



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
2701 SHERIDAN ROAD  
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 7043.1B  
T4

JUN 27 1997

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 7043.1B

From: Commander, Naval Training Center, Great Lakes

Subj: PROCUREMENT OF FOOT PROTECTION

Ref: (a) OPNAVINST 5100.23D  
(b) PWCGLAKESINST 5100.1H

1. Purpose. To promulgate procedures for the purchase of safety shoes at government expense by Naval Training Center Staff personnel.

2. Cancellation. NTCGLAKESINST 7043.1A.

3. Policy. The Navy policy is that all employees (military and civilian) exposed to occupational foot-hazardous operations/areas will be furnished appropriate safety shoes at government expense. NTC Staff employees whose duties require them to work at construction, material handling, maintenance or transportation shops, or work sites of similar nature, are required by reference (a) to wear approved foot protection. Safety shoes will be provided for eligible military or civilian personnel through either the procurement of standard stock safety shoes through the supply system, or monetary reimbursement when standard stock shoes are not available. Reimbursement will be limited to the cost of standard stock safety shoes.

4. Guidance.

a. Protective footwear is intended to protect the foot from external forces by incorporating a protective toe box and other safety designs into the shoe's construction.

b. Protective footwear construction must conform to the requirements of the American National Standard Institute's (ANSI's) Standard Z41-1983.

c. The brand and style of safety shoes purchased and worn is the option of the employee, provided the shoe is manufactured to ANSI standards and provides maximum protection.

d. Employees who have administrative duties, which require entrance to shop/office areas only, are not required to wear safety shoes.

e. Each employee has a responsibility to exercise maximum care in the preservation and maintenance of issued safety shoes.

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f. Replacement of lost or stolen safety shoes is the responsibility of the employee.

5. Procurement of Foot Protection.

a. Employees will request their supply clerks to submit DD 1348-1, Requisition System Document (Manual), requests for standard stock safety shoes for department-head approval. If standard stock safety shoes are not available, or desired, employees may procure their own shoes and request reimbursement from the Chief of Staff, Training or Operations via their department heads using SF Form 1164. Include sufficient documentation to confirm non-availability, or nondesirability, of standard stock shoes. Reimbursement will not exceed the price paid for standard stock safety shoes.

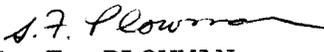
b. Both the DD 1348-1 and the SF 1164 must include the supervisor's statement that the shoes previously provided at government expense are unserviceable.

6. Reimbursement.

a. The amount reimbursed will be the actual price paid, up to the price listed in the current Management List Navy (MLN), and which would have been paid for similar standard stock safety shoes.

b. To receive monetary reimbursement, the employee must complete SF 1164, Claim for Reimbursement, and submit it with the original purchase receipt from the retailer to the NTC Comptroller (T4), via the Department Head and the Chief of Staff, Training or Operations. Failure to obtain required nonavailability of standard stock documentation prior to actual purchase of the shoes may result in nonreimbursement.

7. Forms. SF 1164, Claim for Reimbursement form, and DD 1348-1, Requisition System Document (Manual) form, may be obtained through normal supply channels.

  
S. F. PLOWMAN  
Chief of Staff, Operations  
Acting

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