



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 5100.13A
BUPERS-00Z
29 Jul 2016

BUPERS INSTRUCTION 5100.13A

Subj: BUREAU OF NAVAL PERSONNEL OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Ref: (a) OPNAVINST 5100.23G
(b) DON Civilian Human Resource Manual
(c) 29 CFR 1910

Encl: (1) BUPERS UICs For OSH Program
(2) BUPERS Millington and NAVPERSCOM Mishap Reporting Criteria and Timeline
(3) Navy Recruiting Command (NAVCRUITCOM (NRC)) Mishap Reporting Criteria and Timeline
(4) Navy Manpower Analysis Center (NAVMAC) Mishap Reporting Criteria and Timeline

1. Purpose

a. To establish, assign responsibilities, and provide guidelines for implementing an effective Navy occupational safety and health (NAVOSH) program per references (a); (b), subchapter 752; and (c) throughout the Bureau of Naval Personnel (BUPERS).

b. Major revisions include the requirement to have Enterprise Safety Application Management System (ESAMS) accounts created for new military and Department of Defense (DoD) civilians within 30 days of assignment to the activity. Also, safety representatives must create a deficiency abatement plan for hazards that are not corrected within 30 days.

2. Scope and Applicability. This program applies to all military and DoD civilian personnel within BUPERS unit identification codes (UIC) listed in enclosure (1).

3. Policy. NAVOSH programs provide all persons a workplace that is free of recognized safety and health hazards. The maintenance of safe and healthful working conditions is the responsibility of all employees. Commanders, commanding officers (COs), and officers in charge (hereafter referred to as COs) must fully support the BUPERS NAVOSH Program as an integral part of their management duties.

4. Goals and Objectives

- a. Reduce personnel exposure to hazards by abatement procedures or facilities correction.
- b. Promote an increased awareness of occupational safety and health (OSH) through training programs.
- c. Develop and implement plans and procedures for evaluating and improving safety programs.
- d. Reduce mishaps to military and DoD civilians.
- e. Provide for effective and timely mishap reporting.

5. Program Responsibilities

- a. BUPERS, Safety Manager (BUPERS-00Z) is responsible for:

- (1) Advising and assisting COs in the development and promotion of the NAVOSH programs and acts in an advisory capacity to the designated safety representative and NAVOSH committees.

- (2) Providing appropriate safety training, coordinating NAVOSH program inspections, and providing employees access to review NAVOSH standards.

- (3) Conducting joint workplaces inspections. "High risk" areas will be inspected more frequently than "low risk" areas. Inspections shall be done with a safety representative of the inspected activity. See reference (a) for definition of high or low risk.

- b. COs are responsible for the general safety of personnel and must:

- (1) Continuously conduct an aggressive OSH program per established safety and health instructions.

- (2) Establish OSH councils and committees at appropriate command levels and designate the members in writing to BUPERS-00Z per reference (a).

- (3) Establish and maintain liaison with BUPERS-00Z for coordination of specialty functions (occupational safety and health, medical, fire, security, and disaster preparedness, etc.).

- (4) Designate an activity safety representative in writing and provide a copy of the designation to BUPERS-00Z. In activities with more than 100 employees, it is recommended that departmental safety representatives be designated. Representatives should attend training as outlined in reference (a).

(5) Ensure all mishaps are properly investigated and reported per reference (a), via Enterprise Safety Application Management System (ESAMS), within 5 duty days of knowledge of the mishap.

c. All BUPERS activities:

(1) Must comply with NAVOSH standards and all applicable rules, regulations, and orders. Employees shall report workplace hazards to their supervisors or safety representatives or they can remain anonymous by reporting hazards per the DoD Occupational Safety and Health Protection Program per paragraph 6i of this instruction or electronically via ESAMS. All naval personnel shall report, via ESAMS, any injuries, occupational illnesses, or property damage resulting from an accident within 5 duty days of knowledge of the injury, illness, and property damage. See enclosures (2) through (4) for how, when, and where to report the mishap.

