR budget process are available from CNIC HQ.

Step 15: CNIC HQ manages the POM/PR budget process to obtain resources to meet validated requirements. Fiscal year controls

are used to spread DoN appropriated OM&N funding for BOS Safety services to regions.

Step 16: CNIC regions and installations apply funding provided in their fiscal year controls to deliver BOS Safety services in accordance with this instruction. Return to Step 1 for the next year BOS Safety delivery cycle.

Sub Flow Chart A: Determining BOS Safety Eligibility



Step 1: Determine if a pre-existing transfer agreement, support agreement, or precedence has been established with Receiver to provide safety support.

Step 2: Determine if potential customer is a unit participating in a command-sponsored event.

Step 3: Determine if the potential customer is a home-ported afloat Receiver activity of the CNIC supplying installation operating in port or deployed.

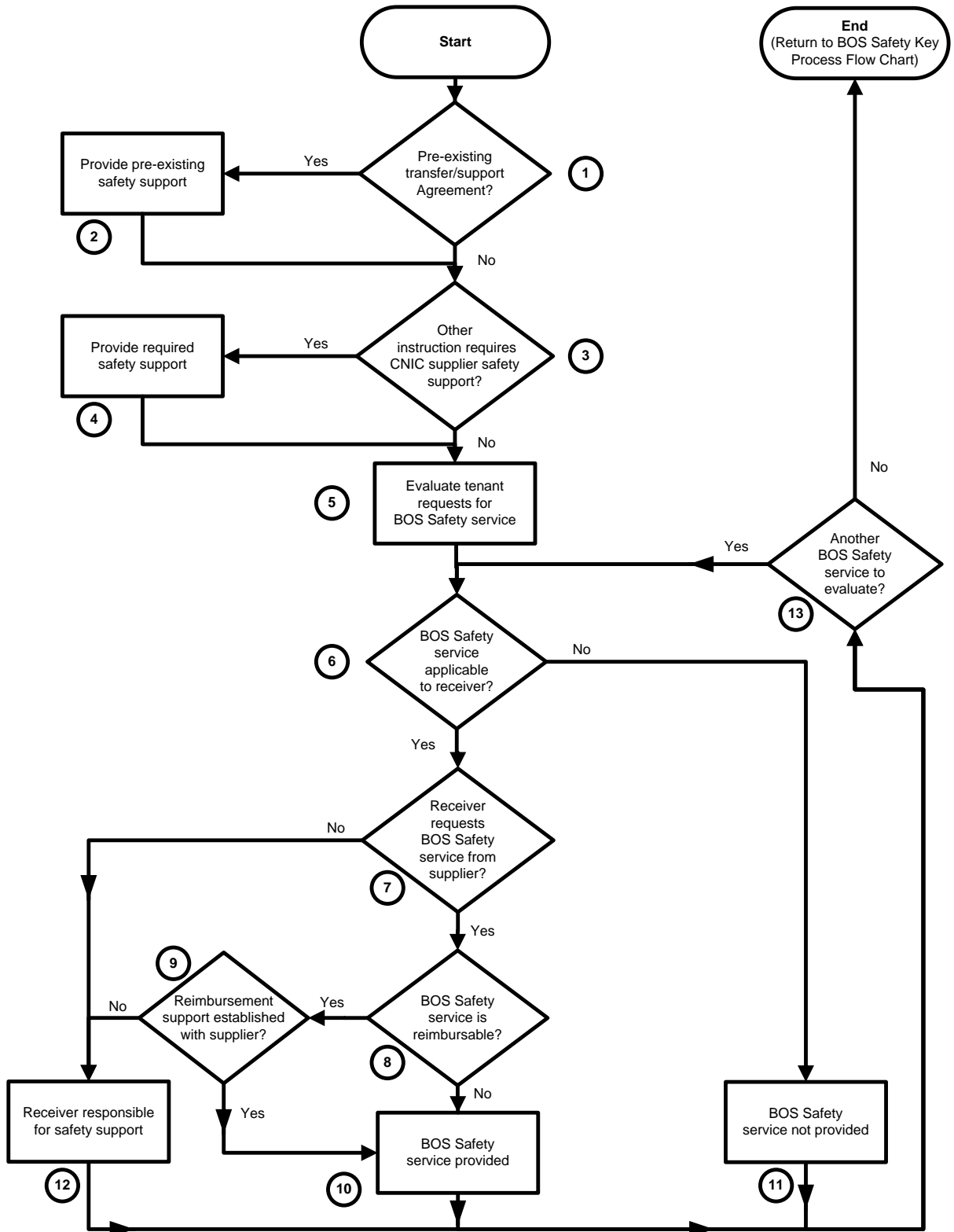
Step 4: Determine if the potential customer occupies a CNIC-owned property or facility. The authorized real property database (e.g., iNFADS) is the authoritative resource to determine whether an activity or command occupies a CNIC-owned property.

Step 5: Determine if other instructions require CNIC Supplier to provide safety support.

Step 6: Activity is an eligible Receiver of BOS Safety services. Ensure activity is added to region customer list. Submit additions/deletions or other corrections to CNIC HQ to update the customer (Receiver) list.

Step 7: Activity is not an eligible Receiver of BOS Safety services. Ensure activity is removed from region customer list until any changes require re-evaluation. Contact CNIC HQ to ensure authoritative databases are updated with changes.

Sub Flow Chart B: BOS Safety Service Determination



Step 1: Determine if a pre-existing transfer agreement, support agreement, or precedence has been established with Receiver to provide safety support.

Step 2: Supplier provides pre-existing safety support required due to transfer or support agreement, or established precedence.

Step 3: Determine if other instructions require safety support of Supplier that are not included as a BOS Safety service in accordance with this instruction.

Step 4: Supplier provides safety support as established by other applicable instructions.

Step 5: Supplier works with each Receiver requesting BOS Safety to evaluate customer operations and processes.

Step 6: Determine if the BOS Safety service is applicable to customer operations or processes.

Step 7: Determine if Receiver requests CNIC Supplier to furnish OS Safety service.

Step 8: Determine if requested support is a reimbursable BOS Safety service in accordance with reference (b) and this instruction. Enclosure (4) provides further guidance in determining if the service is reimbursable support.

Step 9: Calculate the fair-share (labor hour) reimbursement for reimbursable services provided by the supplying activity in accordance with reference (b). Determine if reimbursable support has been established with Receiver.

Step 10: Supplier provides requested BOS Safety service that is within Supplier's capability to Receiver.

Step 11: BOS Safety service is not applicable to Receiver.

Step 12: Receiver retains responsibility for safety.

Step 13: Review Enclosure (3) and determine if there is another BOS Safety service to evaluate.

