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N09F
1 Oct 2015

OPNAV INSTRUCTION 1650.28B

From: Chief of Naval Operations

Subj: CHIEF OF NAVAL OPERATIONS AVIATION, AFLOAT, SHORE,
EXPEDITIONARY-RELATED AND SAFETY LEADERSHIP AWARDS
PROGRAM

Ref: (a) OPNAVINST 5100.23G
(b) OPNAVINST 3750.6S
(c) OPNAVINST 5100.19E
(d) OPNAVINST 5102.1D
(e) OPNAVINST 5100.12J
(f) OPNAVINST 5100.25C
(g) OPNAVINST 3120.32D
(h) SECNAVINST 5100.10K

Encl: (1) CNO Aviation-Related Safety Awards
(2) CNO Afloat-Related Safety Awards
(3) CNO Shore-Related Safety Awards
(4) CNO Expeditionary-Related Safety Awards
(5) CNO Safety Leadership Award

1. Purpose

a. To issue policy and procedures for nominating and selecting the annual winners of the Chief of Naval Operations (CNO) Aviation, Afloat, Shore, Expeditionary-Related and Safety Leadership Awards.

b. This revision consolidates the CNO safety awards policy and requirements managed by Commander, Naval Safety Center (COMNAVSAFECEN), and formerly issued by OPNAVINST 1650.28A, OPNAVINST 3590.24E and chapter 32 of reference (a). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1650.28A and OPNAVINST 3590.24E.

3. Background. Enclosure (1) contains the requirements for the CNO Aviation-Related Safety Awards. Enclosure (2) contains the requirements for the CNO Afloat-Related Safety Awards. Enclosure (3) contains the requirements for the CNO Shore-Related Safety Awards. Enclosure (4) contains the requirements for the CNO Expeditionary-Related Safety Awards. Enclosure (5) contains the requirements for the CNO Safety Leadership Award.

4. Action

a. COMNAVSAFECEN, who is the CNO Special Assistant for Safety Matters (OPNAV N09F), has cognizance and awarding authority for awards contained in this instruction.

b. Submitting commands must ensure that recommendations for these safety awards recognize operational excellence, exemplary safety contributions and further Department of the Navy safety programs. The awards serve to recognize economy of operations through safety. In addition to an outstanding safety record, commands selected must have aggressive safety management systems that contribute new ideas in mishap prevention for the general benefit of Department of the Navy. Professional reporting is essential to the success of a safety management system; consequently, safety awards must be granted partly as a result of comprehensive and reputable reporting. Consideration for CNO safety awards requires meeting the highest standards of safety. The failure of competing units within a group to meet these standards may result in no award being presented. Award submissions should be limited to information relevant to the award and therefore should be kept to a minimum. Additional information for CNO safety awards submissions will be found in references (a) through (g). Awards must be presented at a ceremony offering maximum publicity. Secretary of the Navy (SECNAV) Safety Excellence Awards are governed by annual guidance provided by SECNAV and by reference (h).

5. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual M-5210.1 of January 2012.

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6. Reports Control. Reporting requirements contained within this instruction are exempt from reports control per SECNAV Manual M-5214.1 of December 2005, part IV, subparagraph 7p.

A handwritten signature in black ink, appearing to read 'C. J. Murray', is positioned above the typed name.

C. J. MURRAY
Special Assistant for Safety
Matters

Distribution

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CNO AVIATION-RELATED SAFETY AWARDS

1. Purpose. The primary purpose of this enclosure is to outline the policy and procedures for the CNO aviation-related safety awards. The secondary purpose is to show the flow from the CNO Aviation Safety Award to the SECNAV Safety Excellence Award.

2. CNO Aviation Safety Award

a. Any Navy and Marine Corps aviation units operating under the control of all aircraft controlling custodians listed in reference (b) are eligible to receive the CNO Aviation Safety Award. Each winner will receive an engraved plaque and a citation for permanent custody.

b. Selection of winners must be based on, but not limited to, the considerations in subparagraphs 2b(1) through 2b(8).

(1) Aviation class A, B, C, and D mishaps and mishap rates (includes flight, flight-related, and ground operations)

(2) Flight exposure (day and night)

(3) Quality of mishap reports

(4) Quality and quantity of hazard reports with emphasis on human factors reporting

(5) Days and number of aircraft embarked aboard ship (if applicable)

(6) Days and number of aircraft deployed away from home base (if applicable)

(7) Overall appraisal by the aircraft controlling custodian including an evaluation of operational risk management (ORM) readiness

(8) Contributions to the Naval Aviation Safety Management System, such as timely reporting of mishaps and hazards with quality recommendations for corrective action (see reference (b) guidelines); suggestions and recommendations for improvement or changes in personal survival equipment, aircraft

equipment, ground support equipment, facilities, and maintenance practices; submission of ORM best practices and safety articles for publication; results of safety assessments or currency of culture workshops; and aviation safety awareness program submission and review rates or any other matter considered appropriate by the aircraft controlling custodian.

c. Action

(1) Marine aircraft wings, functional wings, training wings, and Naval Air Reserve wings must submit nominations as directed by their aircraft controlling custodian.

