

# CNIC Safety – Responses to Frequently Asked Questions

## TABLE OF CONTENTS (CLICK ON TOPIC OR QUESTION TO HYPERLINK)

<b>1. CONTRACTOR SAFETY .....</b>	<b>3</b>
1. WHO WILL INFORM NAVFAC THAT THEY ARE USING THE WRONG REGULATIONS (EM-385)? – 3 JAN 2013 .....	3
2. WHO IS RESPONSIBLE FOR CONTRACTOR TRAFFIC SAFETY TRAINING? – 3 JAN 2013 .....	3
3. SHOULD CNIC PUT CONTRACTORS INTO ESAMS AND ASSIGN DUTY/TASKS? – 3 JAN 2013 .....	3
<b>2. JOINT BASES.....</b>	<b>5</b>
1. WHAT AUTHORITY DOES THE CNIC REGION/INSTALLATIONS HAVE OVER A TENANT'S SAFETY PROGRAMS ON CNIC-LED JOINT BASES AND WHICH DOD SERVICE POLICIES SHOULD BE FOLLOWED ON JOINT BASES? – 3 JAN 2013 .....	5
<b>3. NEEDS ASSESSMENTS.....</b>	<b>6</b>
1. DOES THE COMMANDING OFFICER (CO) OF A CNIC HOST INSTALLATION HAVE THE AUTHORITY TO APPROVE OR DISAPPROVE BOS SERVICES NEEDED OR NOT NEEDED FOR TENANTS? – 3 JAN 2013 .....	6
2. WHAT IS THE REQUIREMENT AND SAFETY OFFICE RESPONSIBILITIES REGARDING NOTIFYING TENANTS OF AVAILABLE BOS SAFETY SERVICES? – 3 JAN 2013.....	6
3. HAS AN EXAMPLE BOS SAFETY NEEDS ASSESSMENT VALIDATION LETTER DEVELOPED BY CNIC? – 3 JAN 2013 .....	7
4. SHOULD THE BOS SAFETY NEEDS ASSESSMENT VALIDATION LETTER BE SIGNED BY CO'S? – 3 JAN 2013 .....	7
5. SHOULD THE BOS SAFETY NEEDS ASSESSMENT VALIDATION LETTER BE FORWARDED TO CNIC N35, ATTACHED TO ESAMS, OR BE FILED AT THE LOCAL REGION LEVEL ONLY? – 3 JAN 2013 .....	7
<b>4. RISK MITIGATION STRATEGIES .....</b>	<b>8</b>
1. WHAT SHOULD CNIC BOS SAFETY SUPPLIERS DO WHEN RECEIVER SERVICE REQUESTS EXCEED SUPPLIER'S CAPACITY (AVAILABLE FTEs) RESULTING FROM BUDGET REDUCTIONS, SURGE IN DEMAND, ETC? – 3 JAN 2013 .....	8
<b>5. SCOPE OF BOS SAFETY SERVICES.....</b>	<b>9</b>
1. WHOSE RESPONSIBILITY IS IT TO DO FACILITY INSPECTIONS ON THE INSTALLATION? – 3 JAN 2013 .....	9
2. WHAT INSPECTIONS IS NAVFAC RESPONSIBLE FOR CONDUCTING? – 3 JAN 2013 .....	10
3. WHO IS RESPONSIBLE FOR WHAT, WHEN IT COMES TO BASE OPERATING SUPPORT (BOS) SAFETY SERVICES ON ENDURING AND EXPEDITIONARY BASES? – 3 JAN 2013.....	11
4. CAN THE INSTALLATION CO ASK A TENANT HOW THEY ARE MEETING SAFETY PROGRAM REQUIREMENTS? – 3 JAN 2013 .....	11
5. HOW DO WE DIFFERENTIATE BETWEEN THOSE WORK AREAS THAT WE CAN AND CANNOT ENTER TO CONDUCT WORK PROCESS INSPECTIONS? – 3 JAN 2013.....	11
6. CAN CNIC REQUIRE TENANTS TO USE ESAMS? – 3 JAN 2013 .....	12
7. HOW ARE BOS SAFETY SERVICES PROVIDED TO TENANTS OPERATING IN FACILITIES OWNED/LEASED BY CNIC (CNIC TENANTS) IN LOCATIONS REMOTE FROM THE HOST INSTALLATION? – 3 JAN 2013.....	12
8. WHO IS RESPONSIBLE FOR EVALUATING AND MITIGATING MOLD AND OTHER INDOOR AIR QUALITY (IAQ) ISSUES? – 24 APR 2013	13
<b>6. TENANT LISTS/UNIT IDENTIFICATION CODES (UICS).....</b>	<b>14</b>
1. HOW DO I KNOW WHICH UNIT IDENTIFICATION CODE (UIC) TO USE WHEN DOCUMENTING NEEDS ASSESSMENT AND BOS SAFETY SERVICES PROVIDED TO A RECEIVER? – 3 JAN 2013 .....	14
<b>7. BOS SAFETY TRAINING .....</b>	<b>15</b>
1. WHO WILL EXPLAIN BOS SERVICES AND MISSION OPERATION TO INSTALLATION COMMANDING OFFICERS? – 3 JAN 2013 .....	15
2. WHAT IS THE DIFFERENCE BETWEEN CORE SAFETY AND SAFETY AWARENESS TRAINING? – 8 APR 2013.....	15
<b>8. WORKLOAD DOCUMENTATION/SAFEPOM .....</b>	<b>17</b>
1. HOW DO WE COUNT INSPECTIONS? – 3 JAN 2013 .....	17
2. WHAT IS THE TIME STANDARD FOR THE USE OF ENTERPRISE SAFETY APPLICATION MANAGEMENT SYSTEM (ESAMS)? – 3 JAN 2013	17

