

ESAMS[®]

General User's Manual



ESAMS Help Desk: (865) 288-7898
Fax: (865) 288-7896

www.hgwllc.com

Finding ESAMS	4
Logging into ESAMS	4
Logging into ESAMS – Motorcycle Safety	7
Becoming Familiar with ESAMS	9
Navigation Bar	9
My Actions	9
My Tools	9
Needed Training Widget	10
Help	10
ESAMS System Basics	11
• Basic Navigation	11
• Pop-up Types in ESAMS	11
• Getting Familiar with ESAMS	11
• Profile	11
Basic Navigation	11
Exiting ESAMS	11
Messaging Pop-Ups	11
Using Other Pop-Up Types	12
Calendar/Time Pop-up Selection	12
The Fill-In Search Selection Pop-Up	13
Change Logs	14
On-Line Help	14
Bugs Messaging	14
ESAMS Navigation Bar	15
Web Training	15
Reports	15
Global Training Registration	16
Dashboards	20
Bugs	21
ESAMS Live Chat	21
Help	22
My Requests	24
My Actions	25
My Tools Section:	25
Account Management	26
Classroom Training Schedule	27
To Enroll In a Class	27
Remove Enrollment	28
Job Hazard Analysis (JHA)	29
License Application	30
Motorcycle Questionnaire	33
Profile	34
Edit Profile	34
Update via DEERS	35
Edit Motorcycle Info	36
Section 2 - Training	37
Section 3 - Requirements	38
Section 4 - Access	39

Section 5 – Instructor Quals..... 39
Section 6 – Associations 39
Report Near Miss 40
Report Unsafe/Unhealthful..... 41
Safety Climate Survey 41
Needed Training Widget..... 42
ESAMS Updates 43

General User's Manual

Finding ESAMS

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

https://esams.cnlic.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)

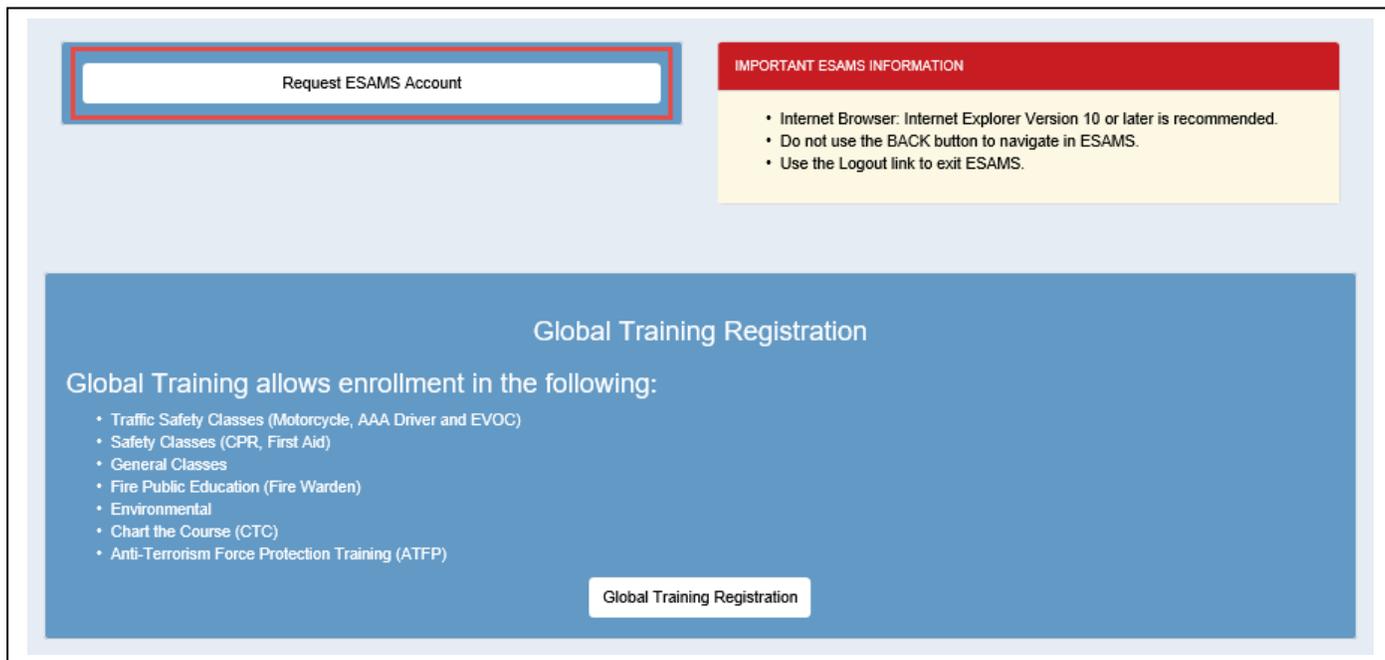
Global Training Registration

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: × (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.



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

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 COMNAV/SAFECEN 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, and military (active or reserve) personnel will be asked to review the census information annually.

Motorcycle Operator Questionnaire for: SOMEMUY, 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 Tools”);
- 2) the user’s supervisor, in the user’s Profile (found under “Direct Report Management”);
- 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: 06/1973
 Service/Status: USN - Contractor
 Rank/Grade:
 Rate/Series:
 Supervisor: MICHAEL WHITE
 Job Title: Test Dummy
 Email: jhamilton@hgwllc.com Edit

Motorcycle Rider:

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:

(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: Commuting Competitive/Circuit Cruising
(Check all that apply) 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)

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.



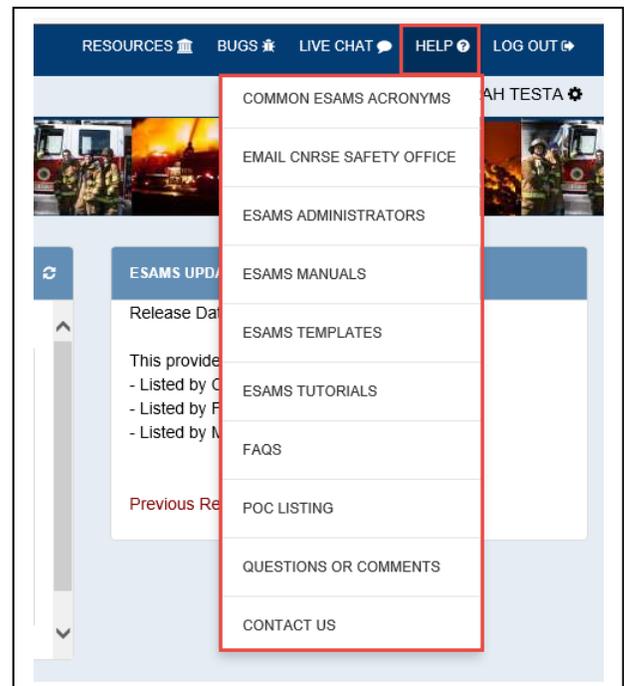
Needed Training Widget

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

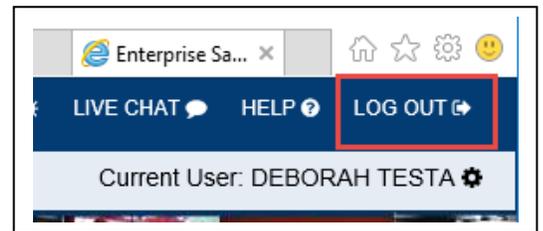
Basic Navigation

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:

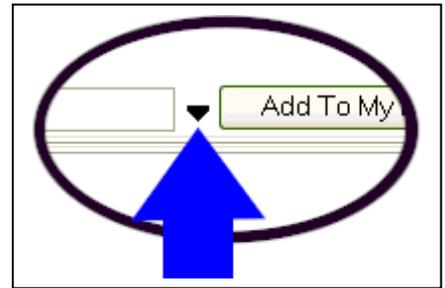
Time Outs!: The Pop-up window will automatically close after approximately 15 minutes.

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

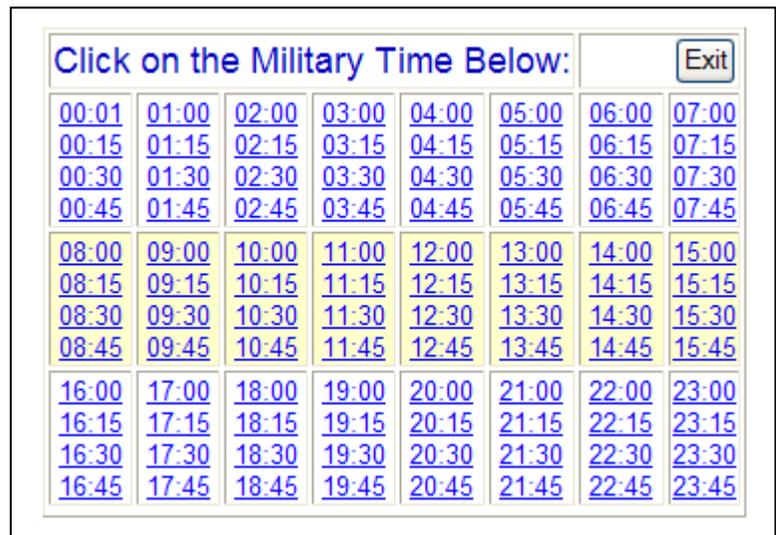
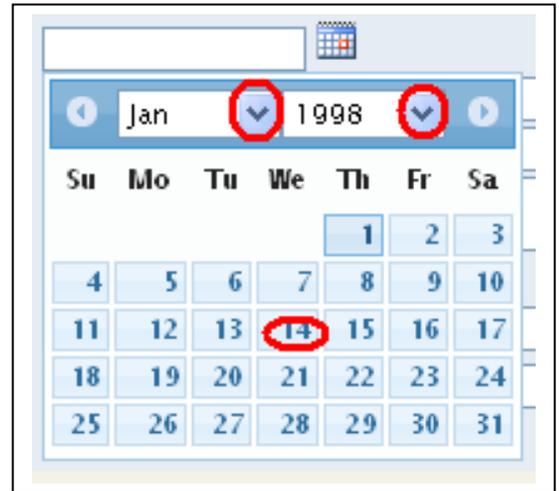
To the right is an example of a calendar pop-up selection window used to select dates for fields in the system.

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.

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.

	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.

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

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				
#	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

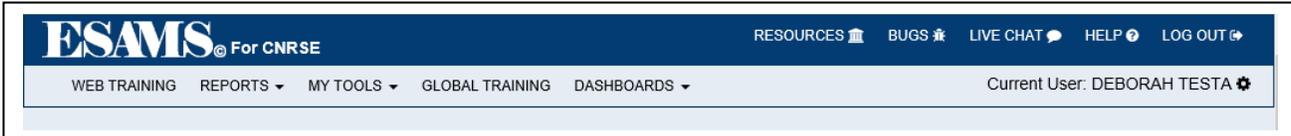
This button returns the user to the ESAMS main page.

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

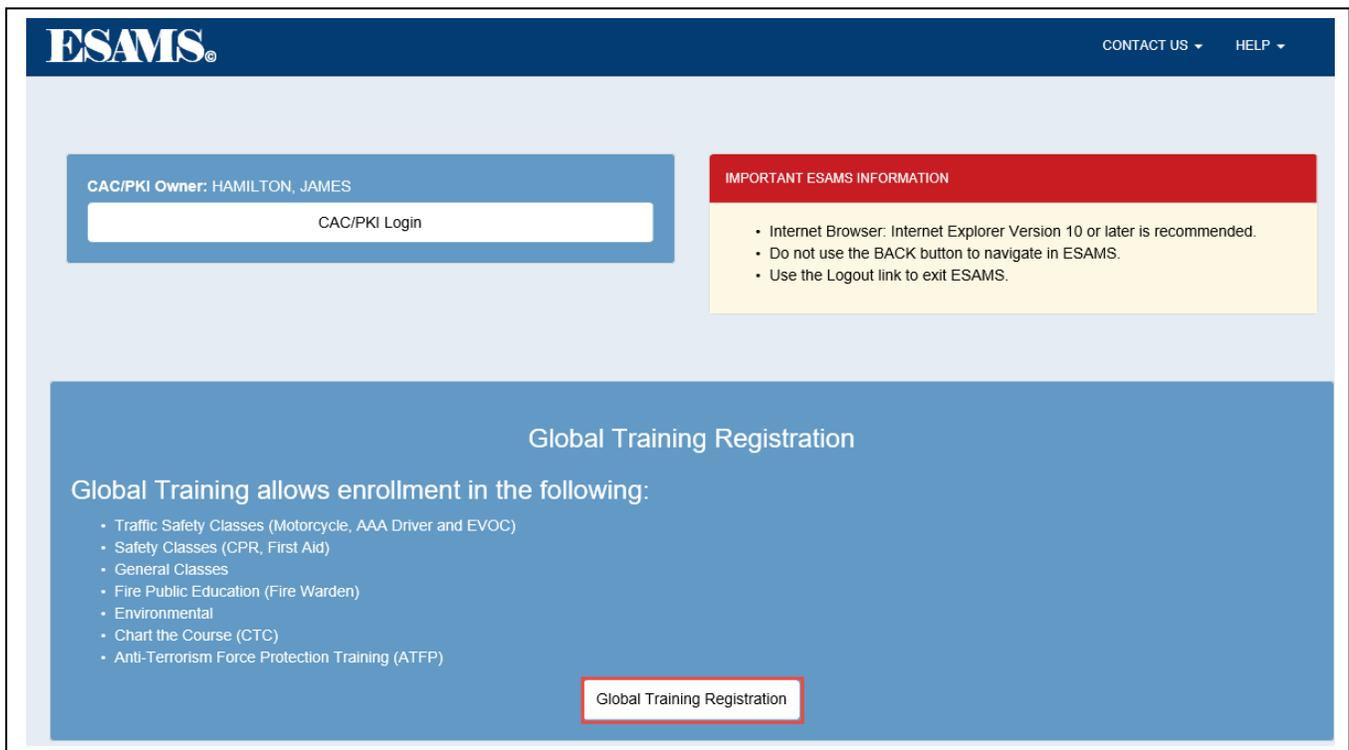
Available Web Trainings		Quick Filter: 12	Course Count: 60
1243	CBRNE Respirator User Training		
This course was developed to ensure safe driving practices for Marines and Sailors. The course focuses on driving scenarios known to cause the highest number of deaths in the target population (18 to 26), 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. The “Hazard Awareness” report will display open deficiencies at the user’s location. The “Cmd/Org Safety Summary” displays a quick summary of all mishap, inspections, training and survey information for the user’s command for the last two Fiscal Years.