(2) Will ensure ESAMS accounts are created for all military and DoD civilians within 30 days of their assignment to the activity.

d. Echelon 3 commands will establish OSH committees. OSH committees or councils serve as sounding boards for multiple viewpoints and interests on matters relating to the NAVOSH Program. They identify, define, and assess OSH problem areas and recommend improvements to policy and program execution. Activities with fewer than 100 employees do not require safety committees. It is recommended they attend the host command's NAVOSH policy and tenant meetings.

e. Supervisors will establish appropriate (temporary) light duty for personnel who have been injured on the job, and shall return employees to full duty upon receipt of a doctor's release statement.

6. Requirements

a. This program incorporates Occupational Safety and Health Act (OSHA) standards. If the most recent version of NAVOSH standards does not agree with the most recent version of OSHA standards or consensus standards, the most stringent standard shall be used as interim NAVOSH standards.

b. COs must ensure the criteria contained in NAVOSH standards are understood and complied with by all personnel.

(1) DoD civilian personnel who fail to comply with NAVOSH requirements are subject to disciplinary action per reference (b).

(2) Military personnel who fail to comply are subject to disciplinary action per the Uniform Code of Military Justice.

c. COs must ensure all publications, instructions, standard operating procedures, and specifications are reviewed and updated by the activity safety representative to conform with current safety standards.

d. NAVOSH workplace inspections shall be conducted annually by BUPERS-00Z or a designated representative.

(1) Inspectors are authorized to deny the right of accompaniment to any person whose participation interferes with a fair and orderly inspection.

(2) Inspectors shall note deficiencies including:

(a) Violations of standards, criteria, or directives;

(b) Unsafe work practices; and

(c) Management deficiencies observed.

(3) "No-notice" inspections will be conducted when requested by the activity CO.

(4) Out-brief of the NAVOSH safety inspection will be provided to the CO or designated representative prior to the safety inspection team's departure. When deficiencies are found, a safety report will be generated using ESAMS and containing specific violations and recommendations for corrective action. Reports generated via ESAMS will be electronically maintained by the activity, BUPERS-00Z, and the Naval Safety Center.

(5) BUPERS-00Z will perform a 30-day follow-up inspection for the abatement of noted violations if the activity has not provided a report of corrective actions taken on noted discrepancies. Discrepancies that go beyond 30 days will require the activity safety representative to develop an abatement plan per reference (a).

e. The supporting military treatment facility (MTF) having jurisdiction will provide industrial hygiene and workplace monitoring support as required.

f. After the industrial hygiene report, assessment, and appraisal, approved personal protective equipment (PPE) shall be issued to personnel while engineering or management controls are pending development, or when it has been determined that such controls are not feasible to eliminate safety or health hazards. When required, equipment shall also be furnished and worn in emergency situations.

(1) Supervisors shall document the following:

(a) The task or job that requires the use of the PPE.

- (b) To whom the PPE was issued;
- (c) That personnel have been trained in the use, inspection, and care of such PPE; and
- (d) Actions taken against employees who fail to use the PPE.

(2) The local MTF shall provide evaluations to determine whether employees are capable of performing with such PPE.

g. The appropriate MTF occupational health/preventive medicine office provides support in occupational health to include occupational medicine, environmental health, and health training. The occupational health/preventive medicine office ensures employees or employee representatives are provided access to hazard monitoring records as well as occupational health medical records.

h. An appropriate fire department or host fire department having jurisdiction will conduct inspections to identify fire hazards, inspect fire equipment, and provide training.

i. DD 2272 Department of Defense Occupational Safety and Health Protection Program contains information concerning employees' rights and responsibilities and identifies the chain of command. A copy must be posted in each work area. OPNAV 5100/11 Navy Employee Report of Unsafe or Unhealthy Working Condition shall be posted adjacent to the DD 2272 to encourage employees to report safety and health hazards.

j. Per reference (a), the workplace supervisor will post an OPNAV 5100/11 Notice of Unsafe or Unhealthy Working Conditions in areas where hazards have a risk assessment code (RAC) of 1, 2, or 3. These notices shall not be removed until the hazard has been corrected and verified abated by BUPERS-00Z.

