



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

IN REPLY REFER TO

OPNAVINST 3590.24E  
N09F  
10 Dec 09

OPNAV INSTRUCTION 3590.24E

From: Chief Of Naval Operations

Subj: CHIEF OF NAVAL OPERATIONS AFLOAT-RELATED SAFETY  
AWARDS

Ref: (a) OPNAVINST 5100.19E  
(b) OPNAVINST 5102.1D  
(c) SECNAVINST 5305.4A  
(d) OPNAVINST 3120.32C  
(e) OPNAVINST 5100.12H  
(f) OPNAVINST 5100.25B  
(g) OPNAVINST 3750.6R

Encl: (1) CNO Afloat Safety Awards  
(2) Ship's Helicopter Safety Award  
(3) VADM Bulkeley and RADM Buie Awards for Afloat Safety  
Culture

1. Purpose. Per references (a) through (g), to issue policy and procedures for selecting the annual winners of the Chief of Naval Operations (CNO) awards listed in enclosures (1) through (3). This instruction is a complete revision and contains the afloat-related safety awards formerly contained in Office of the Chief of Naval Operation Instruction (OPNAVINST) 3590.24D and OPNAVINST 3590.18F. This instruction also introduces two new awards, titled the Vice Admiral (VADM) Bulkeley and the Rear Admiral (RADM) Buie Awards for Afloat Safety Culture.

2. Cancellation. OPNAVINST 3590.24D and OPNAVINST 3590.18F.

3. General

a. Awards will be presented at a ceremony offering maximum publicity.

b. Award submissions should be limited to the information relevant to the award and, therefore, should be kept to a minimum.

4. Award Period. These awards are based on the calendar year (1 January to 31 December).

5. Annual Afloat Safety Awards. The CNO Afloat Safety Awards can be awarded to any commissioned afloat naval unit and Commander, Military Sealift Command (COMSC) civil-service-manned ships. The Ship's Helicopter Safety Award is awarded to one light airborne multi-purpose system (LAMPS) helicopter-capable ship and one amphibious air-capable ship (other than those eligible to compete for the Admiral (ADM) Flatley award). The VADM Bulkeley and RADM Buie Awards for Afloat Safety Culture can be awarded to any commissioned ship for the ship award, and to any person assigned to a commissioned ship for the individual award.

6. Cognizance. The CNO Special Assistant for Safety Matters (OPNAV (N09F))/Commander, Naval Safety Center (COMNAVSAFECEN) has cognizance and awarding authority for awards in enclosures (1) through (3) of this instruction.

7. Records Management. Records created by this instruction, regardless of format and media, will be managed in accordance with Secretary of the Navy (SECNAV) Manual 5210.1.

8. Reports Control. The reporting requirements contained in this instruction are exempt from reports control by SECNAV Manual 5214.1.



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**CNO AFLOAT SAFETY AWARDS**

1. General. The CNO Afloat Safety Awards enhance the Navy Safety and Occupational Health (SOH) Program as outlined in reference (a). These awards recognize outstanding contributions to fleet readiness, increased morale, and efficient, economical use of resources through safety. In addition to an outstanding safety record, ships selected must have aggressive safety programs that actively contribute to increased mishap prevention for the general benefit of the afloat community during the award period. Of particular importance is comprehensive and professional internal safety reporting from candidate ships as outlined in reference (a) and external safety mishap reporting required by reference (b). Consideration for CNO Afloat Safety Awards requires achieving the highest standards of safety. The failure of all units within a competitive category to meet these standards will result in no award being presented.

2. Competitive Categories. The following competitive categories are established (see figure 1 below for a summary):

a. Surface Type Commanders (TYCOMs). Commander, Naval Surface Forces (COMNAVSURFOR) U.S. Atlantic Fleet will nominate two ships, and COMNAVSURFOR U.S. Pacific Fleet will nominate two ships for each category listed below for each calendar year competitive cycle:

- (1) Cruiser - CG
- (2) Destroyer - DDG
- (3) Frigate - FFG
- (4) Mine Warfare - MCM
- (5) Littoral Warfare - PC, LCS
- (6) Amphibious (large) - LHA, LHD
- (7) Amphibious (medium/small) - LPD, LSD

(8) SECNAV (formerly the Department of the Navy) Safety Excellence Award - the best ship force-wide for each of the

following categories will be determined by a joint board consisting of COMNAVSAFECEN and COMNAVSURFOR in accordance with reference (c):