Global Training Registration

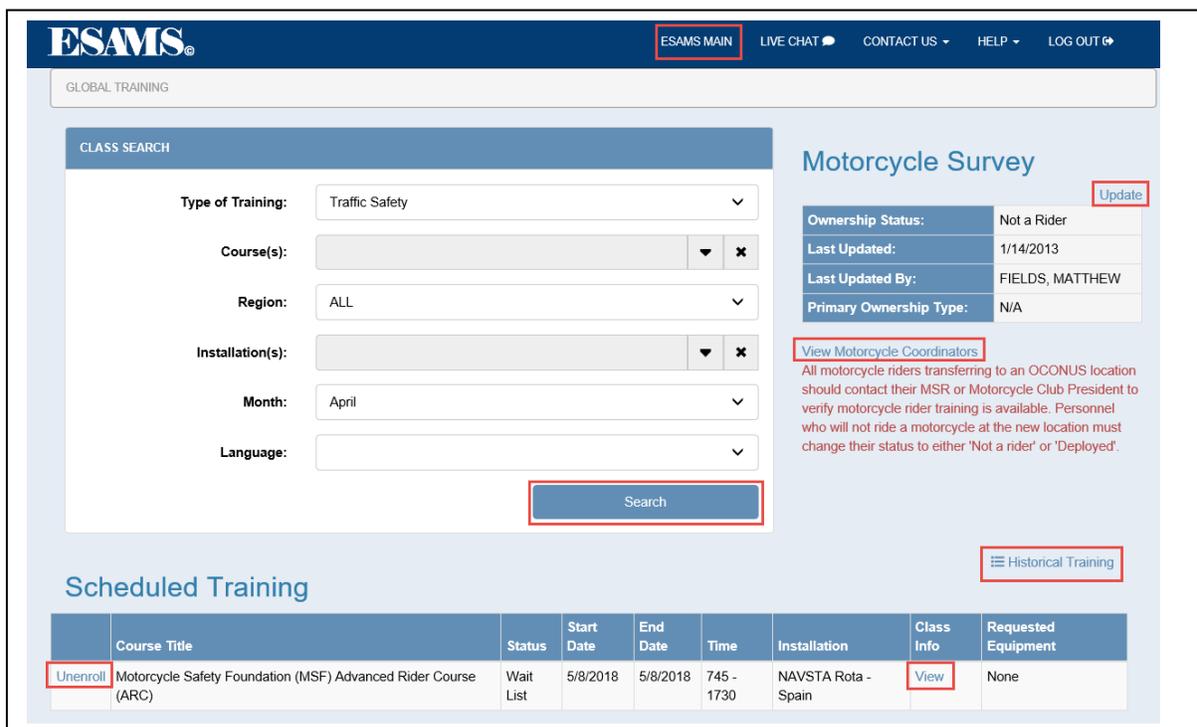
Most users will go through the Classroom Training Schedule to find and enroll in classes that have been made available to the user's command/organization. However, the Global Training Registration area can be used to find and enroll in classes that are outside of the user's listed location. The "Global 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 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.



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. Language – The user may select to view courses conducted in a specific language.
 - g. 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.

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: [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

- h. **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](#)

- i. 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.
- j. 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.
- k. Search Again – Clicking this link will take the user back to the Global Training Registration page, allowing the user to change the search criteria.
- l. 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/Dags 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.



ESAMS For CNRSE

WEB TRAINING REPORTS MY TOOLS GLOBAL TRAINING DASHBOARDS

RESOURCES BUGS LIVE CHAT HELP LOG OUT

Current User: DEBORAH TESTA

MY COMMAND/ORG ESAMS Dashboard

MISHAP TREND

TRAINING COMPLIANCE CHART

FISCAL YEAR MISHAP DATA

Mishaps	Mishaps By Class for FY 16					Mishaps By Class for FY 17					
	A	B	C	D	UA	A	B	C	D	UA	
Military On-Duty	0	0	0	2	0	2	0	0	0	0	0
Military Off-Duty	0	0	1	3	0	4	0	0	0	2	0
Civilian On-Duty	0	0	10	14	0	24	0	0	2	5	1
Property Damage	0	0	0	0	0	0	0	0	0	3	3
DARTS	0	0	11	4	0	15	0	0	2	1	0
Lost Time Work Days	151					26					
Near Miss	1					0					

TRAINING COMPLIANCE

Training Category	FY16 %	FY17 %
SOH Classroom Training	81	75
Safety OJT and Web	91	83
Traffic	77	70
RODS	N/A	100
Risk Management	85	75
Total Compliance	89	81

Total Population: 987

INSPECTIONS PERFORMED

SOH FY 16	SOH FY 17	Traffic FY 16	Traffic FY 17	RODS FY 16	RODS FY 17
133	28	1	0	0	0

*Inspections and associated deficiencies are grouped by FY using the inspection start date regardless of the end date.

