



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 5100.32A CH-1
N7
9 May 2002

COMSC INSTRUCTION 5100.32A CHANGE TRANSMITAL 1

Subj: MSC ASHORE SAFETY AND OCCUPATIONAL HEALTH PROGRAM

Encl: (1) New pages 3 and 4

1. Purpose. To incorporate the requirements of the Process Review and Measurement System (PR&MS) into the action for the COMSC OSH office, paragraph 6b. This is a Navy IG action item that will ensure MSC shore compliance with the CNO mandate.

2. Action. Remove pages 3 and 4 of basic instruction and replace with enclosure (1).

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T. G. CONNORS
By direction

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)
41C (NFAF East/West)
41D (MSC Offices)
41E (APMC)
41K (APSRON FOUR)
41M (TAGOS Project Office)



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REFER TO:

COMSCINST 5100.32A
N00S
10 October 2000

COMSC INSTRUCTION 5100.32A

Subj: MSC ASHORE SAFETY AND OCCUPATIONAL HEALTH PROGRAM

Ref: (a) OPNAVINST 5100.23E
(b) OPNAVINST 5100.12G
(c) OPNAVISNT 3500.39
(d) COMSCINST 5040.2C
(e) COMSCINST 5420.5G

Encl: (1) Headquarter Command NAVOSH Program Responsibilities
(2) Subordinate Command NAVOSH Program Responsibilities
(3) Prescription Safety Eyewear
(4) Safety Shoe Reimbursement Policy and Procedures

1. Purpose. To establish uniform policy, guidance and procedures and assign responsibilities throughout the Military Sealift Command (MSC) for the Ashore Safety and Occupational Health Program. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 5100.32.

3. Scope. This instruction is applicable to all MSC shore commands and activities.

4. Background. Reference (a) is the Navy Occupational Safety and Health (NAVOSH) Program Manual for ashore safety. This manual provides Safety Officers, managers, supervisors and workers with the guidance and direction necessary to implement the MSC Ashore Safety and Occupational Health Program. Reference (b) is the Navy Traffic Safety Program. Reference (c) is the Navy's Operational Risk Management (ORM) Program. Reference (d) is the MSC Command Inspection Program. Reference (e) is the instruction for COMSC staff membership on boards and committees.

10 October 2000

5. Policy. It is the policy of MSC to enhance operational readiness and mission accomplishments by establishing an aggressive Ashore Safety and Occupational Health Program which will reduce occupational injuries, illnesses or deaths, material loss or damage, and maintain safe and healthful working conditions for all personnel. Success of the MSC Ashore Safety and Occupational Health Program is possible only when the program is emphasized at every level of the organization. The maintenance of safe and healthful working conditions is a responsibility of the chain of command. The COMSC Occupational Safety and Health (OSH) office at MSC Headquarters is organizationally within the Engineering Directorate (N7) and charged with implementing the requirements of this instruction and the provisions of reference (a). This instruction serves as the Ashore Safety and Occupational Health Program for all MSC commands and activities.

6. Action

a. COMSC shall ensure appropriate OSH programs are established and maintained for all MSC shore commands and activities.

b. COMSC OSH office shall:

(1) Be appointed the NAVOSH Official by the Commander in accordance with reference (a). Also see enclosure (1).

(2) Be the principal advisor to the Commander and implement all aspects of the Ashore Safety and Occupational Health Program through the COMSC chain of command in accordance with reference (a).

(3) Serve as advisor and recorder for convening of the MSC Safety Council in accordance with reference (e), and maintain minutes for review of command wide safety issues.

(4) Record occupational injuries and illnesses for MSC Headquarters personnel by maintaining a log of occupational injuries and illnesses. Submit copies of logs to Commander, Naval Safety Center (COMNAVSAFECEN (Code 41)) semi-annually per reference (a). Ensure all subordinate commands keep similar logs and submit copies to COMSC OSH office for a consolidated submission to COMNAVSAFECEN.

