



General User's Manual



ESAMS Help Desk: (865) 288-7898

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www.hgwllc.com

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General User's Manual

Finding ESAMS

The web site login can be accessed directly by using the following URL:

https://esams.cnic.navy.mil/ESAMS_Gen_2/loginESAMS.aspx

Users can also find the login at <http://www.hgwllc.com>

Select the “[Customer Login](#)” hyperlink in the top right corner; then click on the “[Click Here to Log In \(DoD Users\)](#)” link that is located on the Customers Login page.

Logging into ESAMS

When a user reaches the ESAMS Login page, they will see one of three screens, depending on the user's account status. Users who reach the login page with a CAC/PKI certificate, and who have a registered account in ESAMS, will see the “[CAC/PKI Login](#)” button. Clicking this button logs the user into the ESAMS website. Users who have not yet done so will be asked to create a “Code Word” that will be used by the ESAMS Help Desk to verbally identify the user, should the user need to contact the Help Desk for support.

CAC/PKI Owner: HAMILTON, JAMES

CAC/PKI Login

IMPORTANT ESAMS INFORMATION

- Internet Browser: Internet Explorer Version 10 or later is recommended.
- Do not use the BACK button to navigate in ESAMS.
- Use the Logout link to exit ESAMS.

Global Training Registration

Global Training allows enrollment in the following:

- Traffic Safety Classes (Motorcycle, AAA Driver and EVOC)
- Safety Classes (CPR, First Aid)
- General Classes
- Fire Public Education (Fire Warden)
- Environmental
- Chart the Course (CTC)
- Anti-Terrorism Force Protection Training (ATFP)

Global Training Registration

Please create a code word for your account. Your code word will be used by help desk or technical support personnel to verify you as the owner of this account. You need to remember this word.

Code Word: ANY WORD(S) x (15 Characters Max)

Save

Users who reach the login page with a CAC/PKI certificate, but who do not have a registered account in ESAMS, will see the “[Request ESAMS Account](#)” button.

The screenshot shows the ESAMS login interface. At the top left, there is a button labeled "Request ESAMS Account" which is highlighted with a red rectangular border. To the right of this button is a red header box titled "IMPORTANT ESAMS INFORMATION" containing three bullet points: "Internet Browser: Internet Explorer Version 10 or later is recommended.", "Do not use the BACK button to navigate in ESAMS.", and "Use the Logout link to exit ESAMS." Below these elements is a large blue rectangular area. At the top of this area is the text "Global Training Registration". Below that, it says "Global Training allows enrollment in the following:" followed by a bulleted list of training classes: "Traffic Safety Classes (Motorcycle, AAA Driver and EVOC)", "Safety Classes (CPR, First Aid)", "General Classes", "Fire Public Education (Fire Warden)", "Environmental", "Chart the Course (CTC)", and "Anti-Terrorism Force Protection Training (ATFP)". At the bottom right of this blue area is a white button labeled "Global Training Registration".

Clicking this button takes the user to a new page on which the system has pulled the following information as it appears in the Defense Enrollment Eligibility Reporting System (DEERS) website:

- DoD ID
- Last Name
- First Name
- DoB
- Gender

The user will be required to fill in the rest of the required information on the page:

- Service Status: The Service Status of the user (USN Active, Contractor, etc.)
- Account Request Reason: The reason the user is requesting an ESAMS account, selected from a drop-down.
- Cmd/Org: The command or organization at which the user is stationed.
- Dept/Code: The department or code within the command/organization at which the user is stationed.
- Installation: The installation at which the user is stationed.
- Phone Number: The user should select either “DSN” or “Commercial” and enter the appropriate/matching number.
- Email: The email address is not required to request an account, but users are advised to enter this information so that the administrator can notify the user once the account has been authenticated. Also, ESAMS uses email to notify the user for other reasons (training due, etc.).

Once all required information is entered on the page, clicking the “[Submit Account Request](#)” button completes the user’s request. The user must now wait for a local Personnel Administrator to authenticate the account. Once the account is authenticated, the user can log in using the “[CAC/PKI Login](#)” button on the ESAMS Login page. **Note: While waiting for authentication, the user can still access the “[Global Training Registration](#)” button to enroll in scheduled classes.**

JAMES HAMILTON, you do not have an ESAMS Account; you can request one by completing the information below.

* Denotes a required field.

ACCOUNT INFORMATION

DOD ID: 1296846178

Last Name: HAMILTON

First Name: JAMES

Middle Initial:

Date of Birth: 4/7/1985

Gender: Male

Service Status: * USN - Contractor



COMMAND / ORGANIZATION INFORMATION

Account Request Reason: * Cmd/Org Implementation

Cmd/Org: * N09697 - CNRSE



Dept/Code: * N35



Installation: * NAS Jacksonville, FL



Phone Number:

Type: * Commercial

Number: * 5558675309

PLEASE PROVIDE AN EMAIL SO YOU CAN BE NOTIFIED WHEN THE ACCOUNT HAS BEEN AUTHENTICATED.

Email Address: james.hamilton@navy.mil



Confirm Email: james.hamilton@navy.mil

Submit Account Request

Users who reach the login page without a CAC/PKI certificate, and who have a registered account in ESAMS, will see the “User ID” and “Password” fields. These users must enter their User ID and Password, then click the “Login” button to log into the ESAMS website. Users who have not yet done so will be asked to create a “Code Word” that will be used by the ESAMS Help Desk to verbally identify the user, should the user need to contact the Help Desk for support. These users will also be required to select and answer three (3) security questions for additional verification purposes.

ESAMS CONTACT US HELP

User ID: UserIDForMe

Password:

Login

Forgot User ID Reset Password

Register ESAMS Account

IMPORTANT ESAMS INFORMATION

- Internet Browser: Internet Explorer Version 10 or later is recommended.
- Do not use the BACK button to navigate in ESAMS.
- Use the Logout link to exit ESAMS.

Global Training Registration

Global Training allows enrollment in the following:

- Traffic Safety Classes (Motorcycle, AAA Driver and EVOC)
- Safety Classes (CPR, First Aid)
- General Classes
- Fire Public Education (Fire Warden)
- Environmental
- Chart the Course (CTC)
- Anti-Terrorism Force Protection Training (ATFP)

Global Training Registration

Note: Users who reach the login page without a CAC/PKI certificate, and who do not have a registered account in ESAMS cannot log into ESAMS, nor can they request a new account.

Logging into ESAMS – Motorcycle Safety

Upon logging in, if the user's employee record does not show a response to the Motorcycle Survey, the user will see a screen asking them whether or not they own, plan to own or ride a motorcycle. (According to OPNAVINST 5100.12J, all military personnel who operate a motorcycle on/off base, all DoD civilian personnel who operate a motorcycle on base and Civilian Personnel that are required to operate a motorcycle as part of their assigned duties are required to complete a COMNAVSAFECEN approved motorcycle rider safety course.) Selecting “Owner”, “Other” or “Plan to Own” expands the page to display the Motorcycle Operator Questionnaire, which assists Motorcycle Coordinators in ensuring personnel have the required motorcycle training. The user must fill out the questionnaire before continuing.

Motorcycle Operator Questionnaire for: SOMEGUY, TESTER [Change Log](#) Save

Per Traffic Safety Program Instructions, it is a Command/Organization's responsibility to identify those Military Personnel that operate motorcycles (on/off base and on/off duty) and Civilian Personnel that are required to operate a motorcycle as part of their assigned duties.

Response to the below question will determine if additional data will be required and if specific training requirements will be tracked for each person.

Operators of motorcycles with attached sidecars, operators of three-wheeled vehicles and operators of scooters, mopeds or other two-wheeled vehicles that may be operated without a driver license motorcycle endorsement are not required to complete motorcycle training. If this pertains to you, then answer the below by selecting Not a Rider.

Rider Status

Last Updated (Date-By): 1/3/2013 - HAMILTON, JAMES (5293094)

Select the appropriate option below:

Operator Status	Description
<input checked="" type="radio"/> Not a Rider	Military (active or reserve) and do not operate, own or plan to own a motorcycle, OR a civilian that is not required to operate a motorcycle as part of your assigned duties.
<input type="radio"/> Owner	Military (active or reserve) and own a motorcycle.
<input type="radio"/> Other	Civilian required to operate a motorcycle in the performance of your assigned duties or Military that operates a motorcycle at anytime that does not own a motorcycle.
<input type="radio"/> Plan to Own	Military that plans to purchase a motorcycle.

This form can also be reached by:

- 1) the user, in the user's Profile (found under "My Links");
- 2) the user's supervisor, in the user's Profile (found under "View and Assign Direct Reports");
- 3) a PA Administrator, in the user's personnel record.

At any time, the user or supervisor may go back into the Profile and click the "[Update Census Status](#)" button – this will allow the user to change their motorcycle rider information. If a user notes themselves as "Not a Rider" after having been noted as a rider, a PA Administrator must remove the "Motorcycle Operator Initial" duty/task for the training requirement to be removed. **Note: When completing the Motorcycle Information form, the user must select the "Save" button to retain the information.**

Personal Info

Last Name: HAMILTON

First Name: JAMES

Middle Name: THOMAS

Suffix:

Gender: ☒ Male ☐ Female

DOB: 08/1973

Service/Status: USN - Contractor

Rank/Grade:

Rate/Series:

Supervisor: MICHAEL WHITE

Job Title: Test Dummy

Email: jhamilton@hgwllc.com [Edit](#)

Motorcycle Rider:

[Update Census Status](#)

Operator Status	Last Updated	Last Update By	Primary Motorcycle Type
Not a Rider	1/14/2013	FIELDS, MATTHEW (1009376)	N/A

Per Traffic Safety Program Instructions, it is a Command/Organization's responsibility to identify those Military Personnel that operate motorcycles (on/off base and on/off duty) and Civilian Personnel that are required to operate a motorcycle as part of their assigned duties. Response to the below questionnaire will determine if additional data will be required and if specific training requirements will be tracked for each person. Operators of motorcycles with attached sidecars, operators of three-wheeled vehicles and operators of scooters, mopeds or other two-wheeled vehicles that may be operated without a driver license motorcycle endorsement are not required to complete motorcycle training.

Motorcycle Operator Questionnaire for: **HAMILTON, JAMES THOMAS**
[Change Log](#)
[Save](#)

Per Traffic Safety Program Instructions, it is a Command/Organization's responsibility to identify those Military Personnel that operate motorcycles (on/off base and on/off duty) and Civilian Personnel that are required to operate a motorcycle as part of their assigned duties.

Response to the below question will determine if additional data will be required and if specific training requirements will be tracked for each person.

Operators of motorcycles with attached sidecars, operators of three-wheeled vehicles and operators of scooters, mopeds or other two-wheeled vehicles that may be operated without a driver license motorcycle endorsement are not required to complete motorcycle training. If this pertains to you, then answer the below by selecting Not a Rider.

Rider Status

Last Updated (Date-By): 1/14/2013 - FIELDS, MATT (1009376)

Select the appropriate option below:

Operator Status	Description
<input type="radio"/> Not a Rider	Military (active or reserve) and do not operate, own or plan to own a motorcycle, OR a civilian that is not required to operate a motorcycle as part of your assigned duties.
<input checked="" type="radio"/> Owner	Military (active or reserve) and own a motorcycle.
<input type="radio"/> Other	Civilian required to operate a motorcycle in the performance of your assigned duties or Military that operates a motorcycle at anytime that does not own a motorcycle.
<input type="radio"/> Plan to Own	Military that plans to purchase a motorcycle.

Motorcycle/Riding Information

All fields required unless otherwise noted

Primary motorcycle type you operate:

Type(s) of bikes you currently own: ☐ Cruiser ☐ Sport Bike ☐ Dirt Bike ☐ ATV

Date began riding:

License or Permit w/ Motorcycle Endorsement:

Gender: ☒ M ☐ F

All information below regards your Primary Bike

Frequency Of Use:

Select type of riding or planned type of riding: (Check all that apply)

☐ Commuting ☐ Competitive/Circuit ☐ Cruising
☐ Occupational ☐ Off-road/Trail ☐ Recreational
☐ Stunt

Registered on Base: ☐ Yes ☐ No

Approximate Actual Purchase Date:

Have Motorcycle Affiliation/Clubs (optional): ☐ Yes ☐ No

Motorcycle Club Affiliations (optional):

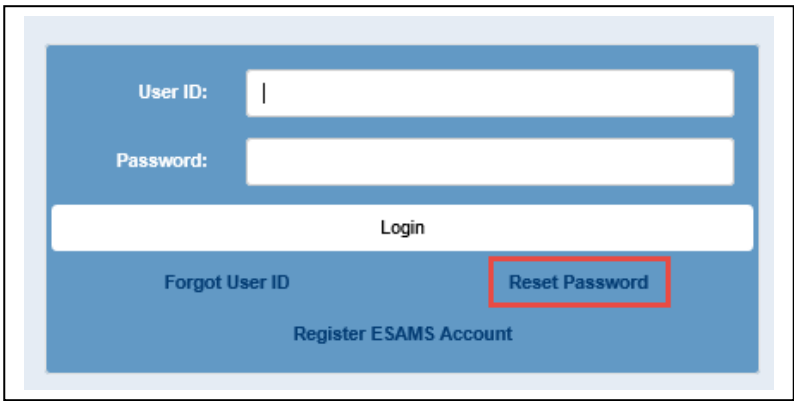
(500 character(s) left)

Comments (optional):

(500 character(s) left)

Reset Password

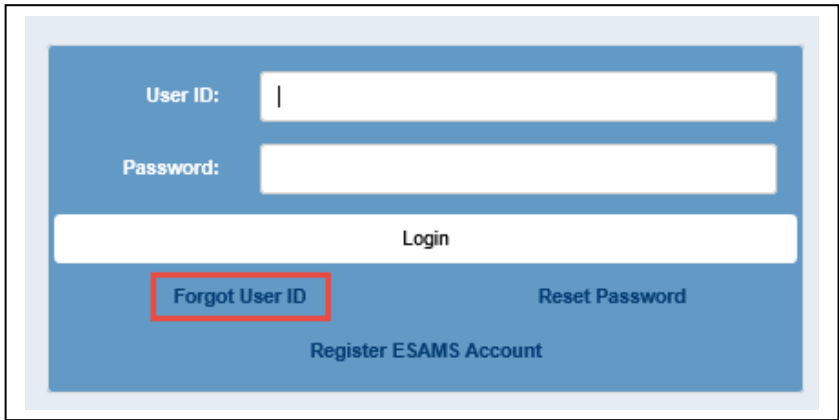
Note: Users who have their Login Preference set to “CAC/PKI Only” or “Both” will not see the “Reset Password” link. “CAC/PKI Only” users cannot have passwords reset, and “Both” users must change the password from the Account Management link. User ID/Password users who cannot remember their Password for ESAMS can use the “Reset Password” link located below the login fields. Clicking on the “Reset Password” link takes the user to a new page through which the user can reset his/her Password. The user must enter information to verify the identity of the user. Once the user’s identity is established, ESAMS will send the user an email containing two methods allowing the user to reset the password:

A screenshot of the ESAMS login interface. It features a blue header area with white text. Below the header, there are two input fields: 'User ID:' and 'Password:'. A white 'Login' button is positioned below these fields. At the bottom of the login area, there are three links: 'Forgot User ID', 'Reset Password' (which is highlighted with a red rectangular box), and 'Register ESAMS Account'.