DEFICIENCIES / HAZARD ABATEMENTS

	SOH			Traffic			RODS		
	OPEN	FY 16	FY 17	OPEN	FY 16	FY 17	OPEN	FY 16	FY 17
RAC 1 - Critical	0	0	0	0	0	0	0	0	0
RAC 2 - Serious	15	3	6	0	0	0	0	0	0
RAC 3 - Moderate	88	27	22	0	0	0	0	0	0
Other	300	117	68	0	0	0	0	0	0

RESPIRATOR COMPLIANCE

CBRNE	SCBA	IND
Compliant: 6% (4 / 62)	Compliant: 23% (21 / 91)	Compliant: 42% (42 / 100)

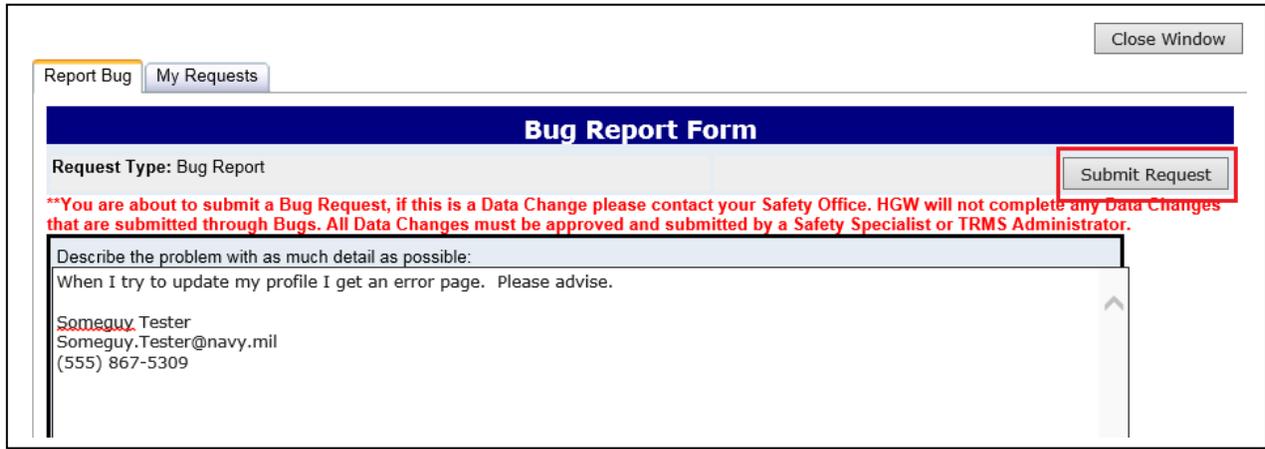
DEFICIENCIES / HAZARD ABATEMENTS CHART

PERCEPTION SURVEY

Personnel Safety Survey	Supervisor Safety Questionnaire
39	8

Bugs

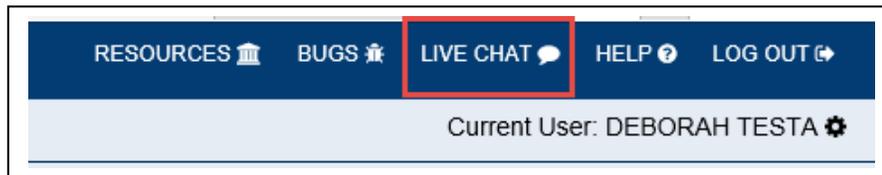
Clicking the “Bugs” link at the top of the ESAMS Main page opens a new window in which any problems or errors experienced can be entered, along with a name and number to expedite the process of contacting the user concerning the resolution of the error or problem.



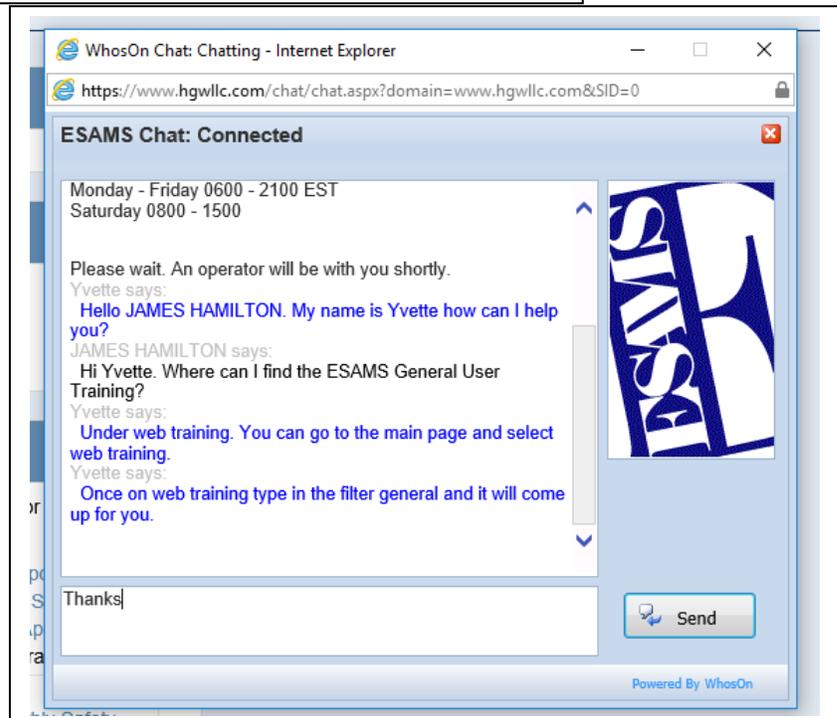
The screenshot shows a web browser window with a "Close Window" button in the top right. Below the browser window is a "Bug Report Form" with a blue header. The form has two tabs: "Report Bug" (selected) and "My Requests". The "Request Type" is set to "Bug Report". A red-bordered box highlights a "Submit Request" button. 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 with the prompt "Describe the problem with as much detail as possible:" and the text "When I try to update my profile I get an error page. Please advise." At the bottom left of the form, the user's name "Someguy Tester" and contact information "Someguy.Tester@navy.mil" and "(555) 867-5309" are displayed.

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.