3.	IF SAFETY IS CALLED ON TO DO A STAND DOWN FOR THE COMMAND IN THE AUDITORIUM FOR AN HOUR, HOW CAN WE LOG THIS ON TO ESAMS? – 3 JAN 2013 .....	17
4.	IF THEY'RE A TENANT (I.E. NAVAL MUNITIONS COMMAND), AND THEY RECEIVE TRAINING, HOW IS IT LOGGED IN TO ESAMS, IF AT ALL? – 3 JAN 2013 .....	18
5.	IS THERE A WAY IN SAFEPOM TO CAPTURE WORKLOAD OF PERSONNEL THAT MAN THE REGIONAL OPERATION CENTER (ROC) AND INSTALLATION EMERGENCY OPERATION CENTERS (EOC) DURING EVENTS SUCH AS HURRICANES? – 3 JAN 2013 .....	18
<b>9.</b>	<b>MISCELLANEOUS.....</b>	<b>20</b>
1.	WHY ARE REGIONS NOT STANDARDIZED? - 3 JAN 2013.....	20
2.	WILL NEW BOS SAFETY POLICIES RESULT IN A REDUCTION-IN-FORCE (RIF) OF CURRENT SAFETY CIVILIAN STAFFING? .....	20

# 1. Contractor Safety

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## 1. Who will inform NAVFAC that they are using the wrong regulations (EM-385)? – 3 Jan 2013

**Response:** Unlike CNIC Safety, NAVFAC is responsible oversight of contractors who work on military installations to ensure compliance with Construction Safety clauses of DoD contract awards. All DoD contract awards for construction projects use USACE EM-385-1-1, FAR Clauses, and NAVFAC Guide Specifications (NFGS) 01525 standards/requirements in contract documents. EM-385-1-1 is used exclusively in these awards as it incorporates relevant Safety requirements of 29 Code of Federal Regulation (CFR) 1910, 29 CFR 1926, 29 CFR 1960 and Executive Order (EO) 12196. Because EM-385-1-1 is mandatory for contractors who work on CNIC installations, NAVFAC uses the contract award requirements, not NAVOSH or OSHA standards, to cite contractors for non-compliance with Safety standards. As NAVFAC uses ESAMS to document contractor compliance, ESAMS includes EM-385-1-1 standards for NAVFAC use.

- For more information on United States Army Corps of Engineering (USACE) EM 385-1-1 Safety and Health Requirements Manual, go to:  
<http://www.usace.army.mil/SafetyandOccupationalHealth/SafetyandHealthRequirementsManual.aspx>

## 2. Who is responsible for contractor traffic safety training? – 3 Jan 2013

**Response:** Contractors are responsible for obtaining their own traffic safety training. Per OPNAVINST 5100.12H, CNIC only provides traffic safety training to military and DoD civilian personnel, not contractors.

- For more information see OPNAVINST 5100.12H, paragraphs 6, 8-10, and 12-15 available at:  
<http://doni.daps.dla.mil/allinstructions.aspx>

## 3. Should CNIC put contractors into ESAMS and assign duty/tasks? – 3 Jan 2013

**Response:** No. CNIC does not provide safety training for contractors or put contractors, even embedded contractors, into ESAMS and assign duties/tasks. Federal Acquisition Regulations (FAR) provides guidance for DoD contractor management. The Navy hires private sector employers to provide technical support for Navy organizations. These contractors are employed by a bonded and insured private sector employer who pays contractor personnel salaries, provides required training and equipment, and workers' compensation coverage.

Contractors would only be entered into ESAMS in the following types of situations:

1. The contractor enters information into ESAMS.

2. The contractor is required to run reports from ESAMS.
  3. The contract requires the Navy to provide training to the contractor, which is tracked via ESAMS.
  4. Due to Navy requirements, contract personnel are required to receive training outside of contract requirements that is tracked via ESAMS. Examples include: Driver Improvement Training because the person has received a moving citation on base.
- Federal Acquisition Regulations can be found on the FAR website at:  
<https://www.acquisition.gov/far/>

## 2. Joint Bases

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### 1. What authority does the CNIC Region/Installations have over a tenant's safety programs on CNIC-led joint bases and which DoD service policies should be followed on joint bases? – 3 Jan 2013

**Response:** Local Navy Supplier policy for Joint Base "Installation Safety" is defined by Joint Base Memorandum of Agreement (MOA), PB14, and BOS Safety service policy (CNIC Instruction 5100.3, Enclosure 3 - Roles of Supporting Activity and Supported Activity).

Joint Base Supported Commands (also known as Receiver or Tenant Commands) do not report to the Service-led Supplier. Joint Base commands are subject to overarching DoD Policy and Service-related implementing directives. For instance, USAF Receiver commands are not required to follow Navy Supplier (host-agency) requirements - they are required to follow their USAF Echelon II safety policy requirements. Both Navy and Air Force safety policies arise from the same overarching DoD policy.