- 1) The user will be provided a link. Clicking on this link takes the user to a page on which the user can reset the password.
- 2) The user will also be provided with a Password Reset Token. This token will consist of a string of characters. The user can click on the “Reset Password” link again, then click the “Enter a Password Reset Token” button. Entering the User ID and the Password Reset Token takes the user to a page on which the user can reset the password.

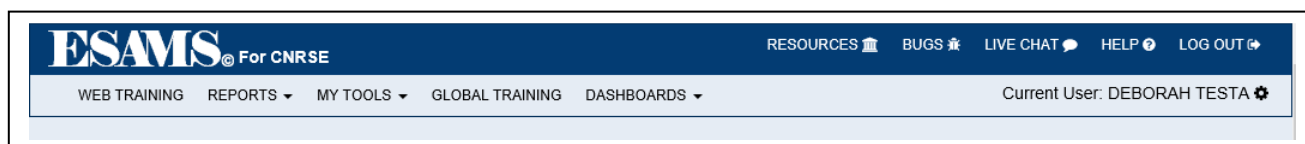
Forgot User ID

Note: Users who have their Login Preference set to “CAC/PKI Only” or “Both” will not see the “Forgot User ID” link. “CAC/PKI Only” users cannot have User ID’s reset, and “Both” users must change the User ID from the Account Management link after having logged in using CAC/PKI. User ID/Password users who cannot remember their User ID for ESAMS can use the “Forgot User ID” link located below the login fields. Clicking on the “Forgot User ID” link opens a new window in which the user can retrieve his/her User ID. The user must verify their account by entering identifying information. Once the account is verified, the system will email the User ID to the email address listed on the user’s profile. If the user has no email listed, they will be required to enter additional validation information and ESAMS will display the user’s current User ID on the screen.

A screenshot of the ESAMS login interface, similar to the one above. It shows the 'User ID:' and 'Password:' input fields, the 'Login' button, and the links 'Forgot User ID', 'Reset Password', and 'Register ESAMS Account'. In this screenshot, the 'Forgot User ID' link is highlighted with a red rectangular box.

Becoming Familiar with ESAMS

Navigation Bar

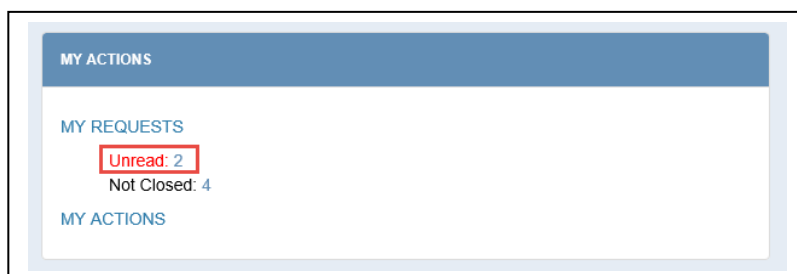


The Navigation Bar at the top of the page contains several links available to aid the user in navigating to the desired application. It should be noted that users will only see Navigation Bar links pertinent to their access in the system. The Navigation Bar contains the following sections:

- **Web Training:** Allows the user to take available web courses.
- **Reports:** Open a new section containing links to gain data from ESAMS.
- **My Tools:** Links commonly used by general users.
- **Global Training:** Allows the user to enroll in scheduled training anywhere it is provided.
- **Dashboards:** Preset ESAMS reports allowing users to view data from ESAMS.
- **Resources:** Allows access to various forms and documents that have been provided for the user.
- **Bugs:** Allows the user to inform ESAMS of errors or issues occurring on the website.
- **Live Chat:** Allows the user to contact an ESAMS Help Desk member for assistance.
- **Help:** Allows access to ESAMS-specific information to assist the user.
- **Log Out:** Allows the user to properly exit the website.
- **Current User:** Clicking the cogwheel next to the user's name displays the user's Last Login Information.

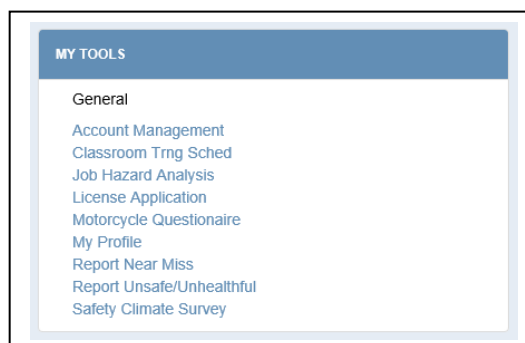
My Actions

My Requests contains communication regarding user requests sent through the ESAMS system (My Requests) and links to records for which the user has been asked to take action (My Actions).



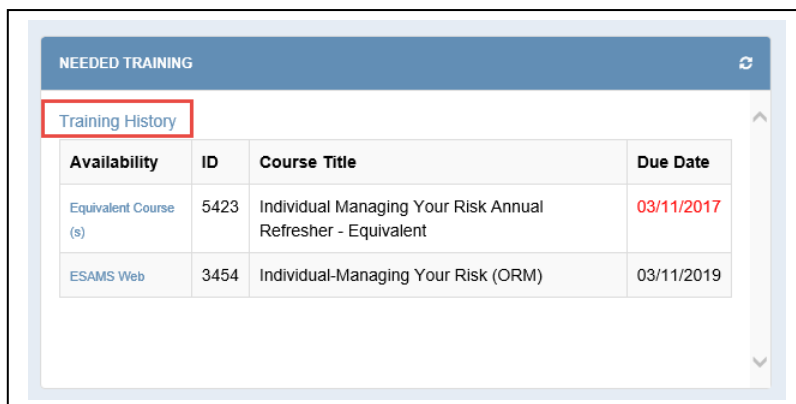
My Tools

My Tools contains all the basic areas that a standard user would need to access in ESAMS.



Needed Training Widget

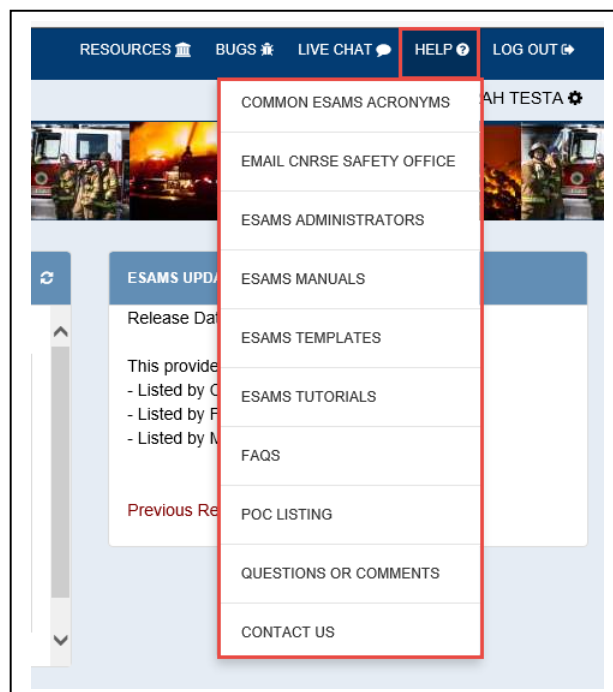
The Needed Training widget displays at the top of the ESAMS Main page. The widget shows all training requirements that are overdue or coming due for the user (**overdue dates will be displayed in red**). The widget information updates each time the user logs into ESAMS. Clicking the **“Training History”** link opens a new window in which the user can view a list of completed trainings.



Availability	ID	Course Title	Due Date
Equivalent Course (s)	5423	Individual Managing Your Risk Annual Refresher - Equivalent	03/11/2017
ESAMS Web	3454	Individual-Managing Your Risk (ORM)	03/11/2019

Help

- “Common ESAMS Acronyms” opens a document describing acronyms used within ESAMS.
- “EMAIL XXXX Safety Office” allows the user to contact their regional/group safety office via email.
- “ESAMS Administrators” shows personnel with administrative access to view/edit the user’s information.
- “ESAMS Manuals” contains detailed instructional manuals for each application.
- “ESAMS Templates” contains spreadsheets used to provide required information to ESAMS.
- “FAQs” (Frequently Asked Questions)
- “POC Listing” displays lists of Points of Contact for all user groups.
- “Questions or Comments” provides a link for the Webmaster. This should only be used for problems specific to the web application functions and should not be safety program issues.
- ESAMS Help Desk number and hours of operation can be found under “Contact Us”.



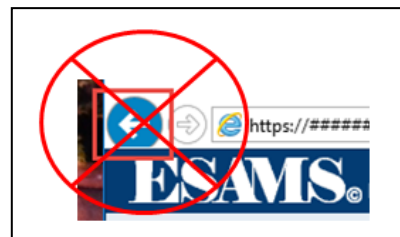
ESAMS System Basics

System Basics include the following topics:

- Basic Navigation
- Pop-up Types in ESAMS
- Getting Familiar with ESAMS
- Profile

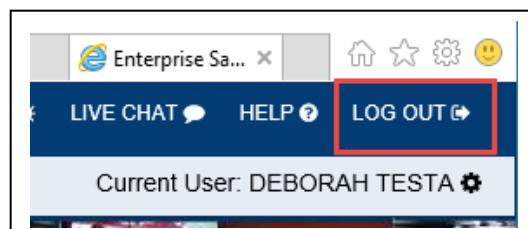
Basic Navigation

Users should try to refrain from using their browser “Back” or “Forward” buttons. Each page in ESAMS should have an “Exit,” “Return to Main Page” link, or a “Back” button within the web application that will allow users to navigate properly through the application screens.



Exiting ESAMS

When a user is finished using the system, he/she should log out of the system by using the “Log Out” buttons that can be found throughout the applications in the top right corner. Each time a user logs into ESAMS, a “session” record is created. A user is only allowed one session at a time, and cannot log in with the same user account while that account is under an active session. Using the “Log Out” buttons to leave ESAMS ends the session properly. Not using the “Log Out” buttons could cause the user to be locked out of ESAMS until the session is closed.



Messaging Pop-Ups

Below is an example of an ESAMS Message Pop-up. These pop-ups act much like email, but send messages directly to our Technical Support Department.

There are three important items to remember about pop-up email:

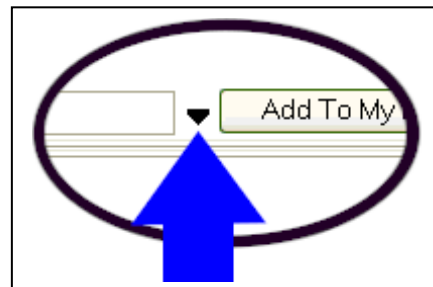
Time Outs!: The Pop-up window will automatically close after approximately 15 minutes.

Pop-Ups Can Hide: Pop-ups are really only little browser windows and can sometimes hide behind a larger browser window. If a Pop-Up won't open, it may be because it's already open; check the status bar for multiple browser windows.

Include Your Name and Phone Number: Supplying your name, email, and/or phone number will expedite a response. This is not necessary, as the ESAMS Technical Support members can trade messages with users through the “My Requests” tab, but can help if the support member needs direct contact.

Using Other Pop-Up Types

Pop-Up Selection windows are used throughout the ESAMS system to populate data fields. To the right is an example of the triangle to click to access these pop-up selection boxes. The triangle refers to a pop-up selector. Whenever possible, select the triangle to generate a pop-up selection menu.



DO NOT TYPE INTO THE FIELDS WHEN THERE IS A POP-UP SELECTOR AVAILABLE TO USE!