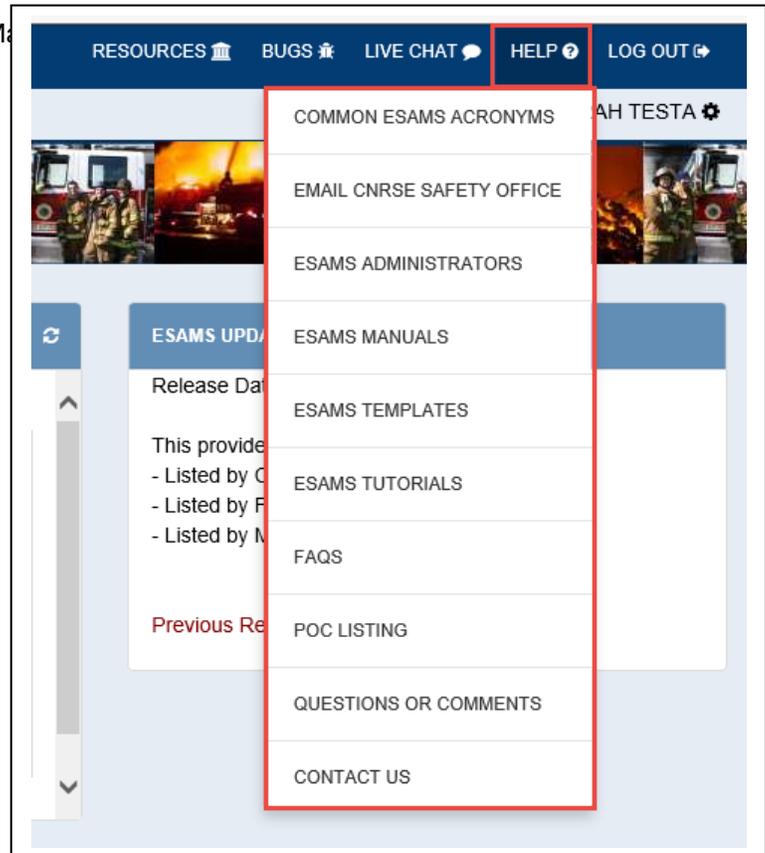
Once the “Live Chat” link is clicked, a new window will open in which the user is connected to Help Desk personnel in a chat session. The user can type the question or issue into the text box; clicking “Send” allows the Help Desk personnel to read the message. Once the chat is complete, the user can 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" (active) and "My Requests". The main heading is "Bug Report Form". Underneath, the "Request Type" is set to "Bug Report". A "Submit Request" button is highlighted with a red box. A red warning message states: "**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, containing the text: "When I try to update my profile I get an error page. Please advise." At the bottom left of the text area, the user's contact information is listed: "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.

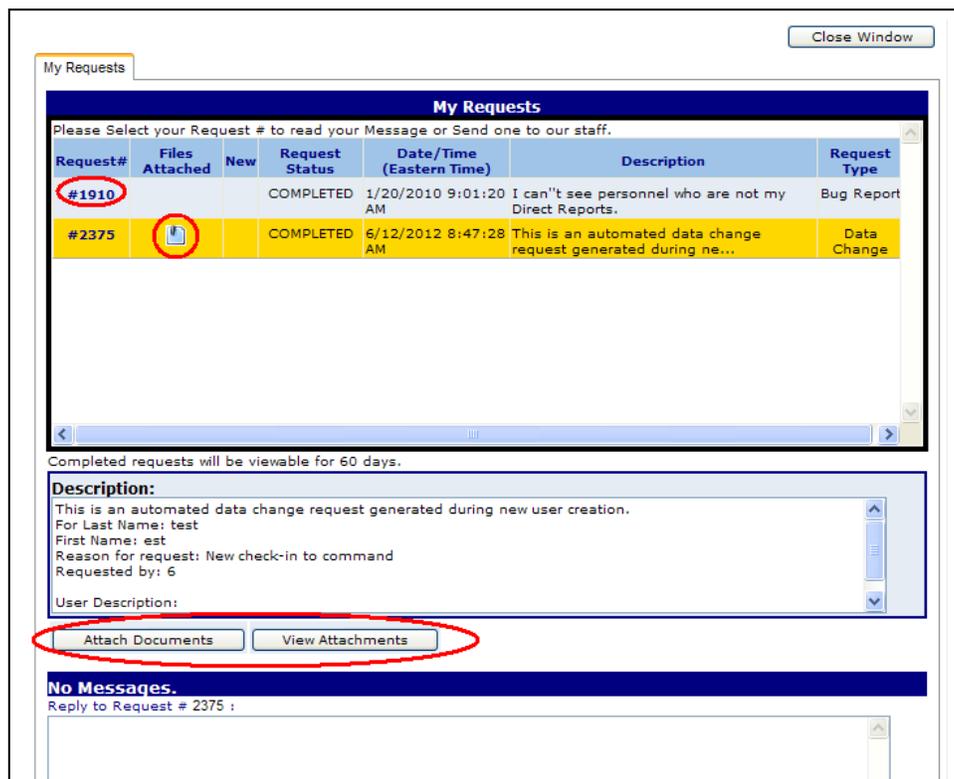
My Requests

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; a Reviewer, SME or Approver on a JHA scheduled for Annual Review; an employee that is requesting/submitted their own License; or a Responsible Person for expired AED equipment. Clicking on the record ID number (Inspection, Deficiency, Corrective Action, etc.) 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)

Self Assessment (1)

CA Id	Description	Cmd/Org Assigned	PRCA's	Status	Est Date	Comp Date	Created By
4430	PWD Whiting Field Mishap Training	NAVFAC Southeast	SELLEARS, JAMES,	Response Required	7/14/2019		HANSFORD, ANTONIO

Deficiencies (2)

Abatement Initiated (1) *The abatement has begun on these deficiencies.*

Deficiency ID	Inspection Info	Category	Est. Completion Date	RAC	Mission Category	Violation Description	Building	Specific Location
782510	Details	OSH	7/12/2019	1-Critical		If the HAP Icon is present, inspections and deficiencies will appear for 180 days past the status ch....		

Request Closure (1) *These deficiencies have been sent to the administrators for closure.*

Deficiency ID	Inspection Info	Category	Est. Completion Date	RAC	Mission Category	Violation Description	Building	Specific Location
782509	Details	OSH	7/12/2019	2-Serious		If the HAP Icon is present, inspections and deficiencies will appear for 180 days past the status ch....	0307	

Has HAP associated

Navy Hazard Abatement Funding Requests (1)

HA ID	Current Status	Cmd/Org (UIC)	Requester	Installation	RAC	Project Name
455	Undetermined	NAVFAC Southwest / N62473	HANSFORD, ANTONIO	NAS Fallon, NV	1-Critical	HAP Icon

†(Closed/Completed/Deleted) Status will be displayed for 180 days

AEDs (1)

Public Access (1)

NAS Whiting Field, FL (1)

ID	ETracker Title	Serial #	Building	Location	Item Exp	Battery Exp	Adult Pad Exp	Ped Pad Exp
944690	AED 44	8675309	1433	View	7/5/2019	7/30/2021	10/25/2021	3/17/2021

Fire (0)

(NOTE: If the HAP Icon is present, inspections and deficiencies will appear for 180 days past the status change to Closed/Completed/Deleted.)