k. The activity safety representative shall implement a deficiency abatement plan (DAP) when hazards have not been corrected within 30 days. The DAP will list deficiency, interim controls, permanent controls, estimated time of completion, and estimated cost of abatement. The DAP will be sent to BUPERS-00Z.

l. Building managers are responsible for preparing and submitting work requests and service calls to the public works department. All work requests regarding safety deficiencies will be submitted to BUPERS-00Z for a RAC prior to being submitted to the public works department.

m. The public works department forwards abatement projects and cost estimates of projects beyond local funding capabilities to Naval Facilities Engineering Command, via the appropriate chain of command.

n. If an accident occurs, the supervisor shall immediately get medical attention for the injured party from the local MTF for non-serious injuries or call 911 for all other injuries. The supervisor shall investigate the mishap and submit a report, as required by reference (a), via ESAMS within 5 duty days of knowledge of the accident.

o. COs must ensure personnel complete annual and recurring safety training per reference (a).

7. Definitions

a. Abatement - The elimination or permanent reduction of a safety or health deficiency by implementing engineering or administrative controls. Use of PPE is not abatement of the hazard.

b. Imminent Danger - A condition or practice in which immediate danger exists that could reasonably be expected to cause death or serious physical harm.

c. Serious Safety or Health Hazard - A condition or practice in which there is substantial probability that death or serious physical harm could result.

8. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-00Z will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

10. Forms and Information Management

a. DD 2272 Department of Defense Occupational Safety and Health Protection Program is available at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

b. The following forms are available for download via Naval Forms Online, <https://navalforms.documentservices.dla.mil/web/public/forms>

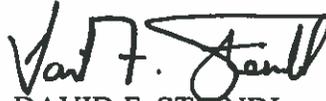
(1) OPNAV 5100/11 Navy Employee Report of Unsafe or Unhealthful Working Condition

(2) OPNAV 5100/12 OSH Deficiency Notice

(3) OPNAV 5100/41 Review of Instruction

29 Jul 2016

c. Reporting requirements contained in this instruction are exempt from reports control per SECNAV M-5214.1 of December 2005.



DAVID F. STEINDL

Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only, via BUPERS Web site, <http://www.npc.navy.mil/>

BUPERS UICs FOR OSH PROGRAM

BUPERS	
AUIC	LONG TITLE
00022	BUPERS MILLINGTON
30525	NAVCONBRIG MIRAMAR DET PUGET SOUND
30849	NAVCONBRIG MIRAMAR DET PEARL HARBOR
3253A	JOINT MOB CTR FT LEWIS-MCCHORD
38305	NAVCONBRIG CHESAPEAKE VA
39329	CNPC RESERVE SUPPORT
39528	US DISCIP BKS KS NAVY DET
45610	NAVCONBRIG CHARLESTON SC
45611	NAVCONBRIG MIRAMAR CA
43715	NAMALA WASHINGTON DC
50221	NAVCONBRIG DET FT LEWIS WA
55470	NAV/MAR MORTUARY DET DOVER
55471	NAV/MAR MORTUARY DET QUANTICO
60152	NAV/MAR MORTUARY DET GUAM
60156	NAV/MAR MORTUARY DET ROTA
60157	NAV/MAR MORTUARY DET NAPLES
62980	COMNAVPERSCOM MILLINGTON TN
60001	NAVMAC DET NORFOLK
63410	NAVMAC MILLINGTON TN
66715	COMNAVCRUITCOM MILLINGTON TN
68221	NPRST MILLINGTON TN
PSD/CSD	
AUIC	LONG TITLE
3500B	PERSUPPDET AFLOAT WEST
40065	PERSUPPDET AFLOAT EAST
40389	NAVMPAYPERS SUPPORT CENTER
40396	PERSUPPDET BAHRAIN
42325	PERSUPPDET PATUXENT RIVER
42554	PERSUPPDET BETHESDA
42557	PERSUPPDET WASHINGTON DC
42558	PERSUPPDET FT MEADE
42574	PERSUPPDET NORVA
42575	PERSUPPDET LITTLE CREEK
42827	PERSUPPDET NORTH ISLAND
42975	PERSUPPDET MAYPORT
42976	PERSUPPDET KINGS BAY
43043	PERSUPPDET JACKSONVILLE

