



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

BUPERSINST 5100.13B
BUPERS-00T3
25 Mar 2025

BUPERS INSTRUCTION 5100.13B

From: Chief of Naval Personnel

Subj: BUREAU OF NAVAL PERSONNEL SAFETY AND OCCUPATIONAL HEALTH PROGRAM

Ref: (a) OPNAVINST 5100.23 Safety and Occupational Health Manual
(b) DON Civilian Human Resources Manual
(c) Public Law 91-596, Occupational Safety and Health Act (OSHA) of 1970

Encl: (1) BUPERS and MNCC UICs for Safety and Occupational Health Program
(2) BUPERS Millington and NAVPERSCOM Mishap Reporting Criteria and Timeline

1. Purpose. To establish and assign responsibilities and provide guidelines for implementing an effective safety and occupational health (SOH) program, per references (a) and (b), subchapter 752, throughout the Bureau of Naval Personnel (BUPERS). Major revisions include updating the BUPERS unit identification codes (UIC) contained in (enclosure 1) and removing Navy Recruiting Command, Navy Manpower Analysis Center, and forms that are no longer in use from this instruction.

2. Cancellation. BUPERSINST 5100.13A.

3. Scope and Applicability. The BUPERS SOH program applies to all military and Department of Defense (DoD) civilians assigned to the UICs listed in enclosure (1).

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

5. Goals and Objectives

- a. Reduce personnel exposure to hazards by abatement procedures or facilities correction,
- b. Promote an increased awareness of SOH through training programs,
- c. Develop and implement plans and procedures for evaluating and improving safety programs,

- d. Reduce mishaps to military and Department of Defense (DoD) civilians, and
- e. Provide for effective and timely mishap reporting.

6. Program Responsibilities

a. BUPERS Safety Manager (BUPERS-00T3)

(1) Advise and assist COs in the development and promotion of the SOH program and acts in an advisory capacity to the designated safety representative and SOH committees;

(2) Provide appropriate safety training, coordinating SOH program inspections, and providing employees access to review SOH standards; and

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

b. COs. Responsible for the general safety of personnel and

(1) Continuously conduct an aggressive SOH program per established safety and health instructions;

(2) Establish SOH councils and committees at appropriate command levels and designate the members in writing to BUPERS-00T3 per reference (a);

(3) Establish and maintain liaison with BUPERS-00T3 for coordination of specialty functions (occupational safety and health, medical, fire, security, and disaster preparedness);

(4) Designate an activity safety representative in writing and provide a copy of the designation to BUPERS-00T3. It is recommended that departmental safety representatives be designated with activities with more than 100 employees. Representatives should attend training as outlined in reference (a); and

(5) Ensure all mishaps are properly investigated and reported (per reference (a)) via risk management information safety database within 5 duty days of knowledge of the mishap.

c. All BUPERS Activities

(1) Comply with SOH standards and all applicable rules, regulations, and orders. Employees must report workplace hazards to their supervisors or safety representatives, or they may remain anonymous by reporting hazards electronically via Enterprise Safety Application Management System (ESAMS). All naval personnel must report (via ESAMS) any injuries, occupational illnesses, or property damage resulting from an accident within 5 duty days of knowledge of the injury, illness, or property damage. See enclosure (2) for how, when, and where to report the mishap.

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

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

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

7. Requirements

a. The SOH Program incorporates reference (c), the Occupational Safety and Health Act (OSHA) of 1970 standards. If the most recent version of SOH standards does not agree with the most recent version of OSHA standards or consensus standards, the most stringent standard will be used as interim SOH standards.

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

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

(2) Military personnel who fail to comply are subject to disciplinary action per 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ).

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

d. SOH workplace inspections will be conducted annually by BUPERS-00T3.

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

(2) Inspectors must note deficiencies including:

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

(b) Unsafe work practices; and

(c) Management deficiencies observed.