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.

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 Trng Sched](#)” link to display the available class schedules (including the class title, date/time, facility/Installation, location, etc). Clicking on the “[Month](#)” dropdown at the top of the page allows the user to select a specific month in which to search. Entering text into the “[Filter](#)” field will limit the displayed courses to those that contain matching information to the characters typed into the field. Clicking “[Class Info](#)” will display any information that has been provided by class administrators, including any documents that have been made available by class administrators. Individuals can enroll themselves into training classes.

Classroom Training Schedule

SCHEDULED TRAINING

	Course Title	Status	Start Date	End Date	Time	Installation	Class Info	Requested Equipment
UnEnroll	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	Wait List	6/29/2019	6/29/2019	730 - 1230	NAS Key West, FL	Class Info	No

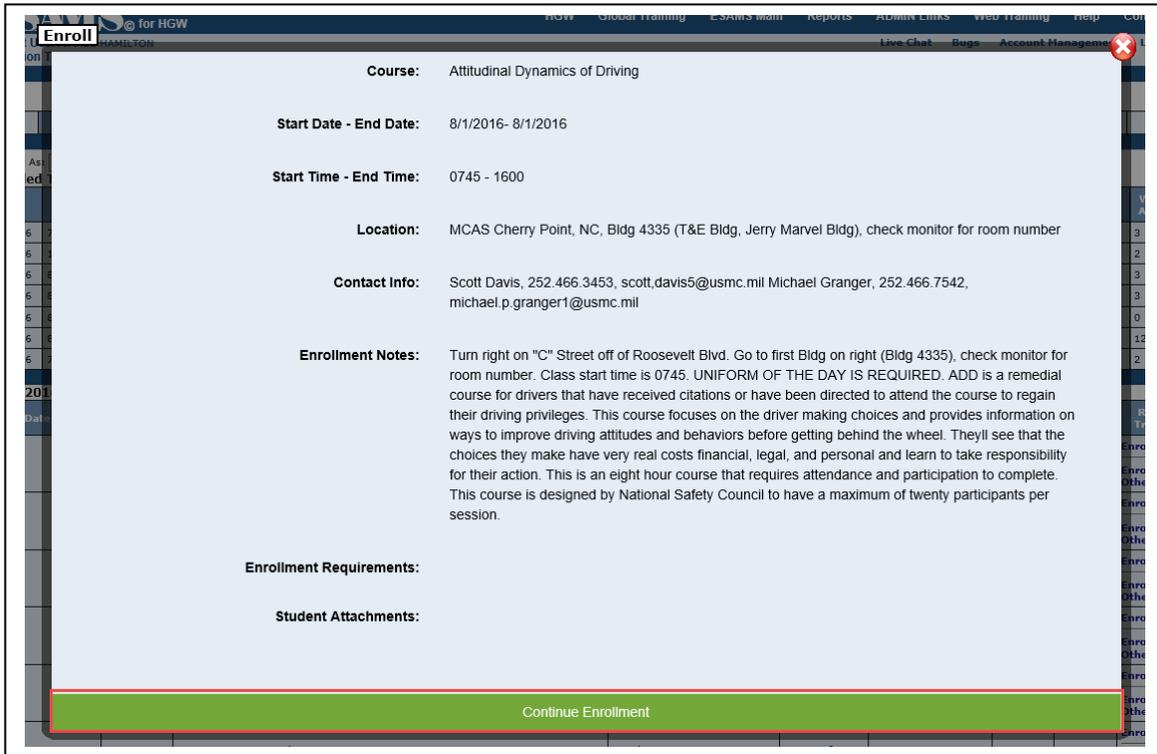
CLASSROOM TRAINING

Month: June ▾
 Filter: Class Details.. (50 character limit)

Enrollment	Course Title	Start Date	End Date	Time	Installation - Cmd/Org Providing	Class Info	Seats Available	Enrolled	Wait List Available	Language
Enroll Me Others	AAA Driving Improvement Program (DIP)	6/20/2019	6/20/2019	730 - 1600	Naval Station Mayport, FL - NAVSTA Mayport	Class Info	4	34	7	English
Class Full	AAA Driving Improvement Program (DIP)	6/20/2019	6/20/2019	730 - 1600	NSB Kings Bay, GA - SUBASE KINGS BAY GA	Class Info	0	27	0	English
Enroll Me / Others	Motorcycle Safety Foundation (MSF) Experienced Rider Courses (ERC/BRC 2)	6/29/2019	6/29/2019	730 - 1230	NAS Key West, FL - NAS Pensacola	Class Info	6	1	1	English

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.



Remove Enrollment

There is also an [UnEnroll](#) 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).

