



DEPARTMENT OF THE NAVY
NAVAL STATION GREAT LAKES
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GREAT LAKES, IL 60088-2845

Canc frp

NSGLNOTE 3121

N00

7 May 2021

NAVSTA GREAT LAKES NOTICE 3121

From: Commanding Officer, Naval Station Great Lakes

Subj: COMMANDING OFFICER'S POLICY STATEMENTS

Encl: (1) Anti-Harassment Policy
(2) Equal Opportunity Employment Policy
(3) Fraternalization Policy
(4) Priority Placement Program Statement of Support Policy
(5) Spouse and Child Abuse Policy
(6) Responsible Use of Alcohol Policy
(7) Occupational Safety & Health Policy
(8) Environmental Protection Policy

1. Purpose. To issue commanding officer's (CO) policy statements (enclosures (1) through (8)) to support and maintain good order and discipline.

2. Discussion. The enclosed policy statements will be adhered to by all personnel assigned to Naval Station Great Lakes (UIC 00128) and Naval Station Great Lakes Security Detachment (UIC 40536).

3. Action

a. Department Heads/Special Assistants. Post this notice, and its enclosures, in department workspaces and common spaces. Provide a copy of this notice to every new civilian employee and military personnel who reports aboard after the effective date of this notice.

b. Information Technology Department. Conspicuously post this notice on the command's CNIC Gateway homepage.

c. CO's Secretary. Coordinate annual review of enclosures (1) through (8) with respective subject matter experts, and coordinate reissuance of this notice with the administrative officer.

Available at:

[https://g2.cnic.navy.mil/directives/documents/3121_NSGL\(210507\).pdf](https://g2.cnic.navy.mil/directives/documents/3121_NSGL(210507).pdf)

4. Records Management

a. Records created as a result of this instruction [notice, change transmittal], regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division 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 [notice, change transmittal] or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

5. Cancellation Contingency. This notice remains in effect until the CO's change of command or issuance of a new notice with the same subject.



J. J. WILLIAMSON

Releasability and distribution:

This manual is cleared for public release and is available electronically only, via CNIC Gateway Intranet web site <https://g2.cnic.navy.mil/NAVSTAGREATLAKESIL/Pages/Default.aspx>

OCCUPATIONAL SAFETY & HEALTH POLICY

1. It is our responsibility to provide a safe and healthful workplace for all personnel on Naval Station Great Lakes. In doing so, each of us shares responsibility and accountability to protect and preserve our work force and facilities.
2. Safety is fundamental to mission readiness and execution. Naval Station Great Lakes will:
 - a. Exercise Operational Risk Management (ORM) at all times, whether on or off duty.
 - b. Eliminate workplace mishaps through intrusive leadership, firm adherence to correct safety practices & procedures, and constant awareness.
 - c. Provide a safe and healthy living and working environment through attention to occupational safety and health standards.
 - d. Minimize mishaps through completion of facilitated and/or self-paced required safety, health and operational risk management training courses/sessions.
3. Enterprise Safety Management Applications System (ESAMS) is Commander, Navy Installations Command's management tool for shore safety and fire programs. It is a web-based and common access card enabled program available at [https://esams.cnmc.navy.mil/ESAMS GEN2/DefaultMain/ESAMSMMain.aspx](https://esams.cnmc.navy.mil/ESAMS_GEN2/DefaultMain/ESAMSMMain.aspx). ESAMS is used to track safety training, mishap reporting, medical surveillance, employee reports of unsafe/unhealthful working conditions, safety inspections, deficiency abatement tracking, and many of the fire/fire prevention programs. I expect department heads, program managers and supervisors to understand how to use this tool and closely monitor mishap prevention activities within your area of responsibilities. Specifically:
 - a. Review the Executive Safety Summary. This summary provides a snapshot of mishap statistics, safety inspections/deficiencies, and safety training rates. The Training Compliance Report Card rates should be maintained above 90 percent (Green). Ensure facility related deficiencies highlighted in ESAMS are reflected through our Public Works Department (via MAXIMO) to ensure tracking and completion.
 - b. Ensure the ESAMS Fire program modules are fully populated. Of particular importance is the E-Tracker module which is used for firefighting equipment accountability, inspection, and maintenance. Others modules (i.e. personnel and training records, fire inspection facility data) also need to be properly maintained. Ensuring these modules are populated with accurate information helps to ensure internal management controls are effective and reduces the workload associated with higher headquarters data calls.

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4. I count on each individual to proactively support our Command in assessing risks and incorporating safety into our mission accomplishment. Be responsible, use common sense, and watch out for one another.

A handwritten signature in black ink, appearing to read 'J. J. Williamson', with a stylized flourish extending to the right.

J. J. WILLIAMSON
Captain, U.S. Navy
Commanding Officer

ENVIRONMENTAL PROTECTION POLICY

1. Naval Station Great Lakes is committed to the protection of human health and the environment through education, prevention, and the investment of resources necessary for continual improvement and compliance.
2. Our success in supporting current and future mission depends on our ability to manage resources, anticipate change, and keep ahead of increasingly complex environmental regulations through prudent planning and training. Sustainable resource management, hazardous materials minimization, energy conservation, air and water quality, and continuous process improvement are environmentally sound actions that contribute to the success of the Command.
3. In concert with the accomplishment of our mission, we will:
 - a. Support the Environmental Management System (EMS) and proactively address the environmental aspects of our mission.
 - b. Ensure EMS activities are sufficient to address the nature and scale of environmental impacts of the activities on base.
 - c. Prevent pollution and actively seek to continually improve EMS.
 - d. Comply with all legal requirements and other applicable standards as outlined in our EMS, and operate in a manner compatible with the environment.
 - e. Undertake a structured process on a periodic basis to set environmental targets and review objectives for EMS.
 - f. Commit to documenting, implementing, and maintaining the EMS.
 - g. Ensure the scope of EMS includes and is communicated to all persons and activities within the Command's purview.
 - h. Commit to open and honest communication with the public.



J. J. WILLIAMSON
Captain, U.S. Navy
Commanding Officer