LIST OF BOS SAFETY SERVICES

<u>Table</u>	<u>BOS Safety Service</u>	<u>Page</u>
1	Occupational Safety and Health	2
2	Recreation and Off-Duty Safety	31
3	Traffic Safety	36

Table 1

OCCUPATIONAL SAFETY AND HEALTH (OSH)		
OPNAV 5100.23 Functional AREA and Other Applicable Policies	FUNCTIONS OF SUPPORTING AND SUPPORTED COMPONENTS	
	A. Supporting Component (SUPPLIER) Role	B. Supported Component (RECEIVER) Role
ORGANIZATION AND FUNCTIONAL RESPONSIBILITIES (Chapters 2 & 3)	<ul style="list-style-type: none"> As requested by the RECEIVER, provide support services for RECEIVER core OSH program. Supplier support includes inspection, evaluation, education, and training; develop instructions, mishap prevention, accident investigation, recordkeeping, and reporting support. Specific examples for respective support functions are provided under each functional area below. 	<ul style="list-style-type: none"> Implement and maintain a core OSH program. Specific examples of respective core functions are provided under each functional area below:
1. Ionizing Radiation (Chapter 3 includes ionizing radiation; OPNAV 6470.3 directs command responsibility for radiation safety; NAVSEA 5100.18 and RAD- 010 delineate core functions)	<ul style="list-style-type: none"> Assist RECEIVER with contacting NAVSEADET RASO to obtain support for its ionizing radiation safety program. Upon receiving authorization from NAVSEADET RASO, SUPPLIER may also provide support services for Radiological Affairs Support Program (RASP) and related Radiation Safety Officer (RSO) functions involved with the operation of RECEIVER core ionizing radiation program. Examples of services requiring NAVSEADET RASO authorization include: <ul style="list-style-type: none"> ➤ Provide support to schedule/coordinate an annual training plan for RECEIVER radiation worker personnel and collateral duty radiation safety officer personnel. 	<ul style="list-style-type: none"> Manage and coordinate the core radiation safety program; Correct workplace hazards; Obtain consulting services for supervisors on technical aspects and safety principles; Coordinate to analyze core program effectiveness through annual self-evaluation; Coordinate core education and training programs; Perform and document

	<ul style="list-style-type: none">➤ Provide support to track completion and monitor status of training for all RECEIVER-identified personnel requiring orientation and/or specialized training.➤ Provide support to evaluate RASP operating and emergency response procedures and review currency of response plan and recall list.➤ Provide support to evaluate/review control procedures for radiation sources and positive chain-of-custody records for radioactive materials from delivery to pick-up.➤ Provide support to schedule/conduct physical security inspections of radioactive material/waste storage locations.➤ Provide support to schedule/conduct inspections of controlled access spaces where radioactive materials are stored, handled, or administered.➤ Provide support to schedule/conduct RECEIVER inventory of sources of ionizing radiation, including commodity items, and review RECEIVER RSO leak testing records.➤ Provide support to evaluate/review compliance with RASP exposure monitoring of personnel exposed to occupational ionizing radiation.➤ Provide support to evaluate/review findings of non-compliance from external authorities (e.g., Echelon-2, NAVSEADET RASO),	<p>reviews and evaluations of operations, facilities, materials and equipment.</p> <ul style="list-style-type: none">• Coordinate workplace inspections;• Manage and coordinate the core program for the correction of workplace hazards;• Coordinate occupational health matters with cognizant medical command;
--	---	---

	<p>recommend corrective action of RECEIVER action taken.</p> <ul style="list-style-type: none"> ➤ Provide support to schedule/conduct required surveys and inspections for compliance with RASP. ➤ Provide support to recommend corrective actions to abate identified RASP deficiencies. ➤ Provide support to develop/conduct orientation and specialized training for RASP radiation-exposed RECEIVER personnel. ➤ Provide support to schedule/conduct RASP management review to assist the RECEIVER RSO in identifying gaps in core program. 	
<p>2. Explosives Safety (Chapter 3 includes OPNAV 8020.14 activities that apply to SOH program issues in explosives and ordnance areas)</p>	<ul style="list-style-type: none"> • Provide support services for Safety and Occupational Health (SOH) related activities involved with the operation of RECEIVER core explosives safety program. • Supplier support includes respective SOH-related inspection, evaluation, education and training, developing instructions, mishap prevention, accident investigation, recordkeeping, and reporting. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to include SOH-related issues in RECEIVER self-assessment process to identify gaps in SOH compliance. ➤ Provide support to review/evaluate SOPs to ensure compliance with applicable SOH requirements. 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate the investigation of mishaps; • Implementing requirements and

	<ul style="list-style-type: none"> ➤ Provide support to approve electrical hazard classification for each RECEIVER operating building to ensure compliance with SOH requirements. ➤ Provide support to review/evaluate SOH issues in explosives and ordnance areas (e.g., personnel exposure to hazardous materials, noise, machine guarding). ➤ Provide support to schedule/conduct inspections of explosives operating buildings, training sites, workplaces, storage areas, and magazines at least annually to ensure compliance with SOH requirements. ➤ Provide support to schedule/conduct inspection of explosives operating and storage areas where maintenance and repair involving hot work is planned, and issuing hot work permits to ensure compliance with SOH requirements. ➤ Provide support to schedule/conduct required SOH training of RECEIVER personnel to ensure compliance with SOH requirements. ➤ Provide support to conduct mishap investigation, reporting, and record keeping. ➤ Provide support to conduct root cause analysis for recordable and reportable mishap investigations. ➤ Provide support to track and monitor control measures 	<p>procedures for employee hazard reporting;</p> <ul style="list-style-type: none"> • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs; • Coordinate to evaluate workplaces and determine personal protective equipment (PPE) requirements; • Coordinate occupational health matters with cognizant medical command;
--	--	--

	<p>identified during mishap investigations.</p> <ul style="list-style-type: none"> ➤ Provide support to establish guidelines and procedures for reporting and investigating mishaps, preparing SIR submissions, and ensuring privileged information is properly controlled. ➤ Provide support to track/monitor RECEIVER recordable and reportable injuries and maintain RECEIVER OSHA log and annual summary report of occupational injuries and illnesses. ➤ Provide support to communicate corrective action recommendations and interim controls as applicable from mishap investigations to RECEIVER department heads and supervisors. ➤ Provide support to coordinate with medical/coroner, law enforcement, Injury Compensation Program Administrator, and Industrial Hygiene as needed for mishap investigation support. 	
<p>3. COUNCILS AND COMMITTEES (Chapter 4)</p>	<ul style="list-style-type: none"> • Provide support services for council and committee activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to facilitate/conduct 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Coordinate core education and training programs; • Attend and conduct safety meetings; • Coordinate to analyze core program effectiveness

	<p>respective training and education of RECEIVER personnel on forming and organizing supervisory and/or shop-level safety committees.</p> <ul style="list-style-type: none"> ➤ Provide support to facilitate RECEIVER safety awareness initiatives to create and promote an active interest in safety among RECEIVER personnel. ➤ Provide support to facilitate/assist with development of RECEIVER safety policy and program objectives in coordination with RECEIVER commanding officer. 	<p>through annual self-evaluation.</p>
<p>4. PREVENTION AND CONTROL OF WORKPLACE HAZARDS (Chapter 5)</p>	<ul style="list-style-type: none"> • Provide support services for hazard prevention and control activities involved with the operation of RECEIVER core program. • Supplier support includes respective workplace inspection, evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to facilitate/conduct inspections of RECEIVER workplaces. ➤ Provide support to evaluate/monitor and facilitate resolution of employee hazard reports received by RECEIVER command. ➤ Provide support to evaluate/monitor resolution of findings identified by: industrial hygiene survey reports; annual self-evaluations; external authority reports (e.g., 	<ul style="list-style-type: none"> • Manage and coordinate the core program. • Coordinate reviews and evaluations of operations, facilities, materials and equipment. • Coordinate workplace inspections. • Correct workplace hazards. • Implement requirements and procedures for employee hazard reporting. • Coordinate analysis of core program effectiveness through annual self-evaluation.