Training

Training History

Needed Training

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			

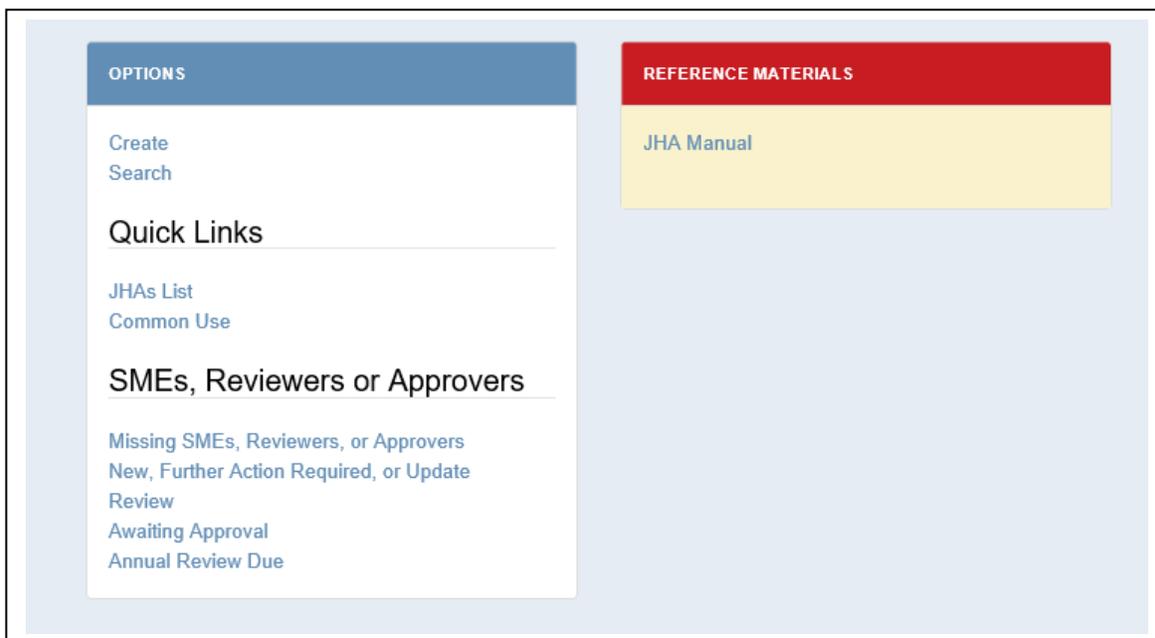
Non-Mandatory Scheduled Training

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



License Application

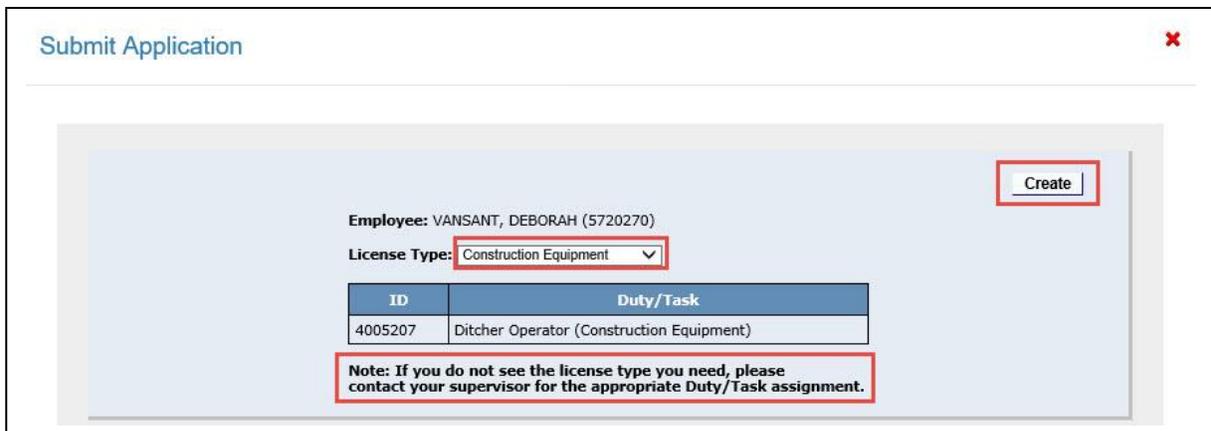
When an employee clicks on the “[License Application](#)” link, they are taken to the "License Main" page. On this page, the employee can see any current licenses associated with the employee’s account; clicking on the license ID opens the record for viewing. Clicking on the “[Create License Application](#)”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



The screenshot shows a web interface with two main sections. The left section, titled "LICENSE MANAGEMENT", contains a button labeled "Create License Application" and a table of licenses for "VANSANT, DEBORAH". The right section, titled "REFERENCE AND HELP INFORMATION", contains links for "Main Manual", "Crane Examples", and "Forklift Examples".

ID	Status	License Type	Expiration Date
2774	Issued	Construction Equipment	11/1/2021

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.



The screenshot shows a "Submit Application" window. It displays the employee's name and ID, a dropdown menu for "License Type" set to "Construction Equipment", and a table of duty/tasks. A "Create" button is visible in the top right corner. A note at the bottom states: "Note: If you do not see the license type you need, please contact your supervisor for the appropriate Duty/Task assignment."

ID	Duty/Task
4005207	Ditcher Operator (Construction Equipment)

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.

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](#)

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

Save

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 (38 character(s) left)

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.

Review

Created By: TESTA, DEBORAH (5720270)
 Created Date: 4/27/2016

Submitted By:
 Submit Date:

Approved By:
 Approved Date:
 Approved Reason:

Issued By:
 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.

Employee

History Application

Pending Applications

Delete Application

	App ID	Application Date	License Type	Status
<input checked="" type="checkbox"/>	24	5/2/2016	Crane Operator	Unsubmitted

Current License

App ID	Expiration Date	License Type	Status	Endorsement(s)
14	05/01/2018	Construction Equipment	Issued	Excavator

Historical Licenses

License History

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.

[Change Log](#) [Save](#)

Please review your census data for accuracy. If it is correct hit save to update response date.

Motorcycle Operator Questionnaire for: HAMILTON, JAMES THOMAS

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): **2/6/2019 - HAMILTON, JAMES (5293094)**

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:

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: VANSANT, DEBORAH
User Status: Active
Cmd/Org: NETC (N00076)
Dept/Code: N00G
Installation: NAS Pensacola, FL
Service/Status: USN - Appropriated Civilian

Profile InfoTrainingRequirementsAccessAssociations

Personal Info

Last Name: VANSANT Update via DEERS

First Name: DEBORAH

Middle Name:

Suffix:

Gender: Male Female

DOB: 09/1965

Service/Status: USN - Appropriated Civilian

Rank/Grade: ▼

Rate/Series: ▼

Supervisor:

Job Title: IG Inspector

Email: Edit

Motorcycle Rider:

Update Motorcycle Status

Operator Status	Last Updated	Last Update By	Primary Motorcycle Type
Not a Rider	5/23/2018	VANSANT, DEBORAH (5720270)	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.

- **Last Name:** [See below.](#)
- **Middle Name:** The user can type directly into this field to edit their listed middle name.
- **Suffix:** The user can type directly into this field to edit their listed suffix.
- **Rank/Grade:** Clicking the popup triangle opens a new window in which the user can select their listed Rank/Grade.
- **Rate/Series:** Clicking the popup triangle opens a new window in which the user can select their listed Rate/Series.
- **Job Title:** The user can type directly into this field to edit their listed Job Title.
- **Email:** Clicking on the “Edit” link opens a new window in which the user can edit their listed email address.
- **Motorcycle Rider:** [See below.](#)

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

Employee ID: 5720270
 Employee: VANSANT, DEBORAH
 User Status: Active
 Cmd/Org: NETC (N00076)
 Dept/Code: N00G
 Installation: NAS Pensacola, FL
 Service/Status: USN - Appropriated Civilian

Profile Info | Training | Requirements | Access | Associations

Save

Personal Info

Last Name: VANSANT [Update via DEERS](#)
 First Name: DEBORAH
 Middle Name:
 Suffix:
 Gender: Male Female
 DOB: 09/1965
 Service/Status: USN - Appropriated Civilian
 Rank/Grade: ▼
 Rate/Series: ▼
 Supervisor:
 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	5/23/2018	VANSANT, DEBORAH (5720270)	N/A

Update via DEERS

If the user's last name has changed, and the change has been registered with Defense Enrollment Eligibility Reporting System (DEERS), the user can click the "Update via DEERS" link. Clicking the link opens a new window in which the user can review the information found both in ESAMS and in DEERS. If the new name has been registered in DEERS, the user can check the box next to the correct last name and click the "Save" button to edit their last name in ESAMS to match the last name listed in DEERS.