Navy-led Supplier has no direct enforcement authority over the mission unique safety program aspects of a Receiver command. DoD/DON compliance with Safety requirements of a Navy Receiver command is subject to NAVINSGEN, not Base Safety. Base Safety is the BOS Safety Supplier and serves to provide consultative support, not enforcement. CNIC joint base Commander has responsibilities to provide BOS Safety services to Receiver commands that request it and ensure host departments are compliant with DoD/DON Safety program requirements.

CNIC joint base Supplier Safety provides consultative support to Receiver commands and, if requested, uses ESAMS to track abatement correction (see Enclosure 3 of CNICINST 5100.3). Receiver of other DoD services may follow their service's policies as long as they implement DoD policy requirements. (Note: Navy does not determine if the safety policies of other Services meet DoD policy - respective Service Inspector General does that).

- For more information on BOS Safety service policy see CNICINST 5100.3 available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

## 3. Needs Assessments

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### 1. Does the Commanding Officer (CO) of a CNIC Host Installation have the authority to approve or disapprove BOS services needed or not needed for tenants? – 3 Jan 2013

**Response:** No. The CO does not approve or disapprove CNIC BOS Safety services. These services are defined by CNIC policy. Based on capability, however, the CO controls the threshold level of services provided to tenant (Receivers). A reduction in services due to decreased capability is applied equally amongst all Receivers. This does not change the OSH needs or requirements of Receivers, but may necessitate that Receivers change how those requirements are met.

- For more information see CNIC Instruction 5100.3, paragraphs 6.b and 7.d(4) available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

### 2. What is the requirement and Safety Office responsibilities regarding notifying tenants of available BOS Safety services? – 3 Jan 2013

**Response:** CNICINST 5100.3, section 6(g)(2): Each year, CNIC supplying activities shall identify and formally notify all receiving activities not requesting BOS Safety services of the level and availability of these services. Notification shall include an invitation for receiving activities to participate in a needs assessment. Supplying activities shall provide requested BOS Safety services that are:

---- 6(g)(2)(a): Validated by the command self-assessment process including Receivers and, if not including Receivers, by individual needs assessment conducted jointly by the requesting Receiver and the Supplier; and

---- 6(g)(2)(b): Available within the budget and capability of the Supplier. Responsibility for safety requirements that are not within the BOS budget or capability of the Supplier shall remain with the Receiver.

----7(d)(1): Region/Installation Safety Departments shall annually identify and notify eligible activities not receiving BOS Safety services of the level and availability of such services and invite them to participate in the annual needs assessment.

---- 7(d)(2): Region/Installation Safety Departments shall conduct an annual self-assessment of the Command including Receivers receiving BOS Safety services and, if not including Receivers, complete an individual needs assessment jointly with the Receiver to determine common-service annual requirements.

---- 7(d)(3) Region/Installation Safety Departments shall use CNIC-approved safety management system (e.g., ESAMS or equivalent systems) for maintaining workload documentation of safety support provided to the supplying activity core mission and BOS Safety common-service functions

provided to receiving activities requesting support. Responsibilities shall include maintaining a backlog of BOS Safety services.

- For more information see CNICINST 5100.3 available in CNIC Directives at:  
<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

### **3. Has an example BOS Safety needs assessment validation letter developed by CNIC? – 3 Jan 2013**

**Response:** Yes. Acceptable forms of notification include hard copy (e.g., official letter from the Safety Office) or electronic format (e.g., official email from the Safety Office).

- An example BOS Safety needs assessment validation letter, “BOS Safety\_Tenant Notification\_Letter Format Example”, can be found on G2 at the following link:  
<https://g2.cnic.navy.mil/TSCNICHQ/N3/N35/Safety%20%20Occupational%20Health%20SOH%20Programs%20and%20Infor/Forms/AllItems.aspx>

### **4. Should the BOS Safety needs assessment validation letter be signed by CO's? – 3 Jan 2013**

**Response:** No, tenant notification of BOS Safety services is a communication between the Base Safety Office (Supplier) and tenant (Receiver) with a copy to the Installation Commanding Officer.

### **5. Should the BOS Safety needs assessment validation letter be forwarded to CNIC N35, attached to ESAMS, or be filed at the local Region level only? – 3 Jan 2013**

**Response:** Official tenant notification (e.g., official letter or email) must be sent to the Officer-In-Charge of the tenant (receiving activity) with copy to host Installation Commanding Officer (supplying activity). This notification should also be uploaded into ESAMS for workload documentation (additional documentation or communication beyond ESAMS is not required).

## 4. Risk Mitigation Strategies

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### 1. What should CNIC BOS safety Suppliers do when Receiver service requests exceed Supplier's capacity (available FTEs) resulting from budget reductions, surge in demand, etc? – 3 Jan 2013

**Response:** A Risk Mitigation Plan must be developed with the tenant (Receiver) once it's evident that BOS Safety services cannot be provided as requested. CNIC HQ Safety has released an advisory providing requirements and guidance on developing Risk Mitigation Plans for FY13.

Requested service levels beyond the capability of BOS Safety Supplier are the responsibility of the tenant command. In addition, Receiver requested services that are mandated by prevailing law (e.g. U.S. Federal & State OSHA, Host Nation), such as annual workplace inspections, must be completed and CNIC BOS Safety Suppliers cannot schedule such services into the next FY. In executing risk mitigation actions, BOS safety services to the Host installation mission must not be reduced to any level that will compromise compliance with U.S. Federal OSHA, State OSHA, or Host Nation law.