	<p>NAVSEADET RASO Echelon-2, NAVAUDSVC, NAVORD, NAVINSGEN or Federal OSHA); and scheduled inspections of RECEIVER workplace.</p> <ul style="list-style-type: none"> ➤ Provide support to jointly conduct/evaluate RECEIVER annual self-assessment and assist with development of plans of action to address areas in need of improvement. ➤ Provide support to develop/evaluate Job Hazard Analyses and Standard Operating Procedures (JHA/SOP) to ensure applicable safety and health instructions are addressed. ➤ Provide support to develop/evaluate Programmatic Environmental Safety and Health Evaluation (PESHE) reports, system safety plans, and hazard tracking to improve RECEIVER acquisition program effectiveness. 	
<p>5. TRAINING (Chapter 6)</p>	<ul style="list-style-type: none"> • Provide support services for SOH training activities involved with the operation of RECEIVER core program. • Supplier support includes functional training and education, inspection, evaluation, developing instructions, mishap prevention, and accident investigation and reporting. Examples of specific training include: <ul style="list-style-type: none"> ➤ Provide support to schedule/conduct introductory and specialized safety training for RECEIVER senior management, supervisory and non-supervisory personnel; 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs; • Coordinate

	<ul style="list-style-type: none"> ➤ Provide support to schedule/conduct safety-related training as determined by assigned job duties and RECEIVER annual self-evaluation; ➤ Provide support to schedule/implement an annual training plan for RECEIVER OSH or collateral duty OSH personnel to manage job-specific hazards (e.g., Navy competent person training for radiation safety, confined space, fall protection or asbestos duties); ➤ Provide support to track completion and monitor status of training for all RECEIVER-identified personnel requiring introductory and/or specialized training. 	<p>occupational health matters (e.g., CPR training) with cognizant medical command.</p>
<p>6. HAZARDOUS MATERIAL CONTROL AND MANAGEMENT (HMC&M) (Chapter 7)</p>	<ul style="list-style-type: none"> • Provide support services for HMC&M activities involved with the operation of RECEIVER core program. • Supplier support includes respective workplace inspection, program evaluation, personnel education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to safely use HM in the workplace, and safely handle and dispose of hazardous waste. ➤ Provide support to evaluate potential hazards and, where applicable, incorporate Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP); 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-

	<ul style="list-style-type: none"> ➤ Provide support to facilitate BUMED Industrial Hygiene survey recommended substitution of less hazardous HM for HM already in the Navy system; ➤ Provide support to conduct inspection and evaluation of HMC&M program compliance' ➤ Provide support to recommend solution alternatives to correct recognized HMC&M program deficiencies; ➤ Provide support to track and monitor corrective actions taken until completed; ➤ Provide support to coordinate BUMED Industrial Hygiene survey/evaluation of requests to use new HM for a RECEIVER work process; ➤ In coordination with BUMED, provide support to assist RECEIVER with approval process to use new HM and, upon approval, assist with incorporating new HM onto installation Authorized Use List; ➤ Provide support to schedule/conduct HM hazard communication (HAZCOM) training for new hire/transfer personnel and periodic refresher training. 	<p>evaluation;</p> <ul style="list-style-type: none"> • Coordinate safety aspects of the core HMC&M program; • Coordinate core education and training programs.
<p>7. OCCUPATIONAL HEALTH (Chapter 8)</p>	<ul style="list-style-type: none"> • Provide support services for occupational health activities involved with the operation of RECEIVER core program. • Supplier support includes respective workplace inspection, program evaluation, personnel education and training, and developing instructions. Specific examples include: 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate occupational health

	<ul style="list-style-type: none"> ➤ Provide support to identify compliance gaps and recommend solution alternatives to correct recognized program deficiencies; ➤ Provide support to evaluate/monitor RECEIVER action taken to correct recognized program deficiencies; ➤ In coordination with BUMED, provide support to schedule, Industrial Hygiene exposure assessment survey of new work processes for evaluation, risk management and medical surveillance, where applicable; ➤ Provide support to facilitate/monitor BUMED Industrial Hygiene exposure assessment survey recommendations and medical surveillance requirements. 	<p>matters with cognizant medical command;</p> <ul style="list-style-type: none"> • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles.
<p>8. SAFETY AND OCCUPATIONAL HEALTH (SOH) INSPECTION PROGRAM (Chapter 9)</p>	<ul style="list-style-type: none"> • Provide support services for SOH inspection activities involved with the operation of RECEIVER core program. • Supplier support includes respective workplace inspection, evaluation, personnel education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to schedule/conduct workplace inspections prioritized by risk assessment including RECEIVER mishap and hazard exposure trends; ➤ Provide support to identify/correct work practice deficiencies that remove/protect RECEIVER 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles;

	<p>personnel from unintended exposure to hazards;</p> <ul style="list-style-type: none"> ➤ Provide support to identify SOH program compliance gaps and recommend solution alternatives to correct work process and encompassing facility deficiencies; ➤ Provide support to facilitate/follow-up RECEIVER actions taken to correct Navy inspector deficiency notices and Federal OSHA notices of violations; ➤ Provide support to plan, schedule, and conduct pre-inspection reviews in advance of scheduled SOH program oversight inspections (e.g. NAVSEADET RASO Echelon-2, NAVAUDSVC, NAVORD, NAVINSGEN and OSHA). 	<ul style="list-style-type: none"> • Coordinate to analyze core program effectiveness through annual self-evaluation.
<p>9. EMPLOYEE REPORTS OF UNSAFE /UNHEALTHFUL WORKING CONDITIONS (Chapter 10)</p>	<ul style="list-style-type: none"> • Provide support services for employee reports of unsafe or unhealthful working conditions. • Supplier support includes respective workplace inspection, evaluation, developing instructions, investigation, and mishap prevention and reporting. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to evaluate/improve communication process between Navy military and civilian employees and those supervisory personnel responsible for SOH to ensure prompt response and analysis of reports alleging unsafe or unhealthful working conditions; ➤ Provide support to develop instructions for a 	<ul style="list-style-type: none"> • Coordinate workplace inspections; • Correct workplace hazards; • Implement requirements and procedures for employee hazard reporting; • Coordinate occupational health matters with cognizant medical command.