(5) Investigate MSC Headquarters "Class A" mishaps, or mishaps involving the inpatient hospitalization of 3 or more people occurring as the result of MSC Headquarters shore side occupational mishaps.

(6) Develop and maintain an ergonomics program for shore personnel in accordance with reference (a). Provide technical assistance and expertise in ergonomic design for procurements. Provide guidance and assistance to subordinate commands in the implementation of an ergonomics program.

(7) Implement the Navy's Traffic Safety policies in accordance with reference (b).

(8) Promote the principles of ORM in accordance with reference (c).

(9) Be designated the MSC Headquarters coordinator with whom Federal Occupational Safety and Health Administration (OSHA) officials may interface for inspection purposes. Provide the coordinator's name, address and phone number to the appropriate OSHA Regional Office. Provide copy of letter to Chief Naval Operations (CNO N454).

(10) Develop COMSC NAVOSH cost data and collect cost data from subordinate commands in accordance with reference (a). Consolidate by appropriation the cost data and forward to CNO N454.

(11) Implement the Process Review and Measurement System (PR&MS) developed by the CNO NAVOSH Quality Council and contained in Appendix 2-B of reference (a). Conduct an aggressive, continuing OSH program that is integrated throughout the activity and post and disseminate program information to all personnel. (A

(12) Perform an annual comprehensive NAVOSH Program self-evaluation of MSC Headquarters in accordance with reference (a). Report and provide an improvement plan to the Commander by 30 September. Review and approve the self-evaluations and improvement plans of subordinate commands.

(13) Ensure subordinate commands implement all aspects of the MSC Ashore Safety and Occupational Health Program. Also ensure subordinate commands conduct an aggressive mishap prevention program and assign safety and health responsibilities to qualified personnel in accordance with reference (a). Also see enclosure (2).

(14) Ensure Safety and Occupational Health oversight inspections are conducted at Area Command full time Safety Offices at a minimum 3-year interval for the purpose of evaluating command Safety and Occupational Health program management as required by reference (a).

(15) Provide technical assistance and expertise to subordinate commands in order to meet the requirements of this instruction.

9 May 2002

(16) Provide subordinate commands with a systematic approach to conduct an annual assessment of their NAVOSH Program, including desired key measures of effectiveness.

(17) Establish programs to provide safety and occupational health training to shoreside personnel. Submit to Commanding Officer, Navy Occupational Safety Health and Environmental Training Center, Norfolk VA (NAVOSHENVTRACEN) by 1 September each year, a consolidated MSC report listing NAVOSH training requirements for all MSC safety and occupational health personnel.

c. COMSC (N001) shall ensure MSC commands are inspected in compliance with reference (a) and other directives applicable to Safety and Occupational Health issues.

d. Area Commanders shall implement the MSC Ashore Safety and Occupational Health Program at their command and subordinate commands.

e. Director, Afloat Personnel Management Center (APMC) shall forward copies to MSC Headquarters, of all afloat civilian occupational injury and illness reports (DOL forms CA-1, CA-2, CA-2A, and CA-6).

f. Area Command Safety Managers shall:

(1) Be appointed the NAVOSH Official by the Area Commander in accordance with reference (a). Also see enclosure (2).

(2) Be the principal advisor to the Area Commander and implement all aspects of the Ashore Safety and Occupational Health Program through the COMSC chain of command in accordance with reference (a).

(3) Implement all aspects of the MSC Ashore Safety and Occupational Health Program. Ensure that the program covers both the command and subordinate shore activities.

(4) Implement and maintain the policies of references (a) through (c).

(5) Perform a comprehensive NAVOSH Program self-assessment annually in accordance with reference (a). Review and approve the self-evaluations and improvement plans of subordinate shore activities, and send a copy to COMSC OSH office by 30 September.

