



Department of Defense INSTRUCTION

NUMBER 1348.30
October 16, 2009

USD(AT&L)

SUBJECT: Secretary of Defense Maintenance Awards Program

- References:**
- (a) DoD Instruction 1348.30, "Secretary of Defense Maintenance Awards Program," December 2, 2004 (hereby canceled)
 - (b) DoD Directive 5134.01, "Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)), " December 9, 2005
 - (c) Section 1125 of title 10, United States Code
 - (d) DoD Directive 4151.18, "Maintenance of Military Materiel," March 31, 2004

1. **PURPOSE.** This Instruction reissues Reference (a) in accordance with the authority in Reference (b) and implements policy, updates responsibilities, and prescribes procedures for the Secretary of Defense Maintenance Awards Program according to the guidance in References (c) and (d).

2. **APPLICABILITY.** This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. **DEFINITIONS.** See Glossary.

4. **POLICY.** It is DoD policy (see Reference (d)) to:

a. Enhance maintenance awareness and encourage maintenance excellence by providing appropriate recognition through an annual maintenance awards program.

b. Annually recognize excellence by presenting the Secretary of Defense Maintenance Awards to field-level maintenance units and the organic depot-level maintenance program that have shown the highest levels of outstanding achievement in maintenance and maintenance

management. There shall be separate award categories for field-level units and the depot-level maintenance programs.

5. RESPONSIBILITIES. See Enclosure 1.

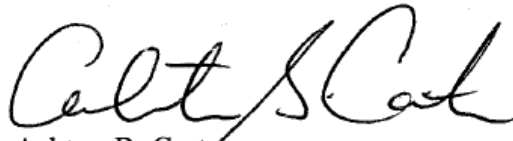
6. PROCEDURES

a. Eligibility, nominations requirements, rating criteria, selection procedures, and post-selection details are contained in Enclosure 2.

b. The nomination package format is specified in Enclosure 3.

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.



Ashton B. Carter
Under Secretary of Defense for
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Enclosures

1. Responsibilities
 2. Procedures
 3. Nomination Package Format
- Glossary

ENCLOSURE 1

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS (USD(AT&L)). The USD(AT&L) shall:

a. Appoint individual selection boards to review the annual field-level and depot-level nominations.

b. Act as the approval authority for the final selection of the Secretary of Defense Maintenance Awards Program winners.

2. DEPUTY UNDER SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIEL READINESS (DUSD(L&MR)). The DUSD(L&MR), under the authority, direction, and control of the USD(AT&L), shall:

a. Provide overall management of the maintenance awards program.

b. Convene and conduct the annual Secretary of Defense Maintenance Awards Selection Boards.

3. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

a. Annually, during the month of May, forward a maximum of two nomination packages per competition category (small, medium, and large) for deserving field-level units to the DUSD(L&MR) for evaluation by the Secretary of Defense Field-level Maintenance Awards Selection Board.

b. Annually, during the month of May, forward nomination packages for deserving depot-level maintenance programs. No more than one nomination package shall be forwarded from each major organic depot maintenance activity to the DUSD(L&MR) for evaluation by the Secretary of Defense Depot-level Maintenance Awards Selection Board.

c. Annually, during the month of January, designate a representative for the Secretary of Defense Maintenance Awards Program to act as the liaison to the DUSD(L&MR) to assist in the coordination of the Secretary of Defense Maintenance Awards Program and awards ceremony.

4. SECRETARY OF THE NAVY. In addition to the responsibilities in section 3 of this enclosure, the Secretary of the Navy shall submit nomination packages for the Marine Corps as described in paragraphs 3.a. and 3.b. of this enclosure.

5. CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Chairman of the Joint Chiefs of Staff shall:

a. Annually, during the month of May, forward a maximum of one nomination package per competition category (small, medium, and large) for deserving field-level units not reporting to a specific Military Service to the DUSD(L&MR) for evaluation by the Secretary of Defense Field-level Maintenance Awards Selection Board.

b. Annually, during the month of January, designate a representative for the Secretary of Defense Maintenance Awards Program to act as the liaison to the DUSD(L&MR) to assist in the coordination of the Secretary of Defense Maintenance Awards Program and awards ceremony.