- (a) Surface Combatant - DDG, CG, FFG
- (b) Amphibious (medium/small) - LPD, LSD
- (c) Littoral Warfare - MCM, PC, LCS

b. Carrier TYCOMs. Commander, Naval Air Forces (COMNAVAIRFOR) U.S. Atlantic Fleet will nominate two ships, and COMNAVAIRFOR U.S. Pacific Fleet will nominate two ships for each category listed below for each calendar year competitive cycle:

(1) Carrier - CVN

(2) SECNAV Safety Excellence Award - the best ship force-wide for each of the following categories will be determined by a joint board consisting of COMNAVSAFECEN, COMNAVSURFOR, and COMNAVAIRFOR in accordance with reference (c):

(3) Large Deck Combatant - LHA, LHD, CVN

c. Submarine TYCOMs. Commander, Submarine Force (COMSUBFOR) U.S. Atlantic Fleet will nominate two submarines, and COMSUBFOR U.S. Pacific Fleet will nominate two submarines for each category listed below for each calendar year competitive cycle:

(1) Fast Attack Submarine - SSN

(2) Ballistic/Guided Missile Submarine - SSBN, SSGN

(3) SECNAV Safety Excellence Award - the best submarine force-wide for the "Submarine - SSN, SSGN, SSBN" category will be determined by a joint board consisting of COMNAVSAFECEN and COMSUBFOR in accordance with reference (c).

d. COMSC. COMSC will nominate two ships for each category listed below for each 12-month competitive cycle:

(1) Auxiliary, Combat Logistics Force - AO, AKE, AOE, AE, AFS.

(2) Auxiliary, Special Mission - AH, ATF, ARS, AGM, ARC, AS.

(3) Auxiliary, Strategic Sealift - AOT, AKR, AK.

(4) SECNAV Safety Excellence Award - the best ship force-wide for the "MSC Auxiliary" category will be determined by a joint board consisting of COMNAVSAFECEN and COMSC in accordance with reference (c).

**Afloat Safety Awards**

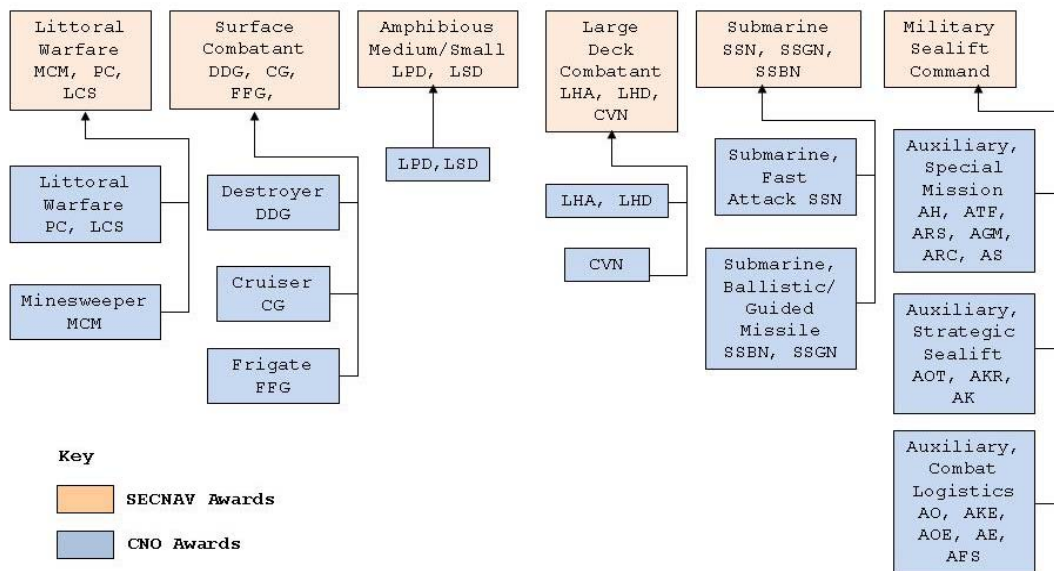


Figure 1

3. CNO Afloat Safety Awards

a. CNO Afloat Safety Award plaques will be procured by the Naval Safety Center (NSC). Awards will be presented at a ceremony offering maximum publicity. The winning unit in each category will permanently retain the plaque.

b. Each award winner will also receive a CNO citation.

c. Winners will receive CNO authorization to display a green "S" (for safety) marking on the bridge, sail bulwark, or other suitable location for 1 year.