(2) Controlling custodians must submit nominations to COMNAVSAFECEN (Attention: Director, Aviation Safety Programs) by 15 January for the preceding fiscal year.

(3) COMNAVSAFECEN will procure and provide plaques and appropriate citations.

(4) COMNAVSAFECEN will mail plaques and citations to the appropriate controlling custodian for presentation to the winning units.

3. SECNAV Safety Excellence Award. SECNAV Safety Excellence Awards are governed by annual guidance provided by SECNAV and reference (h). Selection of a squadron for a CNO Aviation Safety Award is a step for selection for a SECNAV Safety Excellence Award in the aviation category. Recommendations for a SECNAV Safety Excellence Award are submitted as per subparagraphs 3a through 3g.

a. Commander, Naval Air Force Pacific (COMNAVAIRPAC) must submit one nomination selected from their CNO Aviation Safety Award selections, in the format required by reference (h), to COMNAVSAFECEN via Commander, U.S. Pacific Fleet (COMPACFLT).

b. Commander, Naval Air Force Atlantic (COMNAVAIRLANT) must submit one nomination from their CNO Aviation Safety Award selections, in the format required by reference (h), to COMNAVSAFECEN via Commander, U.S. Fleet Forces Command (COMFLTFORCOM).

c. Commander, Naval Air Force Reserve must submit one nomination from their CNO Aviation Safety Award selections to COMNAVSAFECEN in the format required by reference (h).

d. Commander, Naval Air Systems Command must submit one nomination from their CNO Aviation Safety Award selections to COMNAVSAFECEN in the format required by reference (h).

e. Chief of Naval Air Training must submit one nomination from their CNO Aviation Safety Award selections to COMNAVSAFECEN in the format required by reference (h).

f. COMNAVSAFECEN must submit one Navy recommendation to SECNAV.

g. Since Marine Corps squadrons are selected as winners of the CNO Aviation Safety Award, they are also eligible for the SECNAV Safety Excellence Award in the aviation category. To compete for this award, Commander, U.S. Marine Corps Forces Command; Commander, Marine Corps Forces, Pacific and Commander, 4th Marine Aircraft Wing must each submit one nomination from their CNO Aviation Safety Award selections, in the format required by reference (h), to Headquarters, United States Marine Corps Safety Division. Headquarters, United States Marine Corps Safety Division must submit one Marine Corps recommendation to SECNAV.

4. Other SECNAV Awards. Units may also be eligible for the SECNAV Off-Duty Safety, Safety Integration in Acquisition Award and the Emerging Safety Center of Excellence Award per reference (h). These units need not be CNO Safety Award winners and are submitted to COMNAVSAFECEN or Headquarters, United States Marine Corps Safety Division per the requirements listed in subparagraphs 3a through 3g. Submissions by squadrons directly to SECNAV are not authorized.

5. Admiral Flatley Memorial Award

a. A total of four presentation plaques and citations will be awarded to one nuclear-powered aircraft carrier (CVN) and the associated carrier air wing (CVW) and to one amphibious assault ship (general purpose) (LHA) or amphibious assault ship (dock) (LHD) and the associated Marine expeditionary unit (MEU). The

winning ships will have the temporary custody of the Admiral Flatley memorial 33- by 24-inch bronze plaque for 1 year following the award notification.

b. All CVNs, LHDs, and LHAs are eligible for the Admiral Flatley Memorial Award. A ship whose administrative jurisdiction changed during the award fiscal year from one type commander (TYCOM) to another must come under the nominating responsibility of the TYCOM under whom it accumulated a recognizable majority of its flight activity.

c. Selection of winner must be based on, but not limited to, the requirements in subparagraphs 5c(1) through 5c(4).

(1) Mishap history

(a) All aviation class A, B, C and D mishaps including flight, flight-related and ground operations, and all class A and B afloat mishaps experienced by ship and CVW or MEU while embarked.

(b) Class A mishaps must have double the weight of class B mishaps.

(2) Exposure. Number of days ship was deployed.

(3) Embarked flight exposure

(a) Fixed wing flight hours (day and night)

(b) Helicopter flight hours (day and night)

(c) Fixed wing shipboard landings (day and night)

(d) Helicopter shipboard landings (day and night)

(4) TYCOM assessment of ship's safety management system including an evaluation of ORM readiness. This section may include grades received on inspections, submission of ORM best practices, results of safety assessments, contributions to safety such as recommendations in mishap investigations, improvements to equipment and operating procedures, and other

safety performance matters considered appropriate. The three areas of mishap history, exposure, and TYCOM assessment must have equal weight in the determination of the winner.

d. Action

(1) Ships must submit contributions as directed by TYCOMs including the information pertaining to the embarked CVW or MEU. CVWs and MEUs do not make separate submissions as this information is included in the ship submission.

(2) TYCOMs must submit the nominations in the CVN-CVW, LHA-MEU or LHD-MEU category to COMNAVSAFECEN (Attention: Director, Aviation Safety Programs) by 15 January based on statistics for the preceding fiscal year.