There are four basic types of Pop-Up Types:

- Calendar/Time
- Fill-In Search
- Single Select
- Multi-Select

Calendar/Time Pop-up Selection

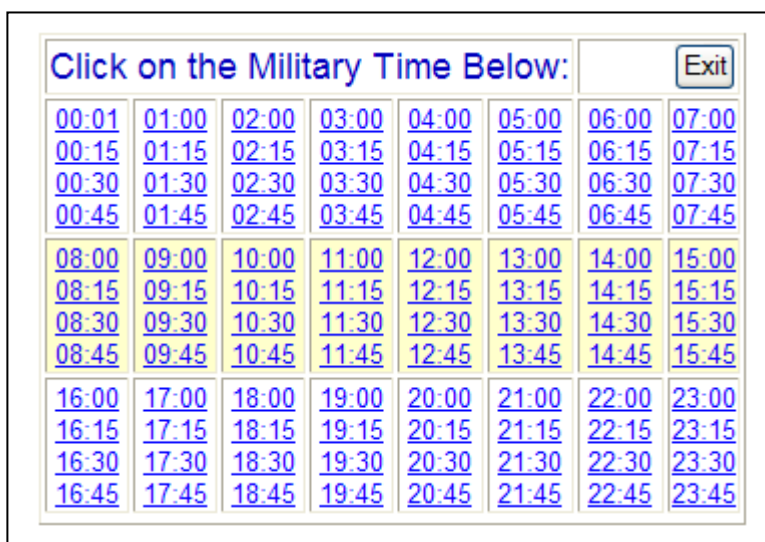
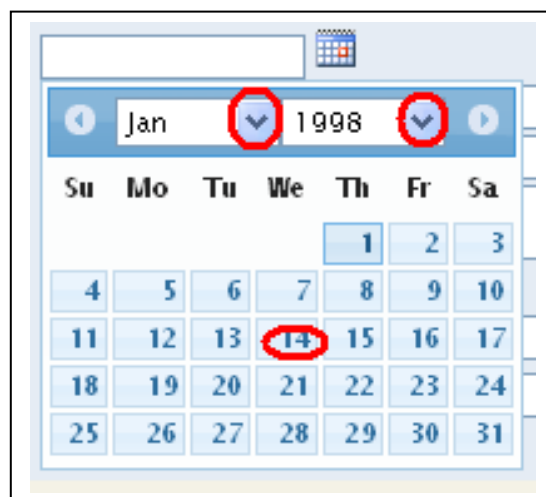
To the right is an example of a calendar pop-up selection window used to select dates for fields in the system.

To select a date follow these steps:

Select the year and then select the month. Click on the desired date next. The calendar pop-up window will disappear and the date selected will appear in the text box. The calendar is initially limited to selecting up to the last ten years, but once a date is selected, clicking on the calendar popup again opens the selection to another ten years in the past.

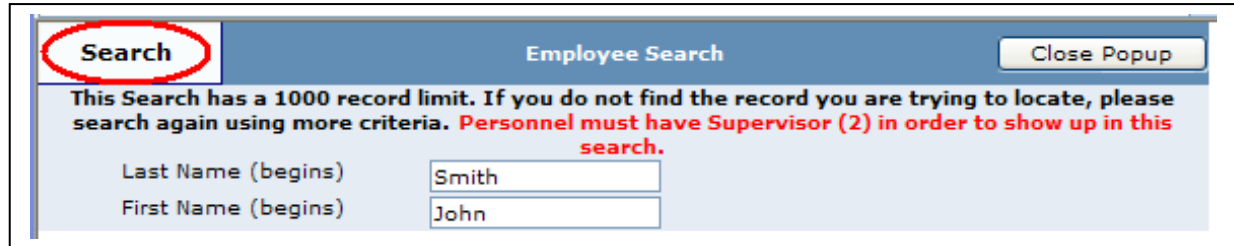
Note: There are very few areas in ESAMS (IDATS, Training Admin) that contain data more than ten (10) years old, due to required data maintenance procedures.

Also to the right is an example of a time pop-up selection window. The window displays military time in 15-minute increments. Users should select the time closest to the actual desired time. The pop-up window will disappear and the time you selected will automatically populate the text box.



The Fill-In Search Selection Pop-Up

Below is an example of a Fill-In Search Selection Pop-Up. To begin your search, type all or part of the name and then select the “[Search](#)” button.



The image shows a pop-up window titled "Employee Search". At the top left, there is a "Search" button circled in red. To the right of the title bar is a "Close Popup" button. Below the title bar, a message states: "This Search has a 1000 record limit. If you do not find the record you are trying to locate, please search again using more criteria. Personnel must have Supervisor (2) in order to show up in this search." Below this message are two input fields: "Last Name (begins)" with the value "Smith" and "First Name (begins)" with the value "John".

Single Select Pop-Up Windows

Single Select (as the name implies) only allows the user one item in the list as shown to the right. Left-mouse-click on the correct item - this action will populate the field and the window will disappear. If the desired record did not appear, try to change the search criteria and search again.



The image shows a pop-up window titled "Back to Filter" with a "Close Popup" button. Below the title bar is a search input field and a "Search" button. The main content area says "Select the desired value below." and "(21 records found)". It contains a table with the following columns: "Cmd/Org", "UIC", "Claimant", and "Service Branch".

	Cmd/Org	UIC	Claimant	Service Branch
1.	CNRSW	N00242	CNIC	United States Navy
2.	CSD Denver	N43053	CNIC	United States Navy
3.	CSD Monterey	N43073	CNIC	United States Navy
4.	CSD NAS Fallon	N43075	CNIC	United States Navy
5.	EXCHANGE NAB CORONADO CA	N41952	CNIC	United States Navy
6.	NAF EL CENTRO CA	N60042	CNIC	United States Navy
7.	NAS Fallon	N60495	CNIC	United States Navy
8.	NAS Lemoore	N63042	CNIC	United States Navy

Multi-Select Pop-Up Windows

Multi-Select pop-up lists allow the users to select more than one item. The user should check the box of each item to be selected on the list. Only the checked items will be selected.



The image shows a pop-up window titled "Search Results" with buttons for "Search Again", "Enroll", and "Close Window". Below the title bar is a message: "Select the name(s) you were searching for then Click Enroll or Wait List as shown. Otherwise select the 'Close Window' button to close the window or the 'Search Again' button to continue your search." Below this message is a table with the following columns: "Name/Assigned Supervisor", "Cmd/Org", "Installation", and "Dept/Code".

Name/Assigned Supervisor	Cmd/Org	Installation	Dept/Code
1. <input checked="" type="checkbox"/> JENSEN, KEVIN (details) :Assigned To: Someguy, Tester	CNRSW	NAVBASE San Diego, CA - Mainside	Dept Not Specified
2. <input type="checkbox"/> JENSEN, KEVIN (details) :Assigned To: Someguy, Tester	CNRSW	NAVBASE San Diego, CA - Mainside	Dept Not Specified
3. <input checked="" type="checkbox"/> MCBAWN, RYAN (details) :Assigned To: Someguy, Tester	CNRSW	NAVBASE San Diego, CA - Mainside	N30
4. <input checked="" type="checkbox"/> WINTER, DEIRDRE (details) :Assigned To: Someguy, Tester	CNRSW	NAVBASE San Diego, CA - Mainside	Dept Not Specified

At the bottom of the window, there are buttons for "Search Again" and "Enroll", with the "Enroll" button circled in red.

Change Logs

All Users should be aware of the change logs that are located throughout all the applications but only viewable by administrative personnel. The Change Log is an expandable memo field that is appended each time a user makes a change to a record. The system logs a date, time, user's name and the action taken. This allows system administrators easily to view who, when and why a record may have been changed. This also serves as an electronic trail to help identify users who choose to abuse the system or are consistently careless in entering data.

Change Log				
				Close Window
#	Change Date	Changed By	Changes	Note
3167	3/13/2013 4:15:56 PM	Hamilton, James (5293094)	Updated Supervisor from "" to Someguy, Tester (5407806)	
1015	3/11/2013 4:27:15 PM	Hamilton, James (5293094)	Updated DoD ID	
1014	3/11/2013 4:27:15 PM	Hamilton, James (5293094)	Updated Authoritative DoD ID from True to False	
148	3/5/2013 1:31:43 PM	Hamilton, James (5293094)	Inserted UploadFileName from "" to ESAMS_for_Spvr_215_2012.ppt	
599978	3/5/2013 1:22:31 PM	Hamilton, James (5293094)	Updated HasMotorcycle from False to True	
599934	12/18/2012 3:37:00 PM	MCBAWN, RYAN (5833500)	Updated HasMotorcycle from "" to False	

Legacy Change Log:

Created by: Hamilton, James (5293094) on 12/18/2012 Access to NFIRS QuickInitiate was added by: James Hamilton (5293094) on: Dec 18 2012 3:36PM User ID Changed By: Hamilton, James Thomas (5293094) On: 12/18/2012 3:36:43 PM

Password Changed By: Hamilton, James(5293094) On: Dec 18 2012 3:36PM

Modification by: Mcbawn, Ryan(5833500) on Dec 18 2012 3:37PM: Password Changed

Modification by: Mcbawn, Ryan(5833500) on Dec 18 2012 3:37PM: Security Question Changed Password Changed By: Hamilton, James(5293094) On: Dec 18 2012 3:37PM

Access to TRMS was added by: James Hamilton(5293094) on: Dec 19 2012 9:11AM

Updated By: Hamilton, James Thomas (5293094) On: 12/19/2012 9:32:12 AM

On-Line Help

There are multiple ways to get assistance with ESAMS.

1. Review the ESAMS for General Users On-line training (3866)
2. Use "Questions and Comments" to send a message to the Webmaster for assistance
3. Download manuals from the ESAMS Manuals link
4. Send a Bug Message for assistance
5. FAQs (Frequently Asked Questions) page
6. Call the Help Desk during hours of operation
7. Use the "Live Chat" button to contact the Help Desk during hours of operation

Bugs Messaging

Bugs Messaging was referred to in the Messaging Pop-Ups. Administrators will see the "Bugs" button in the navigation bar at the top of the page. This is yet another way to get assistance from ESAMS technical support. Any problems or errors experienced should be pasted into this pop-up message, along with a name and number to expedite the process of contacting the user concerning the resolution of the error or problem.

ESAMS

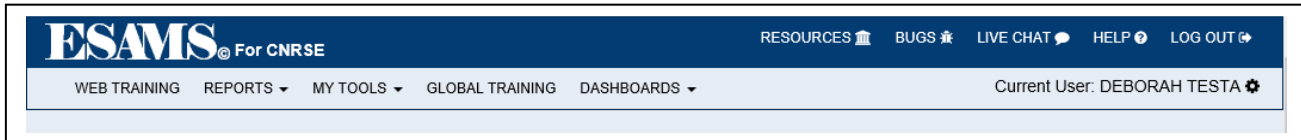
This button returns the user to the ESAMS main page.

The link can be found on all pages.



ESAMS Navigation Bar

The ESAMS navigation bar contains several links available to aid the user in navigating to the desired applications. It should be noted that users will only see Navigation Bar links pertinent to their access in the system.



Web Training

One of the main reasons a general user will log into ESAMS is to take required training. Clicking on the “Web Training” link (found on the top navigation bar) will take the user to the Web Training area. At the top of the page, the “Needed Web Trainings” area will display all ESAMS web training that is overdue or coming due for the user. Clicking on the course ID will display the training course for the user. All available online courses will be displayed below. Typing a name or ID in the “Quick Filter” will assist the user in finding a course.

Needed Web Trainings

Course Count: 3

Course Id	Course Title	Due Date
1356	NAVOSH Orientation	7/23/2015
110	Hearing Conservation	3/1/2016
1398	PPE Training (General - One Time Only)	12/5/2015

Available Web Trainings

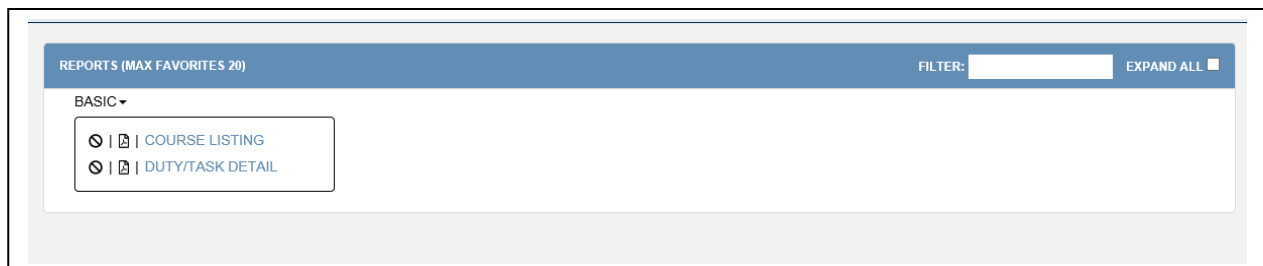
Quick Filter: 12

Course Count: 60

1243	CBRNE Respirator User Training
This course was developed to ensure safe driving practices for Marines and Sailors. The course focuses on driving scenarios known to cause the highest number of deaths in the target population (18 to 26), and how to react to potentially dangerous situations. Successful completion of Driving for Life satisfies Department of Defense and Department of Navy requirements (DoD Instruction 6055.4 and OPNAVINST 5100.12) that every Sailor and Marine under 26 years of age completes a driver training course.	
1259	Navy Fall Protection (Slips, Trips and Same Level Falls) Awareness (One Time Only)
1242	Occupational Reproductive Hazard Awareness
1263	Recreational and Off-Duty Safety Training Awareness and ORM
1234	West Nile Virus Awareness Training