AUIC	LONG TITLE
43053	CUSERVDESK DENVER
43073	CUSERVDESK MONTEREY
43075	CUSERVDESK FALLON
43077	PERSUPPDET LEMOORE
43081	PERSUPPDET PENSECOLA
43084	PERSUPPDET GULFPORT
43099	PERSUPPDET NEWPORT
43100	PERSUPPDET CORPUS CHRISTI
43102	CUSERVDESK GREAT LAKES
43104	PERSUPPDET PEARL HARBOR
43105	CUSERVDESK NOLA
43106	PERSUPPDET GREAT LAKES
43118	PERSUPPDET CAMP PENDLETON
43136	PERSUPPDET EVERETT
43138	PERSUPPDET WHIDBEY ISLAND
43146	PERSUPPDET PORT HUENEME
43150	PERSUPPDET KITSAP
43322	PERSUPPDET MEMPHIS
43324	CUSERVDESK MERIDIAN
43332	PERSUPPDET GUANTANAMO BAY
43339	PERSUPPDET NEW LONDON
43341	CUSERVDESK SARATOGA SPRINGS
43350	PERSUPPDET CHARLESTON
43353	CUSERVDESK BEAUFORT
43354	PERSUPPDET CAMP LEJEUNE
43382	PERSUPPDET ATSUGI
43384	PERSUPPDET OKINAWA
43385	PERSUPPDET MISAWA
43386	PERSUPPDET SASEBO
43387	PERSUPPDET YOKOSUKA
43462	PERSUPPDET GUAM
43469	PERSUPPDET DIEGO GARCIA
43496	PERSUPPDET NAPLES
43497	PERSUPPDET SIGONELLA
43498	PERSUPPDET ROTA
43601	CUSERVDESK IWAKUNI
43603	CUSERVDESK CHINHAE
43609	CUSERVDESK VAHINGEN
44011	CUSERVDESK LISBON
44013	CUSERVDESK SOUDA BAY
44175	CUSERVDESK DAHLGREN

49330	CUSERVDESK OKLAHOMA CITY
AUIC	LONG TITLE
49700	CUSERVDESK SINGAPORE
68550	PERSUPPDET OCEANA
68551	PERSUPPDET PORTSMOUTH
68554	PERSUPPDET POINT LOMA
68556	PERSUPPDET SAN DIEGO
68749	PERSUPPDET SAN ANTONIO
RECRUITING	
AUIC	LONG TITLE
31919	NAVCRUITPROSTA HONOLULU HI
32236	NRC DET SAN DIEGO
32237	NRC DET DALLAS TX
32238	NRC DET ST LOUIS MO
32239	NAVCRUITCOM DET RICHMOND VA
32240	CNRC DET ARLINGTON
32241	CNRC DET BETHESDA
32242	NRC DET ATLANTA GA
32243	NAVOFFRECRSTA GAINSVILLE FL
32244	CNRC DET BOSTON
32288	NAVCRUITSTA ST CROIX
3232A	NAVRECRSTA CHICAGO HEIGHTS
32912	NRC NAVET DET JACKSONVILLE FL
3291D	NRC NAVET DET NORFOLK VA
3293D	NRC NAVET DET EVERETT WA
3294D	NRC NAVET DET WASHINGTON DC
3295D	NRC NAVET DET SAN DEIGO CA
3311A	NAVCRUITSTA ST THOMAS
3347A	NAVCRUITPROSTA RAMSTEIM GE
3449A	STU BACHELOR DEGREE CP PROGAM
35180	NAVCRUITPROSTA SAN JUAN PR
3544A	OFF RECRUITING STA MADISON WI
39088	NAVCRUITCOM ORU PENSACOLA FL
39089	NAVY RECRUITING REGION WEST
41721	NAVCRUITPROSTA JACKSON MS
42042	NAVCRUITPROSTA LAS VEGAS
42590	OFFRECRSTA RENO NV
43509	NAVCRUITPROSTA BOISE ID
43510	NRC DET COLUMBUS OH
43511	NAVCRUITPROSTA BUTTE MT
43515	NAVCRUITPROSTA FARGO ND

