



DEPARTMENT OF THE NAVY

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SECNAVINST 5305.4
ASN(I&E)-DASN(S)
April 16, 2004

SECNAV INSTRUCTION 5305.4

From: Secretary of the Navy
To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY SAFETY EXCELLENCE AWARDS PROGRAM

Ref: (a) SECNAVINST 5100.15A, "Secretary of the Navy Awards for Achievement in Safety Ashore," 22 Feb 95
(b) OPNAVINST 5100.23F, "Navy Occupational Safety and Health (NAVOSH) Program Manual," 15 Jul 02
(c) OPNAVINST 3590.24C, "Chief of Naval Operations (CNO) Surface Ship Safety Awards Program," 28 Apr 99
(d) OPNAVINST 1650.24B, "Chief of Naval Operations Aviation-Related Awards," 3 Mar 98
(e) MCO 5100.32, "Marine Corps Safety Awards Program," 1 Oct 01
(f) COMSCINST 5100.17C, "Afloat Safety and Occupational Health Manual," 13 Mar 98 (NOTAL)

1. Purpose. To establish the annual Department of the Navy (DON) Safety Excellence Awards Program, and issue policy and procedures for its execution.

2. Background

a. The Secretary of the Navy established the DON Safety Excellence Awards Program to personally recognize Navy and Marine Corps commands that have demonstrated exceptional operational excellence by sustained mission success with simultaneous exemplary safety performance.

b. The objective of this awards program is to promote excellence in mission readiness by mishap and hazard reduction through the implementation of effective safety programs, the full integration of Operational Risk Management (ORM) principles, and fostering a sound safety culture throughout the Department of the Navy. Commands recognized will have demonstrated extraordinary commitment to a command-wide safety focus that successfully demonstrated the contribution of effective risk management processes to operational readiness and mission success.

3. Policy

a. Award Categories. Awardees will be selected annually in the following categories:

(1) Department of the Navy Safety Excellence Award for Safety Ashore (references (a) and (b) apply) - one command shall be selected for each of the following categories:

- (a) Industrial
- (b) Non-Industrial

(2) Department of the Navy Safety Excellence Award for Safety Shipboard (references (c) and (d) apply) - one command shall be selected for each of the following categories:

- (a) Large Deck Surface Combatant
- (b) Surface Combatant
- (c) Amphibious Ship
- (d) Auxiliary Ship
- (e) Mine Warfare Ship
- (f) Submarine

(3) Department of the Navy Safety Excellence Award for Marine Corps Ground Safety (reference (e) applies) - one command shall be selected for each of the following categories:

- (a) Center of Safety Excellence Award
- (b) Marine Corps Achievement in Safety Award
(Group I - Population over 10,000)
- (c) Marine Corps Achievement in Safety Award
(Group II - Population 5,000-9,999)
- (d) Marine Corps Achievement in Safety Award
(Group III - Population 1,000-4,999)
- (e) Marine Corps Achievement in Safety Award
(Group IV - Population less than 1,000)

(4) Department of the Navy Safety Excellence Award for Aviation Safety (reference (d) applies) - one command shall be selected for each of the following categories:

- (a) Active Duty - Navy

- (b) Active Duty - Marine Corps
- (c) Reserve - Navy
- (d) Reserve - Marine Corps
- (e) Training Command

(5) Department of the Navy Safety Excellence Award for Military Sealift Command Safety (reference (f) applies) - one command shall be selected for this category.

b. Award Criteria. Commands, organizations and teams selected for the DON Safety Excellence Award must have demonstrated a top-down safety focus starting with the commander, proactive measures to ensure effective risk and hazard identification and reduction, and a command culture in which safety and operational excellence are valued and recognized as fundamental professional traits. Evaluation criteria with weighted percentages for specific functional areas are not prescribed to allow the selection boards latitude in assessing the overall performance of winning commands in accordance with unique factors that may exist for the varying categories.

c. Selection of Winners. DON Safety Excellence Award winners shall be selected as follows in accordance with the guidance and intent of the award criteria delineated in paragraph 3b.

(1) Selection of winners for the Department of the Navy Safety Excellence Award for Safety Ashore categories shall be made by the awards selection board process and criteria established by references (a) and (b).

(2) Selection of winners for the Department of the Navy Safety Excellence Award for Safety Shipboard categories shall be made by the awards selection board established by references (c) and (d).

(3) Selection of winners for the Department of the Navy Safety Excellence Award for Marine Corps Ground Safety categories shall be made by the awards selection board established by reference (e).

(4) Selection of winners for the Department of the Navy Safety Excellence Award for Aviation Safety categories, using reference (d) criteria, shall be coordinated by:

(a) Naval Safety Center for Active Duty Navy, Reserve Navy, and training aviation squadrons

(b) Headquarters Marine Corps Safety Division for Active Duty and Reserve Marine Corps aviation squadrons

(5) Selection of winners for the Department of the Navy Safety Excellence Award for the Military Sealift Command Safety category shall be made as established by reference (f).

d. Recognition of Award Winners. Winners of the DON Safety Excellence Award shall be announced in an ALNAV message and recognized in an appropriate ceremony hosted by the Secretary of the Navy or the Secretary's designated representative. During the ceremony each award recipient shall be presented with a plaque, an award letter identifying the command's distinguishing accomplishments, and a Secretary of the Navy Safety Flag that the command or organization may display for a period of 1 year from the date of the award announcement.

4. Action

a. The Chief of Naval Operations, Commandant of the Marine Corps (SD), and Commander Military Sealift Command shall implement procedures to ensure:

(1) Winners are selected from among nominations submitted for Chief of Naval Operations, Commandant of the Marine Corps (SD), and Commander Military Sealift Command safety awards that are relevant to the award categories identified by this instruction.

(2) The names of winners and a draft citation letter for each winner are forwarded to the Deputy Assistant Secretary of the Navy (Safety) upon completion of the selection process.

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

(1) Assist the Chief of Naval Operations, Commandant of the Marine Corps (SD), and Commander Military Sealift Command as required to implement and carry out this awards program.

(2) Coordinate the planning for and scheduling of the annual awards presentation ceremony, hosted by the Secretary of the Navy or the Secretary's designated representative, to recognize award winners.

(3) Upon receipt of the names of DON Safety Excellence Award winners, prepare and submit a draft ALNAV message announcing the winners by category, and the date and location of the ceremony at which award recipients will be recognized.

(4) Ensure a DON Safety Excellence Award plaque, award letter delineating distinguishing achievements, and a Secretary

of the Navy Safety Flag are prepared for presentation to each award winner at the annual ceremony.

(5) Ensure appropriate invitations are prepared and distributed to winners, and appropriate commands and organizations.

(6) Coordinate media coverage of the awards ceremony and announcements of winners to ensure the greatest practical recognition of award winners and the significance of the awards.

Gordon R. England

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SNDL Parts 1 and 2
MARCORPS PCN 71000000000 and 71000000100