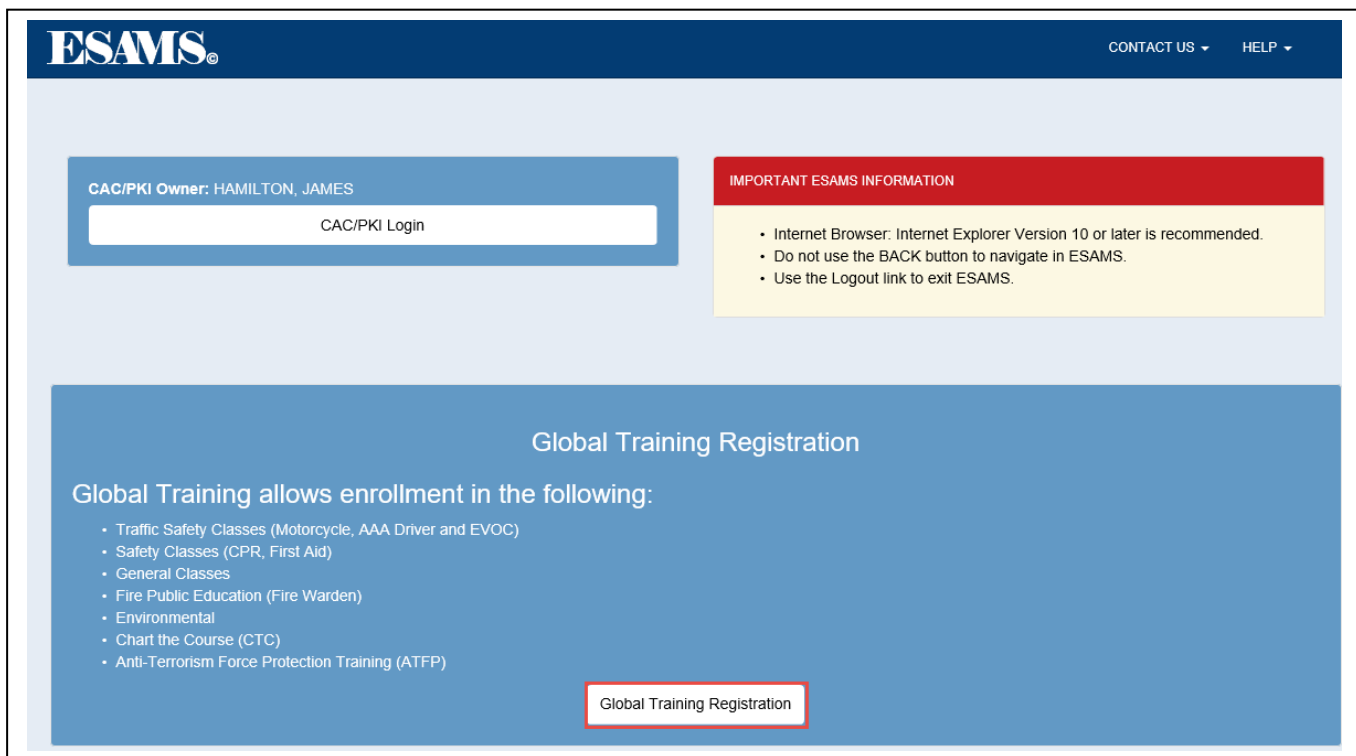
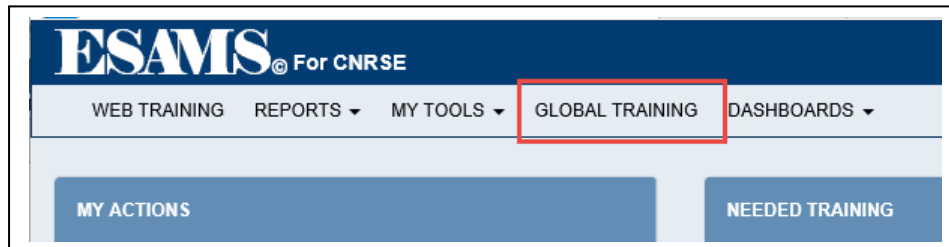
Reports

The Reports link is primarily for Administrators; however, the General User has some reports they can run in this area. The “Course Listing” report will give a list of all the courses available to be tracked on the individual in ESAMS. The “Duty/Task Detail” report will give a list of all the Duty/Tasks available for the Administrator and/or Supervisor to assign to the individual. Details for each course or duty/task can be found in these reports.



Global Training Registration

Most users will go through the Classroom Training Schedule to find and enroll in classes that have been made available to the user's command/organization. However, the Global Training Registration area can be used to find and enroll in classes that are outside of the user's listed location. The "[Global Training](#)" link can be found in the top navigation bar of the ESAMS Main page; the same area can be accessed by clicking the "[Global Training Registration](#)" link at the bottom of the ESAMS Login page. Clicking either link takes the user to the Global Training Registration area. **Note: From the ESAMS Login page, the Global Training Registration area is only accessible to user with a CAC/PKI login. Users who access the website with User ID/Password must log in to the website and click on the link on the ESAMS Main page to access the Global Training Registration area. Users who are awaiting authentication for an account request can still access the Global Training Registration area from the login page.**



Once the user has reached the Global Training Registration area, there are several options for the user.

1. ESAMS Main – Clicking this link will take the user to the main ESAMS website.
2. Live Chat – Clicking this link will open a new window for chatting with the ESAMS Help Desk ([see below](#)).
3. Contact Us – Contact information for ESAMS, and a link to email the ESAMS webmaster.
4. Help – Login Help documents
5. Log Out – User should click this button when leaving ESAMS.

6. Motorcycle Survey – This area shows the current motorcycle rider information for the user.
 - a. Update – Clicking this button opens a new window in which the user can edit their current motorcycle rider information.
 - b. View Motorcycle Coordinators – Clicking this link opens a new window containing contact information for motorcycle coordinators at the user's location.
7. Historical Training – Clicking this link opens a new window in which the user can view a history of the training that has been recorded for the user in ESAMS.
8. Scheduled Training – This area will display any course for which the user is currently enrolled in ESAMS.
 - a. Unenroll – Clicking this link will remove the user from the scheduled class roster.
 - b. View – Clicking this link will open a new window displaying the information provided for the class. Documents provided by the administrator or instructor can be downloaded by clicking the link(s) under the “Student Attachments” section.

The screenshot displays the ESAMS Global Training interface. At the top is a navigation bar with the ESAMS logo and links for ESAMS MAIN, LIVE CHAT, CONTACT US, HELP, and LOG OUT. Below this is a 'GLOBAL TRAINING' header. The main content area is divided into two sections: 'CLASS SEARCH' and 'Motorcycle Survey'.

The 'CLASS SEARCH' section contains several filters: 'Type of Training' (set to Traffic Safety), 'Course(s)' (with a popup arrow and an 'x' icon), 'Region' (set to ALL), 'Installation(s)' (with a popup arrow and an 'x' icon), and 'Month' (set to March). A 'Search' button is located at the bottom of these filters.

The 'Motorcycle Survey' section displays user information in a table-like format:

Ownership Status:	Owner
Last Updated:	3/6/2017
Last Updated By:	HAMILTON, JAMES
Primary Ownership Type:	Standard

Below this table is a link 'View Motorcycle Coordinators' and a note: 'All motorcycle riders transferring to an OCONUS location should contact their MSR to verify motorcycle rider training is available. Personnel who will not ride a motorcycle at the new location must change their status to either 'Not a rider' or 'Deployed'.' There is also a link for 'Historical Training'.

The 'Scheduled Training' section features a table with the following data:

	Course Title	Status	Start Date	End Date	Time	Installation	Class Info	Requested Equipment
Unenroll	Motorcycle Safety Foundation (MSF) Advanced Rider Course (ARC)	Wait List	4/10/2017	4/10/2017	730 - 1600	MCAS Beaufort, SC	View	None

9. Class Search – The main reason users will access the Global Training Registration area is to enroll in classroom training not located at the user's installation.
 - a. Type of Training – The user must select the type of training in which to enroll by clicking on the drop down arrow to make a selection. This field defaults to “Traffic Safety”.
 - b. Course(s) – Once the type has been selected, clicking on the popup arrow will open a new window in which the user can select one or more courses to include in the search. Selecting no course will display results for all courses of the selected type in the search results.
 - c. Region – The user can limit the search to a specific region by clicking on the drop down arrow to make a selection. Selecting no region will display results for all installations in the search results.
 - d. Installation – The user can limit the search to one or more specific installations by clicking on the popup arrow to open a new window in which the user can select the installation(s). The list of installation will be limited by the selected region, and only installations providing training of the selected type will be displayed. Selecting no installation will display results for all installations within the selected region providing training of the selected type.

- e. Month – The user must select the month in which to enroll for training by clicking on the drop down arrow to make a selection. This field defaults to the current month.
- f. Once all selections have been made, clicking the “[Search](#)” button displays the results. If no results are returned, no class has been scheduled in ESAMS for the selected course/installation/month. The user may wish to search using different criteria.

ESAMS®

ESAMS MAIN

LIVE CHAT

CONTACT US

HELP

LOG OUT

GLOBAL TRAINING / CLASS RESULTS

ENROLLING IN A CLASS

Find the class then click "Enroll" or "Wait List". Note: If you are getting ready to deploy and the class is full for the motorcycle course you need, contact the class administrator to request enrollment. To find the class admin, click "View" under "Class Info".

For Motorcycle courses, military personnel are enrolled, all others will be wait listed on a space available basis.

Current Month

October

Search Again

	Course Title	Start Date	End Date	Time	Installation	Class Info	Seats Available	Wait List Available	Language
Full	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	10/2/2017	10/3/2017	645 - 1600	NAVBASE San Diego, CA - Mainside	View	0	0	English
Full	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	10/2/2017	10/3/2017	645 - 1600	NAVBASE San Diego, CA - Mainside	View	0	0	English
Enroll Me	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	10/2/2017	10/2/2017	645 - 1630	NAVBASE Coronado, CA - NASNI	View	5	4	English
Enroll Others									
Enroll Me	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	10/2/2017	10/2/2017	645 - 1630	NAVBASE Coronado, CA - NASNI	View	6	4	English

- g. Enroll Me – Clicking this link opens a new window in which the user enrolls into the selected class. If all open seats are unavailable, but Wait List seats are still open, this link will read “[Wait List Me](#)”. The window will contain the class information. Clicking on the “[Continue Enrollment](#)” button enrolls the user into the class.
 - i. If the class allows for the user to request training motorcycle or other materials, a new window will display in which the user must check the box next to any equipment the user wishes to request. Clicking the “[Enroll](#)” button completes the enrollment process.
 - ii. If the user is already enrolled in a class for the same selected course, a new window will display, asking if the user wishes to remain enrolled in the original class (“[Cancel Request](#)”) or to switch enrollment to the new class (“[Switch my Enrollment](#)”).

Enroll Info

Currently Scheduled for Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC) on 5/2/2016 at MCAS Beaufort, SC

You have now selected a different class on 5/2/2016 at MCB Quantico, VA.

Cancel Request

Switch my Enrollment

- h. Enroll Others – Clicking this link opens a new window in which personnel with Training Administrator access can enroll other users into the selected class. If all open seats are unavailable, but Wait List seats are still open, this link will read “[Wait List Others](#)”.
 - i. If the class allows for the user to request training motorcycle or other materials, a new window will display in which the administrator must check the box next to any equipment the user wishes to request. Clicking the “[Enroll](#)” button completes the enrollment process.
 - ii. If the user is already enrolled in a class for the same selected course, a new window will display, showing the ID of the class in which the user is enrolled. The user must be unenrolled from the original class before an administrator may enroll them in a new class.
- i. View - Clicking this link will open a new window displaying the information provided for the class. Documents provided by the administrator or instructor can be downloaded by clicking the link(s) under the “Student Attachments” section.
- j. Search Again – Clicking this link will take the user back to the Global Training Registration page, allowing the user to change the search criteria.
- k. Current Month – Clicking on this drop down allows the user to select a different month for the search while retaining the other search criteria.

Enroll Info
✕

Course: Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)

Start Date - End Date: 5/2/2016- 5/3/2016

Start Time - End Time: 0730 - 1700

Location: MCAS Beaufort, SC, Building 618, Room 24, located at the motorcycle range where Moore Street and Geiger Blvd split.

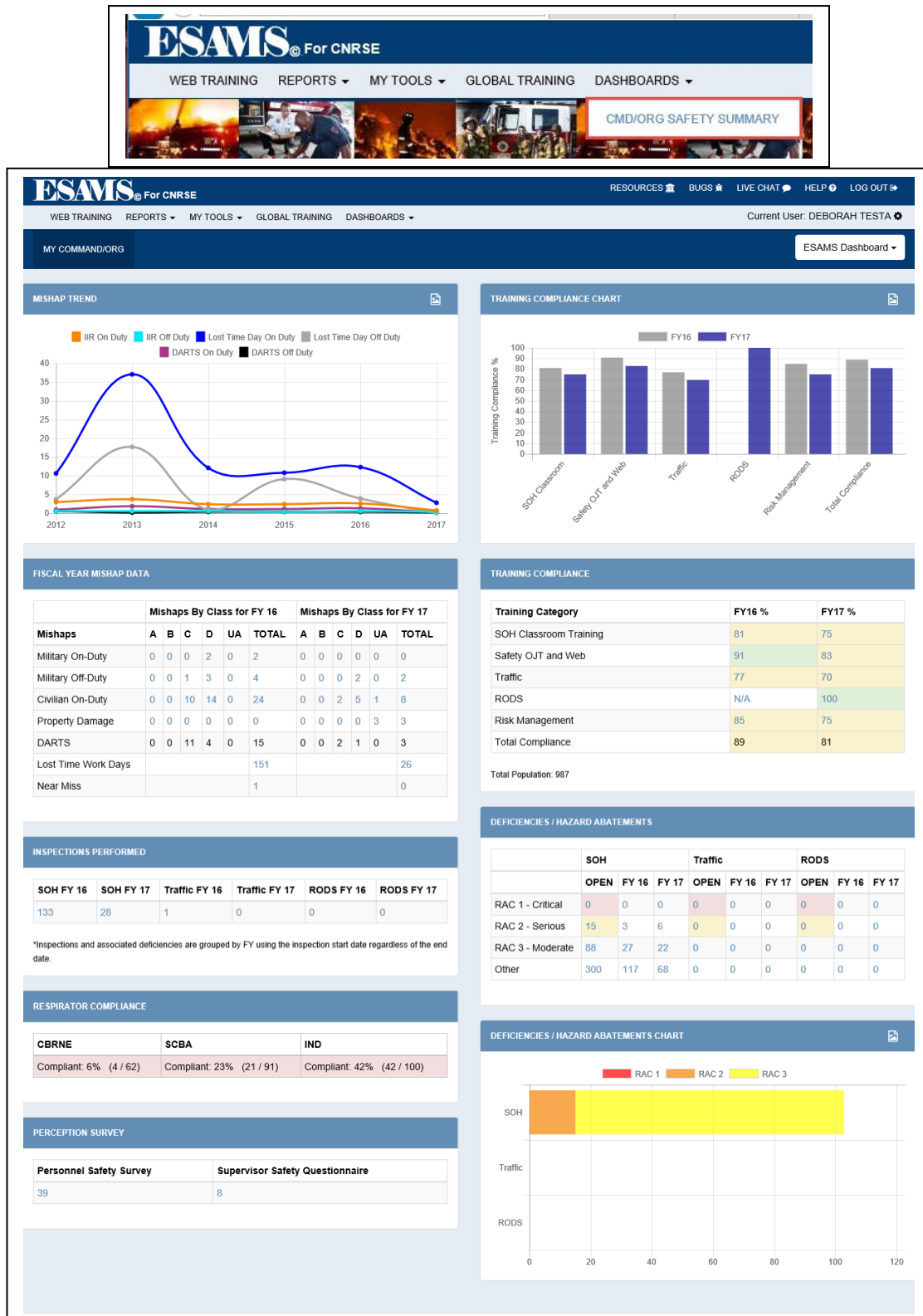
Contact Info: Adam Gray 228-6938 adam.gray@usmc.mil