43521	NAVCRUITPROSTA ALBUQUERQUE NM
AUIC	LONG TITLE
43525	NAVCRUITPROSTA SPOKANE WA
43526	NAVCRUITPROSTA SPRINGFIELD MA
43528	NAVCRUITPROSTA SYRACUSE NY
43541	NRC DET PITTSBURGH PA
43542	CNRC DET SAN DIEGO
43706	OFFRECRSTA CHISTIANSBURG VA
43945	NAVCRUITPROSTA LUBBOCK TX
43946	NAVCRUITPROSTA TALLAHASSE FL
43947	CYBERSPACE RECRUITING TEAM
43951	NAVCRUITPROSTA BECKLEY WV
43952	NAVCRUITPROSTA TAMPA FL
43953	NAVCRUITPROSTA KNOXVILLE TN
43955	NAVCRUITPROSTA SHREVEPORT LA
43956	NAVCRUITPROSTA IOWA CITY IA
43958	NAVCRUITPROSTA SIOUX FALLS SD
43959	NAVCRUITPROSTA CHARLOTTE NC
43961	NAVCRUITPROSTA AUSTIN TX
43962	NAVCRUITPROSTA SACRAMENTO CA
44161	RECRUIT QLTY ASSUR TM GLAKES
44163	NAVY RECRUITING STATION YOKO
44164	NAVY RECRUITING REGION EAST
44166	NAVY RECRUITING STATION NAPLES
44424	OFFRECRSTA NOROLK VA
44694	NAVCRUITPROSTA BALTIMORE MD
44857	NAVCRUITPROSTA LANSING MI
45109	NAVCRUITPROSTA ST COLLEGE PA
47865	NAVCRUITPROSTA BRYAN TEXAS
47868	NAVRECPROCSTA AMARILLO TX
50172	NAVRECRSTA GREENVILLE SC
50174	NAVRECRSTA CORPUS CHRISTI TX
50175	NAVRECRSTA CHARLESTON SC
50183	NAVRECRSTA FAYETTEVILLE NC
50232	NAVOFFRECRSTA TUCSON AZ
50258	NAVRECRSTA BILLINGS MT
50259	NAVRECRSTA ANTIOCH GA
50261	NAVRECRSTA RIVERSIDE CA
50262	NAVRECRSTA FORT MYERS FL
50263	NAVRECRSTA W PALM BEACH FL
50264	NAVRECRSTA ODESSA TX
50265	NAVRECRSTA HARKER HEIGHTS TX

50266	NAVRECRSTA SALEM OR
AUIC	LONG TITLE
50267	NAVRECRSTA EUGENE OR
50268	NAVRECRSTA MEDFORD OR
50269	NAVRECRSTA YORKTOWN VA
50270	NAVRECRSTA FREDERICKSBURG VA
50271	NAVRECRSTA CENTREVILLE VA
50272	NACRECRSTA MARLTON NJ
50273	NAVRECRSTA WILMINGTON DE
50274	NAVRECRSTA READING PA
50289	NAVRECRSTA ERIE PA
50290	NAVRECRSTA SCRANTON PA
50291	NAVRECRSTA ROCHESTER PA
50292	NAVRECRSTA MORGANTOWN WV
50293	NAVRECRSTA BESSEMER AL
50294	NAVRECRSTA ATHENS GA
50295	NAVRECRSTA MACON GA
50296	NAVRECRSTA ENTERPRISE AL
50298	NAVRECRSTA COL SPRINGS CO
50308	NAVRECRSTA CHICAGO IL
50309	NAVRECRSTA OAK LAWN IL
50310	NAVRECRSTA GRIFFITH IN
50311	NAVRECRSTA AURORA IL
50312	NAVRECRSTA GREEN BAY WI
50313	NAVRECRSTA DES PLANES IL
50318	NAVRECRSTA BATON ROUGE LA
50319	NAVRECRSTA PENSACOLA FL
50320	NAVRECRSTA MOBILE AL
50321	NAVRECRSTA RUSTON LA
50322	NAVRECRSTA STARKVILLE MS
50323	NAVRECRSTA NEWBURGH NY
50324	NAVRECRSTA CONCORD NH
50326	NAVRECRSTA WARWICK RI
50327	NAVRECRSTA AUGUSTA ME
50328	NAVRECRSTA MANCHESTER CT
50329	NAVRECRSTA HAMDEN CT
50330	NAVRECRSTA WICHITA KS
50331	NAVRECRSTA SPRINGFIELD MO
50332	NAVRECRSTA COLUMBIA MO
50334	NAVRECRSTA CARBONDALE IL
50335	NAVRECRSTA CHAMPAIGN IL
50336	NAVRECRSTA LAWRENCE KS

