



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 5305.4B
ASN (EI&E)-DASN (Safety)
20 July 2010

SECNAV INSTRUCTION 5305.4B

From: Secretary of the Navy

Subj: SECRETARY OF THE NAVY SAFETY EXCELLENCE AWARDS

Ref: (a) DON Safety Memorandum of 6 July 2009, Department of the Navy Safety Vision for 2009 and Beyond
(b) OPNAVINST 1650.28A
(c) OPNAVINST 5100.23G
(d) MCO 5100.32A
(e) OPNAVINST 3590.24E

Encl: (1) Secretary of the Navy Safety Excellence Award in Safety Integration in Acquisition Criterion and Nomination Process

1. Purpose. To consolidate the Department of the Navy (DON) Safety Excellence Awards and the Secretary of the Navy (SECNAV) Awards for Achievement in Safety Ashore Programs, revise awards and criteria, and issue policy and procedures for the execution of the ensuing program.

2. Cancellation. SECNAVINST 5100.15B and SECNAVINST 5305.4A.

3. Background

a. The SECNAV awards for safety excellence were established to recognize Navy and Marine Corps commands that have demonstrated exceptional and sustained safety excellence. The objectives of the awards program is to encourage increased mission readiness by mishap and hazard reduction; to promote full integration of operational risk management principles Navywide; and to foster a sound safety culture throughout all Navy and Marine Corps commands, activities, and units.

b. Recipients of the Safety Excellence Award will have demonstrated extraordinary commitment to the DON safety vision outlined in reference (a), and to achieving DON's goal of being the best military safety organization in the world.

4. Areas of Competition and Awards

a. Chief of Naval Operations (CNO) and Commandant of the Marine Corps (CMC) safety award recipients automatically compete for SECNAV Safety Excellence Awards. An additional nomination package need not be submitted. The awards are:

(1) Industrial. Includes shipyards, shore intermediate maintenance activities, regional maintenance center, ordnance stations, public works centers, depots, and logistics bases.

(a) Category A - Navy and Marine Corps activities worldwide with a working population of less than 1,000.

(b) Category B - Navy and Marine Corps activities worldwide with a working population of 1,001 to 3,000.

(c) Category C - Navy and Marine Corps activities worldwide with a working population of 3,001 and greater.

(2) Non-Industrial. Includes stations, bases, training facilities, research and development laboratories, and Navy medicine facilities.

(a) Category A - Navy and Marine Corps activities worldwide with a working population of less than 800.

(b) Category B - Navy and Marine Corps activities worldwide with a working population of 801 to 2,000.

(c) Category C - Navy and Marine Corps activities worldwide with a working population of 2,001 and greater.

(3) Fleet Operational and or Fleet Support. Includes deployable units located ashore not eligible for ship or aviation safety awards.

(4) Afloat. Includes commissioned afloat Navy units and civil service manned ships.

(a) Large deck combatant.

(b) Surface combatant.

- (c) Amphibious.
 - (d) Littoral warfare.
 - (e) Submarine.
 - (f) Auxiliary (Military Sealift Command operated ship).
- (5) Aviation. Includes units operating under aircraft controlling custodians delineated in reference (b).
- (a) Navy active duty
 - (b) Marine Corps active duty.
 - (c) Navy Reserve.
 - (d) Marine Corps Reserve.
 - (e) Naval air training.

(6) Emerging Safety Center of Excellence. Includes all CNO and CMC award recipients that have never received a DON-level safety award, but show exceptional promise for future safety excellence leadership.

b. The safety integration in acquisition award recognizes Navy or Marine Corps teams or offices from commands that have an acquisition mission. This award requires a separate nomination package. The process for submitting a nomination is delineated in enclosure (1).

5. Award Criteria and Selection of Winners

a. Commands, organizations, and teams selected for the SECNAV Safety Excellence Awards must have demonstrated critical initiatives and a cultural philosophy that fulfills their responsibility to maintain a mission-ready, capable Navy and Marine Corps. Evaluation criteria with weighted percentages for specific functional areas are not prescribed to allow latitude when assessing unique factors as well as overall performance of winning commands for each award.

b. Recipients will be determined by awards boards of subject matter experts (SME). In addition to the overall guidance afforded in reference (a), specific criteria and board membership are as follows:

(1) Recipients of the industrial, non-industrial, and fleet operational and or fleet support awards will be determined based on criteria established in references (c) and (d). The board shall consist of representatives from the Deputy Assistant Secretary of the Navy for Safety (DASN (Safety)); Commandant, Marine Corps (Safety Division) (CMC (SD)); Commander, Naval Safety Center (COMNAVSAFECEN); and safety leaders as required.

(2) Recipients of the large deck combatant, surface combatant, amphibious, littoral warfare, submarine, and auxiliary awards will be determined by criteria established in reference (e). The board shall consist of representatives from DASN (Safety), COMNAVSAFECEN, type commanders, and safety leaders as required.

(3) Recipients of the Navy active duty aviation, Marine Corps active duty aviation, Navy Reserve aviation, Marine Corps Reserve aviation, and naval air training awards will be determined by criteria established in reference (b). Controlling custodians recommend a recipient from among the CNO Aviation Safety Award recipients, which will then be reviewed/approved by a board of representatives from DASN (Safety), CMC (SD), and COMNAVSAFECEN.

