

**NAVY  
SAFETY AND OCCUPATIONAL HEALTH  
NAVY TRAINING SYSTEM PLAN  
(SOH NTSP)**



**May 2009**

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DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
1500  
Ser N09F/220001  
14 Jul 09

From: Chief of Naval Operations (OPNAV N09F)  
To: Distribution

Subj: REVISED SAFETY AND OCCUPATIONAL HEALTH NAVY TRAINING  
SYSTEM PLAN (SOH NTSP)

Ref: (a) OPNAV N09FB ltr 5100 Ser N09F/8U220006 of  
15 Oct 08

Encl: (1) Revised Safety and Occupational Health Navy  
Training System Plan (SOH NTSP)  
(2) SOH NTSP Working Group

1. The Safety and Occupational Health Navy Training System Plan (SOH NTSP) has been finalized and is provided for your action, as appropriate. This edition of the SOH NTSP addresses workplace safety (including ionizing and non-ionizing radiation), traffic safety, and recreation/off-duty safety for Navy military and civilian personnel assigned to surface ships, submarines, aircraft support and ashore operations. Excluded from this document are aviation safety, nuclear safety, and fire safety. Most of explosive safety is excluded, except for those courses taught by the Naval Safety and Environmental Training Center. Marine Corps safety courses are included, where deemed appropriate by the Marine Corps.

2. The revised document follows the general NTSP format, where applicable, and contains technical program data, billet and personnel requirements, action items completed, action items pending, and points of contact. Echelon 2 commands reviewed the draft document, per reference (a). Their comments and resolution of comments are available at <http://www.navysafetydocumentreview.com>.

3. The work of the NTSP working group, enclosure (2), chaired by the Deputy Commander, Naval Safety Center is appreciated.

4. Our point of contact is Joy Erdman, MS, CIH, CSP, who can be reached at (703) 602-2575, DSN 332-2575, or by email at [joy.erdman@navy.mil](mailto:joy.erdman@navy.mil).

A. J. JOHNSON  
By direction

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## **SAFETY AND OCCUPATIONAL HEALTH NAVY TRAINING SYSTEM PLAN EXECUTIVE SUMMARY**

This Navy Training System Plan (NTSP) identifies the manpower, personnel, and training requirements necessary to support the Navy Safety and Occupational (SOH) Program. This information will be used for management, planning, programming, and budgeting for the various aspects of the SOH Program Training Support Systems. This NTSP permits maximum utilization of available resources, promotes continuity, and provides mutual support between various elements of the program to ensure maximum training effectiveness.

This edition of the SOH NTSP addresses workplace safety (including ionizing and non-ionizing radiation), traffic safety, and recreation/off-duty safety for Navy military and civilian personnel assigned to surface ships, submarines, aircraft support and ashore operations. Excluded from this document are aviation safety, nuclear safety, and fire safety. Most of explosive safety is excluded, except for those courses taught by the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN). Marine Corps safety courses are included, where deemed appropriate by the Marine Corps.

The document identifies required training for military and civilian SOH professionals of the Department of the Navy (DON), provides course throughput, and specifies those organizations responsible for funding. The training supported by the SOH NTSP is applicable to all Naval civilian and military personnel and operations, ashore or afloat and enhances operational readiness by enabling Naval personnel, ashore and afloat, to establish and maintain a safe and healthful workplace and to provide leadership, guidance, technical direction, and resources to protect people, prevent mishaps, achieve regulatory compliance, and control hazards, hazardous occupational exposures, and costs.

Unlike standard NTSPs for weapons systems or other aviation, ship, and ashore systems, the SOH NTSP is unique in that Parts III and IV of the standard NTSP format are not applicable in this case. The SOH NTSP consists of Part I - Technical Program Data, Part II - Billet and Personnel Requirements (*only includes courses that (1) have a Course Identification Number (CIN) from Part I of the SOH NTSP and (2) are controlled by the NAVSAFENVTRACEN*), Part V - Major Milestones, Part VI - Decision/Action Items, Part VIA - Completed Decision/Action Items, and Part VII - Points of Contact.

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NAVY TRAINING SYSTEM PLAN  
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## LIST OF ACRONYMS/TERMS

<u>ACRONYM/TERM</u>	<u>DEFINITION</u>
ACGIH	American Conference of Governmental Industrial Hygienists
AMERA	Asbestos Hazard Emergency Response Act
ALA	Administrative Lead Agency
ALSO	Administrative Laser Safety Officer
ARSO	Assistant Radiation Safety Officer
ASHARA	Asbestos School Hazard Abatement and Reauthorization Act
ASSE	American Society of Safety Engineers
BECC	Basic Engineering Common Core
BSO	Budget Submitting Office
BUMED	Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
CBT	Computer Based Training
CCMM	Course Curriculum Model Manager
CEU	Continuing Education Unit
CFR	Code of Federal Regulations
CHRIMP	Consolidated Hazardous Material Reutilization and Inventory Management Program
CIN	Course Identification Number
CIVMAR	Civilian Mariner
CMC	Commandant Marine Corps
CNATT	Center for Naval Aviation Technical Training
CNET	Chief of Naval Education and Training
CNIC	Commander, Navy Installations Command
CNO	Chief of Naval Operations
CO	Commanding Officer
COC	Continuation of Certification
COMNAVAIRLANT	Commander, Naval Air Forces, U.S. Atlantic Fleet
COMNAVAIRPAC	Commander, Naval Air Forces, U.S. Pacific Fleet
COMSC	Commander, Military Sealift Command
COMSUBFOR	Commander Submarine Forces
CSPM	Confined Space Program Manager
CSS	Center for Service Support
DASN	Deputy Assistant Secretary of the Navy
DAVIS	Defense Audio Visual Information System
DCA	Damage Control Assistant
DNS	Directory Navy Staff
DoD	Department of Defense
DON	Department of the Navy

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DTR	Defense Transportation Regulations
EPA	Environmental Protection Agency
EVOC	Emergency Vehicle Operator Course
FSA	Field Support Activity
GMT	General Military Training
HA	Health Affairs
HAZCOM	Hazard Communication
HAZMINCEN	Hazardous Material Minimization Center
HICS	Hazardous Material Inventory Control System
HM	Hazardous Material(s)
HMC&M	Hazardous Material Control and Management
HSI	Human Systems Integration
ICW	Interactive Courseware
IDP	Individual Development Plan
IHO	Industrial Hygiene Officer
IMI	Interactive Multimedia Instruction
IMO	International Maritime Organization
JFMM	Joint Fleet Maintenance Manual
LNTL	Lead Navy Technical Laboratory
LSS	Laser Safety Specialist
MPT&E	Manpower, Personnel, Training, and Education
MSC	Military Sealift Command
MSF	Motorcycle Safety Foundation
MSFSC-TCE	Military Sealift Fleet Support Command Training Center East
MSFSC-TCW	Military Sealift Fleet Support Command Training Center West
NAVAIR	Naval Air Systems Command
NAVEDTRA	Navy Education and Training
NAVFACENGCOM	Naval Facilities Engineering Command
NAVOSH	Navy Occupational Safety & Health
NAVPERs	Naval Personnel
NAVSAFECEN	Naval Safety Center
NAVSAFENVTRACEN	Naval Safety and Environmental Training Center
NAVSEA	Naval Sea Systems Command
NAVSTD	Naval Standard
NEC	Navy Enlisted Classification
NESHAP	National Emission Standards for Hazardous Air Pollutants

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NETC	Naval Education and Training Command
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety & Health
NOBC	Navy Officer Billet Classification
NKO	Navy Knowledge Online
NMCPHC	Naval & Marine Corps Public Health Center
NMT	Navy Military Training
NRMP	Naval Radioactive Material Permit
NRSC	Naval Radiation Safety Committee
NSC	National Safety Council
NSTM	Naval Ships Technical Manual
NTRR	Navy Training Requirements Review
NTSP	Navy Training System Plan
OCCSTD	Occupational Standard
OIC	Officer in Charge
OPNAV	Office of the Chief of Naval Operations
OPNAVINST	Chief of Naval Operations Instruction
ORM	Operational Risk Management
OSH	Occupational Safety & Health
OSHA	Occupational Safety & Health Administration
PCO	Prospective Commanding Officer
PDA	Principal Development Activity
PDC	Professional Development Conference
PFAS	Personal Fall Arrest System
PQS	Personnel Qualification Standard
PSSR	Personal Safety and Social Responsibility
PXO	Prospective Executive Officer
RADIAC	Radiation Detection, Indication and Computation
RASO	Radiological Affairs Support Office
RASP	Radiological Affairs Safety Program
RFR	Radio Frequency Radiation
RLSS	Range Laser Safety Specialist
ROICC	Resident Officer in Charge of Construction
RPPM	Respiratory Protection Program Manager
RS	Resource Sponsor
RSO	Radiation Safety Officer
SD	Safety Department
SECNAV	Secretary of the Navy
SITREP	Situation Report
SNEC	Secondary Navy Enlisted Classification
SOBT	Submarine On Board Training



SOH	Safety & Occupational Health
SOH NTSP	Safety & Occupational Health Navy Training System Plan
SOH NTSP WG	Safety & Occupational Health Navy Training System Plan Working Group
STCW	Standards of Training, Certification and Watchkeeping
SUBFOR	Submarine Forces
SWOS	Surface Warfare Officer's School
SWOSCOLCOM	Surface Warfare Officer's School Command
TA	Training Agent
TLSO	Technical Laser Safety Officer
TSA	Training Support Agent
TUM	Tag Out User Manual
TYCOM	Type Commander
USFF	United States Fleet Forces Command
USNS	United States Naval Ship
VTT	Video Teletraining
WHE	Weight Handling Equipment
XO	Executive Officer
YN	Yeoman

**SAFETY AND OCCUPATIONAL HEALTH (SOH)  
NAVY TRAINING SYSTEM PLAN****PREFACE**

This is the Approved Navy Training System Plan (NTSP) for the Navy Safety and Occupational Health (SOH) Program. It updates the Navy Occupational Safety & Health (NAVOSH) and Hazardous Material Control & Management (HMC&M) NTSP, NTSP S-40-8603D of September 1999.

Comments submitted by Navy echelon 2 commands and Office of the Chief of Naval Operations (OPNAV) N12 during the concurrence review of the draft version of the document have been incorporated.

Courses, billets, and throughput through FY14, and points of contact have been updated in this version of the SOH NTSP. Resource Sponsors (RS) and Budget Submitting Offices (BSO) have been included for all applicable training in the document.

I. **TECHNICAL PROGRAM DATA**

A. **PROGRAM SUMMARY**

1. **Title – Nomenclature – Acronym.** Naval Safety and Occupational Health (SOH) Program.
2. **Program Element.** Director, Navy Staff (DNS) (Code F1) budget element number for SOH is 0901212N.

B. **SECURITY CLASSIFICATION.** The SOH Program and its elements are unclassified.

C. **NTSP PRINCIPALS**

OPNAV Principal Official (OPO) Program	
Sponsor .....	OPNAV (N09F (Special Assistant for Safety Matters))
Resource Sponsors (RS) .....	OPNAV (Director, Navy Staff (DNS))
.....	OPNAV N45 (Environmental Readiness)
.....	OPNAV 46 (Shore Readiness)
.....	OPNAV N1 (Manpower, Personnel, Training and Education (MPT&E))
.....	DoD (Health Affairs (HA))
Budget Submitting Offices (BSO)	
.....	Field Support Activity (FSA)/ Commander Naval Safety Center (NAVSAFECEN)
.....	Naval Sea Systems Command (NAVSEA)
.....	Naval Education and Training Command (NETC)
.....	Bureau of Medicine and Surgery (BUMED)
.....	United States Fleet Forces Command (USFF)
Principal Development Activity (PDA).....	NETC
Training Agents (TA).....	NETC

.....	BUMED
.....	Naval Safety and Environmental Training Center (NAVSAFENVTRACEN)
.....	Military Sealift Command (MSC)
Training Support Agents (TSA) .....	NETC
.....	BUMED
.....	NAVSEA
.....	USFF
.....	NAVSAFECEN

D. **SYSTEM DESCRIPTION**

1. **Purpose.** The purpose of this document is to identify required training for military and civilian Safety and Occupational Health (SOH) professionals of the Department of the Navy (DON), provide course throughput, and specify those organizations responsible for funding. It also identifies the organizations and training resources needed to enhance operational readiness by enabling Naval personnel, ashore and afloat, to establish and maintain a safe and healthful workplace and to provide leadership, guidance, technical direction, and resources to protect people, prevent mishaps, achieve regulatory compliance, and control hazards, hazardous occupational exposures, and costs. The document addresses workplace safety (including ionizing and non-ionizing radiation), traffic safety, and recreation/off-duty safety for Navy military and civilian personnel assigned to surface ships, submarines, aircraft support and ashore operations. Excluded from this document are aviation safety, nuclear safety, and fire safety. Most of explosive safety is excluded, except for those courses taught by the Naval Safety and Environmental Training Center (NAVSAFENVTRACEN). Marine Corps safety courses are included, where deemed appropriate by the Marine Corps.

2. **Operational Uses.** Naval policy is to enhance operational readiness and mission accomplishment by establishing an aggressive SOH Program. The goal of this program is to reduce occupational injuries, illnesses, and deaths; reduce material loss or damage; and maintain safe and healthful working conditions for Naval personnel.

The SOH Program supports operational readiness by enabling Naval personnel, ashore and afloat, to establish and maintain a safe and healthful workplace and to provide leadership, guidance, technical direction, and resources to protect people, prevent mishaps, achieve regulatory compliance, and control hazards, hazardous occupational exposures, and costs. The SOH Program addresses the elimination or control of hazards that can result in immediate injury or death. The occupational health aspects of this program are concerned with the acute affects of exposure to hazardous material (HM) and (more importantly in many instances) the long-term exposure to HM and harmful physical agents (e.g., noise, heat, radiation) plus the treatment of work-related injuries and illnesses.

## E. DESCRIPTION OF PROGRAM

1. **Functional Description.** The SOH Program addresses the maintenance of safe and healthful conditions in the workplace or the occupational environment. It is applicable to all Naval civilian and military personnel and operations, ashore or afloat. The principal elements of the SOH Program are:

- a. Hazard identification and surveillance.
- b. Hazard prevention and deficiency abatement.
- c. Program evaluation.
- d. Mishap investigation and reporting.
- e. Training.
- f. Compliance with safety standards and regulations.
- g. Comprehensive occupational health surveillance.
- h. Hazardous Material Control & Management (HMC&M).

2. **Physical Description.** Directives and instructions to implement federal laws and SOH regulations are issued through the Department of Defense (DoD), the Secretary of the Navy, the Chief of Naval Operations, the Commandant of the Marine Corps, and the Commander, Military Sealift Command. Primary responsibility for implementing the SOH Programs rests with the chain of command; that is, commanding and executive officers, department heads, division officers or division managers, division leading petty officers, work center supervisors, and the individual Sailor, Marine, or civilian worker. The SOH organization provides a means of establishing and implementing the SOH Program as an internal oversight/support function. Figures I-1 and I-2 below describe the generic safety organization for ship and shore commands, respectively.

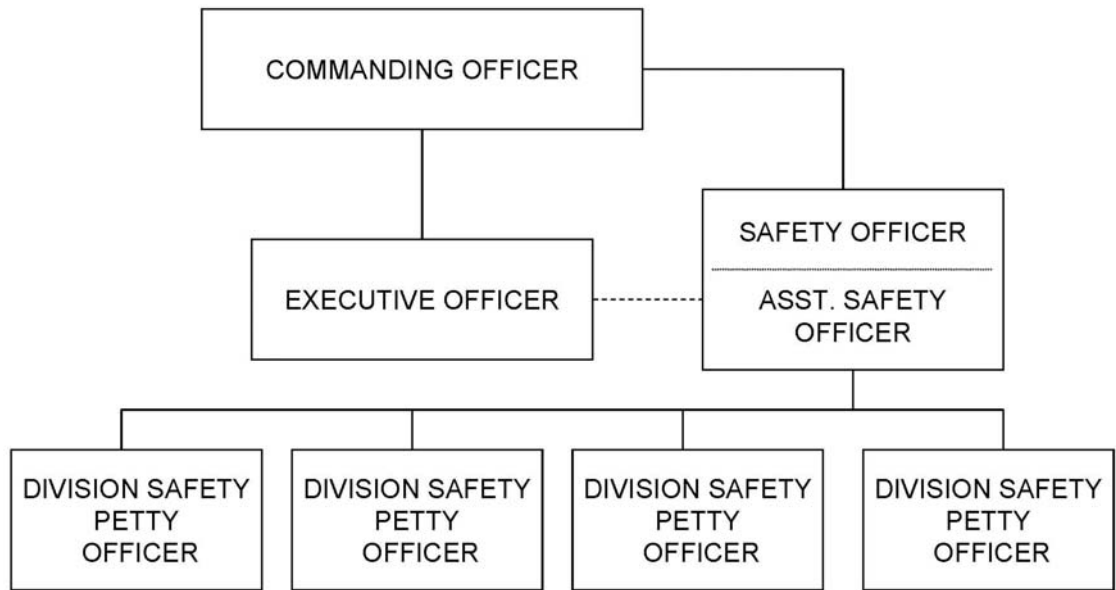


Figure I-1 - Typical Ship Safety Organization

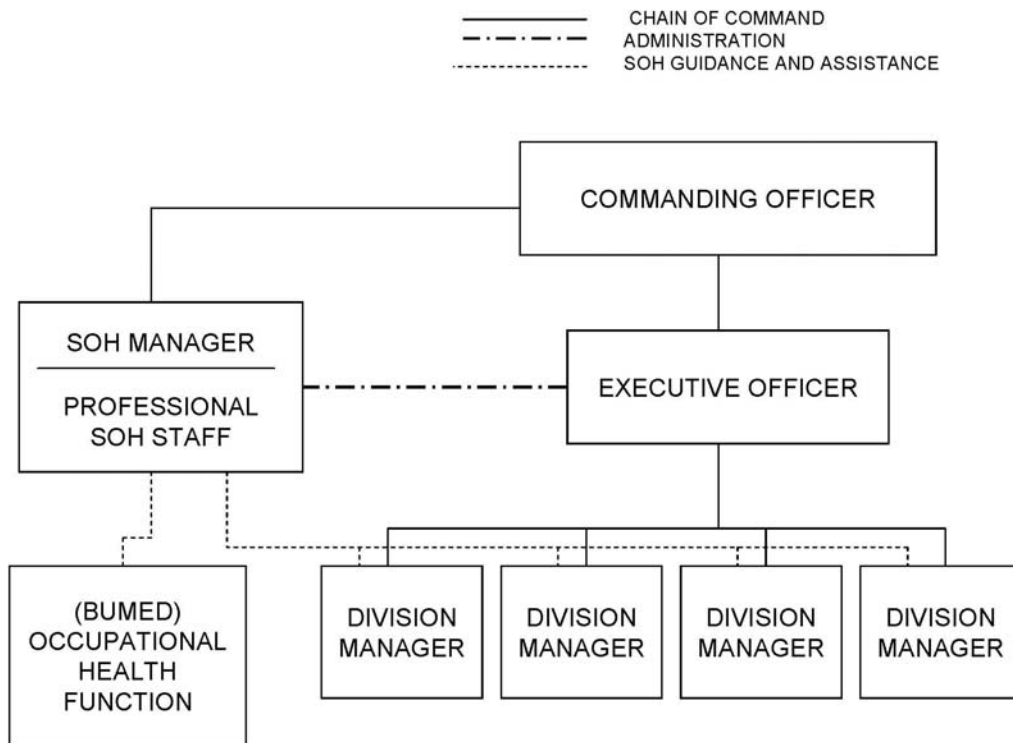


Figure I-2 - Typical Shore Safety Organization

3. **Significant Interfaces.** The SOH Program interfaces with, and impacts upon, all other organizational elements and systems. SOH requirements are an inherent part of all

management planning, operational supervision, operational performance, systems design, and systems maintenance.

Implementation of the SOH Programs will enhance operational readiness and availability by reducing mishaps and increasing productivity.

## F. CONCEPTS

1. **Operational Concept.** SOH Program management is a command responsibility and is implemented through the chain of command. Each command echelon and supervisory level has primary responsibilities for implementing and maintaining the SOH Program. The commanding officer (CO) has the ultimate responsibility for safety and health matters. The safety officer (SOH manager at shore activities), guided by the CO, formulates and manages the command's SOH Program. The safety officer/SOH manager will monitor the command's activities, facilities, and equipment and provide the impetus for keeping these programs vital and visible to all hands. This monitoring is performed through the chain of command and includes other personnel, such as the 3M Coordinator, the master-at-arms force, facility fire personnel, division safety petty officers, damage control petty officers, HM coordinators, HM Minimization Center (HAZMINCEN) supervisors, and the medical department.

### 2. **Maintenance Concept**

a. **Administrative/Technical Maintenance.** The SOH Training Support System will be maintained on an administrative/technical basis through the course curriculum model manager (CCMM)/Training Center for each individual course. The model manager plans for the efficient delivery of required training, documents accomplishments and shortfalls, and assumes responsibility for the overall quality and effectiveness of training. The appropriate echelon 2 command will provide technical assistance to training activities whenever a significant revision to a course is accomplished. NETC, supported by BUMED and the NAVSAFENVTRACEN, will be the principal technical, quality assurance, and training development agent with OPNAV review and approval. NAVSAFECEN shall be a technical advisor to NETC. NETC and NAVSAFENVTRACEN shall ensure that SOH training publications and personnel qualification standards (PQSs) under their control are current, effective, and properly distributed.

The Training Agents (TAs) shall conduct triennial formal course reviews of all their SOH courses as directed by NETC training manuals. Upon completion of reviews, TAs shall report results to the Safety and Occupational Health Navy Training System Plan Working Group (SOH NTSP WG). When performed and completed, Relevancy and Technical Content Reviews should be reported to the SOH NTSP WG.

### b. **The Safety and Occupational Health Navy Training System Plan Working Group (SOH NTSP WG) Membership**

- (1) The SOH NTSP WG consists of representatives of the:

- (a) Naval Safety Center (Codes 30 and 40)
- (b) Commandant of the Marine Corps (Safety Division)
- (c) Commander, Navy Installations Command
- (d) Naval Education and Training Command
- (e) Commander, U. S. Fleet Forces Command
- (f) Commander, Pacific Fleet
- (g) Chief, Bureau of Medicine and Surgery
- (h) Commander, Military Sealift Command
- (i) Commander, Naval Reserve Forces
- (j) Systems Commands:
  - Commander, Naval Air Systems Command
  - Commander, Naval Facilities Engineering Command
  - Commander, Naval Sea Systems Command
  - Commander, Naval Supply Systems Command
- (k) OPNAV N09FB

(2) Deputy Commander, NAVSAFECEN will serve as the chair of the SOH NTSP WG. The SOH NTSP WG may invite other persons as appropriate to provide information. Meeting minutes shall be kept and shall be posted to the NAVSAFECEN website. The SOH NTSP WG shall meet at least annually at a location to be determined by the SOH NTSP WG members. Travel for SOH NTSP WG meetings shall be funded by the participating commands. The SOH NTSP WG shall:

- (a) Define SOH training requirements.
- (b) Recommend priorities for SOH training courses and support material development.
- (c) Identify and recommend action to solve SOH training issues. Such issues include: lack of formal training or inadequate formal training; on-board training support material deficiencies; inability to train sufficient personnel to meet requirements; training mobility; new or changing requirements; and funding constraints.



