



DEPARTMENT OF THE NAVY  
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SECNAVINST 5100.15B  
ASN(I&E)-DASN(S)  
25 May 2005

SECNAV INSTRUCTION 5100.15B

From: Secretary of the Navy

Subj: SECRETARY OF THE NAVY AWARDS FOR ACHIEVEMENT IN SAFETY  
ASHORE

Ref: (a) DOD Instruction 6055.1 of 19 Aug 98  
(b) OPNAVINST 5100.23F

Encl: (1) SECNAV Award for Achievement in Safety Ashore Scoring  
Matrix

1. Purpose. To establish the program and procedures for the Secretary of the Navy Awards for Achievement in Safety Ashore. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 5100.15A.

3. Background. Reference (a) established safety and occupational health (SOH) as core values of the Department of Defense (DOD), and updated policies, procedures, and responsibilities for administering a comprehensive DOD SOH program. The Secretary of the Navy Awards for Achievement in Safety Ashore were established to promote safe practices at eligible commands by recognizing those shore regions/activities and Fleet operational/support units located ashore that have demonstrated the best occupational safety and health programs and records within their respective categories. This recognition promotes compliance and furtherance of the provisions prescribed by reference (a).

4. Policy

a. Eligible Regions/Activities. Nominating packages for the winners in each category of the CNO Award for Safety Ashore will be eligible to compete for the Secretary of the Navy Award for Achievement in Safety Ashore in three principal activity types.

(1) Industrial activities, which include shipyards, shore intermediate maintenance activities, regional maintenance

centers, ordnance stations, public works centers (facilities engineering commands), depots and logistics bases.

(2) Non-Industrial activities, which include stations, bases, training facilities, research and development laboratories, and medical centers.

(3) Fleet operational/support units, which include those commands located ashore with sea or shore duty unit identification codes that are designated as Fleet operating or Fleet support units, and are not eligible for the surface ship safety award. The safety programs for candidate commands must be based on the shore safety requirements of reference (b).

b. Award Categories. Nine award recipients will be selected annually (on a fiscal year basis), one for each of the following categories. In determining working population, include all personnel (military and civilian appropriated and non-appropriated, and foreign nationals) for whom safety services are provided. Where support is provided to other activities, a current written agreement must exist to substantiate the additional population claimed.

(1) Industrial, within the 50 United States:

(a) Small - activities with a military and civilian working population of 1 - 1,000 personnel.

(b) Medium - activities with a military and civilian working population of 1,001 to 3,000 personnel.

(c) Large - activities with a military and civilian working population of 3,001 or more personnel.

(2) Non-Industrial, within the 50 United States:

(a) Small - activities with a military and civilian working population of 1 - 1,000 personnel.

(b) Medium - activities with a military and civilian working population of 1,001 to 3,000 personnel.

(c) Large - activities with a military and civilian working population of 3,001 or more personnel.

(3) Industrial, outside the 50 United States.

(4) Non-Industrial, outside the 50 United States.

(5) Fleet Operational/Support Unit Ashore.

c. Award Nomination and Selection Criteria

(1) Nominees will be evaluated on all shore safety program elements, including occupational safety and health, motor vehicle safety, fire safety, and off-duty/recreational safety. Enclosure (1) will be used by the awards selection board to objectively evaluate nomination packages.

(2) All nomination packages shall be well organized, limited to 20 pages, and include the following:

(a) The inspection cover letter (issue paper/executive summary) from the Naval Oversight Inspection Unit of the Naval Inspector General (IG), the Marine Corps Inspector General, or the major command Occupational Safety and Health Manager, with inspection results. The inspection must have occurred within the past 3 fiscal years.

(b) Summary of activity's organization and mission.

(c) Documentation of work place population to support the award category for consideration.

(d) Brief synopsis addressing key elements of each program applicable to the activity (statements that a program is established in accordance with required instructions is not sufficient), including:

1. Safety organization, staffing and management support (include host-tenant support and number of people supported).
2. Inspection and abatement program.
3. Mishap reporting and record keeping.
4. Industrial hygiene (workplace monitoring, evaluations, medical surveillance).
5. Safety councils and committees.
6. Safety training.
7. Personal Protective Equipment (PPE).
8. Hazardous materials.
9. Ergonomics.
10. Safety promotion/awards.

11. Motor vehicle safety.
12. Confined space entry.
13. Hearing conservation.
14. Sight conservation.
15. Respiratory protection program.
16. Energy control (lockout-tagout).
17. Asbestos.
18. Lead.
19. Laser.
20. Radio frequency radiation.
21. Employee unsafe/unhealthful reports.
22. Ionizing radiation.
23. Fire prevention.
24. Recreation, athletic, home safety.
25. Fall protection
26. Weight handling equipment
27. Review of any relevant project plans and specifications.
28. On- and off-duty trends for civilian and military mishaps (separately) for the last three fiscal years (including current year). Private motor vehicle mishap trends would be included in this category.
29. Current fiscal year 3-year Government motor vehicle (GMV) mishap trends - number and cost.
30. Current fiscal year 3-year fire trends - number and cost.
31. Current fiscal year 3-year compensation costs trends - civilian.
32. Current trends in lost workday due to injury rates (military and civilian as appropriate).