(6) Report and investigate all mishaps as required by reference (a), which do not require higher authority oversight. Ensure mishap reports and material property damage reports are submitted in accordance with reference (a) with copies sent to COMSC OSH

office. Record occupational injuries and illnesses by maintaining a log of occupational injuries and illnesses. Ensure all subordinate commands keep similar logs. Submit copies of Area Command and subordinate command logs to COMSC OSH office semi-annually per reference (a) for a consolidated submission to COMNAVSAFECEN.

(7) Forward Ashore Safety Council meeting minutes when conducted, to COMSC OSH office.

(8) Be designated the coordinator with whom Federal OSHA officials may interface for inspection purposes. Provide coordinator name, address and phone number to the appropriate OSHA Regional Office. Provide copy of letter to COMSC OSH office.

(9) Ensure Host Tenant agreements are negotiated for the host to provide safety and occupational health services and provide a copy of the agreement to COMSC OSH office.

(10) Establish an oversight program for all subordinate shore activities where the requirements of reference (a) through (c) are reviewed for compliance. Forward a copy of these reviews to COMSC OSH office. Ensure that reviews include:

- (a) An evaluation of the results of mishap prevention efforts.
- (b) A review of the activity self-evaluation and the quality, effectiveness and implementation of their improvement plan.
- (c) A review of compliance with NAVOSH Program requirements.
- (d) An evaluation of the results of Federal Employees Compensation Act (FECA) cost reduction efforts.

(11) Provide subordinate shore activities with a systematic approach to conduct their annual assessment of the NAVOSH Program, including desired key measures of effectiveness.

(12) Provide COMSC OSH office annual NAVOSH cost data in accordance with Chapter 13 of reference (a) by 31 December.

(13) Provide COMSC OSH office annual NAVOSH training requirements for all shore safety and occupational health personnel by 1 August.

10 October 2000

g. All Supervisors shall:

(1) Forward copies of employees Department of Labor (DOL), Office of Workers' Compensation forms (CA-1, CA-2, CA-2A and CA-6) to their safety office for entry into the MSC Mishap Record Keeping System prior to submitting to the local Human Resources Office or DOL office.

(2) Ensure MSC shore employees who will be exposed to eye hazardous areas in their work are informed of the need for eyewear protective equipment, i.e., goggles, plano safety glasses, face shields, etc. For shoreside employees who wear prescription glasses or contacts and are frequently exposed to eye hazard areas, such as working aboard ship, supervisors shall ensure that these employees are provided safety prescription eyewear per enclosure (3).

(3) Ensure MSC shoreside employees who visit or work aboard MSC ships or who will work in hazardous industrial environments where there is risk for foot injury are provided safety shoes per enclosure (4). Supervisors shall authorize the purchase of safety shoes for employees requiring them. If the command and supervisor authorize the procurement of safety shoes through employee purchase subject to reimbursement, MSC 5100/3 shall be endorsed by the supervisor prior to the employee making the purchase.

(4) Upon receipt of reports of suspected unsafe or unhealthful work procedures or conditions filed by employees, immediately investigate the situation and take any corrective action needed to abate the hazardous condition. Supervisors shall contact their local Safety and Occupational Health office for assistance as necessary. Supervisors shall inform the reporting employee of all actions taken.

h. All Personnel shall:

(1) Know and comply with all safety and occupational health precautions, standards and use of personal protective equipment/clothing in performing assigned work.

(2) Immediately report to their supervisor any injuries, occupational illnesses or material damage resulting from a mishap.

(3) Report suspected unsafe or unhealthful work procedures or conditions to their immediate supervisor or by written notification to the Safety Office. Report hazards via the chain of command to be handled as outlined in reference (a). If not satisfied with action to abate the reported hazard, appeal in writing in the following order:

(a) Activity Chain of Command

- (b) Commander, Military Sealift Command
- (c) Chief of Naval Operations
- (d) Secretary of the Navy
- (e) Assistant Secretary of Defense
- (f) Department of Labor, Office of Federal Agency Programs

7. Conclusion. Safety and occupational health in the workplace is an all hands effort. Good leaders and managers have the responsibility to ensure their subordinates work in the safest and healthiest workplace possible, and they must be active participants in their programs. The physical well being of our people demands nothing less.