Regions have latitude to determine the best format for Risk Mitigation Plans. However, a plan must be established for each affected Receiver and the plan must document acknowledgement by Receiver of the risk mitigation actions agreed upon (e.g. email response from Receiver, document signed by Receiver). The plan must also be uploaded into ESAMS.

If the risk mitigation action is for CNIC BOS Safety Supplier to provide reimbursable services to a Receiver, a support agreement must be established and documented in Support Agreement Management Office's (SAMO) database in accordance with CNICINST 4000.1. All requests for BOS Safety services must be documented in ESAMS needs assessment module regardless of whether those services are actually scheduled or provided by BOS Safety Supplier. This will help CNIC to quantify backlog due to capability.

CNIC Safety performance metrics include comparing the number of risk mitigation plans required (e.g. number of tenants requesting services minus number of tenants that received requested services in ESAMS) to the number of risk mitigation plans and support agreements that were established.

- For more information on developing Risk Mitigation Plans, see CNIC N35 Safety Program Risk Mitigation Advisory (# 2012-01, dated 1 Oct 2012) available on CNIC N35 G2 site in the "HQ N35 Issuances" area at: <https://g2.cnic.navy.mil/TSCNICHQ/N3/N35/default.aspx>
- For more information on CNIC BOS Safety policy, see CNICINST 5100.3 available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>
- For more information on establishing CNIC support agreements, see CNICINST 4000.1 available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>



## 5. Scope of BOS Safety Services

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### 1. Whose responsibility is it to do facility inspections on the installation? - 3 Jan 2013

**Response:** Facility inspection services are performed by installation fire, facility managers, maintenance and engineering personnel, Navy Facility Engineering Service Center (NFESC), other various Government Agencies, and by Architectural and Engineering (A&E) contracts. In contrast, CNIC Safety Program personnel conduct OSH inspections of facility occupant work processes specified by OPNAV Instruction 5100.23G and CNIC Instruction 5100.3.

NAVFACENGCOM “Fire and Life Safety” inspections are conducted by certified fire inspection personnel and focus on the condition and capabilities of structural fire protection, means of egress, fire suppression systems, and fire detection and alarm systems. These inspections identify risks to general health and safety and observe the condition of life safety and fire protection systems, including sprinklers and standpipes, fire hydrants, fire alarm systems, water storage, smoke detectors, fire extinguishers, emergency lighting, stairwell pressurization, smoke evacuation, etc. Certified fire inspection personnel inspect all base facilities including areas such as piers, open storage locations, and occupied buildings. Inspections are conducted to ensure compliance with relevant DoD, Federal OSHA and NFPA standards. Hazardous conditions identified during inspection process are reported as specified in DoD Instruction 6055.1, “DoD Safety and Occupational Health (SOH) Program,” and promptly corrected or incorporated into the DoD installation’s hazard abatement plan.

NAVFACENGCOM “Safety and Health Program” personnel are also engaged with ensuring that safe facilities are designed and constructed and ensuring that facilities and equipment are maintained in a safe operating condition. In a like manner, Facility Managers of MWR organizational facilities also perform safety inspections on a regular basis to ensure that all installation MWR property, equipment, fixtures, and vehicles are operating properly.

- For more information on building “Fire and Life Safety” inspections, see relevant standards promulgated by the Department of Labor Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA) National Fire Codes (e.g. NFPA 101 - Life Safety Code) , Unified Facilities Criteria (UFC) 3-600-01, “Design: Fire Protection Engineering for Facilities,” OPNAV Instruction 11320.23F, “Shore Activities Fire Protection and Emergency Service Program,” Department of Defense (DoD) Instruction 6055.06, “Fire and Emergency Services Program,” and other fire safety inspection criteria published by DoD. DoD issuances are available at <http://www.dtic.mil/whs/directives/>
- For more information on NAVFACENGCOM “Safety and Health Program,” see NAVFAC Instruction 5100.11J available from NAVFAC Portal (Policy) at: [https://portal.navy.mil/portal/page/portal/navfac/navfac\\_docs\\_pp/policy/navfac\\_policyinstr\\_pp\\_tab](https://portal.navy.mil/portal/page/portal/navfac/navfac_docs_pp/policy/navfac_policyinstr_pp_tab)

- For more information on facility inspections conducted by Facility Managers, see BUPERS Instruction 1710.11C, "Operation of Morale, Welfare and Recreation (MWR) Programs, section 322, page 3-21, available at BUPERS Instructions web link at:  
<http://www.public.navy.mil/bupers-npc/reference/Instructions/BUPERSInstructions/Pages/default.aspx>
- For more information on facility inspections conducted by Public Works Center (PWC) or Department (PWD) , see NAVFAC MO-322 (Inspection of Shore Facilities), Volume 1 available on the NAVFAC Public Portal at: <https://portal.navy.mil/portal/page/portal/navfac/> or at:  
[http://www.wbdg.org/ccb/browse\\_cat.php?c=86](http://www.wbdg.org/ccb/browse_cat.php?c=86)

## 2. What inspections is NAVFAC responsible for conducting? – 3 Jan 2013

**Response:** NAVFAC conducts: (a) annual inspections and condition assessments of shore facilities; and (b) annual OSH inspections of workplaces where NAVFAC personnel work.