50337	NAVRECRSTA VENTURA CA
AUIC	LONG TITLE
50338	NAVRECRESTA LANCASTER CA
50342	NAVRECRESTA MANHATTAN KS
50443	NAVRECRESTA VALDOSTA GA
50444	NAVRECRESTA ORLANDO FL
50448	NAVRECRESTA BINGHAMTON NY
50454	NRC DET NEW YORK NY
50455	NRC DET CHICAGO IL
50457	NRC DET HOUSTON TX
50458	NRC DET LOS ANGELES CA
50459	NRC DET HYATTSVILLE MD
52859	NAVCRUITPROSTA ANCHORAGE AK
60268	NAVCRUITDIST CHICAGO IL
62409	NAVCRUITPROSTA ALBANY NY
62410	NAVCRUITDIST PHOENIX AZ
62411	NAVOFFRECRSTA TEMPE AZ
62412	NAVCRUITPROSTA MONTGOMERY AL
62414	NAVCRUITPROSTA BUFFALO NY
62415	NAVCRUITPROSTA COLUMBIA SC
62416	NRD OHIO
62417	NAVCRUITPROSTA DES MOINES IA
62419	NAVCRUITDIST HOUSTON TX
62421	NAVCRUITPROSTA INDIANAPOLIS IN
62422	NAVCRUITDIST JAX FL
62423	NAVCRUITPROSTA LITTLE ROCK AR
62424	NAVCRUITPROSTA LOUISVILLE
62425	NAVCRUITDIST NASHVILLE TN
62426	NAVCRUITPROSTA OKLAHOMA CITY OK
62427	NAVCRUITPROSTA OMAHA NE
62429	NAVCRUITDIST PORTLAND OR
62430	NAVCRUITDIST RALEIGH NC
62431	NAVCRUITDIST RICHMOND VA
62432	NAVCRUITPROSTA MEMPHIS
62435	NAVCRUITDIST NEW ENGLAND
62437	NAVCRUITDIST DALLAS TX
62438	NAVCRUITDIST DENVER CO
62439	NAVCRUITDIST MICHIGAN
62440	NAVCRUITPROSTA KANSAS CITY
62441	NAVCRUITDIST LOS ANGELES CA
62442	NAVCRUITDIST ATLANTA GA
62443	NAVCRUITDIST MINNEAPOLIS