8. Forms. Electronic versions of MSC 5100/3 (Safety Shoe Purchase Record) and 5100/10 (Sight Conservation Program Refractive Services Approval) are available on the MSC Headquarters Local Area Network (LAN). To access from the Word for Windows menu, click on "File," "New" and click on title of form. Other addressees may obtain electronic versions by forwarding a request to cheryl.miller@msc.navy.mil or nancy.barr@msc.navy.mil.

/S/
G. S. HOLDER

Distribution:
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List I (Case A, B, C)
SNDL 41B (MSC Area Commanders)
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HEADQUARTER COMMAND NAVOSH PROGRAM RESPONSIBILITIES

1. In accordance with Section 0204 of reference (a), headquarters commands are responsible for establishing a comprehensive NAVOSH Program.
2. Headquarters commands shall designate a NAVOSH official, who shall:
 - a. Establish, coordinate, direct and evaluate the effectiveness of NAVOSH policies, plans, programs and procedures.
 - b. Serve as the focal point within the command for NAVOSH related matters.
 - c. Provide technical advice, direction and guidance on NAVOSH matters to other commands and subordinate field activities.
 - d. Interpret NAVOSH standards and regulations and develop or participate in developing new or revised standards.
 - e. Conduct assessments of effectiveness of command's overall NAVOSH Program and those of subordinate commands, and develop plan for improvement.
 - f. Serve as command representative on safety councils, committees and working groups established by higher authority and private sector. The Safety and Occupational Health official shall serve as technical advisor to cognizant offices of CNO on NAVOSH.
 - g. Review illness/injury analyses from command activities to identify and initiate action to improve effectiveness of NAVOSH Program.
 - h. Foster safety and occupational health awareness through appropriate promotional methods.
 - i. Ensure adequate consideration of safety and occupational health features in the design, purchase or procurement of items over which the command exercises acquisition authority.
 - j. Plan, develop, participate in and evaluate safety and occupational health training.
 - k. Review and coordinate budget requirements, requests and program objective memoranda for safety and occupational health and coordinate safety and occupational health budget submissions. Ensure that the Safety and Occupational Health official at each field activity has sufficient authority and responsibility to plan for and ensure funds for the safety and occupational health staff, their equipment, material and training.

SUBORDINATE COMMAND NAVOSH PROGRAM RESPONSIBILITIES

1. In accordance with Section 0207 of reference (a), shore activities and commands, commanders, commanding officers, directors and officers in charge shall:
 - a. Conduct an aggressive, continuing Safety and Occupational Health Program and post and disseminate program information to all personnel.
 - b. Issue a safety and occupational health policy statement adopting and enhancing/expanding the NAVOSH policy established in Section 0104 of reference (a).
 - c. Organize, staff and maintain a Safety and Occupational Health office per Chapter 3 of reference (a).
 - d. Ensure all personnel are fully aware of their obligations and personal responsibilities to the Safety and Occupational Health Program.
 - e. Establish safety and occupational health councils and committees at appropriate command levels as per Chapter 4 of reference (a).
 - f. Establish and maintain liaison between the local Safety and Occupational Health office and other DOD activities.
 - g. Ensure compliance with mishap investigation reporting procedures as found in Chapter 14 of reference (a). Review lost time mishaps or ensure they are reviewed per Section 1411 of reference (a). Fully investigate all mishaps and take appropriate corrective action. Provide timely reports to NAVSAFECEN. Commanders, commanding officers and officers in charge or their respective deputies, chiefs of staff, or executive officers shall review lost time mishaps. At a minimum, activities shall review any mishap that requires submission of a general use Safety Investigation Report (SIR) per Section 1408 of reference (a).
 - h. Ensure all workspaces are inspected at least annually or more frequently based on the level of risk.
 - i. Establish a hazard abatement program per Chapter 12 of reference (a). At a minimum, semi-annually review the activity hazard abatement plan.
 - j. Establish procedures to protect all Navy personnel from coercion, discrimination or reprisals for participation in the NAVOSH Program. Ensure employees are aware that they may file, through their appropriate grievance processes, allegations of reprisals for having filed a complaint of unsafe or unhealthy working conditions.