Enrollment Notes: BRC This is a required course for all street motorcycle riders. Completion satisfies the Level 1 Requirement. Dirt bike riders may also attend this course to satisfy the Level 1 requirement, or attend the MSF Dirt bike School. Dependents, retirees, and DOD personnel may be trained on a space-available basis. Active Duty will take priority. This is a 2-Day course. You must attend all sessions including classroom and range exercises. Training motorcycles are available for use, but you may use your own safe, legal, motorcycle for this course. If you are using a training motorcycle, due to the seat height, it is suggested that the minimum student height be 5' 2" tall. If you are unsure that you will fit safely on a training motorcycle, please come to class early and see one of the instructors when you arrive. If you use your own motorcycle, and do not have a base vehicle permit, you will need to take your motorcycle registration, proof of insurance, ID card, and course confirmation (enrollment form) to the Visitors Center/Daze and ID Center. You will be issued

Continue Enrollment

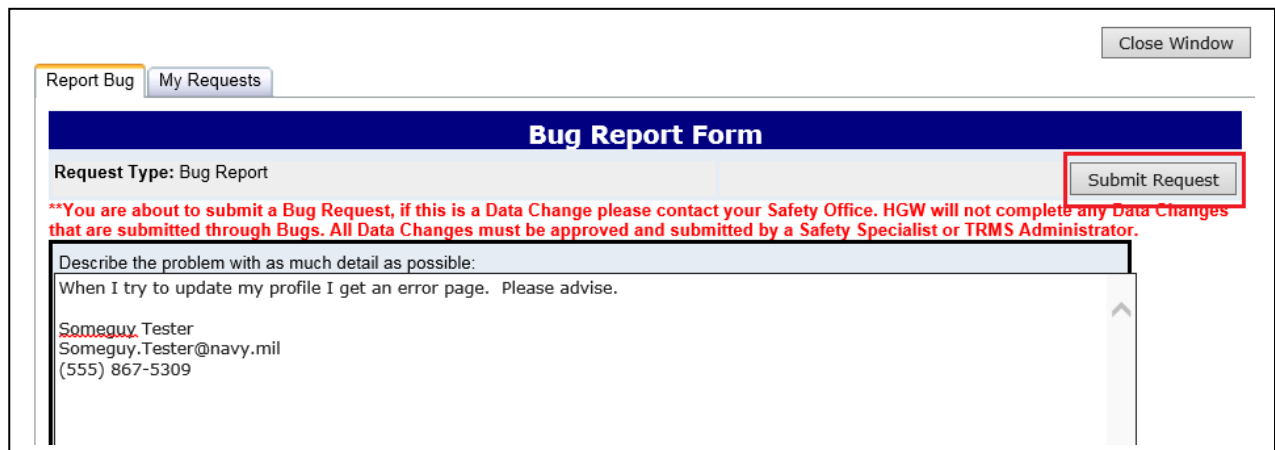
Dashboards

General users can view the “Cmd/Org Safety Summary” dashboard, allowing them to view safety information for the user’s command/organization.



Bugs

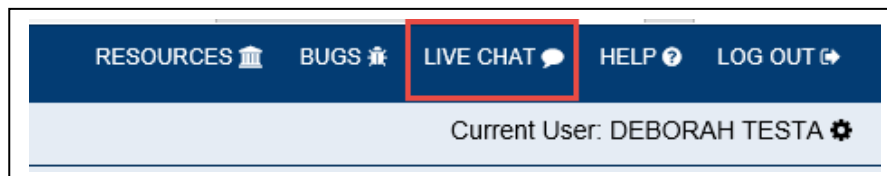
Clicking the “Bugs” link at the top of the ESAMS Main page opens a new window in which any problems or errors experienced can be entered, along with a name and number to expedite the process of contacting the user concerning the resolution of the error or problem.



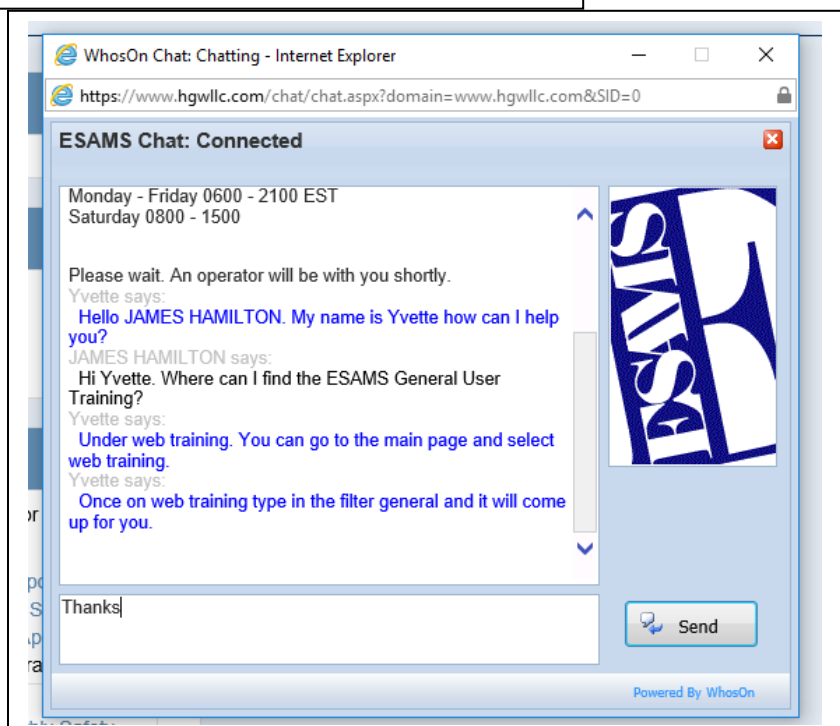
The screenshot shows a web interface for reporting bugs. At the top right is a "Close Window" button. Below it are two tabs: "Report Bug" (selected) and "My Requests". The main heading is "Bug Report Form". Underneath, it says "Request Type: Bug Report". To the right of this is a "Submit Request" button, which is highlighted with a red rectangle. Below the heading is a red warning message: "**You are about to submit a Bug Request, if this is a Data Change please contact your Safety Office. HGW will not complete any Data Changes that are submitted through Bugs. All Data Changes must be approved and submitted by a Safety Specialist or TRMS Administrator." Below the warning is a text area with the prompt "Describe the problem with as much detail as possible:". The text area contains the message: "When I try to update my profile I get an error page. Please advise." Below the text area is the user's information: "Someguy, Tester", "Someguy.Tester@navy.mil", and "(555) 867-5309".

ESAMS Live Chat

Clicking on the “Live Chat” link at the top of the page opens a new window in which users can contact the Help Desk for assistance. Users can converse and discuss issues with Help Desk personnel via typed messages instead of contacting the Help Desk by phone. Live Chat is available during the same Hours of Operation as the ESAMS Help Desk.



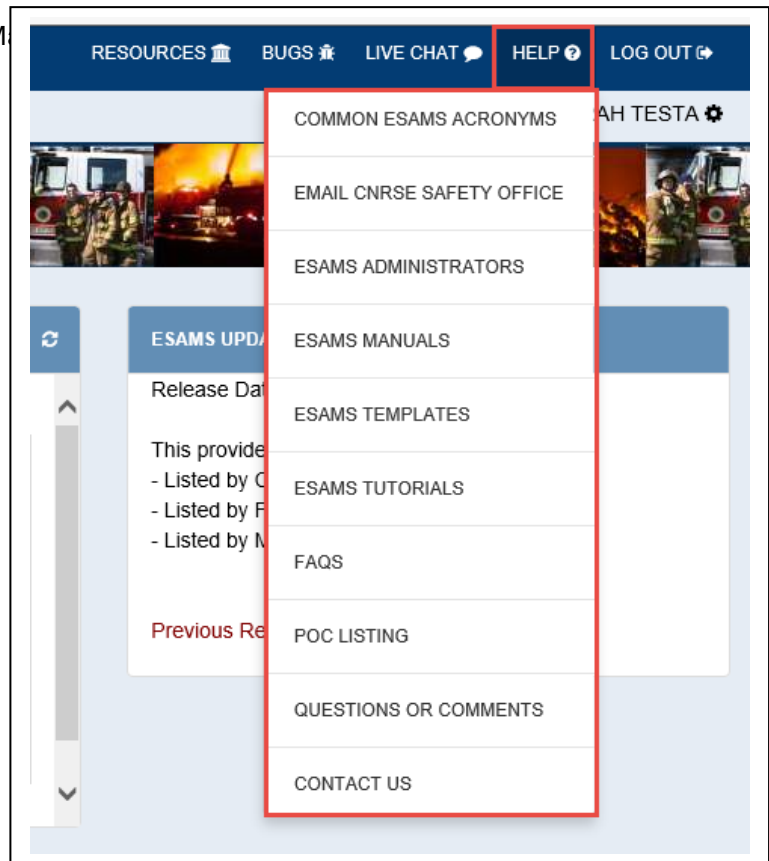
Once the “Live Chat” link is clicked, a new window will open in which the user is connected to Help Desk personnel in a chat session. The user can type the question or issue into the text box; clicking “Send” allows the Help Desk personnel to read the message. Once the chat is complete, the user can click the “X” in the top right corner of the chat window to end the chat session. **Note: Some questions may require the user to contact the Help Desk by phone or Data Change Request (DCR) due to the complexity of the issue/request.**



Help

The Help area, found at the top of the ESAMS M

- “Common ESAMS Acronyms” opens a document describing acronyms used within ESAMS.
- “EMAIL XXXX Safety Office” allows the user to contact their regional/group safety office via email.
- “ESAMS Administrators” shows personnel with administrative access to view/edit the user’s information.
- “ESAMS Manuals” contains detailed instructional manuals for each application.
- “ESAMS Templates” contains spreadsheets used to provide required information to ESAMS.
- “FAQs” (Frequently Asked Questions)
- “POC Listing” displays lists of Points of Contact for all user groups.
- “Questions or Comments” provides a link for the Webmaster. This should only be used for problems specific to the web application functions and should not be safety program issues.
- ESAMS Help Desk number and hours of operation can be found under “Contact Us”.



My Actions

The My Actions area will make it easier for users to make requests of the ESAMS Technical Support / Help Desk, as well as to track the progress of those requests, facilitating easier contact for all users, especially those who cannot contact the Help Desk during normal business hours. There are several areas within the website that personnel may use to make ESAMS requests:

- Bugs (Most pages)
- Training Questions (Web Training Pages)
- Questions or Comments (Main Page – Help)
- Data Change Request (Administrators Only) (Main Page – Navigation Bar)
- Personnel Update Request (My Tools – Profile)

The screenshot shows a web interface for submitting a bug report. At the top right is a 'Close Window' button. Below it are two tabs: 'Report Bug' (highlighted in orange) and 'My Requests'. The main heading is 'Bug Report Form'. Below the heading, the 'Request Type' is set to 'Bug Report'. To the right of this is a 'Submit Request' button, which is highlighted with a red rectangle. Below the button is a red warning message: '**You are about to submit a Bug Request, if this is a Data Change please contact your Safety Office. HGW will not complete any Data Changes that are submitted through Bugs. All Data Changes must be approved and submitted by a Safety Specialist or TRMS Administrator.' Below the warning is a text area for describing the problem. The text entered is: 'When I try to update my profile I get an error page. Please advise.' Below the text area is the user's contact information: 'Someguy Tester', 'Someguy.Tester@navy.mil', and '(555) 867-5309'.

Utilizing one of these links/buttons creates a Request Message in ESAMS and associates that request with a Request ID number. This Request Message appears in the Request & Assignment Tracker of the appropriate Technical Support personnel (Bugs, Webmaster, Data Change, etc) at the ESAMS home office, as well as in the requester's "My Actions" area. Once the text of the request is entered and the user clicks "[Submit Request](#)", the user will have an option to attach files to the request (Word Doc, Excel Spreadsheet, etc). The user can see from the main page the requests that are either "Unread" or "Not Closed". Clicking on a number opens the requests for viewing.