4. Selection Criteria. Surface ships, submarines, and civil-service-manned ships eligible for the CNO Afloat Safety Award must meet any amplifying TYCOM requirements. TYCOMs should use the following attributes to evaluate nominations as applicable to type or class of vessel:

a. Overall SOH Program Organization. Overall command SOH programs should be organized, function, and include required safety inspections in accordance with reference (a). Evaluation should include absence of significant mishaps and contributions toward issued mishap reduction goals.

b. Forces Afloat Hazard Abatement. Implementation of an abatement plan that corrects and eliminates hazards. The program should show evidence of utilizing ship's maintenance action forms and current ship's maintenance plan to record and abate Navy SOH deficiencies. (See reference (a))

c. Mishap Reporting and Investigation. Program should encompass timely mishap reporting record and quality, including hazards, near mishaps and lessons learned for on- and off-duty mishaps. Use of Web-enabled safety system (WESS)/WESS-disconnected system is the preferred method of reporting incidences. (See references (a) and (b))

d. Safety Articles or Publications. Encompasses contributions to fleet-wide safety using published safety articles in any Navy or maritime publication or contributions to the Navy Safety Success Story Web pages located on the NSC Web site at <http://www.safetycenter.navy.mil/success/default.htm>. Grading criteria will be based upon articles submitted and/or published.

e. Changes or Improvements Relating to SOH. Recommended equipment design changes or improvements in procedures relating to SOH. Recommendations can be made via the appropriate conduit dependent upon the change or improvement and reported within the submission package.

f. Promotion of Mishap Prevention and Hazard Awareness. Innovative efforts to promote mishap prevention and hazard awareness, not only throughout the command, but fleet wide. Specific amplification of the method employed to promote mishap prevention and hazard awareness should be included in all

submission packages and is not limited to hazard reports submitted or mishap lessons learned messages released by the command.

g. Safety Councils and Committees. A comprehensive review of attendance, minutes, problem solving capability, and evidence of active councils and committees, as applicable. The safety council and committees, as applicable, shall meet at least quarterly. (See reference (a))

h. SOH Training. Maximum use of educational material from sources such as Navy training films, safety notes, safety periodicals, and the NSC. Training must include motor vehicle and off-duty/recreational safety. Submission for award shall include a list of topics covered during safety standowns conducted throughout the competitive cycle. Required training topics are listed in figure 7.2 of reference (d) and in references (a), (e), and (f).

i. Hazardous Material (HM) Control and Management Program. Appointment of an HM coordinator with issued instructions. Coordination by safety officer, supply, and medical departments should be evidenced through proper labels, protective equipment on board and in use, first aid and spill clean-up training, proper stowage, up-to-date HM inventories, use of material safety data sheets, and familiarization with the HM information system. A satisfactory materiel assist visit or review by at least one of the following: Board of Inspection and Survey (INSURV), NSC, local environmental protection unit, medical treatment facility, or local regional fleet support activity. (See reference (a))

j. SOH Surveys and Deficiencies. A comprehensive "walk-through" assessment of workplaces aboard ships must be conducted as part of the routine or special inspections by the command itself. Findings of such inspections should be the basis for requesting industrial hygiene surveys from Chief, Bureau of Medicine and Surgery. SOH deficiencies identified by the command and industrial hygiene surveys should be entered into the Current Ships Maintenance Project (CSMP). Evidence of internal Navy SOH assessments and maintaining a current

industrial hygiene survey, as well as use of the CSMP for deficiency correction, should be the primary factors for this evaluation criteria. (See reference (a))

k. Major INSURV Safety Deficiencies. Ships must prioritize and resolve safety deficiencies identified during INSURV material inspections, afloat training group observed assessments/unit level training assessment events, as well as NSC surveys. (See references (a) and (d))

l. Personal Protective Equipment (PPE). PPE should reflect proper equipment selection, maintenance, training, and mandatory enforcement of equipment use. (See reference (a))

m. Electrical Safety Program. During the 12-month competitive cycle, the electrical safety program must not receive a program evaluation by afloat training groups below "Satisfactory" or "Effective." Ships shall report electrical shocks in accordance with reference (b). (See also references (a) and (d), and Naval Ship's Technical Manual, chapter 300)

n. Motor Vehicle Safety Program. Establishment and implementation of an active and comprehensive traffic safety program. The program should encompass Government-owned vehicle, privately-owned vehicle, four-wheel and two-wheel on-duty and off-duty motor vehicle safety and Department of Defense Impaired Driving Prevention Program. The ship must have accountability to demonstrate that 100 percent of personnel riding motorcycles have completed required motorcycle training and that 100 percent of personnel identified as needing the American Automobile Association Driver Improvement Program training have successfully completed all requirements. (See references (a), (b), and (e))

o. Recreation/Off-Duty Safety Program. Establishment and implementation of an active and comprehensive recreation and off-duty safety program, including required annual safety inspections of command and morale, welfare and recreation recreational facilities and equipment. Communication of recreation safety promotion and off-duty mishap prevention efforts including announcements via plan of the day, closed circuit television, or other means. Examples of areas requiring attention are annotated in reference (f).