10 October 2000

k. Develop procedures consistent with OPM and Naval Personnel Command directives to measure and recognize superior and deficient safety and occupational health performance. Performance evaluations shall include personal accountability consistent with the duties of the position.

l. Establish NAVOSH education and training programs per Chapter 6 of reference (a).

m. Coordinate occupational health and industrial hygiene field support with cognizant medical command per Chapter 8 of reference (a).

n. Establish a NAVOSH self-assessment program for the command per Chapter 5 of reference (a).

o. Ensure that senior management, middle management and first line supervisors support the Safety and Occupational Health Program to the extent of their authority and responsibility.

p. Review all safety and occupational health citations and findings from external authorities.

q. Ensure that supervisors and personnel are aware of formal procedures for processing written reports of unsafe or unhealthy working conditions per Chapter 10 of reference (a).

r. For U.S. commands, ensure support of Federal Safety and Health Councils and coordinate mutually beneficial accident prevention and safety programs with local communities.

s. Designate appropriate officials to consult with representatives of labor organizations with respect for Safety and Occupational Health programs.

t. State the location(s) where personnel can review copies of NAVOSH standards, records of safety and health committees and their actions and recommendations, the activity hazard communication plan.

u. Make available a copy of the activity's annual summary report of occupational injuries and illnesses for the preceding year. Post report within 45 days after close of the fiscal year for at least 30 days.

v. Post form DD-2272, Department of Defense Occupational Safety and Health Protection Program, in a prominent location.

PRESCRIPTION SAFETY EYEWEAR

1. General

a. The design, construction, testing and use of eye protective devices, within MSC, shall be per the requirements of American National Standards Institute (ANSI) Z87.1. The protective devices used shall be adequate for the specific eye hazard and be as comfortable as design permits and have a proper fit. Only industrial strength frames/lenses approved by ANSI standards are authorized. ANSI requires manufacturers to show a Z87 logo on safety spectacle frames, including temples and major components of all eyewear devices.

b. Employees who require corrective lenses and work in eye hazardous areas shall be provided with one pair of prescription glasses with side shields which meet the requirements of ANSI Z87.1; then one pair thereafter when a change in the prescription requires issuance of another pair.

c. For MSC employees requiring prescription eyewear and must wear full facepiece respirators, self-contained breathing apparatus or the MCU-2P mask, one pair of prescription inserts are authorized in addition to prescription safety eyewear.

d. Personnel with one eye missing (monocular vision) shall not be assigned duties that present a hazard to the remaining eye. These persons and those legally blind (best corrected vision of 20/200 or worse) shall be considered as engaged in an eye hazardous operation regardless of occupation and shall require eye protection continually while performing their work assignments.

e. Planos (non-prescription lenses) are available through the Federal Supply Catalog. See NAVSAFECEN Shipboard Safety Equipment Shopping Guide. A sufficient quantity of heavy-duty goggles and plastic eye protectors that afford the maximum amount of protection possible shall be procured by each shore command.

f. Contact lenses do not provide eye protection in the industrial sense and shall not be worn in a hazardous environment without appropriate covering safety eyewear.

2. Refraction Services and Protective Corrective Spectacles

a. Procurement of refraction services and eyewear shall be at the discretion of the supervisor and the Program Manager.

b. Open purchase procedures may be used by the Program Manager whenever it is not feasible to provide refractive services or eyewear at an activity.