ENCLOSURE 2

PROCEDURES

1. AWARD CATEGORIES

a. Secretary of Defense Field-level Maintenance Awards and Secretary of Defense Phoenix Award. The Secretary of Defense Phoenix Award is the highest DoD award for field-level maintenance. Annually, six field-level maintenance units shall be awarded the Secretary of Defense Field-level Maintenance Awards, two from each competition category (small, medium, and large). They shall each receive a plaque emblazoned with the Phoenix symbol and a certificate of achievement. Of the six winning units, one shall be selected as the “best of the best” and named the annual Secretary of Defense Phoenix Award winner. The Phoenix Award winner shall be presented with a replica of the Phoenix Trophy, which may be kept by the winning unit for the year following the award.

b. Robert T. Mason Award for Depot Maintenance Excellence. Annually, one program from a DoD organic depot-level maintenance activity shall be awarded the Robert T. Mason Award for Depot Maintenance Excellence. The winning organic depot-level maintenance activity shall receive a plaque; a certificate of achievement; and a replica of the Robert T. Mason Trophy bearing the activity’s name and identifying the winning program, which may be kept by the activity for the year following the award.

2. ELIGIBILITY FOR AWARD

a. Field-level Awards. All Active and Reserve Component (AC/RC) and National Guard units that perform field-level maintenance of weapon systems and equipment are eligible to compete. AC/RC units that are associate units may compete as a single unit. For the field-level award, the preponderance of unit staffing shall comprise uniformed U.S. military personnel and may also include DoD civilians.

b. Depot-level Award. All major organic depot maintenance activities are eligible to nominate a program, workload, or product line within their operations.

3. CATEGORIES OF COMPETITION

a. Field-level. The categories of competition shall be based on the size of the unit, as determined by the total number of authorized personnel (see Glossary). The nominated units shall be representative of the different types of units within the DoD Components that maintain military equipment, software, or weapon systems. To be eligible, units must have operated within their nominated size category for at least one half of the competition period (6 months).

b. Depot-level. The depot-level competition is for programs within the major DoD organic depot activities, i.e., those activities having more than 400 DoD civilian and U.S. uniformed military employees engaged in depot-level maintenance operations. All programs that have been in operation within the depot-level maintenance activity for at least one half of the competition period (6 months) are eligible to compete.

4. PERIOD OF PERFORMANCE. To align with the maintenance awards programs of the Military Services, the competitive period shall be the 12 month period starting October 1st and ending September 30th each year (i.e., September 30th of the year before nomination).

5. NOMINATION PACKAGE REQUIREMENTS

a. The nomination package shall not exceed 20 pages, excluding the cover, table of contents, endorsements, dividers, and proposed citation.

b. The award nomination package shall consist of:

(1) Section 1. Provides requested information as specified in the nomination package format shown in Enclosure 3.

(2) Section 2. Addresses the rating areas described in paragraph 6.a. of Enclosure 2 for field-level nominees and paragraph 6.b. for depot-level nominees. Nominees shall list their accomplishments in priority order and identify, where appropriate, how these accomplishments exceeded the baseline of planned or normal performance. For field-level, if the nominated unit consists of multiple maintenance organizations or functions, accomplishments of all maintenance activities shall be addressed.

(3) Section 3. Includes a concise, unclassified, proposed citation highlighting specific achievements that shall be suitable for use in the awards presentation ceremony.

c. Before submission, the nomination package shall be cleared for public release to military and civilian news services.

d. A digitized copy of the entire nomination package shall be provided.

e. The nomination package shall NOT include:

(1) Videotapes, 35mm slides, or films (may include digital photographs as part of the page-limited submission).

(2) Classified information.

6. EVALUATION FACTORS

a. Field-level Units. Factors used to evaluate the nominated units during the selection process shall be weighted as shown:

(1) Mission Accomplishments (Weight Factor = 4). A description of mission accomplishments for the competition period. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the unit's, or on any supported units', operational capability, mission accomplishment, and readiness levels. Areas that may be included are:

- (a) Accomplishment of unit mission requirements.
- (b) Weapon system or equipment materiel readiness status.
- (c) Operational deployment participations and successes.
- (d) Local or higher headquarters exercise participations and successes.
- (e) Special programs such as time compliance and technical order accomplishment.
- (f) Specific challenges unique to the operational environment.