Currently, NAVFAC provides the Commanding Officer of CNIC installations with inspections of shore facilities (e.g., buildings and other in-place structures). Overarching policy for this requirement is provided in OPNAV 11000.16, subparagraph 420(c)(5) on page IV-4 of Enclosure (1), Chapter 4, "Material Condition, Safety and Appearance" (see attachment 1). This OPNAV policy remains current and effective to date.

Further amplification for implementation of OPNAV 11000.16 policy is provided in NAVFAC MO-322 policy. This NAVFAC policy provides criteria for inspection and condition assessment of shore facilities and preventive maintenance of equipment. Please note that this policy requires annual inspections of shore facilities conducted by qualified NAVFAC Facility Managers and NAVFAC Safety Inspectors on a reimbursable basis (e.g., paid in advance by CNIC N4 to NAVFAC each fiscal year).

NAVFAC also provides Occupational Safety and Health (OSH) workplace inspections for itself. NAVFAC policy for OSH inspections is provided in NAVFAC 5100.11J (see attachment 3). This policy also remains current and effective to date.

- For more information on facility inspections, see OPNAV 11000.16 available at:  
<http://doni.daps.dla.mil/allinstructions.aspx> and NAVFAC MO-322 (Inspection of Shore Facilities), Volume 1 available on the NAVFAC Public Portal at:  
<https://portal.navy.mil/portal/page/portal/navfac/> or at:  
[http://www.wbdg.org/ccb/browse\\_cat.php?c=86](http://www.wbdg.org/ccb/browse_cat.php?c=86)
- For more information on NAVFAC Occupational Safety and Health (OSH) inspections of NAVFAC processes, see NAVFAC 5100.11 available at:  
<https://portal.navy.mil/portal/page/portal/navfac/>

### 3. Who is responsible for what, when it comes to Base Operating Support (BOS) Safety services on Enduring and Expeditionary bases? – 3 Jan 2013

**Response:** Enduring bases are permanent and expeditionary bases are not. Tenant command activities on Navy enduring bases that are part of the CNIC Enterprise receive BOS Safety services as specified by CNIC Instruction 5100.3. Expeditionary bases that are not part of CNIC receive Safety services provided by the Combatant Commander. The expeditionary base at Camp Lemonnier Djibouti recently converted to an enduring base and is now part of the CNIC Enterprise.

- For more information on CNIC facts including a list of CNIC Bases by Region, go to [https://g2.cnic.navy.mil/cognos8/cgi-bin/cognosisapi.dll?b\\_action=xts.run&m=portal/cc.xts&gohome=&ui=m1m4](https://g2.cnic.navy.mil/cognos8/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/cc.xts&gohome=&ui=m1m4)

### 4. Can the installation CO ask a tenant how they are meeting safety program requirements? – 3 Jan 2013

**Response:** Yes. Assessment of tenant's safety program is required for Host safety office to fulfill requirements related to employee reporting of unsafe/unhealthful working conditions, per OPNAVINST 5100.23G and delivery of BOS Safety, per CNICINST 5100.3. Any Navy employee (or employee representative) may submit a report of an unsafe or unhealthful working condition directly to the activity safety office and the safety office is responsible for investigating all reports brought to its attention. If the investigator validates the reported hazard, the complete response shall include a summary of the action taken for abatement. Additionally, assessment of a requesting tenant's safety program is required for Host Safety office to fulfill requirements related to BOS Safety, per CNICINST 5100.3.

- For more information see OPNAVINST 5100.23G, chapter 10, available at: <http://doni.daps.dla.mil/allinstructions.aspx> and CNICINST 5100.3, paragraphs 6.b, 6.h, and 7.d(4) available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

### 5. How do we differentiate between those work areas that we can and cannot enter to conduct work process inspections? – 3 Jan 2013

**Response:** In supporting core mission functions, CNIC Safety is authorized to enter all CNIC (Host) controlled work spaces requiring OSH work process inspections. Inspection of tenant works process spaces is upon request. Tenants may request their work process spaces to be inspected by CNIC Safety and may also have controlled access work spaces not accessible to CNIC Safety.

- For more information see CNIC Instruction 5100.3, Enclosure (3) available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

## 6. Can CNIC require tenants to use ESAMS? – 3 Jan 2013

**Response:** No. CNIC is required to use ESAMS but CNIC cannot direct tenants to use it. However, some tenant activities may already be required by their COC to use ESAMS and Navy policies may also require various levels of utilization (e.g. command designation of Motorcycle Safety Representative). ESAMS is CNIC's safety data management system and is the primary source for documenting CNIC Supplier workload requirements including BOS Safety service levels provided to CNIC core mission and Receiver activities.

CNIC does offer ESAMS accounts and capability to tenants as part of BOS Safety recordkeeping services. ESAMS Administrators can facilitate setting up new ESAMS accounts.

- For more information on CNIC requirements for implementing ESAMS and BOS Safety services see CNICINST 5100.3 available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>
- A list of ESAMS Administrators can be found by selecting "POC Listing" from the "Help" drop down menu on the ESAMS homepage at: [https://esams.cnic.navy.mil/ESAMS\\_GEN\\_2/LoginEsams.aspx](https://esams.cnic.navy.mil/ESAMS_GEN_2/LoginEsams.aspx)

## 7. How are BOS Safety services provided to tenants operating in facilities owned/leased by CNIC (CNIC tenants) in locations remote from the Host installation? – 3 Jan 2013

**Response:** CNICINST 5100.3 requires CNIC Suppliers to provide BOS Safety services to receiving activities on a fair and equitable basis. BOS support is subject to Supplier ability to provide requested safety services without jeopardizing its core capability. Available funding, competing requirements, response time, resource limitations, or similar factors may limit core capability.