	<p>recordkeeping and real-time report log system denoting follow-up action and interim safeguards taken, final report, and process for prompt employee (originator) notification/appeal and chain of command notification;</p> <ul style="list-style-type: none"> ➤ Provide support to track and monitor hazards identified from RECEIVER employee reports of unsafe or unhealthful working conditions and interim/long-term corrective actions taken by RECEIVER; ➤ Provide support to schedule/coordinate BUMED Industrial Hygiene survey for evaluation of a potential occupational health hazard. ➤ Provide support to identify/correct work practice deficiencies identified from reports of unsafe/unhealthful working conditions. 	
<p>10. HAZARD ABATEMENT PROGRAM (Chapter 12)</p>	<ul style="list-style-type: none"> • Provide support services for hazard abatement activities involved with the operation of RECEIVER core program. • Supplier support includes respective inspection, evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to identify and correct workplace hazards and, where hazard cannot be corrected immediately, Provide guidance for hazard abatement plan; ➤ Provide support to 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles;

	<p>develop/monitor interim controls and evaluate effectiveness of hazard abatement actions by RECEIVER;</p> <ul style="list-style-type: none"> ➤ Provide support to evaluate findings of non-compliance from external authorities (e.g. NAVSEADET RASO Echelon-2, NAVAUDSVC, NAVORD, NAVINSGEN or Federal OSHA) and facilitate/recommend corrective action; ➤ Provide support to develop instructions for management of RECEIVER hazard abatement plan; ➤ Provide support to coordinate submission of hazard abatement projects with Echelon II OSH Director and facility manager. 	<ul style="list-style-type: none"> • Coordinate to analyze core program effectiveness through annual self-evaluation.
<p>11. FALL PROTECTION PROGRAM (Chapter 13)</p>	<ul style="list-style-type: none"> • Provide support services for fall protection activities involved with the operation of RECEIVER core program. • Supplier support includes respective inspection, evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to survey and evaluate exposures to fall hazards and recommend fall protection safeguards for work procedures and equipment-related use; ➤ Provide support to implement fall prevention and control measures for recognized hazards; ➤ Provide support to train personnel on fall protection awareness; 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program

	<ul style="list-style-type: none"> ➤ Provide support to inspect and evaluate personal protective equipment; ➤ Provide support to evaluate work practices/procedures; ➤ Provide support to validate proper use of fall protection systems; ➤ Provide support to review and evaluate the availability of rescue equipment with accompanying rescue procedures; ➤ Provide support to track/monitor RECEIVER-identified personnel requiring fall protection training. 	<p>effectiveness through annual self-evaluation;</p> <ul style="list-style-type: none"> • Coordinate core education and training programs; • Obtain evaluation of workplaces to determine PPE requirements.
<p>12. ACCIDENT INVESTIGATION REPORTING, AND RECORDKEEPING (Chapter 14)</p>	<ul style="list-style-type: none"> • Provide support services for mishap investigation and accident prevention activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluations, surveys, education and training, developing instructions, mishap prevention, and accident investigation and reporting. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to conduct mishap investigation, reporting and record keeping; ➤ Provide support to conduct root cause analysis for recordable and reportable mishap investigations; ➤ Provide support to track/monitor effectiveness of prevention/control measures identified during mishap investigations; 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Coordinate the investigation of mishaps; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate core education and training programs.

	<ul style="list-style-type: none"> ➤ Provide support to assist RECEIVER with procedures for investigating and reporting mishaps, preparing SIR submissions, and ensuring privileged information is properly controlled; ➤ Provide support to track/monitor RECEIVER submission of recordable/reportable mishaps and maintain readily accessible OSHA log and annual summary of RECEIVER occupational injuries and illnesses; ➤ Provide support to communicate corrective action recommendations and interim controls, as applicable, from mishap investigations to RECEIVER department head/supervisors; ➤ Provide support to train and educate supervisor personnel on mishap investigation, reporting and recordkeeping; ➤ Provide support to coordinate with Injury Compensation Program Administrator (ICPA), medical/coroner, law enforcement, and BUMED Industrial Hygiene as needed to complete mishap investigations. 	
<p>13. RESPIRATORY PROTECTION (Chapter 15)</p>	<ul style="list-style-type: none"> • Provide support services for respiratory protection activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, inspection, education and training and developing instructions. Specific examples include: 	<ul style="list-style-type: none"> • Manage and coordinate the core Respiratory Protection Program; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and

	<ul style="list-style-type: none"> ➤ Provide support to schedule/conduct fit testing, issuing, and training of medically qualified personnel to wear respirators; ➤ Provide support to schedule/conduct audit and evaluation of work practices/procedures; ➤ Provide support to maintain and monitor program compliance for RECEIVER-identified employees who require respiratory protection and are authorized to wear respiratory protective equipment; ➤ Provide support to coordinate scheduling and tracking of medical evaluation confirmations for respirator wearers. 	<p>training programs;</p> <ul style="list-style-type: none"> • Obtain evaluation of workplaces to determine PPE requirements; • Coordinate reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Coordinate occupational health matters with cognizant medical command.
<p>14. ASBESTOS CONTROL (Chapter 17) CNICINST 5100.1 (Asbestos Management Program)</p>	<ul style="list-style-type: none"> • Provide support services for asbestos hazard activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, inspection, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to evaluate and recommend safety-related guidance for RECEIVER personnel before handling, removing, or disposing of asbestos-containing materials; ➤ Provide support to conduct asbestos hazards training of RECEIVER personnel; ➤ Provide support to track/monitor RECEIVER-identified personnel 	<ul style="list-style-type: none"> • Manage and coordinate the core Asbestos Control program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to

	<p>requiring asbestos hazards training;</p> <ul style="list-style-type: none"> ➤ Provide support to evaluate general workplace control practices and communication of hazards at related RECEIVER facilities; ➤ Provide support to coordinate respiratory protection program (RPP) services with RPP manager (RPPM); ➤ Provide support to coordinate with BUMED Industrial Hygiene and base environmental department liaison as required. 	<p>analyze core program effectiveness through annual self-evaluation;</p> <ul style="list-style-type: none"> • Coordinate core education and training programs; • Obtain evaluation of workplaces to determine PPE requirements; • Coordinate occupational health matters with cognizant medical command;
<p>15. HEARING CONSERVATION AND NOISE ABATEMENT (Chapter 18)</p>	<ul style="list-style-type: none"> • Provide support services for hearing conservation and noise abatement activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, inspection, survey, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to develop/evaluate RECEIVER hearing conservation program in accordance with BUMED Industrial Hygiene exposure assessment survey recommendations; ➤ Provide support to track/monitor RECEIVER-identified personnel placed in the RECEIVER program; ➤ Provide support to facilitate BUMED Industrial Hygiene survey recommendations of RECEIVER worksites and equipment to identify/control noise hazards and ensuring posting 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and