(d) Review and recommend changes to the SOH NTSP; monitor progress of required actions; flag actions for which established deadlines will not be met; and recommend corrective action, as appropriate.

3. **Manning Concepts**

a. **Industrial Hygiene Support.** Industrial Hygiene Officers (IHOs) and civilian Industrial Hygienists anticipate, recognize, evaluate, and make recommendations to control unacceptable workplace exposures at Navy and Marine Corps activities.

b. **Surface Ships**

(1) **Safety Officers.** Primary duty billet safety officers are detailed to CVN, LHA, LHD, and AS ship types. The primary duty safety officer billets aboard ASs are IHOs. Aboard the LHA and LHD ship classes, the primary duty safety officer is a naval aviator who is also the aviation safety officer. Primary duty safety officers are assigned to this billet for their tour length. Chief of Naval Operations (CNO) directed that safety officer assignments in all other surface ships be a collateral duty assignment. A commissioned officer of department head status and seniority will fill this billet. On small ships with limited officer manning, the Type Commander may grant a waiver allowing the assignment of a chief petty officer as safety officer. On ships with a collateral duty safety officer, the Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat, OPNAVINST 5100.19 Series strongly recommends that a chief petty officer (E-7/E-8), identified from existing billets and having a Secondary Navy Enlisted Classification (SNEC) of 9571 (Safety Technician), be assigned as an assistant to the safety officer. Collateral duty safety officers are generally assigned for their tours aboard ships.

(2) **Division Safety Petty Officers.** Division officers must assign a petty officer (E-5 or above) from existing billets to serve as division safety petty officer. This person is required to assist the division officer in the performance of his duties and provide on-board indoctrination training to division personnel. The 1995 Navy Training Requirements Review (NTRR) for Afloat Safety based training throughput for division safety petty officers on retaining personnel assigned this billet for five years, the length of a sea tour for an SK2. However, normal shipboard practice is to rotate division safety officer assignments every 12-18 months.

(3) **Hazardous Material Control & Management (HMC&M)**

(a) Ships appoint a supply officer within the supply department as the HM coordinator. On surface ships smaller than a frigate, a commissioned officer is appointed as HM coordinator. For ships and afloat activities specifically designated by the Type Commander (TYCOM) in which the number of assigned officers is limited and appointment would pose an excessive burden, the ship may assign a chief or leading petty officer as HM coordinator. Some ships may assign an assistant HM coordinator.

(b) Surface ships, frigate and larger, must establish a HAZMINCEN. Ships' supply departments will manage these centers. Ships must have at least one petty officer

(E-5 or above) trained and designated as an HMC&M technician (SNEC 9595) to support shipboard HM reutilization and inventory management efforts. The HMC&M technician should be assigned as HAZMINCEN supervisor. Additional HMC&M technicians should be assigned as required by ship size, mission, or TYCOM guidance.

c. **Afloat Staffs**. Non-deploying surface ship squadron and group staffs shall have a line officer assigned as a primary duty safety officer. This officer shall provide SOH assistance and oversight to assigned ships. Other surface ship squadron and group staffs shall have a collateral duty safety officer assigned. All surface ship afloat staffs shall also assign a collateral duty HM coordinator. IHOs are also assigned to the Regional Support Groups for SOH support to assigned ships.

d. **Aviation**

(1) **Ships**

(a) **Ship Safety Department**. Primary duty billet safety officers are detailed to CVN ship types. These officers also serve as the aviation safety officers. In addition, primary duty assistant safety officer billets filled by Medical Service Corps IHOs (2300, Navy Officer Billet Classification (NOBC)/SSC 0862/1861) are detailed to CVNs. Safety department assistants shall be assigned according to the current ship's manning document. These assignments shall consist of, at a minimum, a safety department supervisor; a BM; an AB; an ET, AT, or EM; an MM or other engineering rate; an AO; and an yeoman (YN). In addition, senior petty officers (E-5 or above) shall be assigned from existing billets by each ship's division as division safety petty officers. Aboard aircraft carriers, each department head is the departmental safety officer, and each division officer is the division safety officer.

(b) **HMC&M**. Aircraft carriers shall assign a Supply Corps officer as HM coordinator. Each aircraft carrier has a consolidated HAZMINCEN. A SNEC 9595 person shall be assigned to properly manage and supervise the operation of the HAZMINCEN. Other SNEC 9595 personnel shall be assigned as HAZMINCEN technicians to assist in the operation and management of the center. Manpower requirements for a CVN 68 class ship are 18 persons assigned to the HAZMINCEN. Five of the 18 billets require the SNEC 9595. The ship shall fill the remainder of the billets by personnel temporarily assigned to the HAZMINCEN from other departments, including air wing personnel, when embarked.

(2) **Units**. Each functional wing/squadron has a billet for a primary duty safety officer (prerequisite: graduate of the *Aviation Safety Officer* course). The wing/squadron will assign a graduate of the *Aviation Safety Specialist* course as an assistant to the aviation safety officer.

e. **Submarines**. Submarines will have a collateral duty safety officer assigned. Due to their small crews, no requirement exists for division safety petty officers aboard submarines. The ship's supply officer will be the HM coordinator. Each submarine leading storekeeper will receive HMC&M technician training. No requirement exists for a submarine

HAZMINCEN. Supporting submarine groups will have a collateral duty safety officer and an HM coordinator assigned.

f. **MSC Vessels (Civilian Mariner (CIVMAR) Operated)**. MSC vessels will assign a licensed Deck Officer who has completed the Afloat Safety Officer Course (A-4J-0020) course as the vessel's safety officer on a collateral duty basis. MSC submarine tenders have an IHO assigned as the Safety Officer who also shall attend the Afloat Safety Officer course. Where a Medical Services Officer is also assigned, this officer will be a collateral duty assistant to the safety officer. The supply officer, or the first officer on ships without a supply officer, will have the collateral duty of HM coordinator. No requirement for HMC&M technicians exists aboard MSC vessels.

g. **Navy Shore SOH**

(1) **SOH Offices**. Guidance on the staffing of SOH offices is provided in the Navy Safety and Occupational Health (SOH) Program Manual, OPNAVINST 5100.23 Series, Chapter 3 and Marine Corps Occupational Safety and Health (OSH) Program Manual, NAVMC DIR 5100.8. The staffing criteria in this section are not mandatory but provide a method of determining requirements to perform necessary SOH functions. The measure of adequate staffing is whether all designated functions are being performed effectively and strong mishap prevention programs are implemented.

(2) **Industrial Hygiene (IH) and Occupational Health (OH) Staffing**. IH and OH staffing is based on the number and types of employees supported by the cognizant medical command and the degree of hazards associated with their jobs. OPNAVINST 5100.23 Series, Chapter 3 provides guidance on staffing requirements for IH and OH specialties.

4. **Training Concept**

a. **Initial Training**. The Navy provides initial SOH awareness program requirements to all military and civilian employees.

(1) **Afloat SOH Training**. Surface ship basic SOH training begins in officer and enlisted accession programs. This training must be a part of Apprentice Training curricula and Naval Academy and Officer Candidate School (OCS) instruction.

The purpose of SOH training at the accession level is to provide new officer and enlisted personnel with a knowledge of the program, including program objectives, where to obtain information regarding protection (whether ashore or afloat), and sufficient information to protect themselves in their first hours at their first command.

Afloat SOH training must be an integral part of occupational skills training for both officer and enlisted personnel. This training should build on and reinforce accession-level training. NETC must include SOH standards, safe work practices, and emergency procedures appropriate to the individual in this level of training.

(2) **Surface Warfare Officers School (SWOS)**. The SWOS Division Officer, Department Head, and Prospective Executive Officer/Prospective Commanding Officer (PXO/PCO) courses provide advanced knowledge, including implementation and management training for the SOH topics. In particular, SWOS incorporates HM management emphasis in all facets of training. Additionally, the SWOS Department Head curriculum includes the material required for the Afloat Safety Officer (A-4J-0020) course. The staff also teaches stand-alone courses of the Afloat Safety Officer course for other designated officer and enlisted personnel.

(3) **Submarine Learning Center**. Enlisted and officer submarine personnel require basic SOH knowledge. In addition, officers require SOH implementation and management training. Submarine On-board Training (SOBT) is on-board training to be used by submarines as a part of School of the Boat training to meet this training requirement.

(4) **Naval Supply Corps School**. The Naval Supply Corps School Officer Basic and Department Head training courses present SOH advanced knowledge and implementation and management training tailored to Supply Corps officer shipboard duties. The Naval Supply Corps School incorporated the Afloat HM Coordinator (A-8B-0008) course into the Basic course and refresher training on HMC&M into the Department Head course.

(5) **Naval Standards and Occupational Standards**. Naval Personnel (NAVPERS) 18068F, Manual of Navy Enlisted Manpower and Personnel Classifications, contains standards that are a systematic listing of minimum capabilities that the Navy expects and requires of individuals within each enlisted rating. The publication divides standards into two categories: Naval Standards (NAVSTDs) and Occupational Standards (OCCSTDs). NAVSTDs are applicable to all Navy ratings while OCCSTDs are applicable to a specific rating. The Naval Personnel Command develops, services, and maintains both NAVSTDs and OCCSTDs.

(a) **NAVSTDs** generally express the non-rating specific knowledge requirements for enlisted personnel in pay grades E-2 through E-9. NAVSTDs form the basis for implementing and supporting actions for recruit training, military requirements training, and advancement. They express requirements for knowledge and abilities in which individuals must be proficient though their present duty assignment may not require the use of that knowledge or of those abilities. The Navy requires enlisted personnel to demonstrate their attainment of knowledge described by a NAVSTD as part of the advancement process. NAVSTDs now include SOH topics. The Chief of Naval Personnel may request NAVSAFECEN to review NAVSTDs during their normal review cycle to ensure they include appropriate and current SOH policy and regulations.

(b) **OCCSTDs** express the Navy's minimum requirements for enlisted occupational skills established by manpower and personnel managers. They form the basis for implementing and supporting actions for personnel, training, advancement, and distribution. The knowledge required to perform a task is inherent to the proper performance of the task. Specific knowledge required to perform a task may be derived from task analysis data used in developing training programs and advancement examinations. NETC has upgraded OCCSTDs to include SOH topics.

(6) **Shore SOH Training**. Civilian and military employees at shore commands shall normally receive initial (awareness) SOH training at their first DON activity. As a minimum, this training must give personnel sufficient knowledge for their effective participation in the activity's SOH programs. Training for new employees shall include:

- (a) Command and/or local policy on SOH.
- (b) Work unit policy on SOH.
- (c) Individual responsibility for safety and health.
- (d) Awareness of hazards common to the individual's worksite, trade, occupation, or task.
- (e) Employee reporting procedures for hazardous operations/conditions.
- (f) Specific hazards of chemicals/materials used in the workplace and the activity's Hazard Communication (HAZCOM) plan.
- (g) An introduction to the local occupational health program, including how to obtain occupational medical assistance, routine medical evaluations required, and procedures to follow in case of occupational illness or injury.
- (h) Personal Protective Equipment requirements for the job.

b. **Follow-on Training**

(1) **NAVSAFENVTRACEN**. The NAVSAFENVTRACEN is headquartered in Norfolk, VA with a detachment in San Diego, CA. They provide afloat and shore SOH training, quality assurance, new SOH course development, and modification of existing SOH courses to improve training quality and delivery.

(2) **Training Needs Assessment**. The NAVSAFENVTRACEN posts a draft schedule in the second quarter of the calendar year for the upcoming fiscal year based on throughput as specified in this NTSP and historical information. Echelon 2 Commands will have 30 days to review the schedule and identify additional training needs to the NAVSAFENVTRACEN for consideration. NAVSAFENVTRACEN will review the comments and modify the schedule as appropriate to meet customers' needs within provided resources.

(3) **Training Support**. SOH training must support both program management (military and civilian) and hazard-specific compliance (managers and workers) training. Program management training addresses hazard identification and evaluation, hazard prevention and deficiency abatement, program management and evaluation, mishap investigation and reporting, safety training, principles, and operations. This training should be appropriate to the roles and responsibilities of the individual. SOH standards, practices, and procedures

training includes specific SOH standards, safe work practices, and emergency procedures applicable to the environment (afloat or ashore) and the responsibilities of the individual achieving these standards and performing these practices and procedures.

- c. **On-board Training.** See Part I.I.

## 5. **Shore SOH Training Overview**

- a. **General.** Adherence to safe operating practices and procedures at shore and ground activities cannot be assured unless a clear and defined knowledge exists of the job, its hazards, and the strategies necessary to perform the job properly and prevent mishaps. To attain this type and level of knowledge, shore and ground activities should require a well-developed and coordinated training effort keyed to all levels and types of personnel. The SOH training programs at shore and ground activities are based on formal classroom instruction, continuing on-the-job training on SOH standards, supervision of operations and maintenance by knowledgeable supervisors, program management and technical assistance from safety and health professionals, IH surveys, and medical surveillance, with program oversight as outlined in the SOH Program Manual, OPNAVINST 5100.23 Series, Chapter 6 and NAVMC DIR 5100.8 Series. Shore and ground activities shall design SOH training programs to instruct individual employees on performing their work in a safe and healthful manner and shall tailor training to responsibilities of the individual.

- b. **Safety Training Tuition/Registration Fee Advance Program.** This program provides optimum variety and availability of professional development to assist commands in providing professional development training opportunities for YA 0018, YC 0018, YB 0019, YD 0803, and YF 0803 (GS-0018, GS-0019, and GS-0803) Navy and Marine Corps Safety Professionals. Under this program, the NAVSAFENVTRACEN advances tuition fees for selected courses through funding provided by Deputy Assistant Secretary of the Navy for Safety (DASN (Safety)). Registration fees or tuition will be provided on a first-come, first-served basis until funds designated for this program are exhausted.

- (1) To ensure the maximum number of individuals have access to this program, there is a “fair share” limit of one course per applicant per fiscal year. All other training-related costs (i.e., travel, per diem, books, course fees, activity fees, undergraduate or graduate instructional fees, technology fees, etc.) are the responsibility of the applicant or the applicant’s command.

- (2) The applicant must achieve a grade of C or higher for undergraduate courses, or B or higher for graduate courses to receive funding.

- (3) Courses, which are not available from Navy or Marine Corps sources, are funded if they are from professionally recognized organizations (i.e., National Institute for Occupational Safety and Health (NIOSH), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), American Society of Safety Engineers (ASSE), National Safety Council (NSC), National Fire Protection Association (NFPA)) or accredited col-

leges and universities. This program does not fund conferences, but will fund safety-related seminars in conjunction with a conference.

(4) Usually, professional development courses meet the criteria for award of continuation of certification (COC) points and/or continuing education units (CEU) required by various professional groups and accreditation organizations.

c. **Management Personnel Training.** Management personnel must receive sufficient SOH training to enable them to actively and effectively support safety programs in their specific areas of responsibility. Besides an overview of appropriate statutes, regulations, and applicable Navy safety and health standards, management level SOH training shall include:

- (1) An overview of appropriate statutes.
- (2) An in-depth examination of management's responsibilities in relation to the activity's safety program.
- (3) A review of Navy policy on all relevant aspects of safety.
- (4) An examination of region and activity program goals and objectives.
- (5) An overview of current safety emphasis programs as defined by higher command.

d. **Supervisors and Employee Representatives.** This supervisory training should include introductory and specialized courses and materials, which will enable supervisors to recognize and reduce or eliminate SOH hazards in their working units. Such training shall also include the development of requisite skills in managing the agency's SOH program within the work unit, including the training and motivation of subordinates toward assuring safe and healthful work practices.

e. **Collateral Duty SOH Personnel.** These persons must receive training for the performance of specified duties within the scope and nature of the activity's operations. At a minimum, collateral duty safety and health managers must satisfactorily complete the NAVSAFENVTRACEN course, *Introduction to Navy Occupational Safety & Health (NAVOSH)* (Ashore (A-493-0050)), or equivalent, before assumption of duties.

f. **SOH Professionals and SOH Inspectors.** Activities shall train these personnel through courses, laboratory experiences, and field study to perform the necessary technical monitoring, consulting, testing, inspecting, and other tasks required of safety and health professionals. Activities shall provide SOH professionals with suitable training and education following established professional development plans and considering the needs of the shore activity to conduct effective SOH programs. The SOH NTSP WG maintains the Navy Education and Training (NAVEDTRA) Publication 10076A, *Career Development Program for Safety and Occupational Health and Industrial Hygiene Personnel*. This document provides the information

on developmental requirements for personnel to be fully qualified as Navy safety or IH professionals and recommends methods for those personnel to attain qualifying experience. Activities should use the career development guidelines in this publication in the development and implementation of Individual Development Plans (IDPs). OPNAVINST 5100.23 Series states that SOH Professionals and SOH Inspectors shall complete the following core courses taught by the NAVSAFENVTRACEN (or equivalent training as determined or approved by the echelon 2 headquarters):

- (1) NAVOSH Assessment Tools & Strategies (A-493-0089).
- (2) Introduction to NAVOSH (Ashore) (A-493-0050).
- (3) General Industry Safety Standards (A-493-0061).
- (4) Electrical Standards (A-493-0033).
- (5) Introduction to Hazardous Materials (Ashore) (A-493-0031).
- (6) Introduction to Industrial Hygiene for Safety Professionals (A-493-0035).
- (7) Navy Ergonomics Program (A-493-0085).
- (8) Machinery & Machine Guarding Standards (A-493-0073).

#### 6. **Shore SOH Training Courses**

a. **NAVOSH Assessment Tools & Strategies (A-493-0089)**. This four-day course offers students the opportunity to explore risk assessment, Operational Risk Management (ORM), and safety program self-assessment strategies. Behavioral safety techniques are emphasized through the use of modeling and effective forecasting tools. Topics include Process Review and Measurement System program overview, risk management decision-making, behavioral safety techniques, data collection and application, causal factor analysis, and root cause approach to mishap prevention analysis.

Resource Sponsor (RS): OPNAV DNS

Budget Submitting Office (BSO): FSA/NAVSAFECEN/NAVSAFENVTRACEN

b. **Introduction to NAVOSH (Ashore) (A-493-0050)**. This four-day course provides shore primary and collateral duty military and civilian safety personnel with training to independently implement, maintain, and manage a comprehensive safety program ashore. The course content includes: terms, principles, concepts and requirements for mishap prevention, safety, fire, environment, and occupational health programs in the Navy, fundamentals of mishap causation, hazard recognition, investigation and reporting, SOH standards, hazard abatement, respiratory protection, hearing conservation, sight conservation, ergonomics, energy control, confined space entry, and ORM.

RS: OPNAV DNS



BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

c. **General Industry Safety Standards (A-493-0061)**. This five-day course provides full-time SOH personnel and designated collateral duty SOH managers/safety officers, fire protection specialists, and others assigned responsibility for conducting/supervising SOH inspection efforts at shore activities with training in OSHA general industry standards. This course provides training in identifying and interpreting OSHA standards and applying those standards to the work environment.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

d. **Electrical Standards (A-493-0033)**. This four-day course provides full-time SOH personnel and designated collateral duty SOH managers/safety officers at shore activities with training to identify and interpret electrical safety standards and apply them to ensure hazard-free workplaces.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

e. **Excavation, Trenching & Soil Mechanics (A-493-0090)**. This three and a half day course provides full time safety professionals, Resident Officers in Charge of Construction (ROICC) and construction inspectors with the knowledge of excavation safety requirements.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

f. **Introduction to Hazardous Materials (Ashore) (A-493-0031)**. This three-day course provides civilian and military personnel assigned to full-time/collateral SOH safety duties with necessary training to understand the OSHA hazard communication standard, administer an HM program, implement HM control requirements and methods ashore, and prevent fatalities, injuries, illnesses, and property damage due to improper hazardous material management.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

g. **Introduction to Industrial Hygiene for Safety Professionals (A-493-0035)**. This four-day course introduces full-time safety and occupational health personnel and environmental protection and emergency personnel to the field of industrial hygiene and the identification of potential health hazards in the workplace.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

h. **Navy Ergonomics Program (A-493-0085)**. This four-day course is designed to be a hands-on, practical approach to ergonomics with extensive class exercises and case studies of Navy work environments. Upon completion, students will have a firm understanding of ergonomics principles affecting their work environment. The course content includes work

related musculoskeletal disorders; workstation and task design; Navy ergonomics policy; establishing an ergonomics program; computer and industrial workstation set-up and evaluation; and utilization of the Ergonomics Survey Tools from OPNAVINST 5100.23 Series. Participants will conduct an ergonomics assessment in the field at a Navy activity, analyze the data, and present their findings.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

i. **Machinery and Machine Guarding Standards (A-493-0073)**. This five-day course provides guidance on hazards associated with various kinds of machinery and control of hazardous energy sources (lockout/tagout). The course presents an approach to machine inspection that enables participants to recognize hazards such as those created by points of operation, rotating parts, and flying chips, and provides options to achieve abatement. The course also includes an introduction to robotics.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

j. **Asbestos Control**. This training supports the asbestos control program and consists of training courses listed below. Please note that this not a complete list of training requirements. A complete table of asbestos training requirements is available in OPNAVINST 5100.23G, Appendix 17-B, *Asbestos Training and Certification Requirements Listed by Type of Operation*.

(1) **Asbestos Supervisor Initial (A-493-0069)**. Personnel who perform asbestos removal operations and supervisors of abatement projects must receive training on federal, state, and local laws and regulations applicable to the asbestos work they will accomplish. Similarly, National Emission Standards for Hazardous Air Pollutants (NESHAP) regulations prohibit any asbestos removal work (within the U.S.) unless at least an "on-site representative" (supervisor) trained in the NESHAP provisions is present. This five-day course taught by the NAVSAFENVTRACEN meets both requirements. The course provides Navy military and civilian workers and supervisors involved in asbestos removal operations with EPA-accredited training on asbestos regulations, inspecting and reporting of asbestos hazards, and managing removal operations. Graduates will receive one-year EPA certification as "Supervisor." This course meets all Asbestos Hazard Emergency Response Act (AHERA), Asbestos School Hazard Abatement and Reauthorization Act (ASHARA), and NESHAP requirements and EPA Worker Protection Rules, OSHA Standards, and regulations promulgated by the Department of Transportation.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(2) **Asbestos Supervisor Refresher (A-493-0070)**. Supervisors who have taken the Asbestos Supervisor Initial (A-493-0069) require annual one-day refresher training.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(3) **Asbestos Inspector (A-493-0014)**. This course is EPA accredited under Toxic Substances Control Act (TSCA), Title II, section 206 and is designed for personnel who perform inspections, evaluate building materials for classification, pull bulk samples, develop the inspection report to be used by the management planner to determine response actions, set priorities for abatement, and develop an Operations and Maintenance Plan. Personnel completing this three-day course will be able to complete asbestos inspections of buildings/facilities at their activities.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(4) **Asbestos Inspector Refresher (A-493-0015)**. This four-hour refresher course is required annually for Asbestos Inspectors.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(5) **Asbestos Management Planner (A-493-0019)**. This course is EPA accredited under TSCA, Title II, section 206 and is designed for personnel who perform hazard evaluations based on the building inspector's physical assessment as outlined in the inspection report. The management planner uses this information to determine response actions, set priorities for abatement, and develop an Operations and Maintenance Plan. Personnel seeking accreditation must also complete the Asbestos Inspector (A-493-0014) course prior to taking the two-day Asbestos Management Planner course.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(6) **Asbestos Management Planner Refresher (A-493-0020)**. This four-hour refresher course is required annually for Asbestos Management Planners.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

k. **Confined Space Safety**. OPNAVINST 5100.23 Series and NAVMC DIR 5100.8 Series require the Confined Space Program Manager (CSPM) non-maritime to train and certify qualified persons on confined space entry procedures and train rescue team personnel on confined space entry hazards, rescue duties, and necessary precautions.