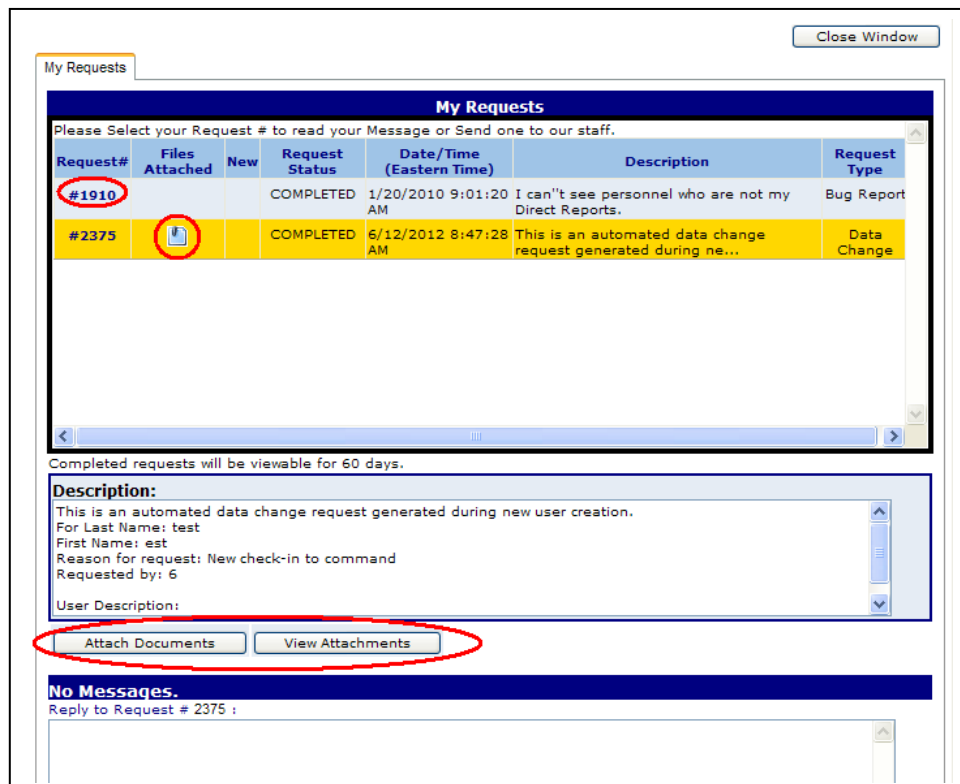
My Requests

The user can track the progress of requests by clicking on the numbers under “My Requests” in the in the “My Actions” area, viewing the status of their request:



- New – Request is newly submitted
- Open - Personnel working on Request
- Completed – Request completed

Clicking on the “Request ID#” opens the request record. The user will be able to submit further messages relating to the request through the message in the “My Request” area, allowing for communication between the requesting personnel and the ESAMS personnel working the request. By clicking on the Request ID number, the user may open the window with an open data field in which to post comments. Clicking the “Submit Message” button sends the comments to the ESAMS personnel working the request. ESAMS personnel may make comments in this area as well (displaying “New Message(s) Click Here”), communicating with the requester to ensure that the request is worked properly. A user can view files attached to the request by clicking on the “file” icon in the “Files Attached” column without having to open the request.



My Actions

Clicking on the “[My Actions](#)” link takes the user to a new page that displays records for which the user has been designated as: a Person Responsible for Abatement (PRA) on a Deficiency; a Point of Contact (POC) on an Inspection; a Person Responsible for Corrective Action (PRCA) on a Corrective Action; or a Responsible Person for AED equipment. Clicking on the record ID number (Inspection, Deficiency, Corrective Action) will open a new window containing the record information. (Note: Personnel with Administrative access will **NOT** have full access rights when accessing records from this area. Administrators must access application records using the Administrative Links to view/edit the record with full administrative access.)

[Refresh My Actions](#)

My Actions Note: Click The Plus/Minus Image to Expand/Collapse the panel(s).

Corrective Actions (1)

Mishaps (1)

CA Id	Description	Cmd/Org Assigned	PRCA's	Status	Due Date	Comp Date	Created By
29892	In Section 1, the administrator must enter a description of the issue to be corrected, as well as recommendation for the corrective action to be taken. The corrective action must be assigned a Risk Assessment Code (RAC), Hazard Category, Corrective Action Type, and Personnel Responsible for Corrective Action (PRCA).	Commander Navy Region Southeast	DEBORAH TESTA	RC	9/26/2016	9/22/2016	TESTA, DEBORAH L.

Deficiencies (1)

Response Required (1) You have been assigned these deficiencies for review and action.

Deficiency ID	Inspection Info	Category	Due Date of Response	RAC	Violation Description	Building	Specific Location
586881	Details	OSH	12/28/2016	3-Moderate	To achieve compliance with paragraphs (a) through (d) of this section, administrative or engineering....	0027	

Has HAP associated

AEDs (1)

Public Access (1)

NAS Pensacola, FL (1)

ID	ETTracker Title	Serial #	Building	Location	Item Exp	Battery Exp	Adult Pad Exp	Ped Pad Exp
741495	AED, Cardiac Science PowerHeart	4387334	4142	View	11/30/2016			

Fire (0)

My Tools Section:

Note: Some users will see links that others do not, due to factors such as program. This manual discusses only the common links that will appear. Program-specific links (such as NFIRS Quick Initiate) will be discussed in the related manual.

MY TOOLS

General

- [Account Management](#)
- [Classroom Trng Sched](#)
- [Job Hazard Analysis](#)
- [License Application](#)
- [Motorcycle Questionnaire](#)
- [My Profile](#)
- [Report Near Miss](#)
- [Report Unsafe/Unhealthful](#)
- [Safety Climate Survey](#)

Account Management

Clicking on the “[Account Management](#)” link takes users to a page from which they may update the Login Preference and Code Word for their account. To change the Code Word or Security Answer, the user must type the new text in the appropriate field and click the “[Save](#)” button. **Note: Users who have their Login Preference set to “Both” must be logged in with their CAC/PKI in order to change their User ID or Password.**

ESAMS Main > Account Management

Login Information

Login Preference: CAC/PKI Only [Update Login Preference](#)

Security Questions

Please create a code word for your account. Your code word will be used by help desk or technical support personnel to verify you as the owner of this account. You need to remember this word.

Code Word: (15 Characters Max)

[Save](#)

Clicking on the “[Update Login Preference](#)” link opens a new window in which the user can change the method by which they login to ESAMS. The user should select the preferred method and click the “[Save Login](#)” button. User who login with User ID/Password can also edit the User ID/Password in this area.

Update Login Preference

Login Preference:

- ☐ CAC/PKI Only - RECOMMENDED SELECTION
- ☒ Both - CAC/PKI or User ID/Password

New User ID: Confirm New User ID:

New Password: Confirm New Password:

[Save Login](#)

- Login Preference Rules -

- CAC/PKI Only setting will require the use of CAC/PKI for all future logins and this setting cannot be changed without the use of your CAC/PKI.
- Users with a preference of Both - (CAC/PKI or User ID/Password) will be restricted from the following:
 - a. Cannot reset password from the Reset Password link.
 - b. Cannot retrieve User ID from the Forgot User ID link.
 - c. Can only access Account Management using a CAC/PKI log in.
 - d. Can only change an expired password using a CAC/PKI log in.
 - e. Must change their passwords every 60 days.
 - f. ESAMS support personnel cannot reset passwords.

- User ID Rules -

- User ID must be between 8 and 30 characters long.
- User ID cannot contain spaces.
- The User ID is NOT Case Sensitive.
- E-mails are an acceptable User ID.
- Please select a User ID you will remember.

- Password Rules -

- Minimum 14 characters in length
- Must include at least:
 - ☐ Two numbers
 - ☐ Two upper case letters
 - ☐ Two lower case letters
 - ☐ Two special characters
- Cannot use previously used passwords.
- Invalid password characters include: spaces, <, >, ', ", !, and -
- Must change password every 60 days.

Classroom Training Schedule

To enroll in upcoming training classes, the user may click the “Classroom Training Schedule” link to display the available class schedules (including the class title, date/time, facility/Installation, location, etc). Clicking on a month at the top of the page displays the scheduled classes for the selected month. Clicking “View Info” will display any information that has been provided by class administrators. Clicking “View Documents” will display any documents that have been made available by class administrators.

Upcoming Classes

September	October	November	December	January	February	March	April	May	June	July	August
-----------	---------	----------	----------	---------	----------	-------	-------	-----	------	------	--------

Scheduled Today

Date	Time	Subject	Installation	Enrollment Info	Class Documents	Language	Seats Available	Enrolled	Wait List Available
9/8/2017	730 - 1330	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	NAS Corpus Christi, TX	View Info		English	5	1	2
9/8/2017	730 - 1630	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	NAS JRB Fort Worth, TX	View Info	View Documents	English	5	1	2

September 2017 Schedule

Date	Time	Subject	Installation	Enrollment Info	Class Documents	Language	Seats Available	Enrolled	Wait List Available	Record Training
9/9/2017 - 9/10/2017	730 - 1630	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	NSA Panama City, FL	View Info		English	0	6	2	<div>Add Me To Waitlist</div> <div>Add Others to Wait List</div>
9/9/2017 - 9/10/2017	730 - 1630	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	NSA Panama City, FL	View Info		English	3	1	2	<div>Enroll Me</div> <div>Enroll Others</div>

Individuals can enroll themselves into training classes.

To Enroll In a Class

1. Click the “Classroom Training Schedule” link.
2. Click “Enroll Me” after searching through and finding an upcoming class to enroll in it. A screen will display with the information for the class.
3. Click the “Continue Enrollment” button to enroll in the class.

Enroll

© for HGW

Course:

Attitudinal Dynamics of Driving

Start Date - End Date:

8/1/2016- 8/1/2016

Start Time - End Time:

0745 - 1600

Location:

MCAS Cherry Point, NC, Bldg 4335 (T&E Bldg, Jerry Marvel Bldg), check monitor for room number

Contact Info:

Scott Davis, 252.466.3453, scott.davis5@usmc.mil Michael Granger, 252.466.7542, michael.p.granger1@usmc.mil

Enrollment Notes:

Turn right on "C" Street off of Roosevelt Blvd. Go to first Bldg on right (Bldg 4335), check monitor for room number. Class start time is 0745. UNIFORM OF THE DAY IS REQUIRED. ADD is a remedial course for drivers that have received citations or have been directed to attend the course to regain their driving privileges. This course focuses on the driver making choices and provides information on ways to improve driving attitudes and behaviors before getting behind the wheel. They'll see that the choices they make have very real costs financial, legal, and personal and learn to take responsibility for their action. This is an eight hour course that requires attendance and participation to complete. This course is designed by National Safety Council to have a maximum of twenty participants per session.

Enrollment Requirements:

Student Attachments:

Continue Enrollment

Remove Enrollment

There is also a [Remove](#) link that allows personnel to remove only themselves from the class, available up to 24 hours before the class start date/time. During the 24 hours previous to the class start, an administrator listed on the class record must use the Training Administration (TA) application to remove a student from the class roster.

1. Click the [Profile](#) link under My Tools, then click on the “Training” tab.
2. Under the “Training” tab, user can view classes in which the user has been enrolled.
3. Users may click the [UnEnroll](#) link to remove themselves from the class roster (up to 24 hours before the class start date/time).

The screenshot shows the 'Training' tab selected in a sidebar. Below it is the 'Training History' section. It contains two tables:

Course ID	Course Title	Course Type	Due Date	Status	Class ID	Scheduled Date
5967	CAT 1 Crane - Mobile Boat Hoists/Rubber Tired Gantry Crane Initial	SOH Classroom	5/2/2016			

Course ID	Course Title	Course Type	Class ID	Scheduled Date	Status
5422	Chart the Course (CTC) Command Facilitator Certification	Chart the Course (CTC)	7941193	07/25/2016	Scheduled
215	ESAMS Training for Supervisors (Web or Classroom)	General	7941233	07/29/2016	Scheduled UnEnroll

Job Hazard Analysis (JHA)

General User Access – Any user who completes JHA web training (326) is considered a Subject Matter Expert (SME). He or she will be able to:

- Create a Job Hazard Analysis on the web and submit it to designated Reviewers and JHA Administrator for approval
- Browse JHAs within the command that are in an Approved status
- May be selected as an additional Subject Matter Expert (SME) for other JHAs
- Complete a review on any JHA where designated as a Reviewer
- Begin the annual review if listed as a SME
- Details on how to create JHAs are in the JHA Manual

The screenshot shows the JHA web interface. It has a sidebar with 'OPTIONS' and a main area with 'REFERENCE MATERIALS'.

OPTIONS

- Create
- Search
- Quick Links
 - JHAs List
 - Common Use
- SMEs, Reviewers or Approvers
 - Missing SMEs, Reviewers, or Approvers
 - New, Further Action Required, or Update
 - Review
 - Awaiting Approval
 - Annual Review Due

REFERENCE MATERIALS

- JHA Manual

License Application

When an employee clicks on the “[License Application](#)” link, they are taken to the “License Main” page. On this page, the employee can see any current licenses associated with the employee’s account; clicking on the license ID opens the record for viewing. Clicking on the “[Create License Application](#)” opens a new window in which the employee can begin the process of submitting the license application.

ESAMS Main > License Main

Quick Links

[Create License Application](#)

License(s) for TESTA, DEBORAH

ID	Status	License Type	Expiration Date
14	Issued	Construction Equipment	5/1/2018
24	Unsubmitted	Crane Operator	None

The window will display all duty/tasks assigned to the employee for which a license can be obtained. If the license type for which the employee is applying is not shown, the employee must contact their supervisor or an administrator to have the appropriate duty/task(s) assigned. The employee must click on the drop-down selector to choose the license type and click the “[Create](#)” button to move forward to the “License Request” page.

Submit Application

Employee: TESTA, DEBORAH (5720270)

License Type: Construction Equipment ▼

ID	Duty/Task
4005209	Excavator Operator (Construction Equipment)

[Create](#)

Note: If you do not see the license type you need, please contact your supervisor for the appropriate Duty/Task assignment.

On the “License Request” page, the employee will see two tabs. Initially, the “[Application](#)” tab will be displayed. The employee must fill in all available information fields. In the first section, “Requester Info”, the employee must enter personal information regarding the requested license. Once this information is entered, clicking the “[Save](#)” button retains the information on the record.

ALL FIELDS ARE REQUIRED

[Delete](#) [Save](#)

Requester Info

Service/Status: USN - Appropriated Civilian

Rank/Grade: GS14

Rate/Series: 0340 -Program Management

Height: 5 Feet 7 Inches

Weight: 130 Lbs.

Eye Color: Green

Hair Color: Black

Supervisor: Email:

Prescription Eye Glasses Required: ☐

Current Duty/Tasks [Add Duty/Task](#)

Assigned:

ID	Title	Description
4005206	Backhoe Operator (Construction Equipment)	To provide basic guidance and requirements to safely operate a Backhoe in a Construction environment.