	<p>of IH-directed hazard warning labels;</p> <ul style="list-style-type: none"> ➤ Provide support to conduct hearing conservation and noise control training and education to RECEIVER-identified personnel whose duties entail exposure to hazardous noise; ➤ Provide support to coordinate with cognizant BUMED Industrial Hygiene facility to evaluate hearing conservation program effectiveness. 	<p>training programs;</p> <ul style="list-style-type: none"> • Obtain evaluation of workplaces to determine PPE requirements; • Coordinate occupational health matters with cognizant medical command.
<p>16. SIGHT CONSERVATION (Chapter 19)</p>	<ul style="list-style-type: none"> • Provide support services for sight conservation activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, inspection, survey, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to coordinate/schedule BUMED Industrial Hygiene survey and facilitate/monitor recommendation to protect RECEIVER personnel from identified eye hazards; ➤ Provide support to facilitate/evaluate RECEIVER sight conservation program compliance where an eye hazard area has been identified by BUMED Industrial Hygiene survey; ➤ Provide support to conduct sight conservation training and education to RECEIVER-identified personnel whose duties entail exposure to eye hazards; ➤ Provide support to 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs; • Obtain evaluation of workplaces to determine PPE requirements; • Coordinate reviews and evaluations of operations, facilities,

	<p>track/monitor RECEIVER-identified personnel requiring sight conservation training;</p> <ul style="list-style-type: none"> ➤ In coordination with BUMED, provide support to facilitate and monitor enrollment of RECEIVER-identified personnel into BUMED prescription protective eyewear program; ➤ Provide support to coordinate with cognizant BUMED Industrial Hygiene facility to evaluate RECEIVER sight conservation program effectiveness. 	<p>materials and equipment;</p> <ul style="list-style-type: none"> • Coordinate occupational health matters with cognizant medical command.
<p>17. PERSONAL PROTECTIVE EQUIPMENT (PPE) (Chapter 20)</p>	<ul style="list-style-type: none"> • Provide support services for personal protective equipment activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, inspection, survey, education, training, and instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to maintain documentation that the required hazard assessment was performed and, where documentation is unavailable, obtain copy or schedule hazard assessment survey from cognizant BUMED, Industrial Hygiene facility; ➤ Provide support to ensure PPE selection decisions for protecting affected employees from the hazards identified in BUMED Industrial Hygiene hazard survey are communicated to affected employees; ➤ Provide support to implement, track and monitor PPE program findings and 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Coordinate reviews and evaluations of operations, facilities, materials and equipment; • Coordinate and conducting workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs;

	<p>recommendations identified in BUMED Industrial Hygiene hazard assessment;</p> <ul style="list-style-type: none"> ➤ Provide support to coordinate and maintain currency of RECEIVER-identified personnel and occupations requiring PPE; ➤ Provide support to develop instructions and train RECEIVER-identified PPE users and maintain records documenting training provided; ➤ Provide support to coordinate with cognizant BUMED Industrial Hygiene facility to evaluate RECEIVER PPE program effectiveness. 	<ul style="list-style-type: none"> • Obtain evaluation of workplaces to determine PPE requirements; • Coordinate occupational health matters with cognizant medical command.
<p>18. LEAD (Chapter 21)</p>	<ul style="list-style-type: none"> • Provide support services for lead hazard activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, inspection, survey, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to implement, track and monitor lead program findings and recommendations identified in BUMED Industrial Hygiene (IH) exposure assessment; ➤ Provide support to develop instructions and train RECEIVER-identified personnel having potentially harmful exposures to lead operations described in IH exposure assessment survey; ➤ Provide support to train personnel participating in lead program and maintain 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and

	<p>records documenting training provided;</p> <ul style="list-style-type: none"> ➤ Provide support to coordinate with cognizant BUMED Industrial Hygiene facility to evaluate RECEIVER lead program effectiveness; ➤ Provide support to coordinate with BUMED Industrial Hygiene and base environmental department liaison as required. 	<p>training programs;</p> <ul style="list-style-type: none"> • Coordinate occupational health matters with cognizant medical command.
<p>19. NON-IONIZING RADIATION (Chapter 22)</p>	<ul style="list-style-type: none"> • Provide support services for non-ionizing radiation activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, inspection, survey, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to complete inventory of non-ionizing radiation sources (e.g., lasers, microwave transmitter, radar systems) for the purposes of tracking and monitoring program compliance; ➤ Provide support to schedule/coordinate an annual training plan for RECEIVER radiation worker personnel and collateral duty radiation safety officer personnel; ➤ Provide support to track completion and monitor status of training for all RECEIVER-identified personnel requiring orientation and/or specialized training; 	<ul style="list-style-type: none"> • Manage and coordinate the core Radiation Safety program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs; • Coordinate occupational health

	<ul style="list-style-type: none"> ➤ Provide support to schedule/conduct inspections of workplaces where radiation devices are stored or operated; ➤ Provide support to evaluate findings of non-compliance from external authorities (e.g. NAVSEADDET RASO, Federal OSHA or Echelon-2) and facilitate/recommend corrective action. 	<p>matters with cognizant medical command.</p>
<p>20. ERGONOMICS PROGRAM (Chapter 23)</p>	<ul style="list-style-type: none"> • Provide support services for ergonomic hazard activities involved with the operation of RECEIVER core program. • Supplier support for ergonomic hazards includes inspections, evaluations, surveys, education and training and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to facilitate/coordinate RECEIVER ergonomic program compliance, where findings and recommendations for an ergonomic hazard has been identified by BUMED Industrial Hygiene or NAVFAC ergonomist survey; ➤ Provide support to schedule/conduct ergonomics training; ➤ Provide support to coordinate with cognizant BUMED Industrial Hygiene facility or NAVFAC ergonomist to evaluate RECEIVER ergonomic program effectiveness. 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs; • Coordinate occupational health matters with cognizant medical command.

<p>21. ENERGY CONTROL PROGRAM (LOCKOUT/TAGOUT) (Chapter 24)</p> <p>CNICINST 5100.2 (Energy Control Program Lockout/Tagout)</p>	<ul style="list-style-type: none"> • Provide support services for energy control (lockout/tagout) activities involved with the operation of RECEIVER core program. • Supplier support includes inspections, evaluations, surveys, education and training and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to conduct Energy Control Program training to supervisors, authorized and affected personnel; ➤ Provide support to track/monitor RECEIVER-identified personnel requiring energy control training; ➤ Provide support to identify hazardous energy control sources requiring inclusion in the Energy Control Program; ➤ Provide support to develop or review energy control procedures for machinery, equipment, or systems with identified hazardous energy sources. 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs.
<p>22. POLY-CHLORINATED BIPHENYLS (PCBs) (Chapter 25)</p>	<ul style="list-style-type: none"> • Provide support services for PCB hazard activities involved with the operation of RECEIVER core program. • Supplier support includes inspections, evaluations, surveys, education and training and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to train RECEIVER-identified personnel having potentially harmful exposures to PCB 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace

	<p>operations described in BUMED Industrial Hygiene exposure assessment survey or those enrolled in the PCB program and maintain training records;</p> <ul style="list-style-type: none"> ➤ Provide support to track/monitor RECEIVER-identified personnel placed in the RECEIVER program; ➤ Provide support to facilitate/coordinate BUMED Industrial Hygiene survey and recommendations to prevent/control RECEIVER personnel exposure to an identified PCB hazard; ➤ Provide support to facilitate/develop required communication of identified PCB hazards for RECEIVER personnel. 	<p>hazards;</p> <ul style="list-style-type: none"> • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs; • Coordinate occupational health matters with cognizant medical command.
<p>23. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR, AND HIGH-YIELD EXPLOSIVES (CBRNE) INCIDENTS (Chapter 26)</p>	<ul style="list-style-type: none"> • Provide support services for CBRNE hazard related activities involved with the operation of RECEIVER core program. • Supplier support includes inspections, evaluations, surveys, education and training and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to coordinate RPPM selection of NIOSH-approved CBRN respirators for RECEIVER-identified first responders; ➤ Provide support to schedule/conduct fit testing and training of RECEIVER-identified personnel who are designated as first responders by base Emergency Manager and authorized to wear a NIOSH-approved CBRN respirator; 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate occupational health matters with cognizant medical command; • Coordinate core education and training programs; • Manage and coordinate the core Respiratory Protection Program.