(2) Effective Use of Maintenance Resources (Weight Factor = 3). A description of accomplishments that show efficient and effective use of maintenance resources.

(3) Innovative Management Accomplishments (Weight Factor = 2). A description of maintenance management actions taken within the competing unit to improve the unit's or supported unit's mission capability. Areas that may be included are:

- (a) Equipment improvement recommendations that resulted in an improved readiness posture.
- (b) Resource management innovations and improvements.
- (c) Safety programs.
- (d) Training programs.
- (e) Production control innovations and improvements.

(4) Personnel Quality of Life Programs (Weight Factor = 1). A description of programs or actions directly related to the nominated unit aimed at improving the motivation or morale of maintenance personnel. Areas that may be included are:

- (a) Self-help programs.

- (b) Personnel recognition programs.
- (c) Community projects.
- (d) Communications programs.
- (e) Humanitarian projects and programs.
- (f) Spousal support.

b. Depot-level Programs. Factors used to evaluate the nominated units during the selection process shall be weighted as shown:

(1) Mission Accomplishments (Weight Factor = 4). A quantitative description of mission accomplishments for the competition period. Accomplishments shall relate to the program baseline goals and requirements.

(2) Effective Support to Warfighters (Weight Factor = 3). A description of accomplishments for the competition period that directly relate to warfighter success. Accomplishments shall stress maintenance efforts and the impacts of those efforts on the operational capability and mission accomplishment of warfighting units supported. Examples of areas that may be included are:

- (a) Extraordinary support to operational forces.
- (b) Impact on operational force availability, materiel readiness, and sustainability metrics.
- (c) Response to unforeseen demands (e.g., surge, flexibility, agility).
- (d) Innovative solutions (e.g., local manufacture, cross-training, and extraordinary coordination efforts).

(3) Logistics Process Innovation (Weight Factor = 2). A description of maintenance-related logistics systems innovations related to program accomplishment. Areas that may be included are:

- (a) Reliability, maintainability, and supportability improvements.
- (b) Cost avoidance.
- (c) Improvements in the use of resources.
- (d) Cycle time improvements.
- (e) Effective technology insertion in processes and products.

(f) Maintenance concept or process improvement implementation.

(4) Personnel Quality of Life Programs (Weight Factor = 1). A description of programs or actions directly related to the nominated program or project aimed at improving the motivation or morale of maintenance personnel. Areas that may be included are:

- (a) Self-help programs.
- (b) Personnel recognition programs.
- (c) Community projects.
- (d) Communications programs.
- (e) Humanitarian projects and programs.
- (f) Spousal support.

7. SELECTION PROCEDURES. The DUSD(L&MR) shall annually convene two selection boards (one field-level and one depot-level) to evaluate nominations and recommend award finalists to the USD(AT&L) for approval. The boards, appointed by the USD(AT&L), shall be composed of military officers and/or civilian DoD employees who have knowledge, experience, and background in maintenance and maintenance management. Evaluations shall be based solely on the content in the nomination packages. The selection review boards will convene annually in June.

8. NOTIFICATION OF WINNERS. The USD(AT&L) shall notify the Secretaries of the Military Departments and the Chairman of the Joint Chiefs of Staff, by memorandum, of the field-level winning units selected for the Secretary of Defense Maintenance Awards. The winners of the Secretary of Defense Phoenix Award and the Robert T. Mason Award for Depot Maintenance Excellence shall be announced at the formal awards ceremony.

9. AWARDS CEREMONY. The Secretary of Defense Maintenance Awards, the Phoenix Trophy, and the Robert T. Mason Award for Depot Maintenance Excellence Trophy shall be presented annually to the winners in a ceremony in October.