33. Other programs or initiatives, as applicable, such as those addressing DOD mishap reduction initiatives.

(3) Eligible activities may submit nomination packages through their chain of command with sufficient supporting documentation to allow evaluation by the higher command. Major commands (one level under CNO or CMC) shall evaluate the nomination packages and nominate one activity for each category, as applicable, for the annual awards. Nominations shall be submitted to the Commander, Naval Safety Center (Code 40), 375 A Street, Norfolk, VA 23511-4399 no later than 30 January of the year following the fiscal year for which the nomination is submitted. Nominations will only be accepted from major commands, and the major command nomination letters must state the specific award category for consideration.

(4) An awards selection board will be convened by the Deputy Assistant Secretary of the Navy (Safety) (DASN(S)) to select winners from the nomination packages submitted to the Naval Safety Center. The selection board shall be comprised of representatives from the following:

- (a) DASN(S) (Chairperson)
- (b) Commander, Naval Safety Center
- (c) Director, HQMC Safety Division
- (d) Naval Inspector General (IG) (advisor to the board)

(5) Announcement of winners, and runners-up as appropriate, will be made by ALNAV message no later than 1 April of the year selected. Winners will be presented an inscribed plaque, letter of commendation, and Secretary of the Navy Safety Flag at an appropriate forum. Award recipients will permanently retain the plaque and letter of commendation, and may fly the SECNAV Safety Flag through 30 March of the year following the presentation of the award.

## 5. Action

a. The Chief of Naval Operations (N09F) and Commandant of the Marine Corps (Safety Division (SD)) shall implement procedures as required to execute the Secretary of the Navy Award for Achievement in Safety Ashore Program, including:

- (1) Promote participation in this awards program by eligible commands.

(2) Ensure nomination packages are staffed via the appropriate chains of command prior to forwarding to Commander, Naval Safety Center.

b. The Deputy Assistant Secretary of the Navy (Safety) shall:

(1) Assist the Chief of Naval Operations and Commandant of the Marine Corps (SD) as required to execute this awards program.

(2) Convene the prescribed awards selection board as required to ensure winners, and runners-up as applicable, are selected and announced no later than 1 April for the preceding fiscal year's nominees.

(3) Prepare and submit a draft ALNAV message announcing winners, and runners-up as applicable, by category.

(4) Ensure a Secretary of the Navy Award for Achievement in Safety Ashore plaque, award letter delineating distinguishing achievements, and a Secretary of the Navy Safety Flag are prepared for presentation to each winner.

(5) Coordinate the planning for and scheduling of the presentation of the award plaque, letter, and flag to each winner at an appropriate forum.

(6) Maintain a record of award winners for each year.

c. The Commander, Naval Safety Center shall:

(1) Coordinate receipt of nomination packages with relevant commands.

(2) Review nomination packages to ensure they have been completed in accordance with this instruction.

(3) Assist DASN(S) with the scheduling and conduct of the awards selection board.

6. Report. The reporting requirement contained in paragraph 4 is exempt from reports control by SECNAVINST 5214.2B.

BJ Penn  
Assistant Secretary of the Navy  
(Installations and Environment)

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**SECNAV Award for Achievement in Safety Ashore Scoring Matrix**

ACTIVITY NAME:			AWARD CATEGORY:		
ASSIGNED REVIEWER INITIALS	AWARD CRITERIA (SECNAVINST 5100.15B)	O POINTS	SCORE OR ASSIGN POINTS AS INDICATED	SCORE	COMMENTS
	1. Summary/explanation of mishap reduction efforts	No documentation in package	Assign 2 points for each of the following: * Mishap reduction information was provided. * Reduction efforts were well explained and examples were provided. * Mishap reduction effort used innovative methods (e.g. special training programs, standdowns, etc.).  Add 2 points if the overall mishap reduction for the past year was greater than or equal to 30%.  Add 2 points if mishap reduction for past year was greater than or equal to 50% in any one program (e.g. PMV).  Other achievement (Explain in Comments).		Score:
	2. Three-year mishap trend analysis	No trend data provided at all	Add 2 points for each downward trend of the following categories for the 3-year trend periods: * Civilian mishap rates. * Military on-duty mishap rates. * Number and cost of reportable fire mishaps. * PMV fatality rates.  Add 2 points if the rate of reduction for any of the above was greater than or equal to 30%., OR  Add 4 points if the rate of reduction for any of the above was greater than or equal to 50%.  Other achievement (Explain in Comments).		Score:
	3. Special or unique initiatives in Motor Vehicle Safety	No mention of MV program	Assign 1 point for each of the following: * Motor vehicle training mentioned. * Included MV Mishap and cost numbers. * Safety belt usage/Child Safety Seat usage emphasized. * Holiday targeted programs provided. * Base traffic safety engineering programs used. * Traffic Safety Council mentioned. * Motorcycle Safety efforts mentioned. * Participated in national or state traffic safety campaigns. * Held targeted traffic safety standdowns. * Partnered with local or base police. * Mentioned a Traffic Safety Coordinator.		Score:



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ACTIVITY NAME:			AWARD CATEGORY:		
ASSIGNED REVIEWER INITIALS	AWARD CRITERIA (SECNAVINST 5100.15B)	O POINTS	SCORE OR ASSIGN POINTS AS INDICATED	SCORE	COMMENTS
	4. Special or unique initiatives in Off-duty/ Recreational Safety	No mention of Off-duty/ Recreational Program	Assign 1 point for each of the following: * Mentioned home safety training. * Mentioned recreational safety training. * PPE usage or issue mentioned. * Holiday targeted programs provided. * Mentioned a RODS Coordinator. * Mentioned MWR safety efforts.  Assign 2 points for each of the following: * Conducted safety inspections of off-duty areas (MWR, hobby shops, ball fields, gyms, etc.). * Commented on improvements in off-duty safety record.  Other achievement (Explain in Comments).		Score:
	5. Special or unique initiatives in Fire Safety	No mention of Fire Safety Program	Assign 2 points for each of the following: * Fire Safety training conducted. * Smoke Detector/CO Detector usage effort mentioned. * Holiday targeted programs provided. * Enforcement efforts/partnering with base fire dept or volunteer fire department. * Conducted fire safety inspections.  Other achievement (Explain in Comments).		Score:
	6. Special or unique initiatives in partnering with Government agencies, communities, or organizations	No mention of partnering programs	Assign 3 points for each of the following: * Involved with community, state or local safety-related organizations. * Provided examples of partnering successes. * Participated in safety events, fairs, programs or campaigns with local or base organizations (e.g. Boy Scouts, Girl Scouts, Little League, Heart Association, etc.).  Add 1 bonus point for each award/citation given or publicity covering the efforts.		Score:
	7. Special or unique initiatives in organization, staffing and management support, including host-tenant interaction	No mention of any safety organization	Assign 3 points for each of the following: * Safety organization established. * Indicates management support of safety. * Discusses collateral duty safety involvement.  Assign 2 points for * Mentioning tenant commands supported. * Population of tenant commands.  Add 1 point for discussion of command OSH instruction.		Score:

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ACTIVITY NAME:			AWARD CATEGORY:		
ASSIGNED REVIEWER INITIALS	AWARD CRITERIA (SECNAVINST 5100.15B)	O POINTS	SCORE OR ASSIGN POINTS AS INDICATED	SCORE	COMMENTS
	8. Safety Program Enhancements	No mention of safety program initiatives beyond minimum required elements	Assign 2 points for each of the following: * Safety program enhancements documented in 1 out of 5 program areas (such as ergonomics, fall safety, fire safety). * Mentioned examples of above and beyond efforts for safety program improvement. * Received command, local or national recognition for their safety program. * Provided professional development for safety staff (tech and safety petty officers). * Mentioned Safety Council or Committee involvement.  Other achievement (Explain in Comments)		Score:
	9. Safety Council and Committee involvement	No mention of councils or committees	Assign 3 points for each of the following: * Council/Committee meeting attendees mentioned. * Council/Committee actions mentioned. * Council/Committee effectiveness mentioned.  Other achievement (Explain in Comments)		Score:
	10. Copy of last IG safety oversight review or ISIC safety inspection results	Results not provided	If IG or ISIC letter was provided, assign 10 points.  Other achievement (Explain in Comments)		Score:
	BONUS POINTS		* Add 5 points if Lost Work Time showed any reduction when compared with past 3 years. * Add 5 points if Civilian Total Mishap Frequency Rate dropped over past 3 years. * Add 5 points if command support or leadership was mentioned. * Add 5 points for other achievements (explain in comments).  * Add 5 points for good news/recognized best business practice.		Score:

**SECNAV Award for Achievement in Safety Ashore Scoring Matrix**

				<b>TOTAL SCORE:</b>
<p>Note: Scores are competed within a category only. Not all the above are applicable to all categories. For example, Fleet support activities are not expected to have fire safety functions, but none in that category would have the function, so it would be a fair comparison between activities within a category.</p>				