	<ul style="list-style-type: none"> ➤ Provide support to track/monitor RECEIVER-identified personnel who are designated as first responders by base Emergency Manager and authorized to wear a NIOSH-approved CBRN respirator for the purpose of tracking and monitoring program compliance; ➤ In coordination with BUMED, provide support to track/monitor of medical evaluation confirmations for RECEIVER personnel authorized to wear a NIOSH-approved CBRN respirator. 	
<p>24. CONFINED SPACE ENTRY (CSE) PROGRAM (NON-MARITIME) (Chapter 27)</p>	<ul style="list-style-type: none"> • Provide support services for confined space entry activities involved with the operation of RECEIVER core program. • Supplier support includes inspections, evaluations, surveys, education and training and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to schedule/conduct Confined Space Entry training (e.g. qualified person, entrant, and entry level supervisor) and maintain training records; ➤ Provide support to track/monitor RECEIVER-identified personnel requiring confined space entry training; ➤ Provide support to evaluate RECEIVER CSE program effectiveness; ➤ Provide support to coordinate CSPM or Assistant CSPM for inspection of permit required confined 	<ul style="list-style-type: none"> • Manage and coordinate the core Confined Space Entry program; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Coordinate core education and training programs.

	<p>space and issuance of entry permit at RECEIVER worksites.</p>	
<p>25. BLOODBORNE PATHOGENS (BBP) (Chapter 28)</p>	<ul style="list-style-type: none"> • Provide support services for blood-borne pathogen activities involved with the operation of RECEIVER core program. • Supplier support includes inspections, evaluations, surveys, education and training and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to conduct BBP training for all RECEIVER identified personnel at risk and maintain and track training records; ➤ Provide support to implement a BBP program where a potential BBP exposure has been identified; ➤ In coordination with BUMED, provide support to evaluate RECEIVER BBP effectiveness; ➤ Provide support to track and monitor exposure incidents and coordinate with BUMED as applicable. 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Coordinate reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs; • Obtain evaluation of workplaces to determine PPE requirements; • Coordinate occupational health matters with cognizant medical command.
<p>26. OCCUPATIONAL REPRODUCTIVE HAZARDS (Chapter 29)</p>	<ul style="list-style-type: none"> • Provide support services for occupational reproductive hazard activities involved with the operation of RECEIVER 	<ul style="list-style-type: none"> • Manage and coordinate the core program;

	<p>core program.</p> <ul style="list-style-type: none"> • Supplier support includes inspections, evaluations, surveys, education and training and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to implement, track and monitor reproductive hazard agent exposure findings and recommendations identified in BUMED Industrial Hygiene exposure assessment/survey; ➤ Provide support to develop instructions and train RECEIVER-identified personnel having potentially harmful exposures to reproductive hazard agents described in BUMED Industrial Hygiene exposure assessment/survey; ➤ Provide support to track/monitor RECEIVER-identified personnel requiring reproductive hazard training; ➤ Provide support to facilitate/coordinate a reproductive hazard program where BUMED Industrial Hygiene identified a reproductive hazard. 	<ul style="list-style-type: none"> • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs; • Coordinate to obtain evaluation of workplaces to determine PPE requirements; • Coordinate occupational health matters with cognizant medical command.
<p>27. INDOOR AIR QUALITY (IAQ) MANAGEMENT (Chapter 30)</p>	<ul style="list-style-type: none"> • Provide support services for indoor air quality activities involved with the operation of RECEIVER core program. • Supplier support includes inspections, evaluations, surveys, education and training and developing instructions. Specific 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Correct workplace hazards; • Obtain consulting services for supervisors on

	<p>examples include:</p> <ul style="list-style-type: none"> ➤ Provide support to coordinate with BUMED Industrial Hygiene and NAVFAC building engineer to ensure RECEIVER-owned or other occupied building designs are reviewed for prevention/control of potential IAQ issues; ➤ Provide support to coordinate/schedule an IAQ survey by cognizant BUMED Industrial Hygiene facility; ➤ Provide support to track and monitor BUMED Industrial Hygiene survey and NAVFAC building engineer recommendations to address IAQ concerns. 	<p>technical aspects and safety principles;</p> <ul style="list-style-type: none"> • Coordinate occupational health matters with cognizant medical command.
<p>28. WEIGHT HANDLING SAFETY (Chapter 31)</p> <p>NAVFAC P-307, CH-2 (Management of Weight Handling Equipment)</p>	<ul style="list-style-type: none"> • Provide support services for weight handling safety activities involved with the operation of RECEIVER core program. • Supplier support includes inspections, evaluations, surveys, education and training and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to conduct inspections of RECEIVER weight handling program in coordination with NAVFAC, as applicable; ➤ Provide support to coordinate with NAVFAC, as applicable, for third party certifications required of RECEIVER owned, rented or leased weight handling equipment; ➤ In coordination with NAVFAC, provide support to track and monitor third party 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate workplace inspections; • Correct workplace hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation;

	<p>certifications for RECEIVER owned, rented or leased weight handling equipment and required certification/training of equipment operators.</p>	<ul style="list-style-type: none"> • Coordinate core education and training programs.
<p>29. SAFETY AWARDS PROGRAM ASHORE (Chapter 31)</p>	<ul style="list-style-type: none"> • Provide support services for safety award activities involved with the operation of RECEIVER core program. • Supplier support includes evaluations of RECEIVER core program. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to collect/report RECEIVER safety trends and patterns; ➤ Provide support to identify RECEIVER best practices and safety accomplishments. 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate to analyze core program effectiveness through annual self-evaluation.