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

(4) Out-brief of the SOH safety inspection will be provided to the CO or designated representative prior to the safety inspection team's departure. When deficiencies are found, a safety report will be generated using ESAMS and containing specific violations and recommendations for corrective action. Reports generated via ESAMS will be electronically maintained by the activity, BUPERS-00T3, and the Naval Safety Command (NAVSAFECOM).

(5) BUPERS-00T3 will perform a 30-day follow-up inspection for the abatement of noted violations if the activity has not provided a report of corrective actions taken on noted discrepancies. Discrepancies that go beyond 30 days will require the activity safety representative to develop an abatement plan per reference (a).

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

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

(1) Supervisors must document the following:

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

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

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

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

i. Per reference (a), the workplace supervisor will post OPNAV 5100/11 Navy Employee Report of Unsafe or Unhealthful Working Condition in areas where hazards have a risk assessment code (RAC) of 1, 2, or 3. These notices must not be removed until the hazard have been corrected and verified abated by BUPERS-00T3.

j. The activity safety representative must implement a deficiency abatement plan (DAP) once hazards have not been corrected within 30 days. The DAP will list deficiency, interim controls, permanent controls, estimated time of completion, and estimated cost of abatement. The DAP will be sent to BUPERS-00T3.

k. Building/Facility managers are responsible for preparing and submitting work requests and service calls to the public works department. All work requests regarding safety deficiencies will be submitted to BUPERS-00T3 for a RAC prior to being submitted to the public works department.

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

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

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

8. Definitions

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

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

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

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series, per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA) Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD Program Office.

10. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-00T3 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

11. Forms and Information Management

a. OPNAV 5100/11 Navy Employee Report of Unsafe or Unhealthful Working Condition is available for download via Naval Forms Online: <https://navalforms.documentservices.dla.mil/web/public/forms>.

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



M. W. BAZE
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site at: <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.

**BUPERS AND MNCC UICs FOR SAFETY AND OCCUPATIONAL
HEALTH PROGRAM**

BUPERS	
AUIC	TITLE
00022	BUPERS MILLINGTON
30525	NAVCONBRIG MIRAMAR DET BREMERTON
30849	NAVCONBRIG MIRAMAR DET PEARL HARBOR
38305	NAVCONBRIG CHESAPEAKE VA
39329	CNPC RESERVE SUPPORT
45610	NAVCONBRIG CHARLESTON SC
45611	NAVCONBRIG MIRAMAR CA
50221	NAVCONBRIG DET JBLM LEWIS-MCCHORD
55470	NAV/MAR MORTUARY DET DOVER
55471	NAV/MAR MORTUARY DET QUANTICO
60152	NAV/MAR MORTUARY DET GUAM
60153	NAV/MAR MORTUARY DET HAWAII
60156	NAV/MAR MORTUARY DET ROTA
60157	NAV/MAR MORTUARY DET NAPLES
62980	COMNAVPERSCOM MILLINGTON TN
MNCC	
AUIC	TITLE
4016A	MYNAVY CAREER CENTER
40389	NAVPAYPERS SUPPORT CENTER
43081	Transaction Service Center (TSC) PENSACOLA
43102	TSC GREAT LAKES
43322	TPC MEMPHIS
43350	TSC GREAT LAKES DET CHARLESTON
43385	Regional Support Center (RSC) YOKOSUKA DET OKINAWA
43386	RSC YOKOSUKA DET SASEBO
43387	TSC YOKOSUKA
43496	TSC NAPLES
43498	RSC NAPLES DET ROTA
68556	TSC SAN DIEGO
4929A	RSC NEW LONDON
6687F	RSC WASH DC

6689F	RSC GUAM
0009B	RSC JAX
0010B	RSC EVERETT
0012N	RSC Pearl HARBOR
0003N	RSC BAHRAIN
6699F	RSC NORFOLK
4155B	RSC SAN DIEGO
4156B	RSC PENSACOLA
4157B	RSC GREAT LAKES
4158B	RSC YOKOSUKA
4159B	RSC NAPLES
42574	TSC NORFOLK

**BUPERS MILLINGTON and NAVPERSCOM MISHAP
REPORTING CRITERIA AND TIMELINE**

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

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