



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1740.6
N12
4 JAN 2013

OPNAV INSTRUCTION 1740.6

From: Chief of Naval Operations

Subj: NAVY SAFE HARBOR

Ref: (a) Public Law 109-163
(b) Public Law 110-181
(c) DoD Instruction 1300.24 of 1 December 2009
(d) Public Law 110-417
(e) Public Law 112-81
(f) SECNAVINST 1740.5

1. Purpose. To establish policy and assign responsibilities for operations, program management and overall coordination and execution of Navy Safe Harbor.

2. Background. References (a) through (e) established policy, assigned responsibilities, and prescribed guidelines, procedures and standards for medical and non-medical care of recovering Service Members across the Military Departments. Reference (f) established Department of the Navy (DON) policy and assigned responsibilities for the implementation of recovery coordination programs in support of Navy recovering Service Members and their families, per references (a) through (e).

3. Scope. Provisions of this instruction are applicable to all DON active-duty and reserve personnel, regular and reserve commands.

4. Definitions

a. Recovering Service Member. For purposes of this policy, is defined as a member of the Military Services who is undergoing medical treatment, recuperation, or therapy and is in an inpatient or outpatient status; who incurred or aggravated a serious illness or injury in the line of duty; and who may be assigned to a temporary disability retired or permanent disability retired list due to the Navy's disability evaluation system proceedings.

b. Navy Safe Harbor. Coordinates resources necessary to ensure non-medical resources and support for recovering Service Members and their families. In addition, it implements uniform guidelines, procedures, and standards for the care, management, and transition of recovering Service Members to ensure consistent, high quality non-medical care for recovering Service Members and their families.

5. Policy. This policy prescribes a minimum level of holistic support that shall be provided to recovering Service Members and their families.

6. Responsibilities

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1) shall:

(1) Develop overarching Navy policy for support of recovering Service Members and their families, and be responsible for oversight of Navy Safe Harbor policy implementation.

(2) Issue naval administrative messages addressing emergent Navy Safe Harbor policy changes.

(3) Fund and issue invitational travel orders for recovering Service Member family members.

(4) Assist with ensuring timely processing of pay and entitlements, as applicable, for Navy Safe Harbor recovering Service Members.

b. Commander, Naval Installations Command (CNIC) is assigned all functions and associated resourcing for Navy Safe Harbor and is the supported commander for implementation and execution of Navy Safe Harbor policy and program execution. All recommendations for changes in Navy Safe Harbor policy, standards, procedures, and practices shall be coordinated through CNIC. Within available resources and ensuring compliance with other applicable Navy and Department of Defense (DoD) policy guidance, CNIC shall:

(1) Oversee, streamline and standardize execution of Navy Safe Harbor support programs and processes Navywide.

(2) Leverage its resources to achieve the following end states:

(a) Appropriate vertical (i.e., echelon 1 to unit level) and horizontal (i.e., across echelon 2 commands) alignment of Navy Safe Harbor recovering Service Member and family processes and procedures.

(b) Recovering Service Member and family needs are identified and coordinated across the Navy to ensure effective support is provided to recovering Service Members and families through recovery, rehabilitation and reintegration.

(3) Develop and recommend Navy's support strategy and implementing guidance for the program.

(4) Develop and execute a communication strategy to articulate policy, objectives, and program execution levels and standards.

(5) Advocate and pursue appropriate level of cognizance and understanding of recovering Service Member needs and concerns that are military-specific in nature.

(6) Coordinate support activity across other Navy stakeholders.

(7) Oversee program execution.

(8) Enable, support, and sustain recovering Service Member and family non-medical support through standardized and reliable shore support (e.g., fleet and family support programs, staff and outreach support services) that span the entire life cycle of recovery, rehabilitation, and reintegration.

(9) Utilize and support family readiness groups that support recovering Service Member families within the same region or geographic area.

(10) Augment existing Navy Family Ombudsmen training with information and materials unique to supporting the needs of recovering Service Members and their families.

(11) Assess program performance and effectiveness.

(a) Establish and manage metrics to ensure continued program development and enhanced customer satisfaction.

(b) Develop, implement, and maintain automated data collection and case management system(s) for generation of program data, statistics, metrics, and data and case transfer.

(12) Issue implementing guidance on all program changes directed by Congress, DoD, or Navy higher-level authority.

(13) Recommend changes to policy and pursue allocation of appropriate resources to sustain the program's mission.

(14) Generate communications, (i.e., administrative messages or newsletters) to provide information and implementation guidance on new developments in the recovering Service Member continuum of care.

(15) Ensure availability of data systems to provide a common operating picture of support provided to recovering Service Members and their families.

(16) Train and equip program staff to execute their duties.

(17) Ensure full compliance with the terms and conditions of references (a) through (f).

(18) Respond to Congressional and other inquiries regarding Navy Safe Harbor Program operations.

c. Chief, Bureau of Medicine and Surgery (supporting commander) shall:

(1) Establish wounded warrior instruction, policies, and procedures to align medical and non-medical support of recovering Service Members and their families.

(2) Provide appropriately trained personnel to support recovering Service Member medical case management throughout the continuum of care from recovery through rehabilitation to reintegration.

(3) Ensure proper coordination and reporting between medical case managers, non-medical care managers and recovery care coordinators to provide seamless coordination and execution of the recovering Service Member's comprehensive recovery plan.

(4) Provide facilities and appropriate infrastructure to support non-medical care managers and recovery care coordinators servicing recovering Service Members at military treatment facilities.

(5) Provide referrals directly to Navy Safe Harbor for all seriously wounded, ill and injured Sailors and Coast Guardsmen.

d. Commander, Navy Reserve Force (supporting commander) shall:

(1) Ensure that each Navy operational support center (NOSC) is familiar with the contents of this instruction.

(2) Coordinate with CNIC to assist Sailors and their families in geographically remote areas with administrative support utilizing existing NOSC capabilities.

e. Commanding officers and officers in charge shall:

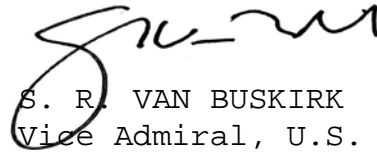
(1) Ensure processing and filing of personnel casualty reports within 24 hours of injury or illness notification.

(2) Remain engaged with recovering Service Member and family regarding administrative oversight of periodic fitness reports and evaluations, advancement, awards, and other administrative matters.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.

OPNAVINST 1740.6
4 JAN 2013

8. Action. Addressees will implement the policies and procedures contained in this instruction.



S. R. VAN BUSKIRK
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training
and Education)

Distribution:

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