(1) **Confined Space Safety (A-493-0030)**. This five-day NAVSAFENVTRACEN course is designed to meet the Shore Activity Gas Free Engineering/Confined Space Entry training requirements of NAVSEA S6470-AA-SAF-010 (maritime) and OPNAVINST 5100.23 Series (non-maritime). These instructions require this course (or equivalent training) before appointment as a shore activity CSPM/assistant confined space program manager (ACSPM). Personnel who qualify as Navy Maritime Gas Free Engineers per SECNAVINST 5100.16 Series or as Technicians may serve as CSPM or ACSPM. Course quotas must be pre-approved through the echelon 2 command.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

1. **Construction Safety Standards (A-493-0021)**. This five-day course in conjunction with the Introduction to NAVOSH (Ashore) (A-493-0050) course is designed for SeaBees and Construction Battalions at Naval Construction Training Commands Port Hueneme and Gulfport. SeaBees are provided with the training necessary to identify, interpret, and apply the 29 Code of Federal Regulations (CFR) 1926 standards and OPNAVINST 5100.23 Series SOH program requirements at a construction site. Additionally, participants will receive information specific to the Naval Construction Forces SOH program. The course confers Navy Enlisted Classification (NEC) 6021 - Safety Inspector.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

m. **Fall Protection (A-493-0084)**. This four-day course is designed to provide full time safety professionals, Resident Officers-in-Charge of Construction (ROICCs)/Public Works Department personnel, construction inspectors, and similar quality assurance personnel at shore activities with training on fall protection program criteria, requirements, and systems. This course fulfills the training requirements delineated in OPNAVINST 5100.23G Series, Chapter 13, ANSI Z359 Fall Protection Code, 29 CFR 1910, 29 CFR 1926 Subpart M, and United States Army Corps of Engineers EM 385-1-1 and will qualify students to be designated by their activities as “competent persons.”

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

n. **Fire Protection and Life Safety (A-493-0075)**. This four-day course introduces the student to the chemistry of fire, types/effectiveness of extinguishing agents, means of egress, detection and alarm systems, fire brigades, fire prevention plans, and the Life Safety Code (NFPA 101). 29 CFR 1910, Subparts E and L and NFPA codes provide the basis for the course.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

o. **Ground Safety For Marines**. This ten-day course provides instruction on basic SOH concepts/techniques in the Marine Corps Mishap Prevention and SOH Program. The course content includes SOH background - Marine Corps and OSHA Standards (29 CFR 1910); personal protective equipment; hazardous materials; industrial hygiene programs; recreation and off-duty safety; workplace hazard recognition; safety assessments; risk management; mishap investigation and reporting procedures; and motor vehicle and traffic safety programs. There are six schoolhouses providing instruction: Marine Corps Base (MCB) Camp Pendleton (Course ID M10M8SA); MCB Quantico (Course ID M02M8SS); MCB Camp Lejeune (Course ID M03M8SS); MCB Japan (Course ID M22M8S3); MCB Hawaii (Course ID M21M8S3); and Marine Force Reserves (Course ID MARFORRES) New Orleans (Course ID M44M8S2).

RS: Commandant Marine Corps (CMC) Safety Department (SD)

BSO: Marine Corps Training and Education Command (TECOM)

p. **Hearing Conservation Training**. Individuals exposed to hazardous noise, their supervisors, and people providing hearing conservation services will receive training as

outlined in OPNAVINST 5100.23 Series. Initial training is the responsibility of the local activity, and refresher training is generally done in conjunction with medical audiometric testing.

q. **Industrial Noise (A-493-0092)**. This three-day course is designed to introduce and familiarize full-time and collateral duty safety personnel to basic concepts of noise propagation and basic elements of a Hearing Conservation Program including federal and Navy regulations regarding noise and hearing conservation.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

r. **Mishap Investigation (Ashore) (A-493-0078)**. This five-day course provides full-time shore SOH personnel/safety officers and designated activity collateral duty SOH managers/safety officers with the training needed to conduct and participate in the investigation of mishaps and recording and reporting procedures for shore on-duty and off-duty personnel. The course content includes: change analysis, administrative considerations, energy-barrier target analyses, definitions, types of mishap investigations, situation report (SITREP) requirements, and activity mishap training. The NAVSAFENVTRACEN shall review this course as a part of its quality assurance program.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

s. **Operational Risk Management (ORM) Applications and Integration (A-570-0100)**. This course is an in-depth, hands-on curriculum focused on training unit-level leadership and resource owners in the ORM process. The course contains a review of key ORM concepts and principles and applies the five-step process to various on- and off-duty scenarios.

RS: OPNAV N1

BSO: NETC

t. **Principles of Scaffolding (A-493-0091)**. This three and a half day course provides full-time safety professionals, ROICCs and construction inspectors responsible for employees using scaffolds at shore activities with knowledge of scaffolding safety requirements.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

u. **Radiation Protection (Non-Ionizing)**. Training supports non-ionizing (radiofrequency and laser) radiation protection programs. Shore Non-Ionizing training programs include:

(1) **Radio Frequency Radiation (RFR)**. RFR includes radiowaves, microwaves, and radar. Navy and Marine Corps activities must provide RFR training to all employees who work with RFR sources or work in an area where the potential may exist for exposure to RFR above the Permissible Exposure Limits. One option for this training is offered on Navy Knowledge Online (NKO):

(a) **Electromagnetic Compatibility (EMC) Management Course (A-48-0040-SPAWAR-EMC-1.0)**. This course is designed to provide U.S. Navy and Marine Corps personnel with the training necessary to manage shipboard electromagnetic interference (EMO) in electrical and electronic systems and perform appropriate radiation hazard (RADHAZ) precautions while observing all applicable safety precautions. This training will also prepare the shipboard manager to achieve and sustain EMI and RADHAZ certifications.

NAVAIR will conduct a peer review of this course to determine if improvements are needed to address shore issues.

RS: OPNAV N6

BSO: NAVSEA

(2) **Administrative Laser Safety Officer (ALSO)**. This two-day course provides personnel with the basic training necessary to develop and manage a unit level Laser Safety Program. Graduates meet the required ALSO training per Navy Laser Hazards Control Program, OPNAVINST 5100.27 Series/MCO 5104.1 Series. All activities with Class 3B, 4, or military exempt lasers are required to have an individual trained at least as an ALSO. ALSO certification must be renewed every four years by attending this course. Courses are provided as needed by instructors who are certified by the Administrative Lead Agency (ALA) and the Lead Navy Technical Laboratory (LNTL) per OPNAVINST 5100.27 Series/MCO 5104.1 Series. Instructors and their curriculum are recertified every four years by the ALA and LNTL.

RS: OPNAV N45

BSO: NAVSEA

(3) **Technical Laser Safety Officer (TLSO)**. This three-day course provides personnel with the training necessary to establish and manage a laser safety program for an installation, research lab, or training range. Graduates meet the required TLSO training per OPNAVINST 5100.27 Series/MCO 5104.1 Series. All facilities, bases, or installations with Class 3B, 4, or military exempt lasers shall have a laser system safety officer attend this training before assumption of duty. TLSO certification must be renewed every four years by attending this course. Courses are provided as needed by instructors who are certified by the ALA and the LNTL per OPNAVINST 5100.27 Series/MCO 5104.1 Series. The Naval Surface Warfare Center, Dahlgren Division provides this course on a routine basis. The course content and certifying procedures will be reviewed every three years by the Naval Laser Safety Review Board (NLSRB).

RS: OPNAV N45

BSO: NAVSEA

(4) **Range Laser Safety Specialist (RLSS)**. This five-day course provides personnel with the training necessary to conduct laser radiation hazard surveys and evaluations to certify a range for laser use and conduct technical aspects of laser range incident investigations. Graduates meet the required RLSS training per OPNAVINST 5100.27 Series/MCO 5104.1 Series. The TLSO course is a prerequisite to this course. RLSS certification must be renewed every four years by attending this course. The course is conducted by the Naval

Surface Warfare Center, Corona Division on a routine basis. The course content and certifying procedures will be reviewed every three years by the NLSRB.

RS: OPNAV N45

BSO: NAVSEA

(5) **Laser Safety Specialist (LSS)**. This eight-day course provides personnel with the training necessary to perform the calculations and measurements of laser safety parameters such as Nominal Ocular Hazard Distances, required optical densities for laser eyewear, classification of lasers and laser systems; and to conduct technical aspects of laser incident investigations. Graduates meet the required LSS training per OPNAVINST 5100.27 Series/MCO 5104.1 Series. The TLSO course is a prerequisite to this course. LSS certification must be renewed every four years by attending this course. The Naval Surface Warfare Center, Dahlgren Division provides this course on a routine basis. The course content will be reviewed every three years by the NLSRB.

RS: OPNAV N45

BSO: NAVSEA

v. **Radiation Protection (Ionizing)**. Shore Ionizing training programs include:

(1) **Radiation Safety Officer (S-4J-0016)**. This two-week (ten days of instruction) course is conducted at the Naval Sea Systems Command Detachment (NAVSEADDET), Radiological Affairs Support Office (RASO), Yorktown, VA. This course provides Navy/Marine Corps officer, enlisted, and civilian (civil service) personnel with the training necessary to manage and supervise a radiation safety program. Graduates meet the Radiological Affairs Support Program (RASP) formal training requirements for assignment as a Radiation Safety Officer (RSO) and Assistant Radiation Safety Officer (ARSO) for activities possessing Naval Radioactive Material Permits (NRMPs) and x-ray machine radiation sources. Commands requiring this positional training include, but are not limited to those utilizing ionizing radiation sources in operations involving: X-ray and isotopic industrial radiography, radiation detection, indication and computation (RADIAC) calibrations, moisture density gauges, analytical measuring instruments, industrial linear accelerators, non-medical research, and vehicle/cargo inspection systems. Required RSO recertification is met by attending this course every five years or by attending the NAVSEA Radiation Safety Conference at least three out of every five years. This training requirement is being documented in Radiological Affairs Support Program NAVSEA S0420-AA-RAD-010 (RAD-010). The Naval Radiation Safety Committee (NRSC), chaired by OPNAV N45, will periodically review this course to ensure that it meets program requirements. The resource sponsor for this training is CNO N45.

RS: OPNAV N45

BSO: NAVSEA

(2) **Radiographic Safety Training (S-491-0020)**. This five-day course is conducted at NAVSEADDET, RASO, Yorktown, VA. Radiation Safety Officer (S-4J-0016) is a prerequisite for this course. This course provides specific radiation safety and equipment maintenance training related to isotopic (gamma) radiography operations. Graduates meet RASP formal training requirements for RSOs and ARSOs for isotopic (gamma) radiography programs.

The NRSC (chaired by OPNAV N45) will periodically review this course to ensure that it meets program requirements. The resource sponsor for this training is OPNAV N45.

RS: OPNAV N45

BSO: NAVSEA

(3) **Transportation of Radioactive Materials (S-553-1111)**. This four-day course is conducted at NAVSEADDET, RASO, Yorktown, VA. Radiation Safety Officer (S-4J-0016) is a prerequisite for this course. This course provides general knowledge of the requirements for the shipment of Class 7 radioactive material. At the completion of this course, students will be able to determine the shipping classification and sub-type, determine packaging marking and labeling, and complete the applicable documentation to certify Class 7 radioactive material for shipment by highway, air, rail, or vessel. Personnel who successfully complete this course meet the training requirements of the Defense Transportation Regulations (DTR) 4500.9-R, Part II, Chapter 204, to certify shipping papers for Class 7 radioactive material. Personnel who meet the training requirements cannot ship radioactive material unless their Commanding Officer/Officer in Charge appoints them in writing. The appointment letter must include the scope of authority and an expiration date, which cannot exceed two years from the graduation date of the course unless the appointee receives subsequent refresher training. The NRSC (chaired by OPNAV N45) will periodically review this course to ensure that it meets program requirements. The resource sponsor for this training is OPNAV N45.

RS: OPNAV N45

BSO: NAVSEA

(4) **X-ray Radiation Safety Officer Course (S-491-0016)**. This three-day course is conducted at NAVSEADDET, RASO, Yorktown, VA. Radiation Safety Officer (S-4J-0016) is a prerequisite for this course. This course provides specific radiation safety training related to X-ray (machine) radiography operations. Graduates meet RASP formal training requirements for RSOs and ARSOs for X-ray radiography programs. The NRSC (chaired by OPNAV N45) will periodically review this course to ensure that it meets program requirements. The resource sponsor for this training is OPNAV N45.

RS: OPNAV N45

BSO: NAVSEA

w. **Respiratory Protection Training**

(1) **Respiratory Protection Program Management (A-493-0072)**. This four-day course is designed to provide Navy (including MSC) and Marine Corps Respiratory Protection Program Managers (RPPMs) with the training necessary to effectively establish, maintain, and monitor respiratory protection programs within their commands. Course content includes an introduction to respiratory hazards, air contaminants, respirator types, approval of respirators, cartridges including developing change out schedules, fit testing, medical surveillance, and the basic elements of the respiratory protection programs contained in OPNAVINST 5100.23 Series and OPNAVINST 5100.19 Series. As required by OPNAVINST 5100.19 Series and OPNAVINST 5100.23 Series, the course content also includes respiratory protection for anti-terrorism force protection.



RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

**Note:** The RPPM is responsible for providing initial and annual respirator user refresher training to all Navy employees who are required to wear respirators. Supervisors of all Navy employees who are required to wear respirators are also required to attend initial and annual refresher training. The required content of this training is covered by OPNAVINST 5100.19 Series and OPNAVINST 5100.23 Series and includes respiratory protection for anti-terrorism force protection.

x. **Traffic Safety Training (Train the Trainer)**. These three courses are funded and taught periodically by the NAVSAFECEN. These courses do not follow NETC requirements for course development or quota management and therefore are not documented in the student's electronic training jacket.

(1) **RiderCoach Instructor Preparation (Train the Trainer)**. This course certifies the student as a Motorcycle Safety Foundation (MSF) RiderCoach instructor.

(2) **Emergency Vehicle Operator Instructor (EVOC) (Train the Trainer)**. This course certifies personnel as Emergency Vehicle Operator instructors.

(3) **American Automobile Association Driver Improvement Program Instructor**. This course certifies personnel as Driver Improvement Program instructors.

y. **Weight Handling Equipment (WHE) Training**. Naval Facilities Engineering Command (NAVFACENGCOM) P-307 requires shore activities to provide WHE operators with an initial 40 hours of formal classroom instruction on crane operating safety, plus eight hours of refresher training at the time of license renewal. NAVFACENGCOM conducts a crane safety and refresher course on NKO.

RS: OPNAV N46

BSO: NAVFACENGCOM

z. **Annual Safety Professional Development Conference (PDC) for Navy, Marine Corps, Army, and Air Force**. The Navy hosts an SOH PDC annually. This conference addresses professional presentations of interest to the Navy, Marine Corps, Coast Guard, Army, and Air Force SOH community. The NAVSAFENVTRACEN provides the administration of the SOH PDC. The conference covers a variety of SOH topics designed for safety managers and officers ashore. The first day of the conference is reserved for major claimant and service meetings, the second day consists of a keynote general session, concurrent sessions, and seminars, and the last three days provide training seminars. The PDC is funded by the following customers using the reimbursable funding process : Secretary of the Navy (SECNAV) (Safety), CMC (SD), Commander Navy Installations Command (CNIC), NAVFACENGCOM (via CNIC), Air Force Safety Center, and Army Combat Readiness Center.

## 7. Afloat SOH Training Overview

a. **General.** The quality of Afloat SOH Programs depends on personnel trained on SOH standards as part of their initial training (including in-rate training) and on continuing on-board training programs on SOH standards. These programs rely on the supervision of operations and maintenance by knowledgeable supervisors and program management and some technical assistance by a safety officer who may not be a safety professional and may only have minimal SOH training. The programs incorporate some degree of safety self-inspection by experienced shipboard officers and senior petty officers with support of OPNAVINST 5100.19 Series, SOH Program Manual for Forces Afloat and heavy reliance on shore activities for technical assistance, program implementation assistance, safety monitoring, IH surveys and assistance, and medical surveillance. Even ships with IHOs as safety officers may rely on shore activities for IH and medical surveillance assistance. The training programs for surface ships and submarines are tailored to support this type of safety program philosophy.

To best support shipboard operations, surface ship SOH training is an integrated approach combining various training delivery systems. SOH training includes schoolhouse and shipboard instruction, personal qualification standards (PQS), interactive courseware (ICW), videotapes/DVDs, general military training (GMT), Navy military training (NMT), on-the-job training (OJT), and shipboard watch standing and casualty drills and exercises. The intent is to provide appropriate SOH training at the correct time. Underway and deployed operations make it difficult for Sailors to attend courses after reporting aboard ship. Due to submarine operating and training schedules, most submarine SOH training is conducted as a part of on-board training.

When appropriate, basic and tailored SOH topics are taught in pipeline training to prepare Sailors for shipboard duties. In some cases, short schoolhouse courses are still the most effective and efficient method of delivering instruction. The NAVSAFENVTRACEN provides the bulk of instruction for surface ship SOH training. This training is taught by classroom and Video Teletraining (VTT) that reinforces basic SOH training and provides direct support toward the management of the surface ship SOH Program and associated hazard-specific elements. This training provides information on how to detect hazards, perform surveillance, report deficiencies and mishaps, conduct training, control and manage HM, and accomplish program elements. Delivery of NAVSAFENVTRACEN courses by VTT supports quality of life and mitigates some of the costs and disruption to shipboard routine by reducing time away from homeport and travel requirements.

## 8. Afloat SOH Training Courses

a. **Afloat Safety Officer (A-4J-0020)**. This Surface Warfare Officers School Command (SWOSCOLCOM) course provides training to primary and collateral duty safety officers (including IHOs) assigned to afloat commands, MSC vessels, and surface squadron and group billets. It is taught in Newport, RI and exported to major East and West Coast homeports. SWOSCOLCOM should insure this course is reviewed triennially as a part of its quality assurance efforts and report results to the SOH NTSP WG.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

b. **Submarine Safety Officer (F-4J-0020)**. Submarine safety officers receive safety and health training through a three-day course at the NAVSAFENVTRACEN. This course provides SOH, submarine safety, and mishap investigation and reporting training comparable to the training provided surface warfare officers in the Afloat Safety Officer Course. Commander Submarine Forces (COMSUBFOR) shall review this course as a part of its quality assurance program to ensure that it provides quality training consistent with SOH guidance.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

c. **Safety Programs Afloat (A-493-2099)**. This course was converted from a five-day to a two-day course in 2006. The non-resident training course (Naval Education Training (NAVEDTRA) 14167) is the prerequisite for this course. The Safety Programs Afloat course provides specialized SOH training to senior enlisted personnel (E-5 and above) who have been, or will be, assigned to duties as a division safety petty officer or other responsible safety duties in an afloat command. The content of this training is based on the SOH Program Manual for Forces Afloat, OPNAVINST 5100.19 Series. It includes information specific to the training needs of divisional safety petty officers so that they will be better equipped to maintain an effective safety program at the division level. OPNAVINST 5100.19 Series requires 50% of all primary division safety petty officers to attend this training prior to, or within six months of being assigned these duties.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

d. **Industrial Hygiene Techniques/Exposure Monitor Training (B-322-2306)**. This nine day course is taught by the Naval & Marine Corps Public Health Center (NMCPHC) and provides an introduction to the concepts, theory, and terminology associated with industrial hygiene. The course instruction provides students with a broad range of information, including health effects of various stressors, sampling methods, sampling equipment and media, and industrial hygiene calculations. In addition, Navy instructions, OSHA and the American Conference of Governmental Industrial Hygienists (ACGIH) standards, and other agency regulations are discussed.

RS: DoD (HA)

BSO: BUMED

e. **Asbestos Control**. This training supports the asbestos control program and consists of:

(1) **Emergency Asbestos Response Team (A-760-2166)**. Every ship whose keel was laid prior to 1980 must have a three-member response team (one supervisor and two workers) trained in the proper use of protective equipment for working with asbestos and specific asbestos handling procedures. This two-day course provides members of the asbestos response team with underway procedures. The course includes discussion of health hazards and the Navy asbestos control program in addition to a laboratory session in personal protective equipment use and an insulation removal/repair mock-up. The course deals only with limited,

at-sea asbestos removal, repair, and cleanup allowed outside three nautical miles from U.S. shores. This course is conducted by the NAVSAFENVTRACEN. Personnel on ships that do not have asbestos insulation are responsible for training personnel to perform minor asbestos removal (e.g., gaskets, brakes, tile) actions per OPNAVINST 5100.19 Series, Chapter B1.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(2) **Supplemental Shipboard Asbestos Training**. Ships with industrial hygiene officers may need to take the following training. These courses should be obtained through the NMCPHC.

a. Analysis of Airborne Asbestos Samples

b. Analysis of Bulk Asbestos Samples

f. **Hazardous Material (HM)**. This training supports afloat HMC&M. It consists of the following:

(1) **Afloat Hazardous Material Coordinator (A-8B-0008)**. On ships manned with a Supply Corps Officer(s), he/she will be assigned as the HM coordinator. The Naval Supply Corps School provides this two-day course to all prospective supply officers as part of the Supply Officer Department Head (A-8B-0017) course. The Center for Service Support (CSS) has contracted to convert this to a Navy Knowledge Online (NKO) course. CSS should report completion of this project to the SOH NTSP WG.

RS: OPNAV N1

BOS: NETC

(2) **Hazardous Material Control and Management (HMC&M) Technician (A-322-2600/2601)**. The NAVSAFENVTRACEN designed this four-day video tele-training (VTT) course for military HAZMINCEN personnel afloat in the pay grades of E-5 through E-9 and Navy and Marine Corps squadron HM supervisors. Successful completion of the course will result in award of the secondary Navy enlisted classification (SNEC) 9595.