p. Risk Assessment and Management. Risk assessment identified by documented scheduled and incidental inspections, surveys, and assist visits of command recreation and work areas by personnel trained in risk assessment and management techniques. Units must demonstrate effective use of operational risk management and are encouraged to have a traffic risk assessment process in place, such as the Traffic Risk Planning System. (See references (d) and (e))

5. Action

a. Unit Commanders. Submit CNO Afloat Safety Award packages to respective immediate superior-in-command (ISIC) based on selection criteria in paragraph 4 of this enclosure and any other TYCOM directives.

b. ISIC. Select best nominee from within each competitive category and forward to respective TYCOM via chain-of-command.

c. TYCOMS (Note: for the purposes of this instruction, MSC is considered a TYCOM)

(1) For surface ships, COMNAVSURFOR shall forward top two nominations for each competitive category from each TYCOM, with supporting material, to COMNAVSAFECEN by 15 February.

(2) For submarines, COMSUBFOR shall forward top two nominations for each competitive category from each TYCOM, with supporting material, to COMNAVSAFECEN by 15 February.

(3) For civil-service-manned ships, COMSC shall forward top two nominations for each competitive category, with supporting material, to COMNAVSAFECEN by 15 February.

d. COMNAVSAFECEN

(1) Convene a separate selection board with each individual TYCOM to select winners in their respective competitive categories for both the CNO Afloat Safety Award and the SECNAV Safety Excellence Award.

(2) Procure and provide appropriate plaques, and generate citations for endorsement by OPNAV (N09F).

(3) For SECNAV Safety Excellence Awards, COMNAVSAFECEN will provide OPNAV (N09F) with appropriate "Memorandum For"s for SECNAV's and CNO's signatures.

e. OPNAV (N09F)

(1) Announce the winners based upon the selection provided by COMNAVSAFECEN.

(2) Present awards at suitable ceremonies by the OPNAV (N09F), or his or her designated representative.

(3) Post information on winners on the NSC Web site and notify the Navy Executive Safety Board (NESB) of the winners.

(4) Forward the SECNAV Safety Excellence Award memorandums to Deputy Assistant Secretary of the Navy for Safety by 1 April.

**SHIP'S HELICOPTER SAFETY AWARD**

1. General. The Ship's Helicopter Safety Award will be presented annually to air-capable ships in recognition of outstanding helicopter safety records. Ships selected must have proven safety performance records and aggressive helicopter safety programs, which promote safety consciousness and contribute new and constructive ideas in mishap prevention.

2. Type Award and Award Period. Each award will consist of a CNO citation and Ship's Helicopter Safety Award plaque. One award each will be made annually to a LAMPS and amphibious air-capable ship (other than those eligible to compete for the ADM Flatley Award). The annual award period will be 1 January to 31 December.

3. Selection Criteria. The awards will be based on a comprehensive evaluation of the following:

a. Embarked detachment and ship safety record versus flight activity. Class A, B, and C naval aircraft mishaps, as defined in reference (g), must be included in award submission. Class A and B naval ship mishaps, as defined in reference (b), must also be included.

b. Contributions to ship's aviation safety program submitted by either ship's company or embarked detachment personnel. Contributions may include, but are not limited to, ideas or recommendations for any of the following:

(1) Changes to operational procedures or techniques concerning the total ship and aircraft system, Naval Air Training and Operating Procedures Standardization, Naval Warfare Publication-3-04.1, fleet and TYCOM standard operating procedures, and other pertinent documents.

(2) Improvement of the helicopter type embarked, ground/deck handling equipment, or their utilization.

(3) Upgrades to ship's facilities, such as the flight deck, hangar, landing aids, firefighting system or procedures, or survival equipment.

(4) Helicopter safety articles and ideas for safety posters submitted to COMNAVSAFECEN or other cognizant organizations (indicate whether the submission has been published).

(5) Safety initiatives that have had a proven impact on the overall safety program for that specific unit or the fleet.

c. Near-mishap reports, explosive mishap reports, safety surveys conducted, and safety improvement items brought forth during the ship's safety council and committee meetings will be considered.

d. The following operational data:

(1) Inclusive dates helicopter detachment embarked and number and type aircraft.

(2) Days underway with detachment embarked.

(3) Days that embarked detachment operated aircraft.

(4) Total day flight hours.

(5) Total night flight hours.

(6) Total day landings made on reporting ship by all helicopters.

(7) Total night landings made on reporting ship by all helicopters.