This means that Supplier level of effort should be equitably distributed amongst host commands and receiving activities. The level of effort to support a remote receiver is much higher than for other receivers located on the Host installation. This is primarily due the longer response time needed to deliver the same level of service.

On occasion, where Receiver requests for BOS Safety services exceed Supplier capability because of non-availability/reductions in CNIC base support resources, Commanding Officers may find it necessary to lower the level of O&MN funded common-service support to established service levels of existing funds. This means that services provided to remote receivers may become reimbursable based on the level of O&MN funded common-service support set for the Host installation.

- For more information on CNIC BOS Safety policy, see CNICINST 5100.3 available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>
- For more information on establishing CNIC support agreements, see CNICINST 4000.1 available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

## 8. Who is responsible for evaluating and mitigating mold and other indoor air quality (IAQ) issues? – 24 Apr 2013

**Response:** BUMED and NAVFAC are co-leads regarding IAQ/mold evaluation and remediation. Protection from harmful exposure to mold in CNIC buildings is a team effort involving Base Safety, CNIC Department Heads, Tenant Command Activities, NAVFAC, and BUMED.

### **Responsibilities of Base Safety Office:**

-- Base safety provides common-service (BOS) safety support for command activities occupying CNIC facilities. Per CNICINST 5100.3 (Encl 3), base safety support includes building occupant assistance to coordinate/schedule an IAQ survey by cognizant BUMED Industrial Hygiene and monitor BUMED Industrial Hygiene survey and NAVFAC building engineer recommendations to address IAQ concerns.

### **Responsibilities of CNIC Building Occupants:**

-- Core safety responsibilities of tenant activities that occupy and perform mission functions in CNIC facilities are also provided in CNICINST 5100.3 (Encl 3) and OPNAVINST 5100.23G (chapter 30). Tenant commands are responsible to manage and coordinate the correction of workplace hazards and obtain technical safety consultation. Specifically, building tenant occupants may submit a work request via their facility management to NAVFAC Lead/Mold Abatement Team.

### **Responsibilities of CNIC N4 Facility Management:**

-- CNIC N4 facility management coordinates with NAVFAC Lead/Mold Abatement Team to get survey and remediation projects moving. BUMED IH and NAVFAC lead/mold abatement team also recommend and take interim steps to protect exposed individuals until permanent abatement action is complete.

### **Responsibilities of BUMED:**

--Provide industrial hygiene services to evaluate indoor air quality/mold issues.

- For more information on CNIC BOS Safety policy related to indoor air quality, see CNICINST 5100.3, enclosure (3) available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>
- For more information on indoor air quality management, see OPNAV 5100.23G, chapter 30, available at: <http://doni.daps.dla.mil/allinstructions.aspx>

For more information on mold response, see NAVFAC Mold Response Manual, available at: [https://portal.navfac.navy.mil/portal/page/portal/NAVFAC/NAVFAC\\_ww\\_PP/NAVFAC\\_HQ\\_PP/navfac\\_sf\\_pp/NAVFAC\\_SF\\_Topics/SF\\_Mold](https://portal.navfac.navy.mil/portal/page/portal/NAVFAC/NAVFAC_ww_PP/NAVFAC_HQ_PP/navfac_sf_pp/NAVFAC_SF_Topics/SF_Mold)

## 6. Tenant Lists/Unit Identification Codes (UICs)

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### 1. How do I know which Unit identification Code (UIC) to use when documenting needs assessment and BOS Safety services provided to a Receiver? – 3 Jan 2013

**Response:** A Host installation BOS Safety Supplier can only use UICs for activities that the real property manager has assigned a Host installation building, berth at a pier, or other property with a physical address to. The building, berth at a pier, or other property cannot be one that is not assigned to the Host installation that is providing BOS Safety Services (e.g. ones assigned to a different installation; purpose UICs that do not have an assigned physical location). This means that when conducting needs assessments or documenting workload conducted at a physical location, the UIC of the activity assigned to that location by the real property manager must be used.

UICs with physical addresses are identified in Naval Facilities Engineering Command's (NAVFAC) Shore iNFADS database and Commander, Navy Reserve Forces Command's (COMNAVRESFOR) list of Navy Operational Support Centers (NOSCs) and Reserve Component Commands (RCCs). Ship home port locations are identified by Commander, U.S. Pacific Fleet (CPF) and U.S. Fleet Forces Command (USFF).

CNIC HQ Safety has developed a list of all host commands and tenants (and their UICs) that are assigned to each Host installation. This list is available on CNIC N35 G2 page. BOS Safety Suppliers must only use UICs on this list assigned to their Host installation when documenting needs assessment information and non-reimbursable workload performed. If a UIC is used to document workload that is not on this list and assigned to the BOS Safety Supplier's Host installation, then associated workload is considered reimbursable activity (warranting a support agreement), and therefore will not be included in SafePOM workload and resourcing projections.

