

From: Action 04R NSSC <Action04RNSSC@navsea.navy.mil>  
Date: Wed, 16 Jun 2004 09:29:55 -0400  
Subject: 3rd Quarter Metrics Data Call

Ref: (a) NAVSEAINST 5100.15A, Paragraph 10, "NAVSEA OSH Program Policy and Guidance"

Encl: (1) 3rd Quarter Injury/Illness Report Form (3Q Injury Report Form.xls)

1. Per reference (a), SEA 04R requires activities to submit ACCUMULATIVE injury/illness data utilizing enclosure (1) on a quarterly basis. In accordance with the following paragraphs, ACCUMULATIVE 3RD QUARTER (TOTAL OF 1st, 2nd AND 3rd QUARTER) SUBMISSIONS ARE DUE NO LATER THAN 15 JULY 2004. Delinquent activities not responding by the 15 July 2004 due date will be notified directly by SEA 04R. NOTE: SEA 04R is now using man-hours to calculate civilian injury/illness rates. Therefore, activities are REQUIRED TO PROVIDE MAN-HOURS FOR ALL CIVILIAN PERSONNEL. In addition, Military personnel data will continue to be reported as AVERAGE NUMBER OF PERSONNEL.

2. All NAVSEA activities are to complete and email enclosure (1) to Action04RNSSC@navsea.navy.mil with a copy to pieperrk@navsea.navy.mil. Do not submit enclosure (1) to the NAVSAFECEN.

3. Please indicate the use of WESS 1 or INJTRAK utilizing the check boxes provided and any additional UICs reporting for within enclosure (1).

4. For those activities using Web Enabled Safety System (WESS) 1, respond to this data call by emailing enclosure (1) Action04RNSSC@navsea.navy.mil. For those activities NOT using WESS 1, submit completed enclosure (1) and 3RD Quarter 2004 INJTRAK data from 01 April 2004 to 30 June 2004 to Action04RNSSC@navsea.navy.mil and forward a copy of 3rd Quarter 2004 INJTRAK data to the NAVSAFECEN POC at: Pamela.Webster@navy.mil. If you have questions regarding INJTRAK contact Pamela Webster at: 757-444-3520 Ext. 7149, DSN 564-3520.

5. The NAVSEA POC is Mr. Rod Pieper, SEA 04RS. He can be reached via phone at: 707-778-8681, or e-mail at: PieperRK@navsea.navy.mil.