10 October 2000

c. Contractors shall supply complete eye care service (refraction and prescription), eyewear, repair and maintenance.

d. Where eye care services are not available at the activity, excused leave for less than 1 day may be granted to the employee to cover the time required to obtain the services locally.

e. Employees shall not be issued corrective lenses based on a prescription over 2 years old.

f. Only standard industrial strength frames/lenses meeting the requirements of the ANSI Z87.1 shall be authorized.

g. Lens replacement shall be handled the same as for new eyewear, including fitting and adjustment.

3. Reimbursement

a. All personnel meeting the requirements for prescription eyewear shall use existing command facilities or contractors for obtaining protective corrective spectacles. When facilities are not available, personnel may purchase the approved eyewear with permission of their Medical Officer, using MSC 5100/10, Attachment 3-A, Sight Conservation Program Refractive Services Approval. Two copies of MSC 5100/10 shall be prepared. The original with a paid receipt for reimbursement and copy of the prescription shall be presented to the accounting department, and the copy of the approved MSC 5100/10 shall be filed with their local Safety Office.

b. Safety eyewear (plano and prescription) is considered a function and financial responsibility of the activity where it is furnished. The authorized maximum cost for eye examination (refraction) is \$50.00, and \$100.00 for prescription safety eyewear, for a total maximum reimbursement of \$150.00. All safety eyewear shall be purchased with flat-fold side shields. In extenuating circumstances, the Supervisor may authorize purchase of protective eyewear in excess of \$150.00. The authorized maximum cost for prescription lens for eyewear inserts for full-face respirators is \$70.00 total.

c. Reimbursement will be effected upon change of prescription or for damaged eyewear as a result of an occupational accident. Reimbursement is not granted for willfully destroyed or damaged eyewear.

ATTACHMENT 3-A

MSC 5100/10

SIGHT CONSERVATION PROGRAM REFRACTIVE SERVICES APPROVAL

PRIVACY ACT STATEMENT: TITLE 5 OF U.S. CODE (301) AUTHORIZES COLLECTION OF THIS INFORMATION. YOUR MEDICAL OFFICE WILL USE THIS INFORMATION TO APPROVE PROCUREMENT OF EYE CARE SERVICES. WHERE THE EMPLOYEE'S SOCIAL SECURITY NUMBER (SSN) IS USED, AUTHORIZATION IS BY EXECUTIVE ORDER 9337. FURNISHING THE INFORMATION IN THIS FORM, INCLUDING YOUR SSN, IS VOLUNTARY, BUT FAILURE TO DO SO MAY RESULT IN DISAPPROVAL OF THIS REQUEST.			
NAME	SSN	<input type="checkbox"/> INITIAL ISSUE <input type="checkbox"/> REISSUE	CODE
REMARKS:			
<p>I certify that the employee listed above is an MSC employee, entitled to prescription safety glasses for work-related exposure to eye hazardous areas/operations and has not procured same at MSC expense within the past 12 months. If there are any exceptions, give details above.</p> <p><input type="checkbox"/> REFRACTIVE SERVICES</p> <p><input type="checkbox"/> PRESCRIPTION SAFETY LENSES</p>			
FORCE MEDICAL OFFICER/ SHIP MEDICAL SERVICES OFFICER:			

MSC 5100/10 (Rev 8-97)

SAFETY SHOE REIMBURSEMENT POLICY AND PROCEDURES

1. General

a. The design, construction, testing and use of safety shoes shall meet the requirements of American National Standards Institute (ANSI) Z41.1. The safety shoes chosen shall be adequate for the specific foot hazard, as comfortable as design permits and have a proper fit. Only industrial strength footwear approved by ANSI standards are authorized. ANSI requires manufacturers to show a Z41 logo on safety shoes.

b. Employees required to make ship visits shall be provided with safety shoes that meet the requirements of the ANSI Standard Z41.1.

c. Commands shall use MSC 5100/3, Safety Shoe Purchase Record, Attachment 4-A, signed by the employee's supervisor, to approve the issuing of safety shoes.

d. The opportunity for abuse is recognized. Therefore, supervisors shall ensure that only authorized personnel participate in this program. Supervisors signing MSC 5100/3 are to ensure that appropriate shoes for the job are selected and that unnecessary replacements are avoided.