Table 2

RECREATION AND OFF-DUTY SAFETY (RODS)		
OPNAV 5100.25 Functional AREA	FUNCTIONS OF SUPPORTING AND SUPPORTED COMPONENTS	
	A. Supporting Component (SUPPLIER) Role	B. Supported Component (RECEIVER) Role
ORGANIZATION AND FUNCTIONAL RESPONSIBILITIES (OPNAV 5100.23, Chapters 2 and 3; Chapter 3 includes OPNAV 5100.25 requirements)	<ul style="list-style-type: none"> • As requested by the RECEIVER, provide support services for the RECEIVER core RODS program. • Supplier support includes inspection, evaluation, education and training, and developing instructions, and mishap prevention support. • Specific examples for respective support functions are provided under each functional area below: 	<ul style="list-style-type: none"> • Implement and maintain a core RODS program. • Specific examples of respective core functions are provided under each functional area below:
2. Councils and Committees	<ul style="list-style-type: none"> • Provide support services for council and committee activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to facilitate/conduct respective training and education of RECEIVER personnel on forming and organizing supervisory and/or shop-level safety committees; ➤ Provide support to facilitate RECEIVER safety awareness initiatives to create and promote an active interest in safety among RECEIVER personnel; ➤ Provide support to facilitate/assist with development of RECEIVER 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs; • Attend and conduct safety meetings.

	<p>safety policy and program objectives in coordination with RECEIVER commanding officer.</p>	
<p>3. Training</p>	<ul style="list-style-type: none"> • Provide support services for training activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to develop/conduct and monitor seasonal off-duty hazard awareness training for military personnel; ➤ Provide support to conduct/evaluate annual reviews of training records; ➤ Provide support to develop/conduct and monitor qualification training for users of recreational equipment that has the potential for death or serious injury (e.g., recreation equipment provided for use at hobby shops, carpentry shops, paint booths, marinas); ➤ Provide support to develop/procure training materials (e.g. seasonal, awareness, high risk); ➤ Provide support to schedule/conduct safety briefs for RECEIVER personnel prior to liberty, holiday, extended weekends; ➤ Provide support to develop/conduct safety training briefs for units scheduled to visit foreign ports, return from 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs. • Coordinate occupational health matters with cognizant medical command.

	deployment, or when RECEIVER mishap experience warrants.	
4. Hazard Abatement Program	<ul style="list-style-type: none"> • Provide support services for hazard abatement activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, education, and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➢ Provide support to identify and correct recreation facility hazards and, where hazard cannot be corrected immediately, Provide abatement guidance; ➢ Provide support to track and monitor interim controls and validate completed hazard abatement actions; ➢ Provide support to review/evaluate findings of program non-compliance, recommend corrective action, and transcribe reported deficiencies onto OPNAV 5100/12 forms for tracking and follow-up validation of hazard abatement action taken; ➢ Provide support to develop instructions for management of hazard abatement plan for RECEIVER-sponsored recreation facilities. 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and evaluations of operations, facilities, materials and equipment; • Coordinate and conduct inspections; • Manage and coordinate the core program for the correction of identified hazards; • Obtain consulting services for supervisors on technical aspects and safety principles; • Implementing requirements and procedures for employee hazard reporting; • Evaluate and determine PPE requirements; • Coordinate occupational health matters with cognizant medical command; • Coordinate to analyze core program effectiveness through annual self-evaluation
5. Accident Investigation, Reporting, and Record-keeping	<ul style="list-style-type: none"> • Provide support services for mishap investigation activities involved with the operation of RECEIVER core 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Coordinate the

	<p>program.</p> <ul style="list-style-type: none"> • Supplier support includes respective inspection, evaluation, education and training, and developing instructions, mishap prevention, accident investigation, recordkeeping and reporting. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to conduct mishap investigation, reporting and record keeping; ➤ Provide support to conduct root cause analysis for recordable and reportable mishap investigations; ➤ Provide support to track and monitor control measures identified during mishap investigations; ➤ Provide support to establish guidelines and procedures for reporting and investigating mishaps, preparing SIR submissions, and ensuring privileged information is properly controlled; ➤ Provide support to track/monitor RECEIVER reportable injuries; ➤ Provide support to communicate corrective action recommendations and interim controls as applicable from mishap investigations to RECEIVER department heads and supervisors. 	<p>investigation of mishaps;</p> <ul style="list-style-type: none"> • Coordinate to analyze core program effectiveness through annual self-evaluation.
<p>6. RODS Inspection Program</p>	<ul style="list-style-type: none"> • Provide support services for inspection activities involved with the operation of RECEIVER core program. 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Perform and document reviews and

	<ul style="list-style-type: none">• Supplier support includes respective evaluation, education and training, and developing instructions. Specific examples include:<ul style="list-style-type: none">➤ Provide support to identify deficiencies that need correcting to protect personnel from exposure to hazards and meet program compliance requirements;➤ Provide support to identify program compliance gaps and recommend solution alternatives to correct identified deficiencies;➤ Provide support to document, track and monitor actions taken to correct hazardous conditions, unsafe practices, violations of standards, and deficiency notices;➤ Provide support to plan, schedule, conduct, and document inspections.	<p>evaluations of operations, facilities, materials and equipment;</p> <ul style="list-style-type: none">• Coordinate and conduct inspections;• Correct identified hazards;• Obtain consulting services for supervisors on technical aspects and safety principles;• Coordinate to analyze core program effectiveness through annual self-evaluation.
--	--	--

Table 3

TRAFFIC SAFETY		
OPNAV 5100.12 Functional AREA	FUNCTIONS OF SUPPORTING AND SUPPORTED COMPONENTS	
	A. Supporting Component (SUPPLIER) Role	A. Supporting Component (RECEIVER) Role
ORGANIZATION AND FUNCTIONAL RESPONSIBILITIES (OPNAV 5100.23, Chapters 2 and 3; Chapter 3 includes OPNAV 5100.12 requirements)	<ul style="list-style-type: none"> As requested by the RECEIVER, provide support services for the RECEIVER core traffic safety program. Supplier support includes inspection, evaluation, education and training, and developing instructions, mishap prevention, accident investigation, recordkeeping and reporting support. Specific examples for respective support functions are provided under each functional area below: 	<ul style="list-style-type: none"> Implement and maintain a core traffic safety program. Specific examples of respective core functions are provided under each functional area below:
1. Councils and Committees	<ul style="list-style-type: none"> Provide support services for council and committee activities involved with the operation of RECEIVER core program. Supplier support includes respective evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to facilitate/conduct respective training and education of RECEIVER personnel on forming and organizing supervisory and/or shop-level safety committees; 	<ul style="list-style-type: none"> Manage and coordinate the core program; Coordinate to analyze core program effectiveness through annual self-evaluation; Attend and conduct safety meetings.