There may be situations when BOS Safety resources from one Host installation are used to provide services to another Host installation (e.g. lack of capability due to surge in demand, reduced funding, etc.). When this occurs, this workload should be documented by Host installation that the services are being provided to. This will ensure that all workload performed by a region is accounted for.

There may be situations when an activity assigned to a Host installation is identified but its UIC is not on the list of UICs assigned to that Host installation. When this occurs, the real property manager for that Host installation must validate that this activity is assigned to the Host installation. This validation must be forwarded to CNIC HQ Safety. CNIC HQ Safety will then update the list.

- The list of host commands and tenants (and their UICs) that are assigned to each CNIC Host installation is available on CNIC HQ Safety G2 site at:  
<https://g2.cnic.navy.mil/TSCNICHQ/N3/N35/default.aspx>

## 7. BOS Safety Training

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### 1. Who will explain BOS services and Mission Operation to installation Commanding Officers? – 3 Jan 2013

**Response:** Newly selected Commanding Officers of CNIC installations receive training and leadership information at the CNIC HQ Senior Shore Station Leadership Conference (SSLC) held once each quarter (every 3 months). The SSLC is 2-weeks in length and is hosted by CNIC HQ Training and Readiness (N7) and is designed for executive leaders. The presentation by CNIC HQ N35 Safety is 1-hour in length and includes interactive discussion and explanation on BOS Safety Instruction 5100.3.

- SSLC point of contact for questions and information is Mike Crockett, CNIC N7 Director, Shore Leadership Training Center, 1837 Morris Street, Suite 200, Building Z133, Norfolk, VA 23511-3435; COMM 757-443-4131, DSN 646-4131, Mobile 757-371-1343; email address [mike.crockett@navy.mil](mailto:mike.crockett@navy.mil)
- For more information on SSLC training including copies of N3 Safety Brief, go to <https://g2.cnic.navy.mil/teamsites/3334503e-5897-4242-82fe-e4eecf6d18fb/feedback/default.aspx>

### 2. What is the difference between Core Safety and Safety Awareness Training? – 8 Apr 2013

**Response:** Core Safety training requires a properly credentialed or certified Instructor. It is typically done in a classroom setting, but if done on-line it requires passing a competency exam to fulfill the training. The Naval Safety and Environmental Training Center (NAVSAFENVTRN) is the primary source of all Core Safety training. NAVSAFENVTRN can formally approve an alternative authorized training Provider to export the Core Safety training to all CNIC Safety Professional (O18's). The eight Core Safety training courses are as follows:

- Navy Occupational Safety and Health Assessment Tools and Strategies, A-493-0089;
- Introduction to Navy Occupational Safety & Health (Ashore), A-493-0050;
- General Industry Standards, A-493-0061;
- Electrical Safety Standards, A-493-0033;
- Introduction to Hazardous Materials (Ashore), A-493-0031;
- Introduction to Industrial Hygiene, A-493-0035;
- Navy Ergonomics Program, A-493-0085;
- Machinery and Machine Guarding Standards, A-493-0073.

There are also Navy-sponsored workshops, and Naval Education and Training Command (NETC) or NAVSAFENVTRN approved Training providers that offer the following Navy-specific courses to support and develop essential evaluation elements for workplace inspections. These courses are in addition to the core training courses:

- CFR and Navy Reproductive hazards;
- Energy control (Lockout/ Tagout);
- Navy Fall Protection program requirements;
- Lead & Asbestos awareness;
- Personal Protective Equip (PPE) requirements;
- Navy Hearing Conservation program;
- Navy Respiratory protection program;
- Navy Sight protection program;

Generally, Safety Awareness training is any form of basic instruction or indoctrination on the recognition, avoidance, abatement, and prevention of workplace hazards. Safety Awareness training is used to communicate recognized hazards and exposure controls used across the installation; and identify current and relevant safety information to promote installation safety.

Examples of Safety Awareness training include: Region/Installation Safety Committees, Councils; Installation Safety Orientation for newly assigned Base Command and Tenant Command Employees (includes homeported Afloat Commands); Safety Awards, Base Safety Initiatives, Installation Safety Stand Downs, Safety Fairs, Outreach programs, promotions, and marketing activities. Safety Awareness training does not require Instructors with specialized safety credentials or certifications and may be provided by Safety Inspectors, Supervisors or other individuals with academic background, specialized knowledge or work experience in a safety-related discipline.



## 8. Workload Documentation/SafePOM

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### 1. How Do We Count Inspections? – 3 Jan 2013

**Response:** One inspection is counted as the total time in labor hours that it takes to prepare for inspection of a UIC-specific workplace process or set of processes; travel to and from the inspection site; deliver the requested service(s); and document inspection services provided. The level of effort for an inspection is determined by the mission risk category (e.g., low, medium or high industrial) and nature of service function either requested by a tenant or required by base operations. Functions of BOS Safety service inspections provided by Supplier for tenant-owned processes are described in Enclosure (3) of CNIC 5100.3. Functions of base Safety Office provided for base-owned processes include safety inspection and support of work processes owned by airfield operations (SIC AO), port operations (SIC PR), operations support (SIC CX), emergency management (SIC EM), fire and emergency services (SIC FI), and force protection (SIC CT).

