



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS COMMAND  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

IN REPLY REFER TO:  
5100  
SAFETY  
JAN 04 2016

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 1-16

From: Commander, Marine Corps Installations Command  
To: Distribution List

Subj: ENTERPRISE SAFETY APPLICATIONS MANAGEMENT SYSTEM (ESAMS)  
IMPLEMENTATION

Ref: (a) DODI 6055.01 DoD Safety and Occupational Health (SOH)  
Program  
(b) DASN Memo dtd 18 Mar 2004  
(c) MCO 5100.29B  
(d) MCICOM Policy Letter 8-13  
(e) Marine Installations Board Decision dtd 19 Nov 2014

1. Situation. Per the references, Marine Corps Installations Command (MCICOM) is committed to providing a proven, effective and uniform Information Technology (IT) system to support the Corps Safety and Occupational Health (SOH) Program for our total force. The Commander, MCICOM has chosen the Enterprise Safety Applications Management System (ESAMS), a secure, Navy Marine Corps Intranet (NMCI) compliant, web-based safety management system that will enable MCICOM to standardize and effectively manage SOH requirements.

a. ESAMS will deliver a systematic process for Installations to accomplish a full spectrum of safety requirements in order to maintain superior readiness, top efficiency, and proactive engagement in risk management. ESAMS provides leadership at all levels with the ability to monitor safety programs and performance in the areas of mishap reporting, trends, training, medical surveillance, facility and programmatic deficiency data compilation, and recordkeeping with real-time metrics. Once fully implemented, ESAMS will decrease the effort required to conduct and record training, increase the efficiency of SOH compliance, and simplify recurring reporting requirements and data calls.

2. Mission. To establish ESAMS as the IT system used by all Installations in establishing and maintaining a comprehensive SOH Program throughout MCICOM, directly contributing to force preservation and operational effectiveness and readiness.

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3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. By June 2016, all MCICOM Installations will fully and uniformly implement ESAMS, to include the use of ESAMS for reporting all civilian and military mishaps, near misses, recording all safety training, reporting facility and programmatic deficiencies resulting from safety inspections, tracking all required medical surveillance, and extracting in-house safety program metrics.

(2) Concept of Operations. MCICOM Safety will lead an ESAMS Working Group (EWG) that will provide guidance, schedule training, and collect proposals to establish a uniform means to best utilize the suite of ESAMS capabilities across the Regions. The ESAMS program will be distributed to all installations for initialization, and then be shortly followed by training enterprise-wide for the full execution of the system. ESAMS will be used to its fullest extent in working with tenant commands receiving base provided SOH services. Implementing ESAMS is vital to improving our safety culture and program compliance, facilitating the implementation of the Voluntary Protection Program (VPP), reducing mishaps/hazards and increased readiness.

b. Tasks

(1) Marine Corps Installations Command (Safety). Coordinate with the ESAMS parent company HGW as necessary to centrally program, manage, and fund ESAMS for full implementation by June 2016.

(2) Marine Corps Regional Commands (MCI's). Prioritize, coordinate and resource Installations to achieve full ESAMS implementation by June 2016.

c. Coordination Instructions. The EWG will recommend, develop, and implement new policies, processes, guidance, and solutions to support standardized ESAMS processes enterprise-wide. Use ESAMS as a measurement tool for Regional SOH compliance and performance. Regions shall provide specific guidance to facilitate installations implementation of ESAMS. Each Region shall assign an ESAMS program administrator and alternate. Each representative is expected to participate in all EWG events and initiatives. Use ESAMS as a measurement tool for Installation SOH compliance and performance.

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4. Administration and Logistics

a. Questions regarding this policy should be directed to MCICOM Headquarters point of contact Ms. Kara Mbuko at kara.mbuko@usmc.mil.

5. Command and Signal

a. Command. This policy is applicable to all personnel within MCICOM, its respective commands, and subcommands.

b. Signal. This policy is effective the date signed.

  
C. L. HUDSON

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