Permanent Change of Station (PCS) en route student quota control for this course is now the responsibility of Bureau of Naval Personnel (BUPERS). To support BUPERS' requirements, scheduled courses are only convened in Norfolk and San Diego but are provided by VTT to other locations.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

g. **Sight Conservation**. No formal training exists that supports the sight conservation program. However, this material is included in general safety courses such as SWOS Safety Officer, Submarine Safety Officer, Safety Programs Afloat, Aviation Safety Specialist, and other similar courses.

h. **Respiratory Protection**. Afloat commands shall attend the Respiratory Protection Program Management (A-493-0072) course described above.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

i. **Electrical Safety**. No formal training course exists that directly supports Navy afloat electrical safety. Electrical Safety is addressed in A and C engineering schools and is taught as part of initial training when reporting to an afloat command.

j. **Personal Protective Equipment and Clothing**. No formal training course exists that specifically supports this element. Information on protective equipment is covered under other training (i.e., hearing conservation, respiratory protection, lead protection) taught in general safety classes for both ashore and afloat personnel.

k. **Gas Free Engineering**. The training courses that support the shipboard gas free engineering program are:

(1) **Gas Free Engineer and Gas Free Engineering Petty Officer for Surface (Afloat) Operations (K-495-0051)**. This four-day course is taught at various Navy locations. The course prepares personnel to assume the duties and responsibilities of a shipboard afloat gas free engineer and gas free engineering petty officer per Naval Ships' Technical Manual (NSTM), Chapter 074 Volume 3, Gas Free Engineering, S9086-CH-STM-030/CH-074V3R4 revision 4 of 15 July 2003. NETC should request that Naval Sea Systems Command (NAVSEA) audit this course and report results to the SOH NTSP WG.

RS: OPNAV N4

BSO: NAVSEA 05

(2) **Basic Engineering Common Core (BECC)(A-651-0125)**. This 54-day course is designed to teach engineering ratings the basic skills necessary to rapidly assimilate into a shipboard engineering environment upon arrival at their first ship. The course is designed to cover basic topics, including gas free engineering environment and tagout that are common to all engineers regardless of the rate.

RS: OPNAV N1

BSO: NETC

(3) **SWOS Damage Control Assistant - Senior Enlisted (DCA-SE)(A-4G-1111)**. Unit 7 of this course, taught by SWOS, prepares personnel to assume the duties and responsibilities of a shipboard afloat gas free engineer and gas free engineer assistant per Naval Ships' Technical Manual (NSTM), Chapter 074, Volume 3, Gas Free Engineering, S9086-CH-STM-030/CH-074V3R4 revision 4 of 15 July 2003. Fleet should request that NAVSEA audit this course and report results to the SOH NTSP WG.

RS: OPNAV N1

BSO: NETC

(4) **Submarine Force Independent Duty Corpsman (B-300-0001)**. The Naval Undersea Medical Institute (NUMI) provides this 56-day course. This training contains 20.5 hours of instruction on gas free engineering and 21.5 hours of instruction on atmosphere control. Submarine-assigned hospital corpsmen are the gas free engineers of their commands. RS: OPNAV N1  
BSO: NETC

1. **Radiation Protection (Non-Ionizing)**. Training supports non-ionizing (radiofrequency and laser) radiation protection programs. These courses are funded and taught periodically by NAVSEA and BUMED. These courses do not follow NETC requirements for course development or quota management and therefore are not documented in the student's electronic training jacket. Afloat Non-Ionizing training courses include:

(1) **Radio Frequency Radiation (RFR) Training**. This training is required for all personnel who work with and maintain RFR sources. All personnel trained on the maintenance of shipboard radars should receive this training as a part of the specialty training associated with that radar system.

(2) **Administrative Laser Safety Officer (ALSO)**. This two-day course provides personnel with the basic training necessary to develop and manage a unit level Laser Safety Program. Graduates meet the required ALSO training per OPNAVINST 5100.27 Series/MCO 5104.1 Series. All activities with Class 3B, 4, or military exempt lasers are required to have an individual trained at least as an ALSO. ALSO certification must be renewed every four years by attending this course. Courses are provided as needed by instructors who are certified by the Administrative Lead Agency (ALA) and the Lead Navy Technical Laboratory (LNTL) per OPNAVINST 5100.27 Series/MCO 5104.1 Series. Instructors and their curriculum are recertified every four years by the ALA and LNTL.

m. **Radiation Protection (Ionizing)**. Afloat Ionizing Radiation training courses include:

(1) **Radiation Safety Officer (S-4J-0016)**. This two-week (ten days of instruction) course is conducted at the Naval Sea Systems Command Detachment (NAVSEADDET), Radiological Affairs Support Office (RASO), Yorktown, VA. This course provides Navy/Marine Corps officer, enlisted, and civilian (civil service) personnel with the training necessary to manage and supervise a radiation safety program. Graduates meet the Radiological Affairs Support Program (RASP) formal training requirements for assignment as a Radiation Safety Officer (RSO) and Assistant Radiation Safety Officer (ARSO) for activities possessing Naval Radioactive Material Permits (NRMPs) and x-ray machine radiation sources. Commands requiring this positional training include but are not limited to those utilizing ionizing radiation sources in operations involving: X-ray and isotopic industrial radiography, RADIAC calibrations, moisture density gauges, analytical measuring instruments, industrial linear accelerators, non-medical research, and vehicle/cargo inspection systems. The Naval Radiation Safety Committee NRSC (chaired by OPNAV N45) will periodically review this course to ensure that it meets program requirements.

RS: OPNAV N45  
BSO: NAVSEA

(2) **Radiographic Safety Training (S-491-0020)**. This five-day course is conducted at NAVSEADDET, RASO, Yorktown, VA. Radiation Safety Officer (S-4J-0016) is a prerequisite for this course. This course provides specific radiation safety and equipment maintenance training related to isotopic (gamma) radiography operations. Graduates meet RASP formal training requirements for RSOs and ARSOs for isotopic (gamma) radiography programs. The NRSC (chaired by OPNAV N45) will periodically review this course to ensure that it meets program requirements.

RS: OPNAV N45  
BSO: NAVSEA

(3) **Radiation Health Indoctrination (B-5A-1050)**. This 12-day course provides indoctrination in the knowledge and skills necessary to conduct adequate and efficient radiation health protection. This course indoctrinates Medical Department personnel in radiological health and administrative procedures pertinent to radiation health protection. BUMED should review this course on a triennial basis for compliance with OPNAVINSTs 5100.19 Series and 5100.23 Series and report the results to the SOH NTSP WG. This course is conducted at the Naval Undersea Medical Institute (NUMI), Health Science Detachment, Groton, CT.

RS: DoD (HA)  
BSO: BUMED

(4) **Radiation Health Officer (B-6H-0020)**. This 33-day course provides initial training in knowledge and skills necessary to conduct adequate and efficient Navy Radiation Health Protection, to support nuclear propulsion and nuclear weapons, and other Navy radiological control efforts. It protects personnel from excessive exposure to ionizing radiation, teaches operation of monitoring equipment, provides orientation regarding safety hazards, and teaches medical-legal administrative procedures pertinent to radiation health. BUMED should review this course on a triennial basis for compliance with OPNAVINSTs 5100.19 Series and 5100.23 Series and report the results to the SOH NTSP WG. This course is conducted at NUMI, Health Science Detachment, Groton, CT.

RS: DoD (HA)  
BSO: BUMED

(5) **X-ray Radiation Safety Officer Course (S-491-0016)**. This three-day course is conducted at NAVSEADDET, RASO, Yorktown, VA. Radiation Safety Officer (S-4J-0016) is a prerequisite for this course. This course provides specific radiation safety training related to X-ray (machine) radiography operations. Graduates meet RASP formal training requirements for RSOs and ARSOs for X-ray radiography programs. The NRSC (chaired by OPNAV N45) will periodically review this course to ensure that it meets program requirements. The resource sponsor for this training is OPNAV N45.

RS: OPNAV N45  
BSO: NAVSEA

(6) **Transportation of Radioactive Materials (S-553-1111)**. This four-day course is conducted at NAVSEADDET, RASO, Yorktown, VA. Radiation Safety Officer (S-4J-0016) is a prerequisite for this course. This course provides general knowledge of the requirements for the shipment of Class 7 radioactive material. At the completion of this course, students will be able to determine the shipping classification and sub-type, determine packaging marking and labeling, and complete the applicable documentation to certify Class 7 radioactive material for shipment by highway, air, rail, or vessel. Personnel who successfully complete this course meet the training requirements of the Defense Transportation Regulations (DTR) 4500.9-R, Part II, Chapter 204, to certify shipping papers for Class 7 radioactive material. Personnel who meet the training requirements cannot ship radioactive material unless their Commanding Officer/Officer in Charge appoints them in writing. The appointment letter must include the scope of authority and an expiration date, which cannot exceed two years from the graduation date of the course unless the appointee receives subsequent refresher training. The NRSC (chaired by OPNAV N45) will periodically review this course to ensure that it meets program requirements. The resource sponsor for this training is OPNAV N45.

RS: OPNAV N45

BSO: NAVSEA

n. **Tag-out**. No formal training course exists. The Tag Out User Manual (TUM) [http://www.submepp.navy.mil/jfmm/tum/tag\\_out.pdf](http://www.submepp.navy.mil/jfmm/tum/tag_out.pdf) is the tag-out instruction for ships, and a PowerPoint slide exists on the Joint Fleet Maintenance Manual (JFMM) website to aid in training shipboard personnel [http://www.submepp.navy.mil/jfmm/tum/tum\\_training.htm](http://www.submepp.navy.mil/jfmm/tum/tum_training.htm).

o. **Lead Control**. No formal training course exists that supports this program element. Lead control training is provided as part of general safety officer and division safety petty officer training. The lead control aspects of paint removal and painting are conducted as on-board training.

p. **Military Sealift Command (MSC) SOH Training**. As a result of differences in ship manning concepts, Commander, Military Sealift Command (COMSC) developed unique SOH administrative procedures. To provide training on MSC SOH procedures and to address the education and background of the MSC civilian mariner, COMSC developed a unique training program consisting of formal classroom, shipboard, and video training. MSC operates with Working Capital Fund (WCF). MSC does not report to an RS or BSO for costs associated with this training. Un-recouped costs are eventually transferred to mission sponsors and reflected in rates. MSC Training Centers are funded by billing customers via the WCF process, with safety included in overhead for WCF rates. COMSC is responsible for the quality and accuracy of this training material. MSC formal training consists of the following:

(1) **Standards of Training, Certification and Watchkeeping (STCW) Basic Safety Training**. All MSC mariners complete this USCG-approved training to comply with the Standards of Training, Certification and Watchkeeping (STCW) Code. This five-day course includes four major elements: Basic Fire Fighting, Personal Survival, Elementary First Aid, and Personal Safety and Social Responsibility (PSSR) based on the International Maritime Organization (IMO) Model courses. This course is a hands-on, practical approach with



extensive class exercises and case studies of basic shipboard safety. Upon completion, students will have a firm understanding of shipboard fire prevention, shipboard emergency response, proper use of fire equipment, proper use of lifejackets and immersion suits, proper use of survival craft, medical response and first aid, CPR, dangers of confined spaces, use of PPE, and HAZCOM. This course is taught at Military Sealift Fleet Support Command Training Center East (MSFSC-TCE) in Freehold, NJ and Military Sealift Fleet Support Command Training Center West (MSFSC-TCW) in San Diego, CA.

(2) **Marine Environmental Program**. This one-day MSC class provides an overview of major environmental regulations and procedures. Upon completion, students will have a firm understanding of reporting requirements for oil spills, shipboard garbage management process, and marine life awareness and regulations. This course is taught at MSFSC-TCE in Freehold, NJ and MSFSC-TCW in San Diego, CA.

(3) **Afloat Safety and Occupational Health**. This one-day course provides students with an introduction to ORM and MSC Safety Management System through which shipboard safety, occupational health and environmental processes are managed. This course is taught at MSFSC-TCE in Freehold, NJ and MSFSC-TCW in San Diego, CA.

(4) **MSC Safety Staffs and MSC Civilian Mariner (CIVMAR) Ship Safety Officer Training**. MSC Safety Staffs and MSC CIVMAR Ship Safety Officers attend the Afloat Safety Officer (A-4J-0020) course taught at the Surface Warfare Officer School or other similar course approved by COMMSC.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(5) **MSC Hazardous Material Training**. This one-day class provides an overview of HMC&M covering labeling, Material Safety Data Sheets, stowage, handling and disposal process. This course is taught at MSFSC-TCE in Freehold, NJ and MSFSC-TCW in San Diego, CA.

(6) **MSC Respiratory Protection Program Management (A-493-0072)**. MSC personnel will attend this course or equivalent, as specified in OPNAVINST 5100.23 Series.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(7) **Authorized Person – End User Fall Protection**. This one-day course is designed to be a hands-on, practical approach to fall protection. Upon completion, students will be able to recognize fall hazards, select, inspect and use appropriate fall protection equipment. Students demonstrate use of personal fall arrest system (PFAS) and proper climbing techniques. This course is taught at MSFSC-TCE in Freehold, NJ.

q. **Aviation Training**. SOH training for aircraft carrier personnel is generally the same as for other surface ships. SOH training for personnel assigned to aviation activities ashore

is generally the same as for other shore activities. Following are unique aviation SOH training requirements.

(1) **Aviation Safety Specialist (A-493-0065)**. This NAVSAFENVTRACEN VTT three-day course requires completion of the non-resident Safety Supervisor Course (NAVEDTRA 14167) as a prerequisite. This course provides aviation safety specialists with training to assist in the operation and management of the aviation activity's SOH program ashore and afloat.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(2) **Aviation Safety Management (S-00-3326)**. This 32-day course taught by the Naval Aviation Schools Command in Pensacola, FL provides approximately 100 classroom hours for Aviation wing and squadron Safety Officers on safety subjects such as safety management concepts, computer systems data analysis, safety identified hardware, training and manning deficiency correction, industrial safety (including Safety and Occupational Health Act concepts), and shipboard safety.

RS: OPNAV N1

BSO: NETC

(3) **Aviation Safety Officer (ASO) (S-4J-3302)**. This is a four-week course designed for designated naval aviators and naval flight officers of the Navy and Marine Corps in the rank of 03 or above. This course is taught by the Naval Aviation Schools Command in Pensacola, FL.

RS: OPNAV N1

BSO: NETC

(4) **Aviation Safety Command (S-4J-3301)**. This is a six-day course designed for designated naval aviators and naval flight officers who will serve as Officers in Charge (OICs), Commanding Officers (COs), and Executive Officers (XOs) in the Navy and Marine Corps in the rank of 04 and above. This course is taught by the Naval Aviation Schools Command in Pensacola, FL.

RS: OPNAV N1

BSO: NETC

(5) **Hazardous Material (HM)**

a. **Afloat HM Coordinator (A-8B-0008)**. Aviation Type Commanders have specified that the supply officer is the HM coordinator. Supply officers receive HM coordinator training at the Naval Supply Corps School Learning Site. The Center for Service Support (CSS) has contracted to convert this to a Navy Knowledge Online (NKO) course. CSS should report completion of this project to the SOH NTSP WG.

RS: OPNAV N1

BSO: NETC

b. **Hazardous Material Control and Management (HMC&M) Technician(A-322-2601)**. Aircraft carriers require this four-day VTT course, which grants SNEC 9595 for personnel who operate the HAZMINCENs and for general HM program management training. In addition, Navy and Marine Corps aviation squadrons are required to designate an HM supervisor who must complete this course per OPNAVINST 4790.2J, The Naval Aviation Maintenance Program.

RS: OPNAV DNS

BSO: FSA/NAVSAFECEN/NAVSAFENVTRACEN

(6) **Aviation Gas Free Engineering (C-600-3000A Change 11)**. This three-day course is taught at the Center for Naval Aviation Technical Training (CNATT) located at various Naval Air Stations. Upon completion of this course, Quality Assurance Division personnel will have acquired sufficient formal training and skills in the certification of aviation fuel cells/tanks as Safety-for-Entry, using a gas monitor indicator under close supervision, in an Organizational/ Intermediate maintenance working environment. The course content includes an introduction to aviation gas free engineering, training and responsibilities, safety issues and aircraft fuel cell/tank maintenance, and instruments and calibration procedures. Prerequisites are Designated Quality Assurance Representative, Collateral Duty/Quality Assurance Representative or personnel assigned to Quality Assurance under Quality Assurance Representative training. NETC (in coordination with NAVAIR and NAVSAFENVTRACEN) will improve the course curriculum and training aids in response to Navy Inspector General Report Finding 0073-06 and Aviation Gas Free Audit Report (PMFU ltr 5100 of 6 Aug 08).

RS: OPNAV N1

BSO: NETC

## G. **LOGISTICS**

### 1. **Technical Data Plan.**

a. **Surface Ships and Submarines.** OPNAV N09F develops and maintains an SOH Program Manual for Forces Afloat, OPNAVINST 5100.19 Series. This Program Manual is the primary reference text for all ship SOH training courses. Chapter A5 of this manual defines the training requirements for the afloat SOH Program. Additional Safety Instructions that apply to forces afloat are OPNAVINST 5102.1 Series, Mishap Investigation and Reporting; OPNAVINST 5100.12 Series, Traffic Safety; and OPNAVINST 5100.25 Series, Navy Recreation and Off-Duty Safety (RODS) Program. Type Commanders should review their training requirement instructions and ensure that they reflect the requirements of these OPNAV instructions.

### b. **Aviation.**

(1) **Ships.** OPNAV N09F develops and maintains an SOH Program Manual for Forces Afloat, OPNAVINST 5100.19 Series. This Program Manual is the primary reference text for all aircraft carrier SOH training.

(2) **Units**. OPNAV N09F develops and maintains the SOH Program Manual, OPNAVINST 5100.23 Series as the primary reference text for all shore SOH training of those aviation units that do not deploy and for those not currently deployed. OPNAVINST 5100.19 Series applies to aviation squadrons and detachments deployed aboard a ship.

(3) Commander Naval Air Force Atlantic (COMNAVAIRLANT) and Commander Naval Air Force Pacific (COMNAVAIRPAC) have issued a joint training instruction that includes SOH training requirements.

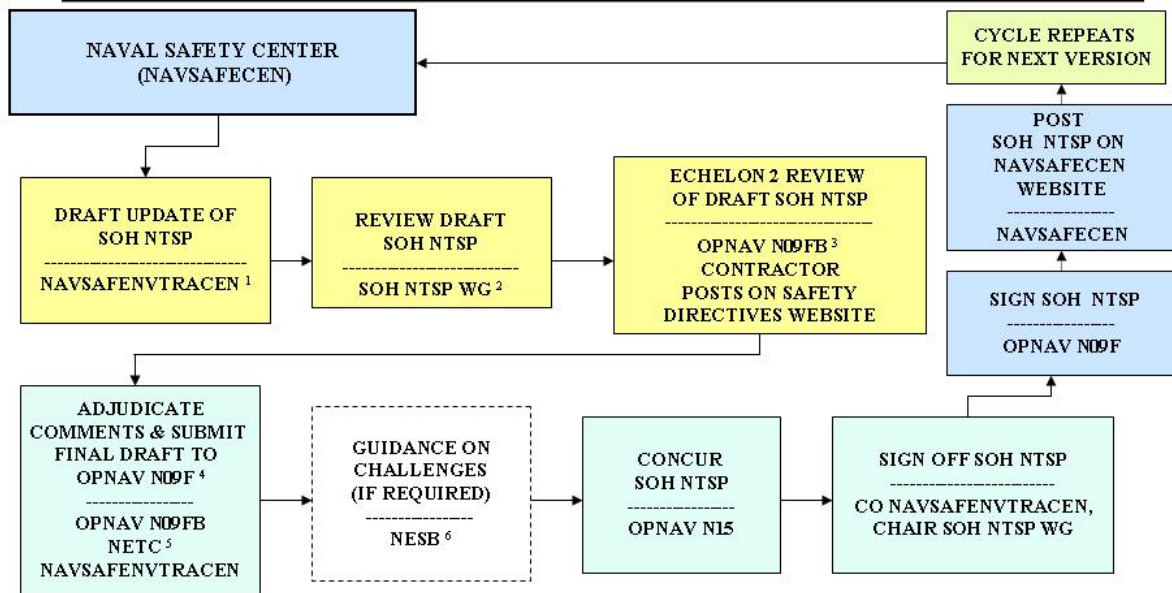
c. **Shore**. OPNAV N09F develops and maintains the SOH Program Manual, OPNAVINST 5100.23 Series, as the primary reference text for all shore SOH training requirements.

d. **Military Sealift Command (MSC)**. Since United States Naval Ship (USNS) MSC military and/or civil service employee-manned ships have identified manning complexities, OPNAV has allowed COMSC to develop separate procedures that provide protection equal to or better than OPNAVINST 5100.19 Series. This was accomplished in COMSCINST 5100.17 Series, Afloat Safety and Occupational Health Program Manual. This document is the primary reference text for all program management aspects of the MSC shipboard SOH training requirements. OPNAVINST 5100.19 Series, Volume II is the primary reference text for all SOH safety standards training requirements.

## H. **SCHEDULES**

1. **Schedule of Events**. See Process Flow Diagram below:

SAFETY & OCCUPATIONAL HEALTH (SOH) NAVY TRAINING SYSTEM PLAN (NTSP) REVIEW PROCESS  
 PER OPNAVINST 1500.76 (NTSP RQMTS POLICY)  
 N09F-NTSP-S-40-8603E/A



**KEY**

- <sup>1</sup> NAVAL SAFETY AND ENVIRONMENTAL TRAINING CENTER
- <sup>2</sup> SAFETY & OCCUPATIONAL HEALTH NAVY TRAINING SYSTEM PLAN WORKING GROUP (SOH NTSP WG)
- <sup>3</sup> OPNAV SAFETY LIAISON OFFICE (N09FB)
- <sup>4</sup> OPNAV SPECIAL ASSISTANT FOR SAFETY MATTERS (N09F)
- <sup>5</sup> NAVAL EDUCATION AND TRAINING COMMAND (NETC)
- <sup>6</sup> NAVY EXECUTIVE SAFETY BOARD (NESB)

**SOH NTSP WORKING GROUP**

- CHAIR: DEPUTY COMMANDER NAVSAFECEN
- CO NAVSAFENVTRACEN
- NETC REPRESENTATIVE
- ECHELON 2 REPRESENTATIVES
- NAVSAFECEN (CODES 30 & 40)
- OPNAV N09FB

**I. ON-BOARD (INSERVICE) TRAINING**

**1. Surface Ship On-Board Training.** An effective on-board training effort is necessary to build and expand upon SOH formal training. The safety officer and the organization of division safety petty officers must implement on-board training. Ships' force requirements for on-board training are listed in Appendix A5C of the SOH Program Manual for Forces Afloat, OPNAVINST 5100.19 Series. This section addresses training efforts beyond ship's force capability to control but that have a direct and important impact upon on-board training. These efforts are Navy Education and Training (NAVEDTRA) Manuals and Correspondence Courses, Personnel Qualification Standards, and audio-visual training aids.

The Naval Safety Center and the Afloat Training Groups conduct SOH training aboard ship primarily in the areas of hazard awareness and SOH program compliance. Naval Safety Center and Afloat Training Groups visit ships and are able to tailor visits to meet commanding officer training requirements. In addition to providing on site visits, the Naval Safety Center publishes bulletins and magazines for all hands distribution to raise hazard awareness.

a. **Navy Education and Training (NAVEDTRA) Manuals and Correspondence Courses.** NAVEDTRA manuals and correspondence courses may either be SOH/SOH-related manuals or manuals that contain SOH information.

(1) **SOH/SOH-related Manual for Forces Afloat.** NAVSAFENVTRACEN will review this manual triennially to ensure requirements of OPNAVINST 5100.19 Series are included.