62444	NAVCRUITDIST NEW ORLEANS
AUIC	LONG TITLE
62445	NAVCRUITDIST NEW YORK NY
62446	NAVCRUITDIST PHILADELPHIA PA
62447	NAVCRUITDIST PITTSBURGH PA
62448	NAVCRUITDIST SAN FRANCISCO CA
62449	NAVCRUITDIST SEATTLE WA
62450	NAVCRUITPROSTA WASHINGTON DC
62451	NAVRECRSTA MISSOULA MT
62452	NAVRECRSTA GREENSBORO NC
62453	NAVRECRSTA WILMINGTON NC
62454	NAVRECRSTA FAYETTEVILLE AR
62456	NAVRECRSTA CHATTANOOGA TN
62482	NAVRECRSTA DAYTONA BEACH FL
62483	NAVRECRSTA SAVANNAH GA
62771	NAVRECRSTA OAK HARBOR WA
62954	NAVCRUITPROSTA CLEVELAND OH
63011	OFFRECRSTA CHARLOTTESVILLE VA
63147	NAVCRUITPROSTA MILWAUKEE
66190	NAVOFFRECRSTA NEW LONDON CT
66381	NAVCRUITPROSTA MANCHESTER NH
66382	NAVCRUITPROSTA PORTLAND ME
66715	COMNAVCRUITCOM MILLINGTON TN
66741	NAVCRUITPROSTA ORANGE COUNTY
66972	NAVCRUITDIST MIAMI FL
67596	NAVCRUITDIST SAN ANTONIO
67598	NAVRECRSTA MCALLEN TX
68011	NAVCRUITDIST ST LOUIS, MO
68023	NAV RECRUIT COMD MILLINGTON TN
68175	NAVOFFRECRSTA ANNAPOLIS MD
68213	NAVCRUITPROSTA GUAM
68261	NAVCRUITPROSTA SALT LAKE CITY UT
68282	NAVCRUITPROSTA CINCINNATI OH
68283	NAVCRUITPROSTA EL PASO TX
68310	NAVCRUITPROSTA FRESNO CA
68391	NAVCRUITPROSTA HARRISBURG PA
68401	NAVCRUITDIST SAN DIEGO
70320	NRC DET LITTLE CREEK

**BUPERS MILLINGTON AND NAVPERSCOM (NPC) MISHAP REPORTING CRITERIA
AND TIMELINE**

AFFILIATION	MISHAP CLASS	MISHAP SEVERITY	TIMELINE NOTIFICATION	NOTIFICATION SENT TO:
MILITARY On/Off-Duty	Class A	Fatality or Permanent Disability or Property Damage of more than \$2 Million	Within 8 hours of knowledge of the mishap	NPC: Chain of command, Command Duty Officer (901-573-1232), -- COMNAVSAFECEN, and millbupersnpcsafetyw@navy.mil
	Class B	Permanent Partial Disability or Property Damage of more than \$500,000 but less than \$2 Million	Within 8 hours of knowledge of the mishap	NPC: Chain of command, Command Duty Officer (901-573- 1232), -- COMNAVSAFECEN, and millbupersnpcsafetyw@navy.mil
	Class C and Below	One or more DoD personnel that results in 1 or more days away from work or Property Damage of more than \$50,000 but less than \$500,000	Within 5 days of knowledge of the mishap	Mishap report will be entered into ESAMS

AFFILIATION	MISHAP CLASS	MISHAP SEVERITY	TIMELINE NOTIFICATION	NOTIFICATION SENT TO:
CIVILIAN On Duty Only	Class A	Fatality or Permanent Disability	Within 8 hours of knowledge of the mishap	NPC: Chain of command, - - Command Duty Officer (901-573-1232), COMNAVSAFECEN millbupersnpcsafetyw@navy.mil and the nearest OSHA Office at 1-800-321-OSHA
	Class B	Permanent Partial Disability or when 3 or more personnel are hospitalized	Within 8 hours of knowledge of the mishap	NPC Chain of Command, NPC Command Duty Officer (901-573-1232), COMNAVSAFECEN, millbupersnpcsafetyw@navy.mil , and the nearest OSHA Office at 1-800-321-OSHA
	Class C and Below	One or more DoD personnel that results in 1 or more days away from work	Within 5 days of knowledge of the mishap.	Mishap report will be entered into ESAMS
CONTRACTORS	Only report contractor mishaps if the mishap involved Navy personnel or Navy operations.			

