Naval Safety Center Anymouse Submissions

A safety concern can be addressed in a way similar to the ORM mnemonic ABC*D* (*click here for ORM Business Card page*), which stands for Assess, Balance Your Resources, Communicate, Do and Debrief. Sending an Anymouse form to the Naval Safety Center is used when other means of addressing a safety concern have failed.

A. Assess your situation and determine the best method to address your safety concern.

B. Balance your resources by reviewing policy and frequently asked questions.

C. Communicate by preparing your Anymouse submission.

D. Do, by sending the Anymouse form to the Naval Safety Center. When the Safety Center determines a resolution to the concern we will try to ensure a debrief is provided. This may occur directly to the individual if possible or via message, a new safety poster or a Safety Center magazine.

Determine the best method to address your safety concern

We encourage you to first attempt to resolve your safety concern using the chain of command. Contact your chain of command to solve the problem. Start at the lowest possible level and use command channels before elevating them to the next higher level. Discuss your problem with members in your chain of command such as the legal staff, union representative, chaplain, human resource personnel, equal opportunity advisor, your immediate supervisor, and Commanding Officer. Our experience has shown, with few exceptions, that commands are responsive to complainants' issues.

Military members may want to bring the issue to the attention of:
His or her immediate or second level supervisor
Department Head
Safety Officer
Executive Officer
Commanding Officer (see: Commanding Officer Request Mast)

Civilian personnel may want to bring the issue to the attention of:
His or her immediate or second level supervisor
Safety Officer
Executive Officer
Commanding Officer
Local Safety Office

If these methods are unsuccessful, consider submitting an Anymouse form to the Naval Safety Center.

Review safety policy and frequently asked questions.

After you determine the best method to address your complaint, read over the safety policy and frequently asked questions for Anymouse submissions.

The following instructions, questions and answers provide information about safety policy and procedures that you should review before you submit an Anymouse:

Policy:

Aviation. Chapter 2 of OPNAVINST 3750.6S. Anymouse Reporting. All command safety programs shall provide a system for anonymously reporting hazards. Command personnel must be able to make a submission without fear of retribution. Anonymous on-line or electronic systems such as ASAP may be used as long as all command personnel have access to the system. If used, Anymouse boxes must be placed in a location where command personnel can make a submission without being observed. Do not include a requirement for the name of the person making the submission. Commands shall set up a feedback mechanism to address issues raised by the program.

Ashore. Chapter 10 of OPNAVINST 5100.23G addresses Employee Reports of Unsafe/Unhealthful Working Conditions and provides OPNAV Form 5100/11, Navy Employee Report of Unsafe or Unhealthful Working Condition, to submit reports. You can see the form at https://navalforms.documentservices.dla.mil/formsDir/_OPNAV_5100_11_1637.pdf; a link to this form is posted on the OSH portion of the Naval Safety Center website. The program makes provision for submitting an anonymous report if desired. This program was implemented to meet the requirement for such a program set by 29 CFR 1960, Basic Program Elements for Federal Employees. Section 29 CFR 1960.28 - https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=11279. This program is structured to allow hazards to be abated as quickly as possible at the appropriate management level and allows for appeals up the chain of command if the originator is not satisfied with the response.

Afloat. Paragraph A0307.b of OPNAVINST 5100.19E addresses hazard reporting by individual crewmembers. It states, "If the notified supervisor has not taken action to investigate the situation or if they are not satisfied with the result, they may submit a written report of an unsafe or unhealthful working

condition on a safety hazard report (OPNAV 3120/5, available on-line at https://navalforms.documentservices.dla.mil/web/public/home. The report may be handwritten and should simply state the nature of the condition and its location. If the originator desires that his or her name not be revealed, this should be so stated in the report.

Marine Corps. The Marines mandated use of such a system in MCO 5100.29B, Marine Corps Safety Program. Paragraph 4.e in Chapter 2, Marine Corps Ground Safety Requirements, requires the Ground Safety Officer to establish procedures and train all personnel on the procedures for reporting unsafe or unhealthful working conditions via NAVMC 11401 or ANYMOUSE (RCS MC-S100-06) forms.

Frequently asked questions.

Q: Do I need to submit my name?
A: No. The Anymouse program is by definition designed for anonymous submissions. If you submit your name we will maintain your confidentiality.

Q: How will I know that my safety concern has been resolved.
A: If you submit your name and contact information we will tell you directly. You may get word that a concern was addressed via a message, a magazine article in Approach, Mech, Decisions or Sea Compass.

Q: Is there a time limit to submit an Anymouse.
A: No. However, it is important to correct a safety concern by some means before someone is injured or property is damaged.

Q: If I email the form to Anymouse Feedback who receives it?
A: Only the Deputy Commander and the Executive Director, Naval Safety Center.

Prepare your Anymouse form for submission

Once you have determined the best method to address your safety concern and have read over the safety policy and FAQs, and you decide that a Safety Center Anymouse is appropriate you can gather the information you will need to fill out the Anymouse form.

Don't forget to include:

What you have done to try to resolve the issue
What you want the Safety Center to do

Remember, the more you help us the better we can assist you.

Click here to access the Anymouse form.

Send the form to the Naval Safety Center

Mail via U.S. Postal Service:

Commander, Naval Safety Center
Attn: Deputy Commander
375 A Street
Norfolk, VA 23511-4399

Fax the form:

Attn: Deputy Commander
757-444-7205
DSN: 564-7205

Attach to an email and send to: NRFK_SAFE_Anymouse_Feedback