<u>TITLE</u>	<u>NAVEDTRA No.</u>	<u>OFFICER/ENLISTED</u>
Naval Safety Supervisor	14167	O/E

(2) **NAVEDTRA Manuals Which Contain SOH Information.** The majority of technical training manuals, correspondence courses, and advancement-in-rate manuals contain (or should contain) safety precautions associated with described processes, evolutions, or operations for the affected rate or rating. NAVSAFECEN will provide safety expertise to NETC as requested to review all applicable manuals.

b. **Personnel Qualification Standards (PQS).** Many duties or watch requirements for which a PQS exists will require a detailed knowledge of the safety standards and precautions associated with the processes, evolutions, or operations associated with the duty or watch. SOH requirements specific to those duties and watches are contained within their individual PQS. The Naval Safety Center (Code 30) shall review all PQS prior to revision to ensure the standards comply with OPNAVINST 5100.19 Series and other appropriate safety documentation. NAVSAFENVTRACEN serves as the PQS Model Manager for the following PQS:

<u>Title</u>	<u>NAVEDTRA Number</u>
Safety Programs Afloat	43460-4B
Hazardous Material/Environmental Protection Programs Afloat	43528A

c. **Audio-visual Training Aids.** NAVSAFENVTRACEN's website has a link to Defense Audio Visual Information System (DAVIS) SOH audio-visual training aids - <http://defenseimagery.mil/products/davisditi.html>. The quality and currency of these training aids are unknown. The SOH NTSP WG shall review the SOH videos with a determination of retention, replacement, or cancellation.

d. **Navy Knowledge Online (NKO).** The NKO (<http://www.nko.navy.mil>) has a variety of basic safety courses as listed below. The SOH NTSP WG shall review the safety courses with a determination of retention, replacement, or cancellation. Additional courses may be added as determined by the SOH NTSP WG.

RS: OPNAV N1

BSO: NETC

- (1) Back Safety - 14996
- (2) Basic Chemistry of Fire - CNE-BECC-0380
- (3) CAT 3 (Non Cab) Crane Safety - NCC-C3CS-1.0

- (4) Driving for Life - CPD-DFL-01
- (5) Electromagnetic Compatibility (EMC) Management (A-48-0040-SPAWAR-EMC-1.0)
- (6) Equipment Tag-Out - CNE-BECC-0090
- (7) General Crane Safety Refresher - NCC-GCSR-2
- (8) General Crane Safety Training - NCC-GCS-01
- (9) Hearing Conservation - 14995
- (10) Hearing Conservation - NMETC-HC-001
- (11) HAZCOM - CSCS-HACOM-001
- (12) Hazardous Material (HAZMAT) - CNE-BECC-070
- (13) HAZMAT - CNATT-008-104-001-007
- (14) Heat Stress Afloat - NMETC-HAS-001
- (15) Heat Stress Program Fundamentals WBGT - CNE-BECC-0130
- (16) How to Perform "Danger" TagOut Procedures - CNET 11442
- (17) Industrial Safety - Applied Ergonomics - 14989
- (18) Industrial Safety - Confined Space Entry - 14992
- (19) Industrial Safety - Eye and Face Protection - 16212
- (20) Industrial Safety - Fall Protection - 14999
- (21) Industrial Safety - Forklift Safety - 14986
- (22) Industrial Safety - Hazard Communication - 14987
- (23) Industrial Safety - HAZMAT - 14990
- (24) Industrial Safety - Ladder and Stairway Safety - 14997
- (25) Industrial Safety - Lockout/Tagout - 14985

- (26) Industrial Safety - Personal Protective Equipment - 14988
- (27) Industrial Safety - Respirator Use - 14991
- (28) Industrial Safety - Slips, Trips, and Falls - 14998
- (29) Laser Safety Fundamentals - CNATT-LSF-010
- (30) Occupation Health and Safety - HRCI/PHR HRO 252
- (31) Office Safety and Health Orientation - 15481
- (32) ORM All Navy Application and Integration Course - 11997
- (33) ORM All Navy Essentials for Leaders Course - CNET - 11969
- (34) ORM All Navy Executive Overview Course - 11973
- (35) ORM All Navy Fundamentals - 11977
- (36) PPE - CNE-BECC-0080
- (37) Respirator Care - NMHC 17807V2
- (38) Safety: CNATT-008-103-001-006
- (39) Safety: Driver Safety - 14984
- (40) Safety: Electrical Safety - 14983
- (41) Safety: Fire Safety in the Workplace - 15436
- (42) Safety and Health - Bloodborne Pathogens - 14994
- (43) Safety and Health - Office Ergonomics - 14993
- (44) Safety Fundamentals - CNE-BECC-0100
- (45) Safety Practices - NIDA-93951101
- (46) Workplace Safety - FGOV\_01\_A06\_BS\_ENUS

e. **DoD Safety Courses on NKO.** A list of safety courses developed by DoD and posted on NKO follows for information purposes:



- (1) VPP - Contractor Safety (NSC-SAF-0040-v1)
- (2) VPP - DoD Safety and Occupational Health Program (NSC-SAF-0010-v1)
- (3) VPP - History and Trend Analysis (NSC-SAF-0110-v1)
- (4) VPP - How to Form and Manage a Safety Committee (NSC-SAF-0140-v1)
- (5) VPP - Job Safety Analysis (JSA) (NSC-SAF-0100-v1)
- (6) VPP - Mishap Investigations (NSC-SAF-0090-v1)
- (7) VPP - Overview of the Voluntary Protection Programs (NSC-SAF-0020-v1)
- (8) VPP - Safety and Health Program Evaluation (NSC-SAF-0050-v1)
- (9) VPP - Safety and Health Training (NSC-SAF-0120-v1)
- (10) VPP - Sports Safety (NSC-SAF-0130-v1)
- (11) VPP - The Occupational Safety and Health Administration (OSHA) Recordkeeping and North American Classification System (NAICS) (NSC-SAF-0070-v1)
- (12) VPP - The Voluntary Protection Programs 101 (NSC-SAF-0030-v1)
- (13) VPP - The Voluntary Protection Programs for Industrial Hygiene/ Bioenvironmental and Occupational Health (NSC-SAF-0060-v1)
- (14) VPP - Workplace Safety (NSC-SAF-0080-v1)

[The above courses may be found under Browse Categories > Department of Defense (DOD) Training > Environmental and Safety, or may be searched using the advanced search features on NKO.]

f. **Web-Based Ergonomics Training**. The Defense Safety Oversight Council (DSOC) funded an initiative to provide web-based ergonomics training to DoD civilian employees and military personnel. The two-tiered ergonomics training program provides the information and basic skills for the employee and supervisor to recognize ergonomics concerns and take corrective action. Registration can be accomplished at <http://ammo.okstate.edu> or through the Enterprise Safety Application Management System (ESAMS) at [https://www.hgwllc.com/ESAMS\\_GEN\\_2/LoginEsams.aspx](https://www.hgwllc.com/ESAMS_GEN_2/LoginEsams.aspx).

g. **Future Developments.** Significant changes to future ship manning dictate a distinctly different approach to training for surface ships. Solely continuing traditional training methods will not support future ship operations and will incur unaffordable costs, both monetary and operationally. SOH manpower and training planners must develop requirements in the context of human systems integration (HSI) and incorporate HSI into the acquisition process. For example, up-front investment in high quality job performance aids or "on-line help" embedded in software systems are far more effective and less expensive over the life of a system than traditional manpower and training concepts. In some cases, training requirements are best met by a combination of interactive multimedia instruction (IMI), classroom instruction, DVDs, VTT, and other formats. Innovation and frequent early communication with the platform resource sponsor will ensure success in plans for SOH training.

2. **Submarine On-Board Training (SOBT).** Submarine crews receive SOH SOBT when reporting on-board using the DVD/VHS video entitled "NAVOSH Training for I Division, 805760DN." This training is comprised of two parts and introduces submarine crews to SOH program elements contained in OPNAVINST 5100.19 Series, Navy Safety and Occupational Health (SOH) Program Manual for Forces Afloat. This video should be reviewed for accuracy by SUBFOR.

3. **Aviation On-Board Training.** The flight deck safety video should be reviewed for accuracy by the COMNAVAIRFOR and NAVSAFECEN.

4. **Shore On-Board Training.** A comprehensive on-the-job training effort is necessary to maintain effective SOH training programs. Supervisors, in conjunction with the SOH Office, shall provide this training at shore activities. Activities are responsible for evaluating the effectiveness of their training programs. This section addresses training efforts beyond the activity's capability to control, but that will have an overall impact on the SOH training programs.

a. **SOH/SOH-related Manuals.** Few shore NAVEDTRA manuals specifically address SOH or SOH-related topics. Those that do will be reviewed triennially by the SOH NTSP WG to ensure they coincide with the requirements of the SOH Manual.

<b><u>TITLE</u></b>	<b><u>NAVEDTRA No.</u></b>	<b><u>OFFICER/ENLISTED/CIVILIAN</u></b>
SOH Training Guide for Shore Activities	10092	O/E/C
Career Development Program for SOH & IH Personnel	10076A	O/E/C

b. **Computer Assisted Instruction.** The Consolidated Hazardous Material Reutilization Management Program (CHRIMP)/Hazardous Inventory Control System (HICS) (A-493-0049) is currently the only computer-based training (CBT) for HM inventory management. The Center for Service Support (CSS) has contracted to have this course

converted to an NKO course. The CSS should report completion of this project to the SOH NTSP WG.

**J. RELATED NTSPs AND OTHER APPLICABLE DOCUMENTS**

<b>NTSP/DOCUMENT TITLE</b>	<b>DOCUMENT/NTSP NUMBER</b>	<b>OWNER</b>	<b>STATUS</b>
Navy Safety & Occupational Health (SOH) Program Manual	OPNAVINST 5100.19 Series	OPNAV (N09F)	Effective
Navy SOH Program Manual	OPNAVINST 5100.23 Series	OPNAV (N09F)	Effective
Environmental and Natural Resources Program Navy Training System Plan	N45-NTSP X-10-0001A	OPNAV (N45)	Effective
Military Sealift Command SOH Manual	COMSCINST 5100.17 Series	MSC	Effective
MSC Vision Statement for Implementing Safety Management System Aboard Civilian Manned Ships	COMSCINST 5042.1 Series	MSC	Effective
USMC SOH Manual	NAVMC DIR 5100.8 Series	CMC(SD)	Effective
Aircraft Rescue And Fire-fighting Training Program	N88-NTSP-A-50-8704D/A	OPNAV N88	Effective
Aviation Life Support Systems	N78-NTSP-A-50-9206A/A	OPNAV N88	Effective
The Aviation Gas Free Engineering Program	N88-NTSP-A-50-8623B/A	OPNAV N88	Effective

**K. SOURCES OF SOH NTSP TRAINING**

**COURSES WITH COURSE IDENTIFICATION NUMBERS (CINs) REPORTED IN THE ELECTRONIC TRAINING JACKET**

**SWOSCOLCOM**

Afloat Safety Officer (A-4J-0020)

SWOS Senior Enlisted Damage Control Assistant (DCA-SE) (A-4G-1111)

**NAVSAFENVTRACEN**

Asbestos Inspector (A-493-0014)

Asbestos Inspector Refresher (A-493-0015)

Asbestos Management Planner (A-493-0019)

Asbestos Management Planner Refresher (A-493-0020)

Asbestos Supervisor Initial (A-493-0069)

Asbestos Supervisor Refresher (A-493-0070)

Aviation Safety Specialist (A-493-0065) [VTT Course]

Confined Space Safety (A-493-0030)

Construction Safety Standards (A-493-0021)

Electrical Standards (A-493-0033)

Emergency Asbestos Response Team (A-760-2166)
Excavation, Trenching & Soil Mechanics (A-493-0090)
Fall Protection (A-493-0084)
Fire Protection and Life Safety (A-493-0075)
General Industry Safety Standards (A-493-0061)
Hazardous Material Control and Management (HMC&M) Technician (A-322-2600)
Hazardous Material Control and Management (HMC&M) Technician VTT (A-322-2601)
Introduction to Hazardous Materials (Ashore) (A-493-0031)
Introduction to Industrial Hygiene for Safety Professionals (A-493-0035)
Introduction to NAVOSH (Ashore) (A-493-0050)
Industrial Noise (A-493-0092)
Machinery & Machine Guarding Standards (A-493-0073)
Mishap Investigation (Ashore) (A-493-0078)
Navy Ergonomics Program (A-493-0085)
NAVOSH Assessment Tools & Strategies (A-493-0089)
Principles of Scaffolding (A-493-0091)
Respiratory Protection Program Management (A-493-0072)
Safety Programs Afloat (A-493-2099)
Submarine Safety Officer (F-4J-0020)
Safety Professional Development Conference (PDC) for Navy, Marine Corps, Army, and Air Force
<b>Marine Corps Training Command - Various Marine Corps Bases</b>
Ground Safety for Marines: Marine Corps Base (MCB) Camp Pendleton (Course ID M10M8SA); MCB Quantico (Course ID M02M8SS); MCB Camp Lejeune (Course ID M03M8SS); MCB Japan (Course ID M22M8S3); MCB Hawaii (Course ID M21M8S3); and Marine Force Reserves (Course ID MARFORRES) New Orleans (Course ID M44M8S2)
<b>Naval Supply Corps School Learning Site</b>
Afloat Hazardous Material Coordinator (A-8B-0008)
Consolidated Hazardous Material Reutilization Management Program (CHRIMP)/Hazardous Inventory Control System (HICS) (A-493-0049)
<b>Naval Sea Systems Command Detachment, Radiological Affairs Support Office, Yorktown, VA</b>
Radiation Safety Officer (RSO) (S-4J-0016)
Radiographic Safety Training (S-491-0020)
Transportation of Radioactive Materials (S-553-1111)
<b>Naval Undersea Medical Institute, Health Science Detachment, Groton, CT</b>
Radiation Health Indoctrination (B-5A-1050)
Radiation Health Officer (B-6H-0020)
Submarine Force Independent Duty Corpsman (B-300-0001)
<b>Naval Aviation Schools Command Pensacola</b>
Aviation Safety Command (ASC) (S-4J-3301)
Aviation Safety Management (S-00-3326)
Aviation Safety Officer (ASO) (S-4J-3302)
<b>Center for Naval Aviation Technical Training (CNATT)</b>
Aviation Gas Free Engineering (C-600-3000A Change 11)

<b>Center for Naval Engineering</b>
Basic Engineering Common Core (BECC)(A-651-0125)
Gas Free Engineer and Gas Free Engineering Petty Officer for Surface (Afloat) Operations (K-495-0051)
<b>COURSES WITH/WITHOUT COURSE IDENTIFICATION NUMBERS (CINs) AND NOT REPORTED IN THE ELECTRONIC TRAINING JACKET</b>
<b>Military Sealift Fleet Support Command Training Centers East &amp; West</b>
Standards of Training, Certification and Watchkeeping (STCW) Basic Safety Training
Marine Environmental Program
Afloat Safety and Occupational Health
MSC Hazardous Material Training
Authorized Person – End User Fall Protection (MSFSC-TCE only)
<b>Naval and Marine Corps Public Health Center</b>
Analysis of Airborne Asbestos Samples (B-322-2333)
Analysis of Bulk Asbestos Samples (B-322-2334)
Industrial Hygiene Techniques/Exposure Monitor Training (B-322-2306)
<b>Naval Surface Warfare Center, Dahlgren Div</b>
Administrative Laser Safety Officer (ALSO)
Laser Safety Specialist (LSS)
Range Laser Safety Specialist (RLSS) (also taught at Corona Division)
Technical Laser Safety Officer (TLSO)
<b>Naval Safety Center</b>
American Automobile Association Driver Improvement Program Instructor Course
Emergency Vehicle Operator Instructor Course (EVOIC) (Train the Trainer)
Operational Risk Management (ORM) Applications & Integration (A-570-0100)
RiderCoach Instructor Preparation (Train the Trainer)

**PART II - BILLET AND PERSONNEL REQUIREMENTS****II.A BILLET REQUIREMENTS****II.A.1.a OPERATIONAL AND FLEET SUPORT ACTIVITY ACTIVATION SCHEDULE**

Not Applicable

**II.A.1.b BILLETS REQUIRED FOR OPERATIONAL AND FLEET SUPPORT ACTIVITIES**

Primary duty billets for safety officers are currently authorized in CVN, LHA, LHD, and MCS type ships. Two primary duty billets for industrial hygiene officer (IHO) safety officers are authorized aboard AS-type ships. Eleven primary duty billets for IHO assistant safety officers are authorized aboard CVN type ships. All other Safety Officer assignments in surface ships and submarines are on a collateral duty basis.

**FY 10 OPERATIONAL BILLETS**

<b>SHIP TYPE</b>	<b>SHIPS</b>	<b>DIVISIONS PER SHIP</b>	<b>SAFETY OFFICERS <sup>1</sup></b>	<b>RESPIRATOR PROGRAM MANAGER</b>	<b>SAFETY PETTY OFFICERS</b>	<b>HMC&amp;M TECHNICIAN (SNEC 9595)</b>	<b>EMERGENCY ASBESTOS RESPONSE TEAM</b>
ARDM	1	4					
AS	2	17	2	2	68	4	10
CG	22	18	12	12	36	24	0
CVN	11	66	22	11	1100	44	15
DDG	53	16	53	53	106	106	0
FFG	29	13	29	29	58	58	0
LCC	2	25	2	2	50	6	6
LHA	3	40	3	3	80	18	9
LHD	7	41	7	7	82	56	0
LPD	10	18	10	10	36	24	15
LSD	12	14	12	12	28	24	0
MCM	12	4	12	12	48	12	0
PC	10	4	10	10	48	0	0
SSBN	14	15	28 <sup>2,3</sup>	0	0	56	0
SSN	61	14	57 <sup>3</sup>	0	0	114	0
SSGN	4	0	8 <sup>2,3</sup>	0	0	16	0
<b>TOTAL</b>	253	309	267	163	1740	562	55

<sup>1</sup> Includes Assistant Safety Officers

<sup>2</sup> Two crew per SSBN/SSGN

<sup>3</sup> Safety Officers attend Submarine Safety Officer Training

**FY 11 OPERATIONAL BILLETS**

SHIP TYPE	SHIPS	DIVISIONS PER SHIP	SAFETY OFFICERS <sup>1</sup>	RESPIRATOR PROGRAM MANAGER	SAFETY PETTY OFFICERS	HMC&M TECHNICIAN (SNEC 9595)	EMERGENCY ASBESTOS RESPONSE TEAM
ARDM	1	4					
AS	2	17	2	2	68	4	10
CG	22	18	12	12	36	24	0
CVN	11	66	22	11	1100	44	15
DDG	53	16	53	53	106	106	0
FFG	29	13	29	29	58	58	0
LCC	2	25	2	2	50	6	6
LHA	3	40	3	3	80	18	9
LHD	7	41	7	7	82	56	0
LPD	10	18	10	10	36	24	15
LSD	12	14	12	12	28	24	0
MCM	12	4	12	12	48	12	0
PC	10	4	10	10	48	0	0
SSBN	14	15	28 <sup>2,3</sup>	0	0	56	0
SSN	61	14	57 <sup>3</sup>	0	0	114	0
SSGN	4	0	8 <sup>2,3</sup>	0	0	16	0
<b>TOTAL</b>	253	309	267	163	1740	562	55

<sup>1</sup> Includes Assistant Safety Officers

<sup>2</sup> Two crew per SSBN/SSGN

<sup>3</sup> Safety Officers attend Submarine Safety Officer Training



**FY 12 OPERATIONAL BILLETS**

SHIP TYPE	SHIPS	DIVISIONS PER SHIP	SAFETY OFFICERS <sup>1</sup>	RESPIRATOR PROGRAM MANAGER	SAFETY PETTY OFFICERS	HMC&M TECHNICIAN (SNEC 9595)	EMERGENCY ASBESTOS RESPONSE TEAM
ARDM	1	4					
AS	2	17	2	2	68	4	10
CG	22	18	12	12	36	24	0
CVN	11	66	22	11	1100	44	15
DDG	53	16	53	53	106	106	0
FFG	29	13	29	29	58	58	0
LCC	2	25	2	2	50	6	6
LHA	3	40	3	3	80	18	9
LHD	7	41	7	7	82	56	0
LPD	10	18	10	10	36	24	15
LSD	12	14	12	12	28	24	0
MCM	12	4	12	12	48	12	0
PC	10	4	10	10	48	0	0
SSBN	14	15	28 <sup>2,3</sup>	0	0	56	0
SSN	61	14	57 <sup>3</sup>	0	0	114	0
SSGN	4	0	8 <sup>2,3</sup>	0	0	16	0
<b>TOTAL</b>	253	309	267	163	1740	562	55

<sup>1</sup> Includes Assistant Safety Officers

<sup>2</sup> Two crew per SSBN/SSGN

<sup>3</sup> Safety Officers attend Submarine Safety Officer Training

**FY 13 OPERATIONAL BILLETS**

SHIP TYPE	SHIPS	DIVISIONS PER SHIP	SAFETY OFFICERS <sup>1</sup>	RESPIRATOR PROGRAM MANAGER	SAFETY PETTY OFFICERS	HMC&M TECHNICIAN (SNEC 9595)	EMERGENCY ASBESTOS RESPONSE TEAM
ARDM	1	4					
AS	2	17	2	2	68	4	10
CG	22	18	12	12	36	24	0
CVN	11	66	22	11	1100	44	15
DDG	53	16	53	53	106	106	0
FFG	29	13	29	29	58	58	0
LCC	2	25	2	2	50	6	6
LHA	3	40	3	3	80	18	9
LHD	7	41	7	7	82	56	0
LPD	10	18	10	10	36	24	15
LSD	12	14	12	12	28	24	0
MCM	12	4	12	12	48	12	0
PC	10	4	10	10	48	0	0
SSBN	14	15	28 <sup>2,3</sup>	0	0	56	0
SSN	61	14	57 <sup>3</sup>	0	0	114	0
SSGN	4	0	8 <sup>2,3</sup>	0	0	16	0
<b>TOTAL</b>	253	309	267	163	1740	562	55

<sup>1</sup> Includes Assistant Safety Officers

<sup>2</sup> Two crew per SSBN/SSGN

<sup>3</sup> Safety Officers attend Submarine Safety Officer Training

**FY 14 OPERATIONAL BILLETS**

SHIP TYPE	SHIPS	DIVISIONS PER SHIP	SAFETY OFFICERS <sup>1</sup>	RESPIRATOR PROGRAM MANAGER	SAFETY PETTY OFFICERS	HMC&M TECHNICIAN (SNEC 9595)	EMERGENCY ASBESTOS RESPONSE TEAM
ARDM	1	4					
AS	2	17	2	2	68	4	10
CG	22	18	12	12	36	24	0
CVN	11	66	22	11	1100	44	15
DDG	53	16	53	53	106	106	0
FFG	29	13	29	29	58	58	0
LCC	2	25	2	2	50	6	6
LHA	3	40	3	3	80	18	9
LHD	7	41	7	7	82	56	0
LPD	10	18	10	10	36	24	15
LSD	12	14	12	12	28	24	0
MCM	12	4	12	12	48	12	0
PC	10	4	10	10	48	0	0
SSBN	14	15	28 <sup>2,3</sup>	0	0	56	0
SSN	61	14	57 <sup>3</sup>	0	0	114	0
SSGN	4	0	8 <sup>2,3</sup>	0	0	16	0
<b>TOTAL</b>	253	309	267	163	1740	562	55

<sup>1</sup> Includes Assistant Safety Officers

<sup>2</sup> Two crew per SSBN/SSGN

<sup>3</sup> Safety Officers attend Submarine Safety Officer Training

**BILLET ROTATION**

	<b>SAFETY OFFICERS</b>		<b>SAFETY PROGRAMS AFLOAT</b>		<b>EMERGENCY ASBESTOS RESPONSE TEAM</b>	
	Throughput/Rotation		Throughput/Rotation		Throughput/Rotation	
<b>TYCOM/OTHER</b>	Annual	Months	Annual	Months	Annual	Months
COMNAV AIRPAC	6	24	368	18	4	24
COMNAV AIRLANT	6	24	368	18	4	24
COMNAV SURPAC	51 *	18	164	18	8	18
COMANVSURLANT	51	18	164	18	8	18
COMSUBLANT	47 **	12	NA	18	NA	18
COMSUBPAC	47 **	12	46 ***	18	5 ***	18
<b>TOTAL</b>	114A/94S		1110		29	

\* Safety Officers for Tenders are counted under SURFPAC to keep Afloat Safety Officer and Submarine Officer course separate.