**NAVY RECRUITING COMMAND (NAVCRUITCOM (NRC)) MISHAP REPORTING
CRITERIA AND TIMELINE**

AFFILIATION	MISHAP CLASS	MISHAP SEVERITY	TIMELINE NOTIFICATION	NOTIFICATION SENT TO
MILITARY On/Off-Duty	Class A	Fatality or Permanent Disability or Property Damage of more than \$2 million	Within 8 hours of knowledge of the mishap	NRC Chain of Command Command Duty Officer (901-592-7215) COMNAVSAFECEN and millbupersnpcsafetyw@navy.mil
	Class B	Permanent Partial Disability or Property Damage of more than \$500,000 but less than \$2 Million	Within 8 Hours of knowledge of the mishap	NRC Chain of Command - Command Duty Officer (901-592-7215) COMNAVSAFECEN and millbupersnpcsafetyw@navy.mil
	Class C and Below	One or more DoD personnel that results in 1 or more days away from work or Property Damage of more than \$50,000 but less than \$500,000	Within 5 days of knowledge of the mishap	Mishap report will be entered into ESAMS

AFFILIATION	MISHAP CLASS	MISHAP SEVERITY	TIMELINE NOTIFICATION	NOTIFICATION SENT TO
CIVILIAN On Duty Only	Class A	Fatality or Permanent Disability	Within 8 hours of knowledge of the mishap	NRC Chain of Command NRC Command Duty Officer (901-592-7215), COMNAVSAFECEN, millbupersnpcsafetyw@navy.mil , and the nearest OSHA Office at 1-800-321-OSHA
	Class B	Permanent Partial Disability or when 3 or more personnel are hospitalized	Within 8 hours of knowledge of the mishap.	NRC Chain of Command NRC Command Duty Officer (901-592-7215), COMNAVSAFECEN, millbupersnpcsafetyw@navy.mil , and the nearest OSHA Office at 1-800-321-OSHA
	Class C and Below	One or more DoD personnel that results in 1 or more days away from work	Within 5 days of knowledge of the mishap.	Mishap report will be entered into ESAMS
CONTRACTORS	Only report contractor mishaps if the mishap involved Navy personnel or Navy operations.			

**NAVY MANPOWER ANALYSIS CENTER (NAVMAC) MISHAP REPORTING CRITERIA
AND TIMELINE**

AFFILIATION	MISHAP CLASS	MISHAP SEVERITY	TIMELINE NOTIFICATION	NOTIFICATION SENT TO
MILITARY On/Off-Duty	Class A	Fatality or Permanent Disability or Property Damage of more than \$2 million	Within 8 hours of knowledge of the mishap	NAVMAC: Chain of Command Command Duty Officer (901-826- 7566) COMNAVSAFECEN, and millbupersnpcsafetyw@ navy.mil
	Class B	Permanent Partial Disability or Property Damage of more than \$500,000 but less than \$2 Million	Within 8 hours of knowledge of the mishap	NAVMAC: Chain of Command Command Duty Officer (901-826- 7566) COMNAVSAFECEN, and millbupersnpcsafetyw@ navy.mil
	Class C and Below	One or more DoD personnel that results in or 1 or more days away from work or Property Damage of more than \$50,000 but less than \$500,000	Within 5 days of knowledge of the mishap	Mishap report will be entered into ESAMS

AFFILIATION	MISHAP CLASS	MISHAP SEVERITY	TIMELINE NOTIFICATION	NOTIFICATION SENT TO
CIVILIAN On Duty Only	Class A	Fatality or Permanent Disability	Within 8 hours of knowledge of the mishap	NAVMAC Chain of command Command Duty Officer (901-826-7566) COMNAVSAFECEN and millbupersnpcsafetyw@navy.mil , and the nearest OSHA Office at 1-800-321-OSHA
	Class B	Permanent Partial Disability or when 3 or more personnel are hospitalized	Within 8 hours of knowledge of the mishap	NAVMAC Chain of command - - Command Duty Officer (901-826-7566), COMNAVSAFECEN, millbupersnpcsafetyw@navy.mil and the nearest OSHA Office at 1-800-321-OSHA
	Class C and Below	One or more DoD personnel that results in 1 or more days away from work	Within 5 days of knowledge of the mishap	Mishap report will be entered into ESAMS
CONTRACTORS	Only report contractor mishaps if the mishap involved Navy personnel or Navy operations.			