ESAMS

Last Name: WEISMAN
 First Name: JAMES
 MI:
 Gender: M

DEERS

Last Name: HAMILTON
 First Name: JAMES
 MI:
 Gender: M

Save

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.

[Change Log](#) | [Save](#)

Please review your census data for accuracy. If it is correct hit save to update response date.

Motorcycle Operator Questionnaire for: HAMILTON, JAMES THOMAS

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): 2/6/2019 - HAMILTON, JAMES (5293094)

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:

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 'Training' tab selected in the top navigation bar. Below it, a 'Duty/Task' section contains a 'Show Requirements' link. This link opens a table with the following data:

#	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 'Training History' section. It features a 'Training History' link and a table titled 'Needed Training' with the following data:

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			

Below the 'Needed Training' table, there is a section for 'Non-Mandatory Scheduled Training' which displays 'No Results Found'.

Training History

The “[Training History](#)” button displays the user’s full training history. The training history pop-up provides a detailed list of each course completed by the user and recorded in ESAMS. The user can sort the list 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.) Additionally, the user can enter information in the “[Filter](#)” field to limit the courses displayed. The user may print out their own training history in a CSV/Excel format by clicking on the “[Print](#)” link, located in the top right corner just above the list of classes; the user will have the option to print out the recent history (the last time each course was completed/recorded in ESAMS) or the full history (every time a course has been completed/recorded in ESAMS). Users may print certificates for any Web-based courses taken on ESAMS by clicking the “[Print Certificate](#)” link next to the desired course. Clicking the “[History](#)” link opens a new window in which the user can view every record of completion for the selected course. **Note: Users can only print certificates for the most recent web course(s) completed on ESAMS.**

Course Title	Course ID	Date	Status	Action
Individual-Managing Your Risk (ORM)	3454	5/...		
Monthly Safety Talks - Received	292	5/...		
Ergonomic Baseline (conducted by the Supervisor)	373	12/6/2016	Pass	History
PPE Job Specific Usage - Conducted by your supervisor (OJT by Supervisor)	239	6/30/2016	Pass	History
PPE Training (General - One Time Only)	1398	6/27/2016	Pass	History
Navy Fall Protection (Slips, Trips and Same Level Falls) Awareness (One Time Only)	1259	3/25/2015	Pass	Print Certificate History
Back Injury Prevention Training (One-Time Only)	40	3/25/2015	Pass	Print Certificate History
Basic HAZCOM Training (One Time Only)	1169	12/24/2013	Pass	Print Certificate History
ESAMS Training for General Users	3866	12/24/2013	Pass	Print Certificate History
General Ergonomics Awareness	371	8/27/2013	Pass	Print Certificate History
Safety Orientation for Non-Supervisors	1093	8/27/2013	Pass	Print Certificate History

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.

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.

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.

	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.

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	

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.

Incident Information

1 - INCIDENT INFORMATION

Incident Date / Time: * 02/04/2019 * 11:30

Did the incident occur on base? * Yes No

Installation of Incident: * NAVSTA Norfolk Base, VA

Bldg (In or Near): P-28

Narrative: * (What, when, where and how) NOTE: Do NOT include personal identifiers, such as name.
†(What, when, where and how) NOTE: Do NOT include personal identifiers, such as name.

Location of Incident: * (Precisely state where incident occurred)
‡(Precisely state where incident occurred)

GPS Coordinates (LAT): °deg min sec
Example: N35° 55' 18.247

GPS Coordinates (LNG): °deg min sec Alt ft
Example: E35° 55' 59.123

Was a Government Motor Vehicle Involved? * Yes No

How many people were involved? * 1 |

Job Order or Project ID:(optional) Area: Site:

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

Revised 11/11/2019

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 personnel B. Service / Branch Chief C. Assistant Secretary for Service / Branch of the affected personnel D. 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 personnel B. Service / Branch Chief C. Assistant Secretary for Service / Branch of the affected personnel D. 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.

Safety Climate Survey					
<p>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. If a question is N/A or you have had no dealing in the questioned area, please leave it blank.</p>					
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. My activity conducts adequate reviews and updates of safety standards and operating procedures.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. My activity uses an internal audit and hazard reporting system to catch any problems that may lead to a mishap.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. My activity has defined a process to set training goals and to review performance.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. My activity closely monitors proficiency and current standards to ensure personnel are qualified for the job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
5. Command leadership and supervisors are actively involved in the safety program and management of safety matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6. My activity uses defined processes to effectively manage the high-risk operations.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The activity/command safety council, committee, or group reviews all safety hazards.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The activity safety council, committee, or group reviews all safety hazards.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The safety council, committee, or group process has helped reduce safety hazards throughout the activity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
10. The command effectively uses safety programs to help identify and manage high risk personnel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11. My supervisor encourages reporting safety discrepancies without the fear of negative repercussions.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Individuals in my command are willing to report safety violations, unsafe behaviors, or hazardous conditions.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. In my command, peer influence is effective at discouraging violations of standard operating procedures, or safety rules.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. In my command, leadership/supervisors believe safety is an integral part of all jobs and evolutions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
15. In my command, anyone who violates standard procedures, or safety rules, is swiftly corrected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
16. In my command, violations of operating procedures, safety regulations, or general safety principals are rare.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Supervisors in my command encourage everyone to be safety conscious and to follow the rules.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. In this command, personnel who frequently violate general safety standards and rules will seriously jeopardize his/her career.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. I am not comfortable reporting a safety problem, because people in my command would react negatively toward me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
20. My command has a reputation for high-quality performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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.

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 Go to My Navy Portal (<https://my.navy.mil/>) and click on the NeL (Navy eLearning) link to log in and enroll in courses. Once training is complete, provide certificate to local ESAMS Training Administrator (TA) for ESAMS recording.

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).

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

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

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](#) ▾