(8) Total cargo transferred, expressed in tons.

(9) Total passengers transferred.

(10) Total number of tasked operational flight hours (list by mission area).

(11) Total number of training flight hours.

Note: Inclusion of operational data should not be construed to mean that selection of the safety award is based upon an

accumulation of flight hours, etc. However, operational experience of the ship-helicopter team provides the context of successful safety programs.

4. Eligibility. All LAMPS air-capable ships and amphibious air-capable ships (other than those eligible to compete for the ADM Flatley Award) operated with helicopter(s) embarked during the award year will be eligible for award consideration. If a ship transfers between TYCOMs during the award year, the ship will be eligible for the award under the purview of the TYCOM wherein the majority of the ship-helicopter operations occurred. Two awards will be issued, one for a LAMPS air-capable and one for an amphibious air-capable ship (other than those eligible to compete for the ADM Flatley Award).

5. Action Required

a. Ships. Commanding officers (COs) of eligible air-capable ships may initiate nomination for the Ship's Helicopter Safety Awards. COs shall submit nominations and complete documentation based on the suggested selection criteria, paragraph 3 of this enclosure, to their respective TYCOMs for consideration.

b. TYCOMs. TYCOMs will forward their top three nominations for each category (LAMPS and amphibious air-capable ship) for the Ship's Helicopter Safety Awards, with complete documentation based on the selection criteria in paragraph 3, and endorsements to the COMNAVSAFECEN by 15 February each year.

c. COMNAVSAFECEN

(1) Convene a Ship's Helicopter Safety Awards committee to determine the awardees for each category.

(2) Provide plaques for the award ceremonies.

d. OPNAV (N09F)

(1) Announce the winners based upon the selection provided by COMNAVSAFECEN.

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(2) Present awards (or have OPNAV (N09F) designated representative present awards) at suitable ceremonies.

(3) Post information regarding award winners on the NSC Web site, and notify the NESB.

**VADM BULKELEY AND RADM BUIE AWARDS FOR AFLOAT SAFETY CULTURE**

1. These awards recognize outstanding contributions within the surface and submarine communities to afloat safety awareness through hazard, near mishap, and lessons learned reporting and safety media publications. The goal of these awards is to increase the communication of hazards, near mishaps, and lessons learned outside the lifelines from both the ships and submarines to prevent similar incidents from occurring. Providing this information to a larger Navy audience will assist in reducing hazards and preventing mishaps.

2. COMNAVSAFECEN shall appoint an awards board and select winners of the awards annually for: (1) an organization, and (2) an individual that have contributed most toward afloat safety awareness through publications. The awards board may also identify runners-up. Award winners will receive a citation on a plaque for permanent retention.

3. The "VADM Bulkeley Award for Afloat Safety Culture" will be awarded to the afloat command that has contributed the most toward afloat safety awareness through the submission of hazard, near mishap, and lessons learned reports and safety related articles for publication. The award commemorates VADM Bulkeley's contribution to afloat safety during his tour as president of the INSURV from June 1967 to August 1988.

4. The "RADM Buie Award for Afloat Safety Culture" will be awarded to the individual who contributes the most toward afloat safety awareness through the submission of hazard, near mishap, and lessons learned reports and safety-related articles for publication. The award commemorates RADM Buie's contribution to afloat safety during his tour as CO of the NSC from January 1965 to July 1968.

5. Selection Criteria shall be as follows:

a. Selection of the two winners will be based on, but not limited to, the following considerations:

(1) Originality of thought or design.

(2) Diversity of appeal and degree of exposure and/or influence.

(3) Overall impact on afloat safety.

b. Awards packages will consist of the following:

(1) Copies of hazard and near-mishap reports.

(2) Copies of mishap reduction efforts lessons learned message(s) (if applicable).

(3) Copies of articles, publications, and posters dealing with afloat safety in naval publications.

(4) Copies of afloat safety success stories on the NSC Web site.

6. Submission of award packages shall be as follows:

a. Ships. Submit award packages to their ISIC for endorsement by 15 March.

b. ISIC. Submit endorsed award packages to the NSC by 1 April.

c. COMNAVSAFECEN

(1) Convene an awards board to select the winners and runners-up of the VADM Bulkeley and RADM Buie Awards for Afloat Safety Culture.

(2) Provide plaques and citations for the awards ceremony.

d. OPNAV (N09F)

(1) Announce the winners based upon the selection provided by COMNAVSAFECEN.

(2) Present awards (or have OPNAV (N09F) designated representative present awards) at suitable ceremonies.

(3) Post information regarding award winners on the NSC Web site, and notify the NESB.