In the second section, “Detail”, the employee must enter information regarding the equipment for the requested license. The information requested will be different for each License Type. Available “[Endorsement](#)” selections will be based upon the Duty/Tasks assigned to the employee, and can be chosen by clicking on the drop-down selector. Once this information is entered, clicking the “[Save](#)” button retains the information on the record. If one or more of the requested endorsements needs to be removed for any reason prior to submittal, the employee should check the box next each endorsement to be removed (or click the “[Select All](#)” box to remove all endorsements) and click the “[Remove](#)” link.

Detail

License Type: **Construction Equipment**

For Maintenance, Testing, and Inspection only: ☒

Will equipment be operated on public roadways? ☒ Yes ☐ No

Endorsements: ☐ Select All Duplicates will not be saved. [Remove](#) No. Of Endorsements: 1

	Endorsement	Capacity	Type of Control	List All Attachments
<input checked="" type="checkbox"/>	Back Hoe	200 cu ft	<input type="checkbox"/> Electrical <input checked="" type="checkbox"/> Hydraulic	Bucket Wheel <small>(38 character(s) left)</small>

Statement of Qualifying Experience:
 Any Statement of Qualifying Experience should be entered in this area.
(930 character(s) left)

Description of Equipment currently licensed to operate:
 A description of equipment currently licensed to operate should be entered in this area.
(912 character(s) left)

Note: If the person applying for the license is requesting the license only for maintenance, testing, and/or inspection of the equipment, the requester should check the “For Maintenance, Testing, and Inspection only” checkbox.

Once all required information is entered, clicking the “[Submit](#)” button sets the request in “Submitted” status. The employee’s supervisor will receive an email regarding the requested license.

The screenshot shows a 'Review' tab with a light blue header. Below the header, there are four sections for application details, each with a label on the left and a text input field on the right. The first section is 'Created By: TESTA, DEBORAH (5720270)' and 'Created Date: 4/27/2016'. A green 'Submit' button is highlighted with a red border. The second section is 'Submitted By:' and 'Submit Date:'. The third section is 'Approved By:', 'Approved Date:', and 'Approved Reason:'. The fourth section is 'Issued By:' and 'Issued Date:'.

Clicking on the “[History](#)” tab allows the employee to view all license history that has been recorded for the employee in ESAMS. The employee can view Pending Applications or Current Licenses by clicking on the “[App ID](#)”, or view Historical Licenses by clicking on the “[License History](#)” link. In this area, the employee can also remove unsubmitted applications by checking the box next to the application and clicking the “[Delete Application](#)” link.

The screenshot shows the 'Employee' page with a light blue header. Below the header, there are two tabs: 'History' and 'Application'. The 'History' tab is selected. Below the tabs, there are three sections: 'Pending Applications', 'Current License', and 'Historical Licenses'. The 'Pending Applications' section has a 'Delete Application' link. Below it is a table with columns: 'App ID', 'Application Date', 'License Type', and 'Status'. The first row has a checkbox checked, '24', '5/2/2016', 'Crane Operator', and 'Unsubmitted'. The 'Current License' section has a table with columns: 'App ID', 'Expiration Date', 'License Type', 'Status', and 'Endorsement(s)'. The first row has '14', '05/01/2018', 'Construction Equipment', 'Issued', and 'Excavator'. The 'Historical Licenses' section has a 'License History' link.

Motorcycle Questionnaire

You can edit your profile's motorcycle rider information by clicking on the **"Motorcycle Questionnaire"** link. When you click on that link, you get a pop up window to edit the Motorcycle Rider Questionnaire.

Motorcycle Operator Questionnaire for: HAMILTON, JAMES THOMAS

Change LogSave

Per Traffic Safety Program Instructions, it is a Command/Organization's responsibility to identify those Military Personnel that operate motorcycles (on/off base and on/off duty) and Civilian Personnel that are required to operate a motorcycle as part of their assigned duties.

Response to the below question will determine if additional data will be required and if specific training requirements will be tracked for each person.

Operators of motorcycles with attached sidecars, operators of three-wheeled vehicles and operators of scooters, mopeds or other two-wheeled vehicles that may be operated without a driver license motorcycle endorsement are not required to complete motorcycle training. If this pertains to you, then answer the below by selecting Not a Rider.

Rider Status

Last Updated (Date-By): 1/14/2013 - FIELDS, MATT (1009376)

Select the appropriate option below:

Operator Status	Description
<input type="radio"/> Not a Rider	Military (active or reserve) and do not operate, own or plan to own a motorcycle, OR a civilian that is not required to operate a motorcycle as part of your assigned duties.
<input checked="" type="radio"/> Owner	Military (active or reserve) and own a motorcycle.
<input type="radio"/> Other	Civilian required to operate a motorcycle in the performance of your assigned duties or Military that operates a motorcycle at anytime that does not own a motorcycle.
<input type="radio"/> Plan to Own	Military that plans to purchase a motorcycle.

Motorcycle/Riding Information

All fields required unless otherwise noted

Primary motorcycle type you operate:

Type(s) of bikes you currently own:

☐ Cruiser☐ Sport Bike☐ Dirt Bike☐ ATV

Date began riding:
(Do not include date trained)

License or Permit w/ Motorcycle Endorsement:

Gender:

☒ M☐ F

All information below regards your Primary Bike

Frequency Of Use:

Select type of riding or planned type of riding:
(Check all that apply)

☐ Commuting☐ Competitive/Circuit☐ Cruising
☐ Occupational☐ Off-road/Trail☐ Recreational
☐ Stunt

Registered on Base:

☐ Yes☐ No

Approximate Actual Purchase Date:
If unsure of exact date, estimate day, month and year.

Have Motorcycle Affiliation/Clubs (optional):

☐ Yes☐ No

Motorcycle Club Affiliations (optional):

(500 character(s) left)

Comments (optional):

(500 character(s) left)

Profile

The “[Profile](#)” link contains nearly all personal information tracked by ESAMS for each user. Users may only look at their own profile using the “[Profile](#)” link. On the “Profile Info” section, users can view general information, such as supervisor, installation, or date of birth. By selecting other sections through the navigation links at the top of the page, such as Training or Access, users can view other data that has been logged into ESAMS.

Employee ID: 5720270
Employee: TESTA, DEBORAH L.
User Status: Active
Cmd/Org: CNRSE (N09697)
Dept/Code: N00G
Installation: NSA Mid-South (Millington), TN
Service/Status: USN - Active

[Profile Info](#) [Training](#) [Requirements](#) [Access](#) [Instructor Quals](#) [Associations](#)

[Save](#)

Personal Info

Last Name: TESTA
First Name: DEBORAH
Middle Name:
Suffix:
Gender: ☐ Male ☒ Female
DOB: 08/1985
Service/Status: USN - Active
Rank/Grade: ▼
Rate/Series: ▼
Supervisor: PAUL BEDSOLE
Job Title: IG Inspector
Email: deborah.X.testa@navy.X.mil [Edit](#)
Motorcycle Rider:

[Update Motorcycle Status](#)

Operator Status	Last Updated	Last Update By	Primary Motorcycle Type
Not a Rider	12/16/2011	KROCKE, JEROON (5189129)	N/A

Edit Profile

A user can edit some portions of his/her profile by typing directly into the open text fields, or by clicking on the popup links available to open new windows in which the user can enter/change information.

Information that cannot be edited by the user must be edited by the Safety Office or a PA Administrator.

Employee ID: 5720270
Employee: TESTA, DEBORAH L.
User Status: Active
Cmd/Org: CNRSE (N09697)
Dept/Code: N00G
Installation: NSA Mid-South (Millington), TN
Service/Status: USN - Active

[Profile Info](#) [Training](#) [Requirements](#) [Access](#) [Instructor Quals](#) [Associations](#)

[Save](#)

Personal Info

Last Name: TESTA
First Name: DEBORAH
Middle Name:
Suffix:
Gender: ☐ Male ☒ Female
DOB: 08/1985
Service/Status: USN - Active
Rank/Grade: ▼
Rate/Series: ▼
Supervisor: PAUL BEDSOLE
Job Title: IG Inspector
Email: deborah.X.testa@navy.X.mil [Edit](#)
Motorcycle Rider:

[Update Motorcycle Status](#)

Operator Status	Last Updated	Last Update By	Primary Motorcycle Type
Not a Rider	12/16/2011	KROCKE, JEROON (5189129)	N/A

Edit Motorcycle Info

You can edit your profile's motorcycle rider information by clicking on the **"Update Motorcycle Status"** button in the Motorcycle Rider area. When you click on that button you get a pop up to edit the Motorcycle Rider Questionnaire.

Motorcycle Operator Questionnaire for: **HAMILTON, JAMES THOMAS**

Change LogSave

Per Traffic Safety Program Instructions, it is a Command/Organization's responsibility to identify those Military Personnel that operate motorcycles (on/off base and on/off duty) and Civilian Personnel that are required to operate a motorcycle as part of their assigned duties.

Response to the below question will determine if additional data will be required and if specific training requirements will be tracked for each person.

Operators of motorcycles with attached sidecars, operators of three-wheeled vehicles and operators of scooters, mopeds or other two-wheeled vehicles that may be operated without a driver license motorcycle endorsement are not required to complete motorcycle training. If this pertains to you, then answer the below by selecting Not a Rider.

Rider Status

Last Updated (Date-By): **1/14/2013 - FIELDS, MATT (1009376)**

Select the appropriate option below:

Operator Status	Description
<input type="radio"/> Not a Rider	Military (active or reserve) and do not operate, own or plan to own a motorcycle, OR a civilian that is not required to operate a motorcycle as part of your assigned duties.
<input checked="" type="radio"/> Owner	Military (active or reserve) and own a motorcycle.
<input type="radio"/> Other	Civilian required to operate a motorcycle in the performance of your assigned duties or Military that operates a motorcycle at anytime that does not own a motorcycle.
<input type="radio"/> Plan to Own	Military that plans to purchase a motorcycle.

Motorcycle/Riding Information

All fields required unless otherwise noted

Primary motorcycle type you operate:

Type(s) of bikes you currently own: ☐ Cruiser ☐ Sport Bike ☐ Dirt Bike ☐ ATV

Date began riding:
(Do not include date trained)

License or Permit w/ Motorcycle Endorsement:

Gender: ☒ M ☐ F

All information below regards your Primary Bike

Frequency Of Use:

Select type of riding or planned type of riding:
(Check all that apply) ☐ Commuting ☐ Competitive/Circuit ☐ Cruising
☐ Occupational ☐ Off-road/Trail ☐ Recreational
☐ Stunt

Registered on Base: ☐ Yes ☐ No

Approximate Actual Purchase Date:
If unsure of exact date, estimate day, month and year.

Have Motorcycle Affiliation/Clubs (optional): ☐ Yes ☐ No

Motorcycle Club Affiliations (optional):

(500 character(s) left)

Comments (optional):

(500 character(s) left)

Section 2 - Training

This section lists the assigned duties/tasks that have been assigned to you by an Administrator or your Supervisor. Duties/Tasks are important to ESAMS in that they tell the system what required training you have, what medical stressors you need to be evaluated for to do your job, and what PPE you need to wear. Clicking on the “[Show Requirements](#)” link will display these for each duty/task assigned.

The screenshot shows the ESAMS interface with the 'Training' tab selected. A 'Show Requirements' link is highlighted. Below it is a table with three rows of assigned duties/tasks.

#	Duty/Task	Description
1	(CORE REQ) - Industrial Non-Supervisor (CNRSW)	This is a Core requirement for all Industrial Non-Supervisor personnel. Additional requirements need to be added if individual performs more functions/tasks such as operating a forklift, painting, material handling, etc. (4001931)
2	Motorcycle Operator (Cruiser/Standard) USN	Applies to all USN military personnel who operate a motorcycle (cruiser/standard) on/off base, and all USN DOD civilian personnel who operate a government owned motorcycle as part of their duties. Applicable personnel must complete a COMNAVSAFECEN approved motorcycle rider safety course prior to operating these vehicles. DOD-wide duty/task used by all commands. (1000871)
3	Motorcycle Operator (Sportbike Rider) USN	Applies to USN military personnel that ride sportbikes on/off base, and all USN DOD civilian personnel who operate a government owned motorcycle as part of their duties. (4002803)

The Training section also contains both the Needed Training and the Training History for the user. The initial page shows training requirements coming due. Outstanding requirements will display the due date in red.

The screenshot shows the ESAMS interface with the 'Training' tab selected. A 'Training History' link is highlighted. Below it is a table titled 'Needed Training' with seven columns: Course ID, Course Title, Course Type, Due Date, Status, Class ID, and Scheduled Date. The table lists seven training requirements with due dates in red. Below the table is a section for 'Non-Mandatory Scheduled Training' which shows 'No Results Found'.

Course ID	Course Title	Course Type	Due Date	Status	Class ID	Scheduled Date
4454	Motorcycle Operator (Cruiser / Standard) Continuation Training (Equivalent) USN	Traffic Safety	4/1/2009			
4455	Motorcycle Operator Military (Sportbike Rider) Continuation Training (Equivalent) USN	Traffic Safety	4/1/2009			
197	Reproductive Hazards Job Specific Training - Annual (OJT by Supervisor)	Safety OJT and/or Safety Web	12/8/2011			
100	HAZCOM Training Job/Chemical Specific (OJT by Supervisor)	Safety OJT and/or Safety Web	2/8/2012			
292	Monthly Safety Talks - Received	Safety OJT and/or Safety Web	6/8/2015			
1356	NAVOSH Orientation	Safety OJT and/or Safety Web	7/23/2015			
1398	PPE Training (General - One Time Only)	Safety OJT and/or Safety Web	12/5/2015			

Non-Mandatory Scheduled Training

No Results Found

Training History

The “[Training History](#)” button displays the user’s full training history. In the training history pop-up, the course listings can expand (using the “+” next to each course) and provides a detailed list of each class taken for that specific course as shown above. The user can also sort the lists by clicking on the heading of the columns. (Example: If a user wanted an alphabetic listing of his/her historical training, he/she can click on the “[Course Title](#)” heading and this will sort the training list alphabetically. The action will be the same for the other columns as well.) Finally, the user may print out their own training history by clicking on the “[Printable](#)” link, located just above the list of classes. The user will be shown a preview of the training history as it will be printed. Clicking the “[Print Report](#)” button in the top right corner will send the training history to the printer. Users may also print certificates for any OJT or Web-based courses taken on ESAMS by clicking the “+” next to the desired course. The expanded list will show the “[Print Certificate](#)” link. This action can also be performed from the “[Needed Training](#)” link. **Note: Users cannot print certificates for courses that are no longer available on ESAMS, only for currently available training.**

[Printable](#) Close Window

To print a certificate click the "+" beside the desired course and click "Print Certificate."
Certificates for completed Classroom Training are available through your Local Safety Office.