- For more information on base (core) mission, go to OPNAV 5100.23G, section 0303, starting on page 3.2, available at <http://doni.daps.dla.mil/allinstructions.aspx>
- For more information on BOS Safety mission, go to CNIC Instruction 5100.3 in CNIC Directives at <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

### 2. What is the time standard for the use of Enterprise Safety Application Management System (ESAMS)? – 3 Jan 2013

**Response:** SafePOM software application developed for CNIC N35 Safety automatically accounts for ESAMS documentation time. The default range is typically from 0.5 to 1 hour of workload per event. ESAMS documentation time exceeding this range is captured as “overhead” costs and adjudicated at the end of each budget year by all Region Program Directors for Safety before workload is applied for CNIC Safety POM budget use.

- For more information on standardization of ESAMS documentation of Safety workload, see related question and response for “How do we count inspections?”

### 3. If safety is called on to do a stand down for the Command in the auditorium for an hour, how can we log this on to ESAMS? – 3 Jan 2013

**Response:** CNIC Safety personnel that conduct this training should document this workload as “training” in ESAMS.

- For more information on workload documentation requirements, see CNIC Instruction 5100.3 available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

- Guidance on how to use ESAMS can be found by selecting the “help” section on the ESAMS home page. ESAMS Help Desk can also provide guidance. ESAMS help desk info contact info can be found by selecting “contact help desk” on ESAMS home page. ESAMS log-in web address is: [https://esams.cnic.navy.mil/ESAMS\\_GEN\\_2/LoginEsams.aspx](https://esams.cnic.navy.mil/ESAMS_GEN_2/LoginEsams.aspx)

#### **4. If they’re a tenant (i.e. Naval Munitions Command), and they receive training, how is it logged in to ESAMS, if at all? – 3 Jan 2013**

**Response:** CNIC Safety personnel that conduct this training should document this workload as “training” in ESAMS. Clock hours spent conducting the training class should be documented and class roster uploaded into ESAMS.

- For more information on workload documentation requirements, see CNIC Instruction 5100.3 available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>
- Guidance on how to use ESAMS can be found by selecting the “help” section on the ESAMS home page. ESAMS Help Desk can also provide guidance. ESAMS help desk info contact info can be found by selecting “contact help desk” on ESAMS home page. ESAMS log-in web address is: [https://esams.cnic.navy.mil/ESAMS\\_GEN\\_2/LoginEsams.aspx](https://esams.cnic.navy.mil/ESAMS_GEN_2/LoginEsams.aspx)

#### **5. Is there a way in SAFEPOM to capture workload of personnel that man the Regional Operation Center (ROC) and Installation Emergency Operation Centers (EOC) during events such as hurricanes? – 3 Jan 2013**

**Response:** Yes. Navy shore installation safety support roles and responsibilities for ROCs and EOCs are defined in OPNAVINST 5100.23G, Chapter 26, Section 2602(a)(2)(b). This policy defines the role of the designated safety representative as a ROC representative and/or EOC safety representative. ROC/EOC participation is considered an inspection as defined by CNICINST 5100.3. Specifically, participation in EM ROC/EOC workload includes inspection activities such as "audit" of emergency planning, "assessment" of emergency response capability, and "survey" of emergency operation execution..."either alone or as a sequence of activities or operations with a collective product or service outcome."

In short, all EM work performed at the ROC/EOC is considered host mission inspection workload and should be recorded as such in ESAMS. At the end of the year, Region Program Directors (RPDs) will have the opportunity to make adjustments to the default hours used by SafePOM model (in this case, greatly expanding inspection hours for specific dates of EM ROC/EOC participation commensurate with actual clock hours of time provided during times of emergency operations).

- For more information on shore installation safety roles and responsibilities for ROCs and EOCs, go to OPNAV 5100.23G, chapter 26 available at: <http://doni.daps.dla.mil/allinstructions.aspx>
- For more information on CNIC Safety workload definition of “inspection” see CNICINST 5100.3 available in CNIC Directives at: <https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

- Guidance on recording workload in ESAMS can be found by selecting the “help” section on the ESAMS home page or contacting the ESAMS Help Desk by selecting “contact help desk” on ESAMS home page. ESAMS log-in web address is:  
[https://esams.cniv.navy.mil/ESAMS\\_GEN\\_2/LoginEsams.aspx](https://esams.cniv.navy.mil/ESAMS_GEN_2/LoginEsams.aspx)

## 9. Miscellaneous

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### 1. Why are Regions not standardized? - 3 Jan 2013

**Response:** Navy Installations Command organization structure was originally established as a balanced blend of traditional command networks and emergent networks. A characteristic of a traditional command network is a standardized, formal, highly structured, and top down, chain-of-command type of organization that is uniformly structured by a central command. A characteristic of an emergent network is a non-standardized, informal, very flexible, type of organization that is self-organized and not centrally controlled. Region Commanders have the freedom to organize their commands as needed to improve effectiveness or efficiency of service delivery. As a result, the structure of your Region organization may be different than another Region organization even though all Region products, services and capabilities are the same Enterprise-wide.

- For more information on CNIC guidance to Commanders go to:  
<https://g2.cnic.navy.mil/cc/CCLibrary/KWAN,%20JOHNNY-8272010%2050916%20PM-Commander%20Guidance%202009.pdf>

### 2. Will new BOS Safety policies result in a Reduction-In-Force (RIF) of current Safety civilian staffing?

**Response:** No. CNICINST 5100.3 does not contain staffing policy.

- For more information see CNIC Instruction available in CNIC Directives at:  
<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>