\*\* Submarine Safety Officers only.

\*\*\* These numbers are for the two Submarine Tenders

**BILLET ROTATION**

	<b>HMC&amp;M TECHNICIAN (SNEC 9595)</b>		<b>AVIATION SAFETY SPECIALIST</b>		<b>RESPIRATORY PROTECTION PROGRAM MANAGER (RPPM)</b>	
	Throughput/Rotation		Throughput/Rotation		Throughput/Rotation	
<b>TYCOM/OTHER</b>	Annual	Months	Annual	Months	Annual	Months
COMNAVAIRPAC	12	24		24	3	24
COMNAVAILANT	12	24		24	3	24
COMNAVSURPAC	111	18	NA	NA	51	18
COMANVSURLANT	111	18	NA	NA	51	18
COMSUBLANT	62	18	NA	NA	4 *	24
COMSUBPAC	62	18	NA	NA	4 *	24
MARFORCOM	NA	NA	NA	NA		
MARFORPAC	NA	NA	NA	NA		
MARFORRES	NA	NA	NA	NA		
MSC	NA	NA	NA	NA	5	Varies
<b>TOTAL</b>	370		-			

\*Submarine squadrons or naval submarine support commands (NSSCs) activities shall serve as the respiratory protection manager (RPM) activities for the submarines assigned. NSSC or squadron commander shall designate an RPM to provide support to all submarine units under their cognizance.

**FLEET SUPPORT BILLETS**

	RANK/RATE RATING	NOBC/PNEC/ SNEC	FY 09		FY 10		FY 11		FY 12		FY 13		FY 14	
			OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL
<b>Fleet Support Activities - ACDU</b>			<b>OFF</b>	<b>ENL</b>	<b>OFF</b>	<b>ENL</b>	<b>OFF</b>	<b>ENL</b>	<b>OFF</b>	<b>ENL</b>	<b>OFF</b>	<b>ENL</b>	<b>OFF</b>	<b>ENL</b>
<b>Major Staff Billets</b>	CDR (0-5) 230X	0862/1861	2	0	2	0	2	0	2	0	2	0	2	0
<b>Type Commander Staff Billets</b>	LCDR (0-4) 230X	0862/1861	6	0	6	0	6	0	6	0	6	0	6	0
<b>INSURV Staff Billets</b>	CDR (0-5) 230X	0862/1861	1	0	1	0	1	0	1	0	1	0	1	0
<b>Staff Billets</b>	LCDR (0-4) 230X	0862/1861	3	0	3	0	3	0	3	0	3	0	3	0
<b>Staff Billets</b>	LCDR (0-3)	0862	2	0	3	0	3	0	3	0	3	0	3	0
<b>Afloat Staff Billets</b>	1110		11		11		11		11		11		11	

**II.A.3. TRAINING ACTIVITIES INSTRUCTOR AND SUPPORT BILLET REQUIREMENTS**  
**INSTRUCTOR BILLETS**

TRAINING ACTIVITY, LOCATION, UIC

NAVSAFENVTRACEN - Norfolk, VA - 91732

DESIGN RATING	PNEC/SNEC PMOS/SMOS	FY 09			FY 10			FY 11			FY 12			FY 13			FY 14		
		OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
ACDU E-7	9502/9571	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0
VARIOUS NSPS	0018/0690	0	0	5	0	0	5	0	0	5	0	0	5	0	0	5	0	0	5

TRAINING ACTIVITY, LOCATION, UIC

NAVSAFENVTRACEN – San Diego, CA - 39726

DESIGN RATING	PNEC/SNEC PMOS/SMOS	FY 09			FY 10			FY 11			FY 12			FY 13			FY 14		
		OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
ACDU E-7/SK	9502/9595	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0
E7/EM	9502/9571	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0	0	1	0
E-6/AO/SK	9502/9571	0	2	0	0	2	0	0	2	0	0	2	0	0	2	0	0	2	0
NSPS	0018/0690	0	0	3	0	0	3	0	0	3	0	0	3	0	0	3	0	0	3

**ALLOCATION OF BILLETS (FY 09)****TRAINING ACTIVITY, LOCATION, UIC**

NAVSAFENVTRACEN - Norfolk, VA - 91732

USE	TRAINING PERSONNEL			SUPPORT PERSONNEL		RATE/RANK	PNEC	SNEC	REMARKS
	OFF	ENL	CIV	OFF	CIV				
CO/EXECUTIVE DIRECTOR/SPECIAL ASSISTANTS				1		CDR	0862	1861	Commanding Officer
					1	YC - 02	1712		Executive Director
					1	YA - 02	0018		Budget Analyst
TRAINING DEPARTMENT NORFOLK					1	YJ - 02	0690		Supervisor
			5			YA/YH - 02	0018/0690		Instructors
		1				BMC	9502	9571	Instructor
TRAINING SUPPORT DEPARTMENT					1	YC - 02	0028		Supervisor
					1	YA - 02	0018		Contract Mgr
					1	YB - 02	0326		Purchasing Agent/IT
					3	YB - 01/02	1702		Training Technicians
					1	YB - 01	0326		Admin Assistant

**TRAINING ACTIVITY, LOCATION, UIC**

NAVOSHENVTRACEN - San Diego, CA - 39726

USE	TRAINING PERSONNEL			SUPPORT PERSONNEL		RATE/RANK	PNEC	SNEC	REMARKS
	OFF	ENL	CIV	OFF	CIV				
TRAINING DEPARTMENT SAN DIEGO				1		LCDR			Supervisor
					1	YA - 02	1750		Learning Support Officer
					1	YF - 02	0819		Technical Director/Supervisor
			3			YA - 02	0018/0028		Instructors
		2				SKC	9502	9595	Instructor
		1				EMC	9502	9571	Instructor
		2				AO/SK	9502	9571	Instructor



**II.B PERSONNEL REQUIREMENTS**

**II.B.1 ANNUAL TRAINING INPUT REQUIREMENTS** – **Note:** *The training below only includes courses that (1) have a Course Identification Number (CIN) from Part I of the SOH NTSP and (2) are controlled by the Naval Safety & Environmental Training Center (NAVSAFENVTRACEN).*

**CIN, COURSE TITLE:** **A-493-0065, Aviation Safety Specialist**

**COURSE LENGTH:** 3 days

**SEA TOUR LENGTH:** 3 yrs.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10		FY 11		FY 12		FY 13		FY14	
			OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL
NAVSAFENVTRACEN	NAVY	ACDU	0	95	0	95	0	95	0	95	0	95

**CIN, COURSE TITLE:** **A-493-0014, Asbestos Inspector**

**COURSE LENGTH:** 3 day

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	CIV/ACDU	FY 10			FY 11			FY 12			FY 13			FY14		
			CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL
NAVSAFENVTRACEN	NAVY	CIV/ACDU	12	2	2	12	2	2	12	2	2	12	2	2	12	2	2

**CIN, COURSE TITLE:** **A-493-0015, Asbestos Inspector Refresher**

**COURSE LENGTH:** 0.5 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY14		
			CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL
NAVSAFENVTRACEN	NAVY	CIV/ACDU	155	5	5	155	5	5	155	5	5	155	5	5	155	5	5

**CIN, COURSE TITLE:** A-493-0019, Asbestos Management Planner

**COURSE LENGTH:** 2 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY14		
			CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL
NAVSAFENVTRACEN	NAVY	CIV/ADCU	4	2	7	4	2	7	4	2	7	4	2	7	4	2	7

**CIN, COURSE TITLE:** A-493-0020, Asbestos Management Planner Refresher

**COURSE LENGTH:** 0.5 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10	FY 11	FY 12	FY 13	FY14
NAVSAFENVTRACEN	NAVY	CIV/ACDU					

**CIN, COURSE TITLE:** A-493-0069, Asbestos Supervisor

**COURSE LENGTH:** 5 days

**SEA TOUR LENGTH:** 18 mos.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10	FY 11	FY 12	FY 13	FY14
			CIV	CIV	CIV	CIV	CIV
NAVSAFENVTRACEN	NAVY	CIV	10	10	10	10	10

**CIN, COURSE TITLE:** A-493-0070, Asbestos Supervisor Refresher

**COURSE LENGTH:** 1 day

**SEA TOUR LENGTH:** 18 mos.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10	FY 11	FY 12	FY 13	FY14
			CIV	CIV	CIV	CIV	CIV
NAVSAFENVTRACEN	NAVY	CIV	150	150	150	150	150

CIN, COURSE TITLE: **A-493-0030, Confined Space Safety**COURSE LENGTH: 5 daysATTRITION FACTOR: N/ASEA TOUR LENGTH: N/A.BACKOUT FACTOR: N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10		FY 11		FY 12		FY 13		FY 14	
			OFF	CIV	OFF	CIV	OFF	CIV	OFF	CIV	OFF	CIV
NAVSAFENVTRACEN	NAVY	ACDU/CIV	10	43	10	43	10	43	10	43	10	43
	MARINES	ACDU/CIV		5		5		5		5		5
<b>TOTAL</b>			10	48	10	48	10	48	10	48	10	48

CIN, COURSE TITLE: **A-493-0021, Construction Safety Standards**COURSE LENGTH: 5 daysATTRITION FACTOR: N/ASEA TOUR LENGTH: 3 yrs.BACKOUT FACTOR: N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV		130	12		130	12		130	12		130	12		130	12
	MARINES	ACDU/CIV		12	10		12	10		12	10		12	10		12	10
<b>TOTAL</b>				152	22		152	22		152	22		152	22		152	22

CIN, COURSE TITLE: **A-493-0033, Electrical Standards**COURSE LENGTH: 4 daysATTRITION FACTOR: N/ASEA TOUR LENGTH: N/A.BACKOUT FACTOR: N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	7	35	40	7	35	40	7	25	40	7	35	40	7	40	35
	MARINES	ACDU/CIV	3	10	20	3	10	20	3	10	20	3	10	20	3	10	20
<b>TOTAL</b>			10	45	60	10	45	60	10	45	60	10	45	60	10	45	60

**CIN, COURSE TITLE:** A-760-2166, Emergency Asbestos Response Team

**COURSE LENGTH:** 2 days

**SEA TOUR LENGTH:** 24 mos.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV		11			11			11			11			11	
<b>TOTAL</b>				11			11			11			11			11	

**CIN, COURSE TITLE:** A-493-0090, Excavation, Trenching & Soil Mechanics

**COURSE LENGTH:** 4 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV		10	25		10	25		10	25		10	25			40
	MARINES	ACDU/CIV			15			15			15			15			15
<b>TOTAL</b>				10	40		10	40		10	40		10	40		10	40

**CIN, COURSE TITLE:** A-493-0085, Navy Ergonomics Program

**COURSE LENGTH:** 4 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	10	32	35	10	32	35	10	32	35	10	32	35	10	32	35
	MARINES	ACDU/CIV		15	20		15	20		15	20		15	20		15	20
<b>TOTAL</b>			10	47	55	10	47	55	10	47	55	10	47	55	10	47	55

**CIN, COURSE TITLE: A-493-0084, Fall Protection Systems****COURSE LENGTH:** 5 days**ATTRITION FACTOR:** N/A**SEA TOUR LENGTH:** N/A.**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	6	20	45	6	20	45	6	20	45	6	20	45	6	20	45
	MARINES	ACDU	2	30	35	2	30	35	2	30	35	2	30	35	2	30	35
<b>TOTAL</b>			8	50	80	8	50	80	8	50	80	8	50	80	8	50	80

**CIN, COURSE TITLE: A-493-0075, Fire Protection and Life Safety****COURSE LENGTH:** 4 days**ATTRITION FACTOR:** N/A**SEA TOUR LENGTH:** N/A.**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	3	15	30	3	15	30	3	15	30	3	15	30	3	15	30
	MARINES	ACDU	2	30	20	2	30	20	2	30	20	2	30	20	2	30	20
<b>TOTAL</b>			5	45	50	5	45	50	5	45	50	5	45	50	5	45	50

**CIN, COURSE TITLE: A-493-0061, General Industry Safety Standards****COURSE LENGTH:** 5 days**ATTRITION FACTOR:** N/A**SEA TOUR LENGTH:** N/A.**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	5	55	45	5	55	45	5	55	45	5	55	45	5	55	45

**CIN, COURSE TITLE:** A-322-2600, Hazardous Material Control and Management (HMC&M) Technician (Detailer Controlled)

**COURSE LENGTH:** 4 days

**SEA TOUR LENGTH:** 18 mos.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU	FY 10		FY 11		FY 12		FY 13		FY14	
			OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL
NAVSAFENVTRACEN	NAVY	ACDU		350		350		350		350		350

**CIN, COURSE TITLE:** A-322-2601, Hazardous Material Control and Management (HMC&M) Technician

**COURSE LENGTH:** 4 days

**SEA TOUR LENGTH:** 18 mos.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV		215	5		215	5		215	5		215	5		215	5
<b>TOTAL</b>				215	5		215	5		215	5		215	5		215	5

**CIN, COURSE TITLE:** A-493-0031, Introduction to Hazardous Material (Ashore)

**COURSE LENGTH:** 3 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	10	210	160	10	210	160	10	210	160	10	210	160	10	210	160
	MARINES	ACDU/CIV			5			5			5			5			5
<b>TOTAL</b>			10	210	165	10	210	165	10	210	165	10	210	165	10	210	165

**CIN, COURSE TITLE:** A-493-0035, Introduction to Industrial Hygiene for Safety Professionals

**COURSE LENGTH:** 4 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	12	40	70	12	40	70	12	40	70	12	40	70	12	40	70
	MARINES	ACDU/CIV	2	20	20	2	20	20	2	20	20	2	20	20	2	20	20
<b>TOTAL</b>			14	60	90	14	60	90	14	60	90	14	60	90	14	60	90

**CIN, COURSE TITLE:** A-493-0050, Introduction to Navy Occupational Safety and Health (Ashore)

**COURSE LENGTH:** 5 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	35	390	140	35	390	140	35	390	140	35	390	140	35	390	140
<b>TOTAL</b>			35	390	140	35	390	140	35	390	140	35	390	140	35	390	140

**CIN, COURSE TITLE:** A-493-0092, Industrial Noise

**COURSE LENGTH:** 3 day

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	2	25	40	2	25	40	2	25	40	2	25	40	2	25	40
	MARINES	ACDU/CIV			20			20			20			20			20
<b>TOTAL</b>			2	25	60	2	25	60	2	25	60	2	25	60	2	25	60

**CIN, COURSE TITLE:** A-493-0073, Machinery and Machine Guarding Standards

**COURSE LENGTH:** 4 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	5	25	45	5	25	45	5	25	45	5	25	45	5	25	45
	MARINES	ACDU/CIV		5	15		5	15		5	15		5	15		5	15
<b>TOTAL</b>			5	30	60	5	30	60	5	30	60	5	30	60	5	30	60

**CIN, COURSE TITLE:** A-493-0078, Mishap Investigation and Prevention (Ashore)

**COURSE LENGTH:** 5 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	15	70	85	15	70	85	15	70	85	15	70	85	15	70	85
	MARINES	ACDU/CIV	7	35	20	7	35	20	7	35	20	7	35	20	7	35	20
<b>TOTAL</b>			22	105	105	22	105	105	22	105	105	22	105	105	22	105	105

**CIN, COURSE TITLE:** A-493-0089, NAVOSH Assessment Tools & Strategies

**COURSE LENGTH:** 4 days

**SEA TOUR LENGTH:** N/A.

**ATTRITION FACTOR:** N/A

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	12	45	60	12	45	60	12	45	60	12	45	60	12	45	60
<b>TOTAL</b>			12	45	60	12	45	60	12	45	60	12	45	60	12	45	60



**CIN, COURSE TITLE:** A-493-0091, Principles of Scaffolding

**COURSE LENGTH:** 4 day

**ATTRITION FACTOR:** N/A

**SEA TOUR LENGTH:** N/A.

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV		12	70		12	70		12	70		12	70		12	70
	MARINES	ACDU/CIV		12	5		12	5		12	5		12	5		12	5
<b>TOTAL</b>				24	75		24	75		24	75		24	75		24	75

**CIN, COURSE TITLE:** A-493-0072, Respiratory Protection Program Management

**COURSE LENGTH:** 4 days

**ATTRITION FACTOR:** N/A

**SEA TOUR LENGTH:** 18 mos.

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 09			FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV	10	205	52	10	205	52	10	205	52	10	205	52	10	205	52	10	205	52
	MARINES	ACDU/CIV			20			20			20			20			20			20
	MSC	CIV			5			5			5			5			5			5
<b>TOTAL</b>			10	205	77	10	205	77	10	205	77	10	205	77	10	205	77	10	205	77

**CIN, COURSE TITLE:** A-493-2099, Safety Programs Afloat

**COURSE LENGTH:** 2 days

**ATTRITION FACTOR:** N/A

**SEA TOUR LENGTH:** 18 mos.

**BACKOUT FACTOR:** N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 09			FY 10			FY 11			FY 12			FY 13			FY 14		
			OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV	OFF	ENL	CIV
NAVSAF-ENVTRACEN	NAVY	ACDU/CIV		1250			1250			1250			1250			1250			1250	

CIN, COURSE TITLE: **F-4J-0020, Submarine Safety Officer**COURSE LENGTH: 2 daysSEA TOUR LENGTH: 18 mos.ATTRITION FACTOR: N/ABACKOUT FACTOR: N/A

TRAINING ACTIVITY	SOURCE	ACDU/TAR SELRES	FY 09		FY 10		FY 11		FY 12		FY 13		FY14	
			OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL	OFF	ENL
NAVSAFENVTRACEN	NAVY	ACDU	16	25	16	25	16	25	16	25	16	25	16	25

**PART III - TRAINING REQUIREMENTS**

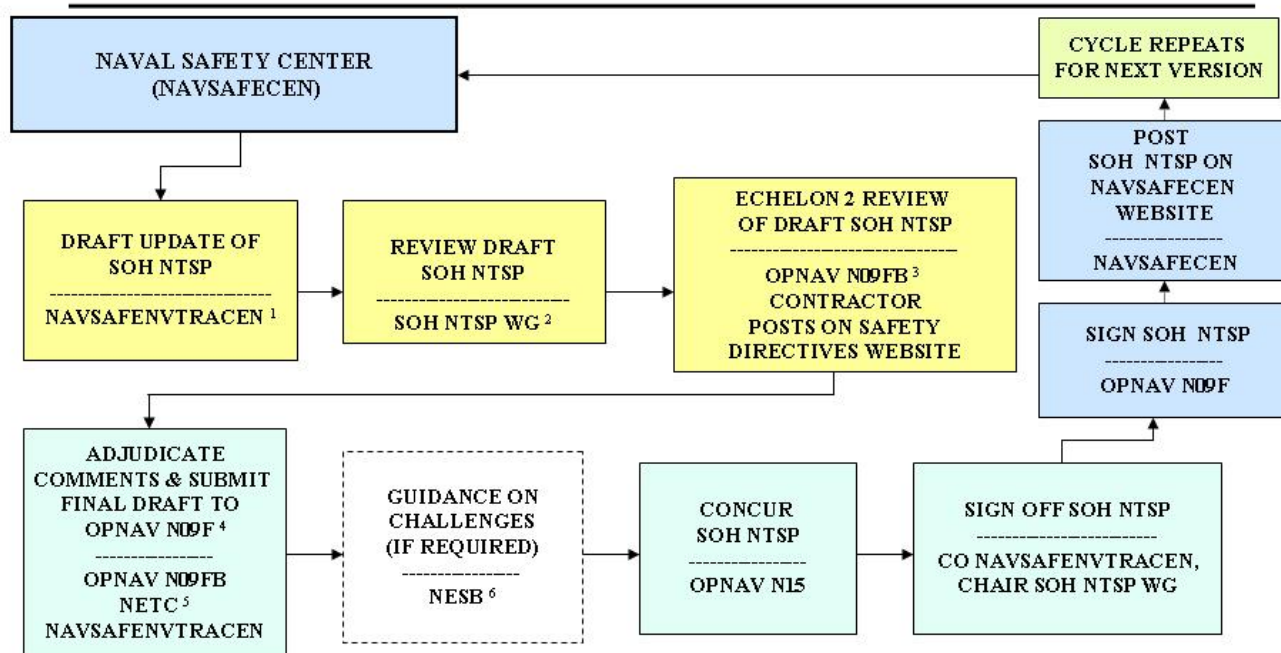
Not Applicable

**PART IV - TRAINING LOGISTIC SUPPORT REQUIREMENTS**

Not applicable

**PART V - MAJOR MILESTONES**

SAFETY & OCCUPATIONAL HEALTH (SOH) NAVY TRAINING SYSTEM PLAN (NTSP) REVIEW PROCESS  
 PER OPNAVINST 1500.76 (NTSP RQMTS POLICY)  
 N09F-NTSP-S-40-8603E/A



**KEY**

- <sup>1</sup> NAVAL SAFETY AND ENVIRONMENTAL TRAINING CENTER
- <sup>2</sup> SAFETY & OCCUPATIONAL HEALTH NAVY TRAINING SYSTEM PLAN WORKING GROUP (SOH NTSP WG)
- <sup>3</sup> OPNAV SAFETY LIAISON OFFICE (N09FB)
- <sup>4</sup> OPNAV SPECIAL ASSISTANT FOR SAFETY MATTERS (N09F)
- <sup>5</sup> NAVAL EDUCATION AND TRAINING COMMAND (NETC)
- <sup>6</sup> NAVY EXECUTIVE SAFETY BOARD (NESB)

**SOH NTSP WORKING GROUP**

- CHAIR: DEPUTY COMMANDER NAVSAFECEN
- CO NAVSAFENVTRACEN
- NETC REPRESENTATIVE
- ECHELON 2 REPRESENTATIVES
- NAVSAFECEN (CODES 30 & 40)
- OPNAV N09FB