Training History For: TESTER SOMEGUY (5407806)

Course Title	Course ID	Course Type	Date Taken	Status
+ Fire Wardens (Annual Training)	2287	Fire Public Education	4/1/2014	Pass
+ Individual-Managing Your Risk (ORM)	3454	Risk Management	2/6/2014	Pass
+ ESAMS Training - Motorcycle Coordinators	3179	Traffic Safety	3/28/2013	Pass

Class History

	Course ID	Class ID	Mandatory	Date Taken	Status
Print Certificate	3179	6447687	NO	3/28/2013	Pass
+ Ergonomic Baseline (conducted by the Supervisor)	373	Safety OJT and/or Safety Web		3/28/2013	Pass
+ Voluntary Protection Program (VPP)	1373	Safety OJT and/or Safety Web		1/22/2013	Pass
+ Fire Prevention and Portable Fire Extinguisher Training and Education	1024	Safety OJT and/or Safety Web		10/27/2012	Pass

Section 3 - Requirements

The Requirements section lets you know if you need to have any current medical stressors evaluated, when you need to contact medical to have them evaluated, if you have passed previous evaluations or not, and the status of your medical stressors. You may also view your Stressor Exposure History.

[Profile Info](#) [Training](#) [Requirements](#) [Access](#) [Instructor Quals](#) [Associations](#)

Medical Surveillance

[Stressor Exposure History](#)

Medical Surveillance

Appt Date	Appt ID	Stressor #	Stressor Name	Disposition	Remarks	Good Until Date	Identified Outside of D/T	Next Scheduled	5100
None		721	Explosive Handler		No		No		

Section 4 - Access

The Personal Info section also lists the access levels that have been assigned to you by an Administrator. You may have “Supervisor Access (2)” or other access assigned to you so that you can view the areas in ESAMS to perform your work.

Profile Info | Training | Requirements | **Access** | Instructor Quals | Associations

Access Levels

Additional access requires:
• A login preference of "CAC/PKI Only" or "CAC/PKI or User ID/Password"

Application	Scope	Top Level	User Rights	Regions	Sub-Regions	Attributes
Supervisor (2)	Supervisor		Supervisor			

Section 5 – Instructor Quals

The Instructor Quals section will list all the courses on which the supervisor is qualified to be an instructor.

Profile Info | Training | Requirements | Access | **Instructor Quals** | Associations

Courses Qualified

	Course Name	Course ID	Person Who Qualified Them	Date Qualified
1	Ergonomic Baseline (conducted by the Supervisor)	373	TESTER SOMEGUY	3/28/2013 11:56:00 AM

Section 6 – Associations

Issued Equipment

The Equipment section lists all equipment that has been registered in your name, as well as important information on that equipment. Clicking on the ID will display the equipment record

Inspection/Abatement

The Inspection/Abatement section lists all occurrences in which you have been listed on an inspection, whether as POC/Fire Warden, PRA, Administrator or Inspector. Clicking on the “#” link displays the records on which you are listed. You can click on the record link to view that specific record.

Profile Info	Training	Requirements	Access	Instructor Quals	Associations		
Issued Equipment							
ETracker ID	Title	Description	Serial #	Manufacturer	Make/Model	In Service Date	Expire Date
124758	Safety Banner (1085)	Safety banner 4feet high by 8feet wide which reads (Think Safety!)	1085	Safety Banners.Org	Serial #1085	10/21/2008	
Inspection / Abatement							
POC / Fire Warden	PRA	Administrator	Inspector				
0	0	3	3				

Report Near Miss

A Near Miss Report should be submitted for an act or event in which injury or property damage was avoided merely by chance. You are encouraged to verbally report this event to your supervisor prior to submitting this report to ensure immediate steps are taken to prevent the injury or property damage that was avoided this time.

To submit the Near Miss:

- Click on the "Report Near Miss" button.
- Complete all fields on the Near Miss Report.
- Click the "Submit Near Miss" button.

Your supervisor and safety staff will be notified of this event via e-mail.

Incident Information
<div> Printer Friendly Spell Check </div> <div>1 - Incident Information</div> <div> Incident Date / Time:* 01/03/2012 / 11:00 </div> <div> Did the incident occur on base? <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <div> Installation of Incident:* NAS JRB New Orleans </div> <div> OR - If occurred off base or not in list: </div> <div> Narrative:* (Who, what, when, where and how) NOTE: Do NOT include personal identifiers, such as name. (Who, what, when, where and how) NOTE: Do NOT include personal identifiers, such as name. </div> <div> Location of Incident:* (Precisely state where incident occurred) (Precisely state where incident occurred) </div> <div> Was a Government Motor Vehicle Involved? <input type="radio"/> Yes <input checked="" type="radio"/> No </div> <div> How many people were involved? 1 </div> <div> Job Order or Project ID: (optional) </div>

Report Unsafe/Unhealthy

The “[Report Unsafe/Unhealthy](#)” link allows the individual user to input an unsafe/unhealthy for an administrator to evaluate, or check the status of an existing report. Users can also print out a blank form to file an Unsafe/Unhealthy report physically, or find instructions on filing an appeal.

Employee Report of Unsafe or Unhealthy Working Condition (Employee Concern)	
Options available for Unsafe or Unhealthy	
Submit a Report On-Line	Check the status of an existing report
Print a blank form	Appeal Process Instruction
<p>HAZARD REPORTING: When you feel an unsafe or unhealthy working condition exists, you may orally report it to your immediate supervisor. If your supervisor takes no action on the report, or you desire to remain anonymous, fill out an Employee Report of Unsafe/Unhealthy Working Condition Form and forward it to the Safety Office or submit a report electronically.</p> <p>SUPERVISORS: Promptly investigate and take corrective action. Keep the originator informed as to action(s) taken. Forward the report to the Safety Department within five (5) working days.</p> <p>APPEALS: If you are dissatisfied with the assessment of the alleged hazard made by the Safety Department or actions to abate a confirmed hazard, we encourage you to confer with the Safety Department and discuss the matter further. If, after this discussion you still remain dissatisfied, we encourage you to use the appeal process. An appeal may be filed through the chain-of-command or organizational leadership in writing as generalized below. Click the below link for your organization to obtain more details on filing an appeal.</p> <p>FOR MILITARY PERSONNEL:</p> <ul style="list-style-type: none">A. Command/Organization Commanders, Commanding Officers, or Officers in Charge of the affected personnelB. Service / Branch ChiefC. Assistant Secretary for Service / Branch of the affected personnelD. Assistant Deputy Under Secretary of Defense (Safety and Occupation Health Policy) (ADUSD(SH))E. Deputy Under Secretary of Defense (Environmental Security) (DUSD(ES)) <p>FOR CIVILIAN PERSONNEL:</p> <ul style="list-style-type: none">A. Command/Organization Commanders, Commanding Officers, Officers in Charge, or Director of the affected personnelB. Service / Branch ChiefC. Assistant Secretary for Service / Branch of the affected personnelD. Assistant Deputy Under Secretary of Defense (Safety and Occupation Health Policy) (ADUSD(SH))E. Deputy Under Secretary of Defense (Environmental Security) (DUSD(ES))F. Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, DC 20210	

Safety Climate Survey

General users may be asked by their supervisors or Safety professionals to take a Safety Climate Survey on ESAMS. The “[Safety Climate Survey](#)” link takes the user to a new page, allowing the user to complete the survey.

Personnel Safety Survey					
The Safety office is committed to providing the best safety program possible. We've identified cost, schedule and quality of service as key areas of concern and indicators of how well we're doing. Please assist us by completing our survey.					
Please indicate your satisfaction for each of the following statements:	RATING SCALE				
	1 Strongly Agree	2 Agree	3 Neither Agree or Disagree	4 Disagree	5 Strongly Disagree
1. Safety inspections of my workspace are done routinely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. In general, management sets a good safety example through words and actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Supervisor provides me with the necessary personal protective equipment (PPE) to do my job (if applicable.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Workers always use the PPE necessary for doing their job safely. (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. This command has an active employee safety committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Co-workers support the command safety policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. My supervisor is concerned with my safety and health.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Supervisors conduct shop/work-center/department safety meetings as often as they should.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Safety posters, pamphlets, videos and other informational material are used often in my workplace.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Awards and recognition programs are used at this command to motivate safe work behavior.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. I feel that I have been trained adequately regarding how to do my job safely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. My supervisor enforces safe job procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. In my work area, safety never takes a back seat to production or work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. This command has a written safety policy and safety manual containing clear cut safety regulations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. My supervisor understands the job safety problems I face.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. When workers report an unsafe situation, it is usually corrected within a reasonable length of time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Safety training is available to every employee in my work area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. I always get a chance to express my opinions about job safety.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. My supervisor always investigates work injuries.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Management does more for safety and health than I expect or the law stipulates.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Safety and health communication flows freely up and down the chain-of-command.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. I have participated in the development of the safety requirements for my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. The Safety staff conveys a positive attitude and responsiveness to questions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Overall the command has a good safety program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
What other information specific boxes like Needed Training would you like to see?					

Needed Training Widget

At the top of the ESAMS Main page, the “[Needed Training](#)” widget allows personnel to quickly view any upcoming or overdue training requirements (**overdue dates will be displayed in red**). The widget information updates each time the user logs into ESAMS. Clicking the “[Training History](#)” link opens a new window in which the user can view a list of completed trainings.

NEEDED TRAINING			
Training History			
Availability	ID	Course Title	Due Date
Equivalent Course (s)	5423	Individual Managing Your Risk Annual Refresher - Equivalent	03/11/2017
ESAMS Web	3454	Individual-Managing Your Risk (ORM)	03/11/2019

The links located under the “Availability” column assist the user in navigating to the required training. For example, clicking “[ESAMS Web](#)” next to a course title takes the user directly to that course in the ESAMS Web Training area.

Course Availability Information:

Course information for course ID: 3022 After taking on NKO, print your certificate and give it to a TRMS Administrator to have it recorded in ESAMS.

Click "Continue" to open training provider's web page [Continue](#) Cancel

Some training presentations are located on other websites. Clicking the website link will open a new window that provides the user with information regarding the training. Clicking the “[Continue](#)” button takes the user to the website (the user must provide their own login for the website if one is required).

NEEDED TRAINING			
Training History			
Availability	ID	Course Title	Due Date
Equivalent Course (s)	5423	Individual Managing Your Risk Annual Refresher - Equivalent	03/11/2017
ESAMS Web	3454	Individual-Managing Your Risk (ORM)	03/11/2019

NEEDED TRAINING			
Training History			
Availability	ID	Course Title	Due Date
NKO (E-Learning)	5108	Records Management in the DON: Everyone's Responsibility	04/28/2017
Classroom	1763	Web Security/Privacy Act Sensitive Information Awareness Training	08/29/2017

When a user clicks the “[Classroom](#)” link, an information box will be displayed. Clicking “[Continue](#)” takes the user to a new page on which all scheduled classes for the selected course that are available to the user’s command/organization will be displayed. Users can enroll/unenroll from classes in the same way as on the Classroom Training Schedule. If no classes are available for the user’s command/org, no class records will be shown.

NEEDED TRAINING			
Training History			
Availability	ID	Course Title	Due Date
NKO (E-Learning)	5108	Records Management in the DON: Everyones Responsibility	04/28/2017
Classroom	1763	Web Security/Privacy Act Sensitive Information Awareness Training	08/29/2017
NKO (E-Learning)	3022	Personally Identifiable Information (PII)	08/29/2017
Click for details	4057	Getting and Keeping a Security Clearance	08/29/2017

Date	Time	Subject	Installation	Enrollment Info	Class Documents	Enrolled	Waiting	Record Training
2/11/2016	800 - 1200	ESAMS Training for Supervisors (Web or Classroom)	NSA Mid-South (Millington), TN	View Info		10	1	Add Me To Waitlist Add Others to Wait List
2/11/2016 - 2/12/2016	730 - 1630	Motorcycle Safety Foundation (MSF) Basic Rider Course (BRC)	NAS Jacksonville, FL	View Info		0	0	Enroll Me Enroll Others
2/11/2016	830 - 930	NAVOSH for New Employees	Corry Station, FL	View Info		5	0	Enroll Me Enroll Others

ESAMS Updates

This area provides information regarding recent changes made to the ESAMS website.

- Listed by Category
- Listed by Functional Area
- Listed by Module

ESAMS UPDATES

Release Date: **07/25/2016**

If any functionality doesn't appear or seem to function correctly, the Compatibility View Mode (CVM) settings may be inappropriately set for your computer's configuration. You should not need to have CVM enabled for ESAMS ("navy.mil" URL suffix) to operate correctly. To correct CVM settings, please proceed to the below Microsoft website to identify and correct CVM settings (e.g. removing "navy.mil" from the "Websites you've added to Compatibility View:" (larger) box). ;

<http://windows.microsoft.com/en-us/internet-explorer/use-compatibility-view#ie=ie-10-win-7>

[Previous Release Notes](#) ▾