(4) The recipient of the emerging center of excellence award will be determined by its promising innovative programs, positive trends and obstacles overcome. The board shall consist of representatives from DASN (Safety), CMC (SD), and COMNAVSAFECEN.

(5) The recipient of the safety integration in acquisition award will be determined by criteria established in enclosure (1).

c. The awards boards will deliver the selection results to DASN (Safety) no later than 15 April.

6. Recognition of Recipients

a. Recipients of the SECNAV Safety Excellence Awards shall be announced in an all Navy (ALNAV) message and will be commended in a Washington DC-area ceremony hosted by SECNAV or the Secretary's representative.

b. Recipients will be presented with a commemorative plaque, a "Memorandum For" signed by SECNAV identifying the recipient's accomplishments, and SECNAV's safety flag that recipients may fly for a period of 1 year from the date of presentation.

7. Action

a. DASN (Safety) shall:

(1) Chair the selection awards boards.

(2) Assist CNO and CMC, as required, to implement and carry out this awards program.

(3) Convene an award board to determine the safety integration in acquisition recipient from submitted nominations.

(4) Prepare an ALNAV message announcing the recipients, with the date and location of the awards ceremony.

(5) Coordinate the planning for and scheduling of the annual awards ceremony, hosted by SECNAV or the Secretary's designated representative, to recognize award recipients.

(6) Ensure SECNAV plaques, "Memorandum For" delineating each recipient's distinguished achievements, and SECNAV safety flags are prepared for presentation to each recipient at the awards ceremony.

(7) Ensure invitations are prepared and distributed to recipients, and appropriate commands, organizations, and guests.

(8) Coordinate media coverage for the award ceremony and announcements of recipients and the significance of the awards.

b. CNO Assistant for Safety Matters (N09F) and CMC (SD) shall ensure their nominees meet the objectives of the SECNAV Safety Excellence Awards.

c. COMNAVSAFECEN shall:

(1) Collate SECNAV nomination packages, to include a point of contact, telephone number, and e-mail for each nominee, no later than 1 April in preparation for awards boards review.

(2) Convene SECNAV Safety Excellence Awards selection boards, with board members/SMEs approved by DASN (Safety), which will determine all but the safety integration in acquisition award recipient.

(3) Ensure awards boards selections are delivered to DASN (Safety) no later than 15 April.

(4) Provide administrative support, as required, to the awards boards.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.



JACKALYNE PEANNENSTIEL,
Assistant Secretary of the Navy
(Energy, Installations & Environment)

Distribution:

Electronic only, via Department of the Navy Issuances Web site
<http://doni.daps.dla.mil/>

Secretary of the Navy Safety Excellence Award in
Safety Integration in Acquisition Criterion and
Nomination Process

A fundamental element of reference (a) is the integration of safety into weapon systems design to enhance mission readiness, capability, and accomplishment. Safety and effective risk management should be engrained early in weapon systems design processes as intrinsic to their acquisition. Toward this end, SECNAV will present the annual Safety Integration in Acquisition Award to a team or office that has demonstrated exceptional success in identifying and mitigating safety hazards during systems acquisition, and has best incorporated safety and operational risk management throughout systems design and implementation.

1. Eligibility. Navy or Marine Corps commands with an acquisition mission may nominate up to two teams or offices per command. Nominees must have made significantly greater contributions and impacts in integrating safety into their programs, projects, or systems than typically expected.

2. Criteria and Nomination Process

a. Each nomination package should address as many of the following criteria as applicable:

(1) Culture. How was the team's or office's culture changed to focus on early identification and resolution of safety issues?

(2) Engineering. How were safety engineering principles, methodologies, and rigor integrated into the program, and how did that lead to overall safety improvement in the program? How were safeguards to protect personnel, equipment, and environment embedded in the system?

(3) Lessons Learned. How were lessons learned from legacy or similar programs used to help mitigate safety risks in the new acquisition program?

(4) Hazard Mitigation. How were hazard mitigation strategies for safety issues identified and developed?

(5) Barriers. What barriers, such as cost constraints, schedule drivers, and performance parameters, were overcome to ensure safety was integrated into the system?

(6) Future Impact. What new safety methods or unique implementation of existing safety methods in this new acquisition will prove valuable in other/future acquisition programs?

(7) Documentation and Monitoring. What documentation and ongoing monitoring is the team/office implementing to support hazard tracking and analysis?

b. Nomination packages should include the following:

(1) Endorsement of the nominee via their chain of command.

(2) A cover page that includes the program name; nominating command(s); name/position title, address, telephone number, and e-mail of the team or office leader; and names and positions of all members involved in integrating safety into the program.

(3) A Microsoft Word or portable document format (.pdf) document that addresses the criteria above. The document should be no longer than 1,000 words. Up to three pages of attachments may also be included if they substantially clarify achievements.

(4) Achievements should be supported by quantitative and qualitative data, wherever possible.

(5) Achievements should be explained in a way that can be easily understood and appreciated by the general public; generalities, acronyms, and excessive use of superlatives should be avoided.

3. Submission of Nomination Packages. Packages must be submitted from the nominating command via e-mail no later than close of business 1 March to dasnsafety@navy.mil. Confirm receipt via separate e-mail.

4. Information. For additional information, e-mail dasnsafety@navy.mil.