

SECRETARY OF THE NAVY SAFETY EXCELLENCE AWARDS

1. Background

a. The SECNAV Safety Excellence Awards were established to recognize and congratulate those Navy and Marine Corps commands that have demonstrated exceptional and sustained safety excellence. The objective is to highlight activities that have excelled in improving warfighting and mission readiness through professional risk management in the elimination of preventable deaths, injuries, occupational illnesses, infrastructure and materiel losses, and mission degradation. The awards emphasize the unique importance of safety as a top DON priority.

b. Reference (az) provides SECNAV's strategic guidance on key efforts to increase the effectiveness and efficiency of the entire DON in the current climate of budgetary restrictions and uncertainty. To align with these objectives, the SECNAV Safety Excellence Award categories are hereby consolidated.

2. Responsibilities

a. DASN (Safety):

(1) Coordinates with CNO and CMC to implement and execute the SECNAV Safety Excellence Awards program.

(2) Prepares an All Navy (ALNAV) message announcing the SECNAV Safety Excellence Awards submission cycle.

(3) Convenes awards selection boards to determine the winners from submitted nominations.

(4) Prepares an ALNAV message announcing the award winners and the date and location of the awards ceremony.

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

b. CNO and CMC:

(1) Ensure their nominees meet the objectives and timelines for the SECNAV Safety Excellence Awards program.

(2) Collate SECNAV nomination packages for the Ashore, Afloat, Aviation, Expeditionary, and Off-Duty Safety categories, to include a point of contact, telephone number, and e-mail for each nominee, no later than 1 April each year in preparation for Awards selection boards review.

(3) Provide members, as requested by DASN (Safety), to serve on the SECNAV Safety Excellence Awards selection boards.

(4) Ensure Awards selection boards deliver the award winner results annually to DASN (Safety) no later than 1 April each year.

(5) Provide administrative support, as required, to DASN (Safety) in the processing of the SECNAV awards selection boards.

3. Areas of Competition and Awards. CNO and CMC safety award recipients automatically compete for SECNAV Safety Excellence Awards in their respective categories. The awards are:

a. Ashore. There will be one award for this category. The Ashore award category includes all shore-based Navy and Marine Corps industrial and non-industrial activities. Examples of activities in this category include: shipyards, shore intermediate maintenance activities, regional maintenance centers, public works departments, depots, logistics bases, stations, bases, training facilities, research and development laboratories, Navy medicine hospitals, facilities and activities, and deployable units located ashore not otherwise eligible for ship or aviation safety awards. The process and format for submitting a nomination is delineated in paragraph 6 of this enclosure.

b. Afloat. There will be one award for this category. The Afloat category includes commissioned afloat Navy units and civil service manned ships and activities. Examples of afloat units in this category include large deck combatant, surface combatant, amphibious, littoral warfare, submarine, and auxiliary (Military Sealift Command operated).

c. Aviation. There will be one award for this category. The Aviation category includes units operating under aircraft controlling custodians delineated in reference (b). Examples of aviation units in this category include Navy active duty, Marine Corps active duty, Navy Reserve, Marine Corps Reserve, and Naval air training.

d. Expeditionary. There will be one award for this category. The Expeditionary category includes all Navy and Marine Corps units and activities that have significantly improved safety for Naval forward operating units, e.g., Navy Construction Battalions, Marine Corps operational ground units, etc.

e. Off-duty Safety. There will be one award for this category. The Off-duty category includes all Navy and Marine Corps units and activities that have significantly reduced the damage to mission readiness caused by private motor vehicle, recreation, and/or off-duty mishaps.

f. Safety Integration in Acquisition Award. There will be one award for this category. The award recognizes Navy or Marine Corps teams or offices from commands that have an acquisition mission and that have effectively integrated safety throughout the acquisition process.

g. Emerging Safety Center of Excellence. There will be one award for this category. The category includes all Navy and Marine Corps activities that have not previously received a SECNAV Safety Excellence Award. Award submissions must clearly demonstrate exceptional safety leadership initiatives and the potential to significantly improve safety performance on a service-wide level. The format for Emerging Safety Center of Excellence Award submissions will depend upon what the activity is demonstrating. Submissions will be no more than five pages in length, minus photographs, tables and figures.

4. 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.

b. Award eligibility will be determined based on criteria established in this instruction.

c. DASN (Safety) shall submit the award selections to SECNAV no later than 15 April each year.

d. CNO and CMC awards submitted for the SECNAV Safety Excellence Awards cycle shall be formatted per the criteria delineated in paragraph 6 below.

e. Individual awards are not presented at the SECNAV award level.

5. Recognition of Recipients

a. Recipients of the SECNAV Safety Excellence Awards shall be announced in an ALNAV message and will be commended in a Washington DC-area ceremony hosted by SECNAV or his or her representative.

b. Recipients will be presented with a commemorative trophy, 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.

6. SECNAV Safety Excellence Award Formats and Nomination Process

a. Ashore, Aviation, Afloat, Expeditionary, and Off-Duty Safety Award packages shall be formatted as follows:

(1) Packages are not to exceed five pages with contents being clearly identified in sections, concisely presented with minimal pictures, graphically accurate, and overtly demonstrative of progressive safety goals and achievements.

(a) Section 1. Introduction. Statement of command mission and/or function.

(b) Section 2. Leadership and Personnel Participation. Provide examples of how leadership is directly and actively involved and supports the command safety program and how the command personnel actively participate in the safety program, e.g., reporting of hazards.

(c) Section 3. Safety Risk Management.

1. Summary and/or explanation of risk management and/or mishap prevention efforts.

2. 3-year safety performance trends, e.g., hazards identified and abated, near-misses reported, mishap trends, and what the trends demonstrate.

3. Top three lessons learned, best practice adaptation, and implementation to enhance the command safety program.

(d) Section 4. Oversight. Provide examples of how oversight is implemented including periodicity, documentation, and follow-up on required corrective actions.

(e) Endorsement. All submission packages must be endorsed via the nominee's chain of command and posted to the DASN (Safety) inbox at dasnsafety@navy.mil. Only nominations received by DASN (Safety) by 1 April will be accepted and considered.

b. Safety Integration in Acquisition Criterion. A fundamental element of reference (1) is the integration of safety into weapon systems design to enhance mission accomplishment. Safety and effective risk management should be engrained early in weapon systems design as intrinsic to 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. Each nomination package should address as many of the following criteria as applicable:

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

(b) 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?

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

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

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

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

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

(6) Nomination packages should include the following:

(a) Endorsement of the nominee via the chain of command.

(b) A cover page that includes the program name; nominating command(s); name and 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.

(c) 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.

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

(e) 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.

(f) Submission of Nomination Packages. All submission packages must be endorsed via the nominee's chain of command and submitted to the DASN (Safety) inbox at no later than close of business 1 April to dasnsafety@navy.mil. Confirm receipt via separate e-mail.