**PART VI - SOH NTSP DECISION ITEMS/ACTION REQUIRED**

ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
<p>1. Retain NAVEDTRA 10076A in the NTSP until problems ironed out with funding of five vector model. Update NAVEDTRA 10076A</p> <p>Research electronic version being developed by N11</p>	<p>SOH NTSP WG</p> <p>SOH NTSP WG</p>	<p>11/9/06</p> <p>TBD</p> <p>8/07</p> <p>3/08</p> <p>3/09</p>	<p>From Part I , page I-14, section 5 (Shore SOH Training Overview) , f. <u>SOH Professionals and SOH Inspectors</u></p> <p><b>CDR Horn</b> to look into update of NAVEDTRA10076A. On hold until ownership determined.</p> <p><b>CDR Horn</b> to discuss with Joint Staff Support Center (JSSC)</p> <p><b>CDR Horn</b> to discuss with OPNAV N1</p> <p><b>Action Item on hold The five vector model has been cancelled. A new enlisted Leadership Development Continuum is being developed. Additional brief at next SOH NTSP WG meeting.</b></p> <p><b>Mark Murray</b> will review NAVEDTRA 10076A as starting point.</p>
<p>2. Conduct a peer review of NKO <i>Electromagnetic Compatibility (EMC) Management Course (A-48-0040-SPAWAR-EMC-1.0)</i> to determine if improvements are needed to address shore issues.</p>	<p>NAVAIR</p>	<p>9/09</p>	<p>From Part I, pg I-20, 6.u. Radiation Protection (Non-Ionizing), (1)(a) Electromagnetic Compatibility (EMC) Management Course (A-48-0040-SPAWAR-EMC-1.0).</p> <p><b>Elizabeth Holland</b></p>
<p>3. Improve the course curriculum and training aids for <i>Aviation Gas Free Engineering (C-600-3000A Change 11)</i> in response to Navy Inspector General Report Finding 0073-06 and Aviation Gas Free Audit Report (PMFU ltr 5100 of 6 Aug 08).</p>	<p>NETC (in coordination with NAVAIR and NAVSAFENVTRACEN)</p>	<p>9/09</p>	<p>From Part I, pg I-33, (6) Aviation Gas Free Engineering (C-600-3000A Change 11).</p> <p><b>DJ Leavens</b></p>
<p>4. The SOH NTSP WG shall review the SOH videos with a determination of retention, replacement, or cancellation.</p>	<p>SOH NTSP WG</p>	<p>TBD</p>	<p>From Part I, pg , I-36, ON-BOARD (INSERVICE) TRAINING, c. <u>Audio-visual Training Aids.</u></p> <p><b>TBD</b></p>
			<p>From Part I, pg , I-36, Surface Ship On-Board Training, d. <u>Navy Knowledge Online (NKO).</u></p>

<b>ACTION ITEM/DECISION</b>	<b>ACTION</b>	<b>DUE DATE</b>	<b>REMARKS</b>
5. The SOH NTSP WG shall review the NKO safety courses with a determination of retention, replacement, or cancellation.	SOH NTSP WG	TBD	<i>TBD</i>

**PART VIA - SOH NTSP DECISION ITEMS/ACTION REQUIRED – COMPLETED ITEMS**

ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
1. Once the safety committee structure is in place, update the NTSP [from POA&M Tasker].	N09FB with support from NAVOSHENVTRACEN	7/1/06	Organized a Safety & Occupational Health Navy Training System Plan Task Action Team (SOH NTSP TAT) which will report to the Safety Training Working Group up through the Operations Safety Support Committee (OSSC) and the Operations Safety Committee (OSC) to the Navy Executive Safety Board (NESB). The SOH NTSP TAT met 14-16 August 2006 to review and begin update of draft NTSP in preparation for Echelon 2 Stakeholder Meeting in November. Sought comments from Echelon 2 in preparation for November meeting. Complete
2. Host Stakeholder meeting to finalize draft NTSP.	N09FB with support from NAVOSHENVTRACEN	8/15/06	Met 9-10 November 2006 to review NTSP draft update and comments from Echelon 2s. Complete
3. Change working title of NTSP to Safety and Occupational Health Navy Training System Plan (SOH NTSP) [Remove “OSH” and “HMC&M” from title].	SOH NTSP TAT	11/9/06	Complete
4. Change “Navy” to “Naval” as appropriate to include Marine Corps in NTSP.	SOH NTSP TAT	11/9/06	Complete
5. Change “Occupational Safety and Health (OSH)” to Safety and Occupational Health (SOH)” throughout document.	SOH NTSP TAT	11/9/06	Complete
6. Remove the phrase “review every ___ years” from individual course descriptions. Substitute “triennial”	SOH NTSP TAT	11/9/06	Complete
7. Remove letters from OPNAV Instructions and substitute “Series.” Remove references to sections in OPNAV Instructions and reference only chapter numbers.	SOH NTSP TAT	11/9/06	Complete
8. Add to Shore headings, “and Marine Corps Ground.”	SOH NTSP TAT	11/9/06	Complete
9. Review content of Industrial Ventilation course taught by NAVFAC and if suitable, add to NTSP.	SOH NTSP TAT/ ECHELON 2s	3/07	Discuss at next SOH NTSP TAT meeting CANCEL ACTION ITEM – NO REQMT AND NO COURSES
10. Add numbers of instructors to NAVOSHETC graph of courses.	NAVOSHETC	5/07	Cancelled
11. For the statement under <u>Afloat SOH Training</u> , “In addition, NETC working with COMNAVRESFOR must review Naval Reserve Personnel accession training triennially,” investigate if COMNAVRESFOR should be included in the “triennial” statement or if this sentence should be deleted. a. Should COMNAVRESFOR be added to the NTSP as a	SOH NTSP TAT	3/07	<b>CDR Horn</b> (NAVOSHETC) discussing with Ruth Miller at COMNAVRESFOR. Ruth Miller recommended remove paragraph because wording incorrect. Complete Will not add as TA



ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
Training Agent (TA)?			Complete
12. Research if SOH NTSP should cover only the safety element of HMC&M or all of HMC&M training.	NETC	3/07	<i>DJ Leavens</i> investigating. Will just deal with safety related HMC&M courses vice inventory HM courses like CHRIMP/HICS. Complete
13. Add a standard statement to the NTSP on technical authority to review courses.	SOH NTSP TAT	12/06	Complete
14. Update SOH NTSP requirements for confined space training. a. Work out why failure rate and exclude from training those who don't qualify with prerequisite knowledge.	NAVOSHETC	3/07	<i>CDR Horn</i> has met with maritime and non-maritime entities regarding this subject. He has another meeting scheduled on 13 December to be sure all who need the course are considered. The SOH NTSP TAT can update the NTSP once the meeting occurs. After investigation found some people taking course who did not need it. Decision to have Echelon 2's control who goes to course. Echelon 2 reps will advise NAVOSHETC who is designated to take course. Complete.
15. Evaluate content and medium offered of all video training currently in the SOH NTSP. a. Add NKO courses and delete video wording and list DAVIS website.	MPT&E	6/07	<i>DJ Leavens</i> will discuss with NETPDTC. They are looking to add more video courses.
	SOH NTSP TAT	11/10/06	Complete
16. <u>NTSP for Safety Assumptions (Commander, Naval Safety Center):</u> <ul style="list-style-type: none"> <li>Include occupational safety, occupational health, hazardous material, CBRN safety, traffic safety, recreation and off-duty safety (RODS), laser safety, and ORM.</li> <li>Include aviation safety courses managed by NAVOSHETC and reference aviation courses managed by other Training Centers.</li> <li>Exclude fire safety, explosive safety, and nuclear safety from the NTSP.</li> <li>Include web-based safety courses (e.g., ESAMS).</li> <li>Include joint training (e.g., ergonomics web course being developed).</li> <li>Review all NAVOSHETC safety courses to ensure that all required courses are included in the NTSP.</li> <li>Later, look at embedding safety into other NTSPs.</li> </ul>	SOH NTSP TAT            Delete last bullet	11/9/06          10/07 – 12/07  12/06 11/9/06	First three bullets complete with exception of CBRN. SOH NTSP TAT will add other courses when they are completed. Complete  Complete  Complete  Online by Oct 07 fully available by 12/07  Complete Complete

ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
17. Include Laser Safety Training in NTSP	SOH NTSP TAT/ NAVSEA	11/09/06	Complete
18. Delete NAVOSHETC ALSO course	SOH NTSP TAT	3/07	<b>CDR Horn</b> to find out how BUMED tracking their course and talk to Sheldon Zimmerman as to how he wants to handle the training with cc: Dave Faran. <b>Complete</b> – NAVOSHETC course cancelled. BUMED maintains list of ALSO grads.
19. Add two more sentences to the NTSP in the section that defines the safety mission of the Navy.	NAVOSHETC/USMC	11/06	Complete
20. <u>Manning Concepts - Instructors</u> - change words to place importance on having instructors without including numbers and restate what “instructors” means.	SOH NTSP TAT	3/07	<b>CDR Horn</b> will reword. Complete
21. Delete all the courses that have safety embedded in them but are not safety courses.	SOH NTSP TAT	11/10/06	Complete
22. Delete: <b><u>Navy Safety and Occupational Health Training Review</u></b> . The Navy is committed to increase the accuracy and adequacy of SOH training through a formal review and upgrade process. This review process includes formal training (e.g., scheduled, classroom training, NKO and non-resident training courses), <i>ad hoc</i> training (training that is not an approved, scheduled course; this training is normally established to meet a short-term emergent need), ESAMS and on board training. The NAVOSHENVTRACEN will review selected training as requested by NETC and provide reports to the SOH and HMC&M NTSP TAT	SOH NTSP TAT	11/9/06	Complete
23. Delete from Afloat SOH Program Training – “Due to ship operating schedules, shipboard training and schoolhouse pipeline training, officer billet specialty training and enlisted 'A' and 'C' schools support ship operations better than Fleet Training Center 'F' courses.	SOH NTSP TAT	11/10/06	Complete
24. <u>Heat Stress Afloat Course</u> (B-322-2320) - deactivated by BUMED as of 1 Oct 2006.	BUMED	3/07	<b>Gayle Goff</b> to follow up. Course deactivated and on NKO Complete (see Action Item #90)
25. In Follow-on Training Section under <b><u>Training Needs Assessment</u></b> , change wording to “The NAVOSHENVTRACEN provides a schedule in the first quarter of the calendar year for the upcoming fiscal year based on throughput as specified in this	SOH NTSP TAT	11/9/06	Complete

ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
NTSP and historical information.”			
26. Evaluate Ground Safety Course wording before it is added to the SOH NTSP.	NAVOSHETC	11/06	<i>CDR Horn</i> will send content of ground safety course to Luis Ramirez (CMC) to evaluate. Complete
27. Reword NTSP section regarding SOH professional to reflect required CIN courses and take out all hands training.	SOH NTSP TAT	11/06	Complete
28. Revise NTSP Process Flow Diagram so that reflects official approval coming from OSC/OSSC. Eliminate names from the draft Process Flow Diagram and add life cycle management.	SOH NTSP TAT/ COMPACFLT	11/17/06	Complete
29. Add an ESB Funding Process Flow Diagram to the SOH NTSP.	SOH NTSP TAT/ COMPACFLT	11/17/06	Complete
30. Add a course life cycle management flow diagram to the SOH NTSP showing that this is a continuous process.	SOH NTSP TAT/ NPDC	11/06	Complete
31. Define document to exclude certain things like weapons.	SOH NTSP TAT	11/06	Complete
32. State that the SOH NTSP is a living document that will be reassessed every six months and refined to meet changing training needs.	SOH NTSP TAT	11/06	Complete
33. <u>Program Element</u> . Change CNO (N45) to CNO (N09F)	SOH NTSP TAT	11/9/06	Complete
34. <b>Part I.D. SYSTEM DESCRIPTION</b> – Add the following to SOH NTSP <b>Purpose</b> . The purpose of this document is to identify required training for military and civilian Safety and Occupational Health (SOH) professionals of the Department of the Navy. It also identifies the organizations and training resources required to preserve safe and healthful workplaces.	SOH NTSP TAT	11/9/06	Complete
35. Add MSC to list of members of SOH NTSP TAT	SOH NTSP TAT	11/9/06	Complete
36. Delete from Part I.G. Description of Program – “5. <b>New Features, Configurations, or Material</b> . This NTSP formally documents the manpower and training requirements applicable to the SOH Program. It also identifies the organizations and resources required to maintain the associated training support system.  This NTSP also implements the Training and Education Strategy of the Navy SOH Strategic Plan. This strategy mandates quality safety and occupational health training that meets the needs of Department of Navy personnel, civilian and military, and infuses safety and occupational health within the chain of command as a routine behavior. The strategy supports the Naval Safety and Occupational Health, and Environmental Training Center	SOH NTSP TAT	11/10/06	Complete

ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
(NAVOSHENVTRACEN) as a center of excellence for SOH and HMC&M training and education.”			
37. Delete from <b>Administrative Maintenance Concept - Administrative/Technical Maintenance.</b> – “The NAVOSHENVTRACEN shall provide copies of audit results to the SOH & HMC&M NTSP Task Action Team (TAT) for information. BUMED shall review and audit courses taught at the Navy Environmental Health Center (NEHC) and Navy Environmental and Preventive Medicine Units (NAVENPVNTMEDUs), keeping the NAVOSHENVTRACEN and the SOH & HMC&M NTSP TAT apprised of the status of reviews and audits and of any action being taken.”	SOH NTSP TAT	11/10/06	Complete
38. Determine if the following is current with ships manning document: “Ship Safety Department. Primary duty billet safety officers are detailed to CV and CVN ship types. This officer also serves as the aviation safety officer. In addition, primary duty assistant safety officer billets filled by Medical Service Corps IHOs (2300, NOBC/SSC 0862/1861) are detailed to CVs/CVNs. Safety department assistants shall be assigned according to the current ship’s manning document. These assignments shall consist of, at a minimum, a safety department supervisor; a BM; an AB; an ET, AT, or EM; an MM or other engineering rate; an AO; and an YN. “	CNAF	3/07	<i>Mark Swearngin</i> will investigate. Complete
39. Update section on “Occupational Health Staffing” Combine paragraphs (2) and (3) to read “ <b>Industrial Hygiene (IH) and Occupational Health (OH) Staffing.</b> IH and OH staffing is based on the number and types of employees supported by the cognizant medical command and the degree of hazards associated with their jobs. OPNAVINST 5100.23 series, Chapter 3 provides guidance on staffing requirements for IH and OH specialties.”	BUMED	3/07	<i>Gayle Goff</i> to check text. NTSP document will be revised to combine the paragraphs as suggested. Complete
40. Ask Afloat Safety Officers TAT to look into this <b>Afloat Safety Officer Course (A-4J-0020).</b>	STWG	11/06	Completed and transferred to STWG which has tasked HPC to review all safety officer courses. Complete
41. Research whether F training courses still exist.	NPDC	11/06	Complete
42. Review course : “ <b>Additional Program Management Support.</b> The following training, listed in the Catalog for Navy Training	BUMED	3/07	<i>Gayle Goff</i> will review. Course will be retained and taught as currently tasked by 23G by

ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
(CANTRAC), provides SOH (Afloat) Program management support: Industrial Hygiene Techniques/ Exposure Monitor Training (B-322-2306), (NAVENVHLTHCEN, EPMU-6)."			BUMED Complete
43. Delete - <b><u>Engineering Steam Generating Plant Inspector Certification (K-651-2151)</u></b> .	SOH NTSP TAT	11/06	Complete
44. Move <b><u>Asbestos Supervisor/Initial Course (A-493-0069)</u></b>	SOH NTSP TAT	11/06	Complete
45. Determine if these courses are valid <b><u>Supply Personnel Specialty Training</u></b> . <ul style="list-style-type: none"> <li>• Ships Store Afloat Resale Operation Management (ROM II) System Supervisors (A-823-0019) (19 days)</li> <li>• SNAP II Leading Storekeeper Afloat (A-551-0093), (19 days)</li> <li>• SNAP II Supply Financial Management Supervisor Course (A-551-0094) (five days)</li> </ul> Shipboard Uniform Automated Data Processing System Real Time (SUADPS-RT) Operations and Management (A-551-0085) (47 days)	NETC	11/06	<b>CDR Horn</b> to verify with CSS Complete
46. Update wording of radiation safety training in NTSP	NAVSEA	11/9/06	Complete
47. Verify information below is in fact in the safety officer, division safety petty officer training and maintenance courses and if OPNAVINST 5100.19 Series needs to be referenced: " <b><u>Lead Control</u></b> . No formal training course exists. Lead control training is provided as a part of safety officer and division safety petty officer training and maintenance courses. The lead control aspects of paint removal and painting are conducted as on board training (see section I.K.1)."	SOH NTSP TAT	3/07	Information is taught in all safety officer courses.  Complete
48. Delete from <b><u>NAVOSHENVTRACEN Shore Safety and Occupational Health Courses</u></b> -The NAVOSHENVTRACEN staff, contractors (using either their lesson guides or lesson guides developed by the Navy), or other Federal agencies may teach core curriculum courses. The NAVOSHENVTRACEN shall conduct triennial technical audits of their courses to identify courses requiring modification. The NAVOSHENVTRACEN should maintain a status of technical audits and shall report actions to the SOH and HMC&M NTSP TAT at each meeting.	SOH NTSP TAT	11/10/06	Complete
49. Add TUMS to tag out training section: " <b><u>Tag-out</u></b> . No unique formal training that directly supports afloat tag-out exists. Tag-out training is provided as a part of safety officer and division	SOH NTSP TAT	12/06	Complete

ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
safety petty officer training and other maintenance courses. Each ship is required to have a tag-out officer who is responsible to provide training in accordance with the tag-out user's manual.			
50. Add "NAVOSHENVTRACEN will bring this course in-house in 2007." to <b><u>Aviation Safety Specialist (A-493-0065)</u></b> . NAVOSHENVTRACEN will bring this course in-house in 2007.	SOH NTSP TAT	11/06	Complete
51. Add Mishap Investigation Course to <b><u>SOH Inspector Qualification and Training</u></b> .	SOH NTSP TAT	11/9/06	Complete
52. Delete throughput table and use needs assessment - <b><u>Respiratory Protection Program Management (A-493-0072)</u></b> .	SOH NTSP TAT	11/9/06	Complete
53. Review course content to verify applicability to OPNAVINST 5102.1D. Change SSIR to SITREP. Remove reference to WESS. " <b><u>Mishap Investigation (Ashore) (A-493-0078)</u></b> . This five-day course provides full-time shore OSH personnel/safety officers and designated activity collateral-duty OSH managers/safety officers with the training needed to conduct and participate in the investigation of mishaps and recording and reporting procedures for shore on-duty and off-duty personnel. The course content includes: change analysis, administrative considerations, energy-barrier target analyses, definitions, types of mishap investigations, Shore Safety Investigation Report (SSIR) WESS requirements, and activity mishap training."	SOH NTSP TAT	12/06	Complete
54. Add Traffic Safety training to SOH NTSP. Make clear train the trainer <u>Traffic Safety</u> a. <u>Motorcycle Training</u> b. <u>Emergency Vehicle Operator Course (EVOC)</u> c. <u>American Automobile Association (AAA) Driver Improvement Program (DIP) Courses</u> Operational Risk Management (ORM) Add A-570-0100 ORM Application and Integration Course. NETC is contract holder	SOH NTSP TAT          SOH NTSP TAT	12/06	Complete
55. Review NAVEDTRA manuals Off Duty Accident Prevention 10102 and Investigations 10726-A1	SOH NTSP TAT	11/06	The manuals are no longer applicable. Deleted from NTSP. Complete

ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
56. Delete STEP from NTSP	SOH NTSP TAT	11/9/06	Complete
57. Delete "As described in paragraph I.H.4.a.(1)(c), COMSUBGRU Two (SOBT) produced a submarine oriented SOH awareness videotape, entitled <i>Forces Afloat Introduction to the SOH Program</i> and distributed it to all submarines" from Submarine Onboard Training section of NTSP	SOH NTSP TAT	11/9/06	Complete
58. Update <b><u>Related NTSPs and Other Applicable Documents</u></b>	SOH NTSP TAT	3/07	<b>CDR Horn</b> to add Traffic, ORM, and USMC 5100.8 No other NTSPs apply. <b>CDR Horn</b> looked at traffic, ORM, and USMC instructions and they were added to NTSP. Complete
59. Spell out each acronym the first time it appears in the document	SOH NTSP TAT	8/07	<b>Roberta Bucher</b> Complete
60. Delete Heat Stress Afloat Course (B-322-2320) from NTSP	SOH NTSP TAT	8/07	Complete
61. Add a Mishap Investigation course for <b><u>SOH Inspector Qualification and Training</u></b> . a. Add requirement to OPNAVINST 5100.23 Series b. Draft point paper for OSC/OSSC approval	SOH NTSP WG  CNO N09FB SOH NTSP WG	11/9/06  TBD 5/07  3/08	Complete  Upon OSC/OSSC approval (NTSP WG will draft a point paper). <b>CDR Horn</b> will address with STWG to see if they can bring this to echelon 2s to request requirement through OPNAV to change OPNAVINST 5100.23G requirements to include this course. (see Action Item #86) CDR Horn reported AI passed to DJ as open issue for Safety Training Working Group (closed issue for SOH NTSP WG) Complete.
61. Locate the proper resource sponsor for the SOH NTSP.	SOH NTSP WG	3/08	Code F1 at DNS provides funding to NSC who is considered the Resource Sponsor. COMNAVSAFECEN will provide actual oversight. Complete.
62. Investigate if any USMC NTSPs exist to see what connections exist to the SOH NTSP and how funded.	CNO N09FB	8/07	The Marine Corps does not have an SOH NTSP. Complete
63. Evaluate content and medium offered of all video training currently in the SOH NTSP. Add NKO courses and delete video wording and list DAVIS website.	MPT&E  SOH NTSP WG	6/07  3/08	<b>DJ Leavens</b> will discuss with NETPDTC. They are looking to add more video courses. Complete – DJ Leavens Chair STWG reviewing NKO courses.
64. As a result of the VCNO direction at the 2 May 06 Navy ESB, the OPNAV 09FB staff will provide guidance to the NTSP WG on training needed to more effectively analyze root cause of safety problems and develop cost effective prevention and	OPNAV 09FB staff	TBD	No info available as of 3/07. Until NESB provides info, this is on hold. No information has been provided. Complete

ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
intervention strategies.			
65. Decide if appropriate to retain asbestos courses <b>in Hawaii</b> proposed for deletion from the SOH NTSP.	BUMED	3/08	Asbestos courses will no longer be taught by NAVSAFENV-TRACEN in Hawaii. Number of students who sign up compared to Training Center cost to maintain is no longer viable. BUMED and NAVSEA are the two main commands with people who attended and both have been notified. Complete.
66. Draft a document to send up the chain (Safety WG/OSC/OSSC) to the NESB that shows why lack of funding will preclude safety training even if it is needed and that this will be an impediment to meeting the DoD 75% mishap reduction goal.	MPT&E/SOH NTSP WG	2/07	<b>CDR Horn</b> will provide a list <i>to DJ Leavens</i> of courses NAVOSHETC was not able to teach in FY07 and will not be able to teach in FY 08 due to funding shortfalls. The list can be used for drafting the document for the NESB. Finalizing schedule – no funding available to NAVOSHETC List provided. Most courses provided for FY08. Complete
67. Decide if SOH NTSP WG should assess training as stated in the Maintenance Concept or if that portion of the NTSP should be reworded.	SOH NTSP WG/ NAVOSHETC West	7/07	<b>Harve Stewart</b> (NAVOSHETC West) looked at wording of Environmental NTSP - Maintenance Concept will be reworded to reflect that NAVSAFENVTRACEN is no longer a NETC Command but is under Naval Safety Center. Complete.
68. Remove course throughput tables from Part I of NTSP and add them to appropriate NTSP appendices.	SOH NTSP WG/ COMPACFLT	3/07	<b>CDR Horn</b> will create a throughput table of all the NTSP courses and send to CFFC and CPC. Removed from Part I of NTSP. Information removed from Part I has been incorporated into Part II. Complete.
69. Decide if SOH NTSP WG should assess training as stated in the Maintenance Concept or if that portion of the NTSP should be reworded.	SOH NTSP WG/ NAVOSHETC West	7/07	<b>Harve Stewart</b> (NAVOSHETC West) looked at wording of Environmental NTSP - Maintenance Concept will be reworded to reflect that NAVSAFENVTRACEN is no longer a NETC Command but is under Naval Safety Center. Complete.
70. Move <u>CHRIMP Course</u> to Center for Service Support (CSS).	SOH NTSP WG	8/07	<b>CDR Horn</b> worked with Dale Bogardus at CSS to transfer the course. A memo should not be needed. Course transferred to CSS September 2007. Complete.
71. Revise NTSP PRINCIPALS section to reflect proper codes	SOH NTSP WG	7/07 3/08	Still some outstanding.- Ongoing SOH NTSP WG decided to delete the codes in question as incorrect. Complete.
72. Verify the following: " <u>Submarines</u> ... In 1997, Atlantic Fleet	SOH NTSP WG	8/07	<b>CDR Horn</b> will verify current policy with SUBLANT



ACTION ITEM/DECISION	ACTION	DUE DATE	REMARKS
submarine squadrons reorganized due to decreasing numbers of ships in each squadron. This reorganization removed the collateral duty safety officer billet from the squadron staff. The T&E QMB tasked the COMSUBLANT representative with determining how ship safety would be addressed at the squadron level. Submarine Squadrons 16 and 20 named the assistant material officer as the safety officer. For remaining squadrons, the Submarine Support Unit for each port will provide submarine/SOH support.”			CDR Horn will get confirmation from SUBLANT SUBLANT replied - All submarine squadrons have a collateral duty safety officer assigned. They also have seven locations tasked to support the RPM. “THE FOLLOWING COMMANDS ARE DIRECTED TO ASSIGN RPMS: NSSC BANGOR, NSSC PEARL HARBOR, NSSC NORFOLK, NSSC KINGS BAY, NSSC NEW LONDON, SUBRON 11, AND SUBRON 15.” Complete.
73. Verify the following: “ <b>Submarine School</b> . Enlisted and officer submarine personnel require basic SOH knowledge. In addition, officers require SOH implementation and management training. Submarine On Board Training (SOBT) (COMSUBGRU TWO) developed on board training to be used by submarines as a part of School of the Boat training to meet this training requirement.”	SOH NTSP WG	8/07	<b>CDR Horn</b> confirmed with SUBLANT SUBLANT provided wording in October 2007. Complete.
74. Ask Safety Training WG to look at update of document	SOH NTSP WG	5/07	CDR Horn will give STWG a status report at 8-9 March 2007 meeting. Complete
75. Verify if Heat Stress training still viable. Who is doing training currently; who is training audience; what needs to be taught?	SOH NTSP WG	3/07  8/07	<b>Gayle Goff</b> to review all courses that mention EPMU. <b>CDR Horn</b> to verify other courses that might be taught by CNE. <b>Bob Coulton</b> to check with USMC. <b>Mike Valet</b> to ask CNE. <b>CDR Horn</b> to verify with Gayle Goff that course deactivated as she stated for AI #37 and that there are no longer any heat stress courses taught by the Navy other than an NKO course. Complete.
76. <b>Submarine On Board Training</b> . The Submarine SOH Training Working Group addresses on board SOH training requirements for submarines	COMSUBLANT	3/07  8/07	SLC is going to get update Training group no longer exists. <b>CDR Horn</b> talked with SUBLANT. Paragraph revised October 2007. Complete.
77. Recommend to Safety Trng WG that they recommend to Echelon 2 to ask OPNAV to have mishap investigation course as core reqmt in 23G . Look at all requirements in 23G and see if can substitute this in lieu of one of the others or as add on but ensure funding.	SOH NTSP WG	3/07	<b>CDR Horn</b> asked at 8-9 March 2006 meeting of STWG. Echelon II commands need to send info to OPNAV 09F. Complete.
78. Send invitations to SOH NTSP WG when HAZMAT pilot classes take place so members can send representatives to audit	SOH NTSP WG	TBD	<b>CDR Horn</b> will send Pilot is complete. The course is fully implemented.

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proposed course for content.			Complete
79. <b><u>The Safety and Occupational Health Navy Training Systems Plan Task Action Team (SOH NTSP WG).</u></b> 1 (a) "Assess the effectiveness of SOH training."	Delete sentence from SOH NTSP after assessing whether this is required wording in an NTSP as outlined in Directive 1500.76A	8/07	<b>CDR Horn</b> Wording not required. Removed wording from document. Complete.
80. Check if SPA is tied to SWOS enlisted PIN	NAVOSHETC	8/07	<b>CDR Horn</b> checked. There is no connection between SPA course and SWOS Enlisted Pin. In fact there are no safety questions on the Common Core or Ship Specific sections of the ESWOS Pin. Complete.
81. Get word out to fleet that only 50% need SPA training per 5100.19 Series.	COMPACFLT	8/07	<b>Cathi Seto</b> to check with her office. Completed October 2007.
82. Reorder Part VI – Action Items so that completed items are shown separately	SOH NTSP WG	8/07	<b>Roberta Bucher</b> Completed June 2007.
83. Add <b><u>Principles of Scaffolding (A-493-0091)</u></b> to SOH NTSP	NAVOSHETC	8/07	<b>CDR Horn</b> Completed October 2007.
84. Delete <b><u>Management Principles for Safety Professionals (A-4J- 0019)</u></b> from Part I of the SOH NTSP	NAVOSHETC	8/07	<b>CDR Horn</b> found that this course's contract will not be renewed. Added the ASSE Management classes to the PDC and therefore the A-4J-0019 will be deleted as only the Marine Corps has funded the course once or twice a year. Deleted from NTSP. Action Complete.
85. Revise SOH NTSP process flow diagram to reflect changes requested by CNO N09FB and others discussed by the SOH NTSP WG.	SOH NTSP WG	8/07	<b>CDR Horn and Roberta Bucher</b> Completed July 2007.
86. Verify this statement concerning Hearing Conservation Afloat (B-322-2310) "TYCOMS should determine if this course is still needed for the fleet. If the course is still necessary, BUMED should transfer this course and resources to the NAVSAFENVTRACEN."	SOH NTSP WG	3/08	<b>CDR Horn</b> Hearing Course is now on NKO. Complete.
87. Get update on <i>Gas Free Engineer and Gas Free Engineering Petty Officer for Surface (Afloat) Operations Course (K-495-0051A)</i>	SOH NTSP WG	3/08	<b>CDR Horn</b> GFE and GFEPO courses are still being taught as before. Courses were updated to reflect most recent changes. Complete.
88. Find out if <i>Basic Engineering Core Course (BECC)(A-651-0125)</i> includes tag out	SOH NTSP WG	3/08	<b>CDR Horn</b> Two-day tagout course taught by CNE is part of the curriculum. Complete.

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89. Modify Part I.C., NTSP PRINCIPALS to reflect proper entities.	SOH NTSP WG	3/08	Complete.
90. Modify Part I.D.2, Operational Uses to read: "The goal of this program is to reduce occupational injuries, illnesses, and deaths; reduce material loss or damage; and maintain safe and healthful working conditions for Naval personnel."	SOH NTSP WG	3/08	Complete.
91. Delete "MCS" from Manning Concepts, Surface Ships.	SOH NTSP WG	3/08	Complete.
92. Amend Manning concepts (3) under Surface Ships to read "Hazardous Material Control & Management (HMC&M). Should be rotated as follows:" Delete the sentence, in (3)(b) " A 2006 TYCOM review determined that personnel assigned to ships in an HMC&M technician billet should be rotated as shown in Appendix XX."	SOH NTSP WG	3/08	Complete.
93. Change Aviation Units section to read: "Each functional wing/squadron has a billet for a primary duty safety officer (prerequisite: graduate of the <i>Aviation Safety Officer</i> course). The wing/squadron will assign a graduate of the <i>Aviation Safety Specialist</i> course as an assistant to the aviation safety officer."	SOH NTSP WG	3/08	Complete.
94. Delete from Manning Concepts Submarines Section: "Submarine Squadrons 16 and 20 named the assistant material officer as the safety officer. For remaining squadrons, the Submarine Support Unit for each port will provide submarine/SOH support."	SOH NTSP WG	3/08	Complete.
95. Change responsibility for reviewing afloat SOH training triennially from CNO to NETC (N7) in the Training Concept Initial Training section.	SOH NTSP WG	3/08	Complete.
96. Delete COMSUBGRUTWO from the Training Concept Initial Training section.	SOH NTSP WG	3/08	Complete.
97. Delete from A-493-2099 course description: "The NAVSAFENVTRACEN has successfully increased the number of students trained on safety topics through use of the NETC Electronic Schoolhouse Network (CESN) to deliver video tele-training. Using the non-resident Safety Supervisor Course to reduce the course to two days along with maximum use of video tele-training for this high volume course was crucial to increasing throughputs, controlling costs, and reducing disruption to shipboard routine."	SOH NTSP WG	3/08	Complete.
98. Delete from Additional Program Management Support in Follow On Training section: "BUMED has determined that this course is still needed for the fleet. BUMED should develop this	SOH NTSP WG	3/08	Complete.

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into a Mobile Training Team (MTT) course that can be scheduled in conjunction with other afloat courses to increase locations taught and maximize training resources.”			
99. Change location of supplemental shipboard asbestos training to Navy and Marine Corps Public Health Center vice NAVENPVNTMEDUs.	SOH NTSP WG	3/08	Complete.
100.List Hearing Conservation courses as NKO courses.	SOH NTSP WG	3/08	Complete.
101.Change 2 <sup>nd</sup> paragraph of Surface Ship Onboard Training in Part I.K to read: “The Naval Safety Center and the Afloat Training Groups conduct SOH training aboard ship primarily in the areas of hazard awareness and SOH program compliance. Naval Safety Center and Afloat Training Groups visit ships and are able to tailor visits to meet commanding officer training requirements. In addition to providing on site visits, the Naval Safety Center publishes bulletins and magazines for all hands distribution to raise hazard awareness.”	SOH NTSP WG	3/08	Complete.
102.Remove Aviation Safety Programs, 43218-A from the list of PQS reviewed by the NAVSAFECEN.	SOH NTSP WG	3/08	Complete.
103. Edit Process Flow Diagram to reflect NAVSAFECEN as the main driver. Change “SOH NTSP TAT to “SOH NTSP WG.”	SOH NTSP WG	3/08	<b>Roberta Bucher</b> Complete.
104. Add Army and Air Force to list of Professional Development Conference attendees.	SOH NTSP WG	3/08	Complete.
105. Place traffic safety courses under NAVSAFECEN in SOH NTSP document.	SOH NTSP WG	3/08	Complete.
106.Change “ CFFC” to “USFF.”	SOH NTSP WG	3/08	Complete.
107.Delete all sections of the SOH NTSP that read “N/A.”	SOH NTSP WG	3/08	Complete.
108.Alter format of NTSP to make it more user friendly and reorder subject matter as necessary for coherence.	SOH NTSP WG	3/09	Part I of the SOH NTSP has been edited extensively. Complete.
109.Evaluate content and medium offered of all video training currently in the SOH NTSP.	MPT&E	6/07	Complete.
Add NKO courses and delete video wording and list DAVIS website.	SOH NTSP WG	3/08	Complete.
110.Revise throughput tables for courses listed in SOH NTSP	Type Commanders	8/07 3/09	<b>CDR Horn</b> will send to TYCOMS for updates to Part II Complete.
111.List all sources of training at end of document from sources listed for each course in the body.	SOH NTSP WG	3/07 8/07 3/09	Pending completion <b>CDR Horn</b> will complete. <b>CDR Horn</b> and <b>Roberta Bucher</b> will update the draft list of courses in renumbered Part I. L. of the SOH NTSP for

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			completeness and to assess if listed under correct sources. The courses will be broken out under CIN and non-CIN courses as well as prerequisites for taking the courses and if they are entered into the electronic training jacket. Complete.
112. Update references to <u>SOH/SOH-related Manuals</u>	SOH NTSP WG	TBD 3/09 TBD	<b>CDR Horn</b> to investigate 10092 <b>DJ Leavens</b> to investigate 10076A – on hold see AI #22 <b>CDR Horn</b> will determine who owns these documents and if they are valid for inclusion in the SOH NTSP. <b>CDR Horn</b> and <b>Roberta Bucher</b> will update the SOH NTSP immediately prior to its release to reflect most current documents. Complete.
113. Review all SOH NTSP WG requirements in Part I of the SOH NTSP to see if realistic.	SOH NTSP WG	8/07 3/08 3/09	SOH NTSP WG agreed on wording of section I.F.2.b. – SOH NTSP WG responsibilities. <b>CDR Horn</b> and <b>Roberta Bucher</b> to search rest of document for mention of WG responsibilities and verify validity. Complete.
114. Renumber SOH NTSP Part I outline to reflect correct changes.	SOH NTSP WG	3/09	Complete.
115. Change command names in Part I.H. to correspond to assignments in Parts I.A. through I.C.	SOH NTSP WG	3/09	<b>CDR Horn</b> Complete.
116. Remove the OSC/OSSC from the Funding Process Diagram and revise diagram to show current funding process.	SOH NTSP WG	3/09	<b>CDR Horn</b> Funding process diagram removed from NTSP.
117. Sub-divide course list at end of the SOH NTSP to include non-CIN courses.	SOH NTSP WG	3/09	<b>CDR Horn</b> Complete.
118. Include standard wording when no formal training is available for various subjects.	SOH NTSP WG	3/09	<b>CDR Horn</b> Complete.
119. Add a placeholder for a class on "Introduction to Navy Safety" at all Navy entry points - ROTC, USNA, OTC (officer training commands), and Recruit Training to define the Navy "safety culture" and provide the same baseline safety indoctrination. [Defer adding the class permanently until study is made of how Army and Air Force handle this and a copy of the ESAMS course is obtained and studied.]	SOH NTSP WG  CNRSW/CNIC	5/07  3/08 3/09 4/09	<b>Ken Joseph</b> to research <b>CDR Horn</b> to contact Ken Joseph regarding any progress made. <b>Completed.</b> Since content of ESAMS course material is not controlled by the Navy Education Training Command there is no further information needed unless NETC decides to bring training in house. Training is simply general training much like command specific training.

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120. Verify if there are other groups to add to the statement “ <b><u>Afloat Staffs</u></b> IHOs are also assigned to the Readiness Support Groups for SOH and HMC&M support to assigned ships.”	SOH NTSP WG	3/09 3/09 4/09	<b>CDR Horn</b> will ask CDR Nelson (COMPACFLT) and CDR Solberg (USFF) to verify correct wording of this section. <b>Mark Murray</b> will meet with CDR Solberg on 5 March 2008 to discuss subject. <b>Completed:</b> Feed back incorporated into NTSP
121. Review <b><u>Emergency Asbestos Response Team (A-760-2166)</u></b>	MSC	8//07 3/09 4/09	<b>Shawn Smith</b> Will report at 8/07 meeting. NAVOSHETC will work with MSC to transfer course in future to MSC. <b>CDR Horn</b> will check with MSC to see if they want to proceed to teach this course using NAVSAFENVTRACEN curriculum. <b>Completed:</b> MSC teaches their own course.
122. Add TUMS to tag out training section: “ <b><u>Tag-out</u></b> . No unique formal training that directly supports afloat tag-out exists. Tag-out training is provided as a part of safety officer and division safety petty officer training and other maintenance courses. Each ship is required to have a tag-out officer who is responsible to provide training in accordance with the tag-out user’s manual.	SOH NTSP WG	TBD 4/09	Action Item to be held open until a final decision is made on lockout/tagout. <b>Completed:</b> Item closed. If the Navy ever decides to go to a lockout/tagout program this item can be revisited.
123. Provide OPNAVINST: “ <b><u>Hazardous Material Control and Management Technicians (SNEC 9595)</u></b> . Aircraft carriers use the HMC&M Technician (SNEC 9595) for operation of the HAZMINCENs and general program management and training. See SECTION xxxxx for detailed information on this training. In addition, Navy and Marine Corps aviation squadrons are required to designate an HM supervisor who must complete this course per OPNAVINST 4790.2J, The Naval Aviation Maintenance Program, Volume 5. Type Commanders”	SOH NTSP WG	3/07 8/07 3/09 4/09	<b>CDR Horn</b> will provide COMNAVAIRFOR instruction <b>CDR Horn</b> will follow up with TYCOMS  <b>CDR Horn</b> will inform AIRPAC and AIRLANT that they need to demonstrate a need for the SNEC 9595 training per the manpower document or their personnel cannot be trained by NAVSAFENVTRACEN. <b>CDR Horn</b> to inform them they also need TYCOMS to update OPNAVINST 4790.2J, The Naval Aviation Maintenance Program, Volume 5 of 1 February 2005 to reflect a need for a shore HMC&M course vice SNEC 9595 afloat course they are now using. <b>Completed:</b> OPNAVINST 4790.2J revised. Issue coordinated between NAVSAFENVTRACEN, NAVAIR, and AIRFOR.
124. NAVSEASYSCOM should provide the status of rescue training development for confined space entry.	NAVSEA	8/07 3/09 4/09	<b>CDR Horn</b> to ask <b>Hank Kuzma</b> to provide status. <b>LCDR Gelker</b> will determine what training is provided and where/how delivered. <b>Completed:</b> Provided as part of GFE Training
125. Determine if ORM course title will change and edit SOH NTSP accordingly.	SOH NTSP WG	3/09 4/09	<b>CDR Horn</b> <b>Completed:</b> ORM course title to remain the same
126. Add language to the SOH NTSP explaining Course Identification Numbers (CINs) and how they formalize and add weight to courses.	SOH NTSP WG	3/09 4/09	<b>CDR Horn</b> <b>Completed.</b>

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127. Determine which ORM course with a CIN is not being entered into electronic training jacket.	SOH NTSP WG	3/09 4/09	<i>Theresia Reistad</i> <b>Completed:</b> Until ORM course is officially transferred to NETC and incorporated into a training center this cannot be done. Only a training center can muster and graduate students. Until course is no longer under Safety Center control this cannot be accomplished.
128. Modify discussion of NKO courses to fit current status.	SOH NTSP WG	3/09 4/09	<i>CDR Horn</i> will add wording and will email SOH NTSP WG members of status of NKO courses following 6-7 March 2008 STWG meeting. <b>Completed.</b> NKO safety courses were a package purchase from a commercial source when initially setup..
129. Determine the sponsor for NKO safety courses.	SOH NTSP WG	3/09 4/09	<i>Theresia Reistad</i> <b>Completed.</b> There is no one person sponsor. They were a package deal when NKO was set up.
130. Add language to SOH NTSP stating SOH NTSP WG members will find subject matter experts or appropriate working groups to review courses and recommend retention, replacement, or cancellation.	SOH NTSP WG	3/09 4/09	<i>CDR Horn</i> <b>Completed.</b> Formal review not needed as they are commercial courses and cannot be modified by Navy.
131. Explain terms used in SOH NTSP.	SOH NTSP WG	3/09 4/09	<i>CDR Horn</i> will include in an "Executive Summary" that will accompany the SOH NTSP when it is distributed for echelon 2 review. <b>Completed.</b>
132. Revise description of A-8B-0008, Afloat Hazardous Material Coordinator Course to reflect Supply Corps School or Center for Service Support, whichever is correct.	SOH NTSP WG	3/09 4/09	<i>CDR Horn</i> <b>Completed.</b>
133. Edit SOH NTSP paragraph on Training Needs Assessment once new process is completed by NAVSAFENVTRACEN.	SOH NTSP WG	3/09 4/09	<i>CDR Horn</i> <b>Completed:</b> New process in place
134. Verify course requirements and descriptions listed in the SOH NTSP that refer to OPNAVINST 5100.23 Series requirements.	SOH NTSP WG	3/09 4/09	<i>CDR Horn</i> <b>Completed.</b>
135. Confirm that all safety course offerings at various Marine Corps locations contain the same course material.	SOH NTSP WG	3/09 4/09	<i>Rich Coyle</i> <b>Completed:</b> Camp Pendleton is model manager for the course.

**PART VII - POINTS OF CONTACT**

<b><u>NAME</u></b>	<b><u>ORGANIZATION/ CODE</u></b>	<b><u>FUNCTION</u></b>
RADM A. Johnson	OPNAV (N09F)	Special Assistant for Safety
COL M. Vanous	NAVSAFECEN	Deputy Director NAVSAFECEN and Chair, SOH NTSP Working Group
Ms. Joy Erdman	OPNAV (N09FB)	Safety Policy and OPNAV Coordinator for SOH NTSP
CDR Maria Majar	NAVSAFENVTRACEN	CO NAVSAFENVTRACEN



**SOH NTSP WORKING GROUP**

<b>COMMAND</b>	<b>NAME</b>
<b>NAVSAFECEN</b>	<b>COL M. Vanous (Chair)</b>
BUMED	Ms. Gayle Goff
BUMED	Mr. W. Ray Holland
CNIC HQ (N3)	Mr. Rick Maiello
CNIC HQ (N3)	Mr. Hank Spolnicki
COMNAVAIRLANT	CDR Scott McClellan
COMNAVAIRPAC	LCDR Mark Swearngin
COMNAVAIRSYSCOM	Ms. Elisabeth Holland
COMNAVFACENGCOM	Mr. Anthony Militello
COMNAVRESFOR	Mr. Thaddeus Timberlake
COMPACFLT	CDR Bill Haissig
COMPACFLT	Mr. John Yasui
COMSUBLANT	LT Amy Moscatelli
COMSUBPAC	LCDR Bryon Craig
COMSURFLANT	CDR David Ellenbecker
COMSURFPAC	LCDR Eric Carlson
MSC	Ms. Joan Divens
MSC/MSFSC	Mr. Andrew Kallgren
MSC	Mr. Kevin Kohlmann
NAVSAFECEN (Code 45)	Mr. Chuck Almond
NAVSAFECEN (Code 30)	CDR David Horn
NAVSAFENVTRACEN	Mr. Jim Denyes
NAVSAFENVTRACEN	CDR Maria Majar
NAVSAFENVTRACEN	Mr. Al Melcher
NAVSAFENVTRACEN	Mr. Harve Stewart
NAVSAFENVTRACEN	Mr. Mike Valet
NAVSEA	LCDR Jennifer Gelker
NAVSEA	Mr. Brian McCaffrey
NAVSEA	Mr. Don Noyes
NETC	Mr. DJ Leavens
NETC (N7)	Ms. Theresia Reistad
NSTC	Mr. Dale Ault
USFF	CDR Alex Alvarado
USFF	Mr. Gino Myers
CMC (SD)	Mr. Richard Coyle
CMC (SD)	Mr. Eugene Godwin
BMT Designers & Planners	Ms. Roberta Bucher (Contractor Support)