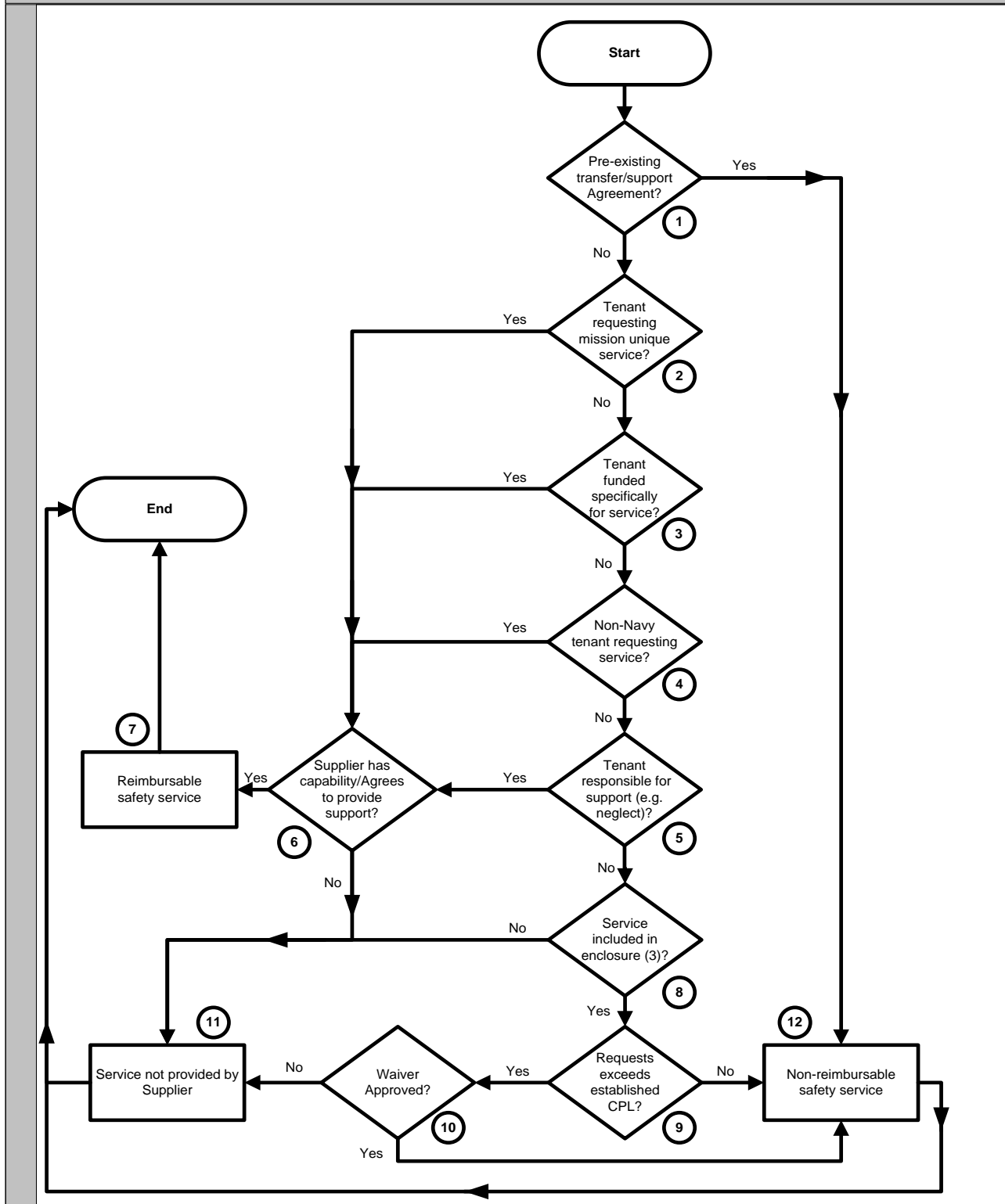
	<ul style="list-style-type: none"> ➤ Provide support to facilitate RECEIVER safety awareness initiatives to create and promote an active interest in safety among RECEIVER personnel; ➤ Provide support to facilitate/assist with development of RECEIVER safety policy and program objectives in coordination with RECEIVER commanding officer. 	
<p>2. Training</p>	<ul style="list-style-type: none"> • Provide support services for training activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to schedule/coordinate traffic training and education programs, e.g., American Automobile Association Driver Improvement, Motorcycle Safety Basic Rider, Experienced Rider, Military Sportbike Rider courses; ➤ Provide support to conduct and document local orientation training of personnel during scheduled command check-in; ➤ Provide support to schedule/coordinate 	<ul style="list-style-type: none"> • Manage and coordinate the core program; • Obtain consulting services for supervisors on technical aspects and safety principles; • Coordinate to analyze core program effectiveness through annual self-evaluation; • Coordinate core education and training programs. • Coordinate occupational health matters with cognizant medical command.

	<p>availability of motorcycle simulator training aids;</p> <ul style="list-style-type: none"> ➤ Provide support to develop/deliver communication aids for safety briefs and safety-related activities. 	
<p>3. Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> • Provide support services for PPE activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to identify/communicate locally required and recommended safety equipment; ➤ Provide support to evaluate use and proper installation of vehicle occupant restraint equipment. 	<ul style="list-style-type: none"> • Coordinate to evaluate and determine PPE requirements.
<p>4. Accident Investigation, Reporting, and Recordkeeping</p>	<ul style="list-style-type: none"> • Provide support services for training activities involved with the operation of RECEIVER core program. • Supplier support includes respective evaluation, education and training, and developing instructions. Specific examples include: <ul style="list-style-type: none"> ➤ Provide support to conduct mishap investigation and 	<ul style="list-style-type: none"> • Coordinate the investigation of mishaps.

	<p>reporting.</p> <ul style="list-style-type: none">➤ Provide support to liaison with local law enforcement and medical authorities to facilitate collection of mishap report information.	
--	--	--

REIMBURSABLE SAFETY DECISION PROCESS FLOW CHART

Determining Reimbursable Safety Services



DETERMINING REIMBURSABLE SAFETY SERVICES

Step 1: Determine if a pre-existing transfer agreement, support agreement, or precedence has been established with Receiver to provide safety support.

Step 2: Determine if requested safety support is mission-unique to the Receiver's operation. Mission unique includes military-unique policy established for military personnel and military-peculiar operations by the Federal Department of Labor's Office of Occupational Safety and Health Administration (OSHA) as specified in Executive Order 12196 and 29 CFR 1960. Mission-unique policy does not apply to civilian personnel and their industrial-type workplaces, as defined by 29 CFR 1960.2(i).

Step 3: Determine if the Receiver is funded separately for the requested safety support. Generally, a Receiver that is mission funded separately for safety will have established safety offices and/or organic staff (e.g., full-time safety specialist or full-time collateral duty safety personnel) providing safety support for the Receiver's operation.

Step 4: Determine if the Receiver is a non-Navy entity requesting BOS Safety support.

Step 5: Determine if the Receiver's request is due to neglect, abuse, or other factor for which the Receiver is responsible and the Supplier is not responsible.

Step 6: Service is eligible for reimbursable support in accordance with reference (b) and this instruction.

Step 7: The CNIC Supplier shall provide the service as reimbursable support.

Step 8: Determine if the requested safety service availability is listed Enclosure (3) of this instruction as a BOS Safety service.

Step 9: Determine if the service request exceeds the CNIC Supplier mission capability performance level (CPL) for BOS Safety services. A CPL is established by the region or installation commander.

Step 10: Determine if a waiver has been completed by the

Receiver and approved in accordance with reference (b), for the CNIC Supplier to provide a service that exceeds the established mission CPL.

Step 11: Service is not provided by the CNIC Supplier.

Step 12: Safety service is a BOS Safety common-service provided to requesting Receivers on a non-reimbursable basis.