From: Director, Occupational Safety Health and Environmental, Naval Postgraduate School
To: Cynthia (Cindy) Swift

Subj: DESIGNATION AS SAFETY COORDINATOR AT NAVAL POSTGRADUATE SCHOOL

Ref: (a) OPNAVINST 5100.23 Series, Navy Safety and Occupational Health Program Manual
     (b) NPSINST 5100.1 Series, NPS Safety and Occupational Health Manual

Encl: (1) Safety Coordinator Responsibilities

1. Per reference (a) you are appointed as the Safety Coordinator for the School of International Graduate Studies (Org Code 900), at Naval Postgraduate School (NPS).

2. Administrators, managers, supervisors, researchers, and professors are all responsible for safety compliance and administration. Your role is to be the safety facilitator and coordinator for all safety related items in the department which you have been designated. Be familiar with and follow guidelines in Ref (a) to act as the safety point of contact and to help ensure your department is compliant with safety and environmental regulations.

3. Familiarize yourself with Ref (a) and (b) in the execution of your duties to assist in ensuring your department is compliant with safety and environmental regulations.

4. This designation will terminate upon your transfer from your department, written notification, or failure on your part to maintain the training qualification required in Ref (a) to fulfill your duties; whichever comes first.

A. J. COLÓN

Copy to:
NPS OSIIE Directorate (Code 00K)
NSAM Safety Office
NAVFAC Monterey Safety Office