10. POSSESSION AND DISPLAY OF THE SECRETARY OF DEFENSE MAINTENANCE AWARD TROPHIES

a. The Secretary of Defense Phoenix Trophy and the Robert T. Mason Award for Depot Maintenance Excellence Trophy shall be permanently displayed in the Pentagon, Washington,

D.C., to allow for suitable viewing and shall bear the name of the current year's award winners. The display shall also list all past trophy winners and the year awarded.

b. Replicas of the Secretary of Defense Phoenix Trophy and the Robert T. Mason Award for Depot Maintenance Excellence Trophy, known as the "traveling trophies," shall be presented to the winning units each year. These replica trophies may be kept by the winning units for approximately 1 year, and shall be returned as directed by the DUSD(L&MR).

c. Winners of the Secretary of Defense Maintenance Awards shall be presented plaques and certificates of achievement that shall be kept by the winning units.

ENCLOSURE 3

NOMINATION PACKAGE FORMAT

1. For field-level nomination packages, provide:

a. Section 1

(1) Military Service and/or command.

(2) Specific unit designation of nominated unit (e.g., Combat Logistics Battalion; Mid-Atlantic Regional Maintenance Center; 48th Maintenance Group; 7th Transportation Squadron; Marine Wing Support Battalion; Fleet Readiness Center Northwest; and 3rd Battalion, 43rd Air Defense Artillery).

(3) Competition category and the number of personnel at the nominated unit (e.g., medium/412 personnel).

(4) Commander's name and mailing address.

(5) Primary and alternate point of contact (POC) information for nominated units, including name, e-mail address, commercial telephone number, DSN number, and cell phone number.

(6) Primary and alternate Military Service POC information for nominated units, including name, e-mail address, commercial telephone number, DSN number, and cell phone number.

(7) Background information for nominated unit.

(8) Unit size, including the number of officers, enlisted, Government civilians, contractors, and other DoD personnel.

(9) Unit location.

(10) Unit mission statement (approximately five lines or less).

(11) Operational chronology (during award period October 1st - September 30th) of significant operational events, deployments, and major training exercises to include operation name, location, and dates.

b. Section 2. Content addressing rating areas described in paragraph 6.a. of Enclosure 2.

c. Section 3. Proposed citation.

2. For depot-level nomination packages, provide:

a. Section 1

(1) Military Service and/or command.

(2) Specific major depot maintenance activity responsible for nominated program (e.g., Ogden Air Logistics Center, Fleet Readiness Center East, Norfolk Naval Shipyard, Maintenance Center Barstow, or Red River Army Depot).

(3) Identification of nominated program (e.g., F110 engine repair line, F/A-18 Aircraft Depot Maintenance, Special Field Team Support for Operation ENDURING FREEDOM, Restricted Availability for USS HARRY S. TRUMAN (CVN-75), or Small Arms Repair Program).

(4) Depot activity commander's name and nominee's mailing address.

(5) Primary and alternate POC information for nominated units, including name, e-mail address, commercial telephone number, DSN number, and cell phone number.

(6) Primary and alternate Military Service POC information for nominated units, including name, e-mail address, commercial telephone number, DSN number, and cell phone number.

(7) Background information for nominated program.

(8) Program size, including the number of Government civilian, contractor, military, and other DoD personnel.

(9) Mission statement for program (approximately five lines or less).

b. Section 2. Content addressing rating areas described in paragraph 6.b. of Enclosure 2.

c. Section 3. Proposed citation.

GLOSSARY

DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

competition category. These size categories apply to the field-level maintenance competitions.

- (1) small. Up to 300 authorized personnel.
- (2) medium. 301 to 999 authorized personnel.
- (3) large. 1,000 or more authorized personnel.

depot-level maintenance program. Organic depot maintenance that includes workloads such as engine, landing gear, component repair, or foundry operations; specific weapon system rebuild, repair, or overhaul lines; special operational support; and specific large-scale overhaul projects.

field-level maintenance. Weapon system and equipment maintenance performed at organizational and intermediate levels.

major organic depot maintenance activities. Government-owned and -operated activities that perform depot-level maintenance that are assigned to or part of a Military Service. Major organic depot maintenance activities are those with more than 400 DoD civilian and U.S. uniformed military employees engaged in depot-level maintenance operations.