2. Procurement

a. One pair of safety shoes per employee is authorized annually if needed, due to damage or wear and tear, unless unique circumstances dictate otherwise. An exception is provided for cases where the work situation requires specialized footwear. However, purchases greater than \$100.00 for unique circumstances have to be approved by the Safety Officer. The command shall determine whether it is convenient for the government to obtain safety shoes through normal contracting channels or through employee purchase subject to reimbursement.

b. Purchases can be made by the command through normal contracting channels from the GSA schedule, from the Federal Prison Industries (FPI) or directly from a manufacturer/vendor. It is mandatory that the safety shoes purchased meet the impact requirements (75 lbs.) of the ANSI Z41 standard.

c. Employees who are authorized to purchase their own safety shoes with the ANSI Z41 logo must first complete MSC 5100/3, Attachment 4-A, and obtain their supervisor's endorsement prior to making their purchase.

10 October 2000

3. Reimbursement

a. When safety shoes are purchased from an outside vendor, submit the following for reimbursement:

- (1) MSC 5100/3 signed by the supervisor.
- (2) Invoice.
- (3) Sales receipt or canceled check.
- (4) Claim for reimbursement (Standard Form 1164).

b. Safety shoes are considered a function and financial responsibility of the activity where they are furnished. The authorized maximum cost for protective footwear is \$100.00 per pair. In extenuating circumstances, the Safety Officer may authorize a purchase in excess of \$100.00.

4. Disposition of Safety Shoes

a. Reissue or replacement of safety shoes, determined by the activity to be unserviceable due to wear or damage, should be on a pair-for-pair turn-in basis. Shoes turned in are to be destroyed. Authorizations for individuals to purchase replacement safety shoes must indicate that shoes previously provided at government expense, or for which prior reimbursement was received, are unserviceable. Unserviceable shoes that are replaced with shoes under reimbursement procedures need not be turned in.

b. Replacement of lost or stolen safety shoes shall be the responsibility of the employee.

c. For personnel retiring, resigning or otherwise separating from Navy employment, their safety shoes shall be assumed to be an expendable item, which has served its useful life and may be retained by the individual.

ATTACHMENT 4-A

MSC 5100/3

SAFETY SHOE PURCHASE RECORD

PRIVACY ACT STATEMENT: TITLE 5 OF U.S. CODE (301) AUTHORIZES COLLECTION OF THIS INFORMATION. YOUR SAFETY OFFICE WILL USE THIS INFORMATION TO APPROVE PROCUREMENT OF SAFETY SHOES. WHERE THE EMPLOYEE'S SOCIAL SECURITY NUMBER (SSN) IS USED, AUTHORIZATION IS BY EXECUTIVE ORDER 9337. FURNISHING THE INFORMATION IN THIS FORM, INCLUDING YOUR SSN, IS VOLUNTARY, BUT FAILURE TO DO SO MAY RESULT IN DISAPPROVAL OF THIS REQUEST.				
NAME	SHIP/COMMAND		SSN	CODE
PURCHASE SOURCE	<input type="checkbox"/> INITIAL ISSUE <input type="checkbox"/> REISSUE	STOCK NUMBER	COST	SHOE SIZE
REMARKS:				
I certify that the employee listed above is an MSC employee, entitled to safety shoes for work-related exposure to foot hazardous areas/operations and has not procured safety shoes at MSC expense within the past 12 months. If there are any exceptions, give details above.				
NAME OF SUPERVISOR	SIGNATURE OF SUPERVISOR		DATE	

MSC 5100/3 (Rev 8-97)