(3) COMNAVSAFECEN will convene a board and select the winners for the Admiral Flatley Memorial Awards and release the selections as soon as practicable.

(4) COMNAVSAFECEN will procure and provide engraved replicas of the Admiral Flatley Memorial Award plaque and appropriate citations.

(5) COMNAVSAFECEN must arrange for a suitable presentation or mail plaques and citations to the appropriate TYCOM for presentation to the winning ships.

6. Naval Aviation Readiness Through Safety Award

a. This award is presented to the aircraft controlling custodian listed in reference (b) (except the Commandant of the Marine Corps) that has contributed the most toward readiness and economy of operations through safety during a fiscal year. The command selected must have an outstanding safety record and an aggressive aviation safety program. The winner will receive a trophy and a citation for permanent custody.

b. Selection of the winner must be based on, but not limited to, the considerations in subparagraphs 6b(1) through 6b(4).

(1) Aviation class A and B mishaps or mishap rates (includes flight, flight-related and aviation ground-operations).

(2) Flight exposure (day and night).

(3) Improving safety trend when compared to previous 3 years.

(4) The command's naval aviation safety management system.

c. Action

(1) COMNAVSAFECEN must develop data base comparisons of all controlling custodians and select a winner.

(2) COMNAVSAFECEN will procure and provide an engraved trophy for the winner to keep in permanent custody.

(3) COMNAVSAFECEN will announce the winner by message as soon as practicable after the selection is made.

(4) The U.S. Navy (USN) Chief of Information must coordinate a national press release.

7. Admiral James S. Russell Naval Aviation Flight Safety Award

a. The sponsor of this award is the Daedalian Foundation, PO Box 249, Randolph Air Force Base, TX 78148-0249.

b. The aircraft controlling custodians listed in reference (b) are eligible to receive the Admiral James S. Russell Naval Aviation Flight Safety Award.

c. The winner of the Naval Aviation Readiness Through Safety Award is the automatic winner of the Admiral James S. Russell Naval Aviation Flight Safety Award.

d. Action

(1) COMNAVSAFECEN will announce the winner as soon as practicable after the selection has been made.

(2) COMNAVSAFECEN must provide the Daedalian Foundation with the name of the winner of the award.

(3) The winner of the Admiral James S. Russell Naval Aviation Flight Safety Award must provide the Daedalian Foundation with information that will assist them in preparing the citation. The citation and the award must be presented to the winner at a place and time to be announced by the Daedalian Foundation.

8. Grampaw Pettibone Award. The Grampaw Pettibone Award for written media is awarded to one individual and to one Navy or Marine Corps aviation unit. The Grampaw Pettibone Award for electronic media is awarded to one individual or to one Navy or Marine Corps aviation unit.

a. This award commemorates the work of the late Captain Seth Warner, USN, originator of Grampaw Pettibone, and the late Mr. Robert Osborn, illustrator of Grampaw Pettibone.

b. COMNAVSAFECEN will appoint an awards committee and present the award annually to: (1) an individual - written, (2) an organization - written, and (3) an organization or individual - electronic media, which or whom has contributed most toward aviation safety awareness. The awards committee may also recommend runners-up. In the written category, articles dealing with naval aviation safety in naval publications must be considered. In the electronic media category, graphics software prepared presentations, videos, Web sites, etc., must be considered. The awards are a citation on a plaque for winners in each category. Runners-up will receive a citation.

c. Selection of the winners must be based on, but not limited to, the considerations in subparagraphs 8c(1) through 8c(3).

(1) Originality of thought or design.

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

(3) Overall quality of the submission.

d. Action

(1) Aviation controlling custodians, USN TYCOMs, United States Marine Corps forces commands and 4th Marine Aircraft Wing are invited to forward two nominations in each category by 15 January for the previous fiscal year to COMNAVSAFECEN (Attention: Media and Public Affairs).

(2) COMNAVSAFECEN will select the winners and runners-up for the Grampaw Pettibone Award and release the names as soon as practicable.

(3) COMNAVSAFECEN will procure and provide plaques and citations for the winners to keep in permanent custody.

CNO AFLOAT-RELATED SAFETY AWARDS

1. Purpose. The primary purpose of this enclosure is to outline the policy and procedures for the CNO afloat-related safety awards. The secondary purpose is to show the flow from CNO safety awards to the SECNAV Safety Excellence Award.

2. CNO Afloat Safety Award. The CNO Afloat Safety Award can be awarded to any commissioned afloat naval unit and Commander, Military Sealift Command (COMSC) ship.

a. Competitive Categories. The competitive categories contained in subparagraphs 2a(1) through 2a(4) are established.

(1) Surface TYCOMs. Commander, Naval Surface Force Atlantic (COMNAVSURFLANT) and Commander, Naval Surface Force U.S. Pacific Fleet (COMNAVSURFPAC) must each nominate two ships for each category listed in subparagraphs 2a(1)(a) through 2a(1)(f) for each fiscal year competitive cycle. Except for mine countermeasure ships (MCM), patrol craft (PC), and littoral combat ships (LCS) (one winner only for this group), one winner per category will be selected from each fleet for the CNO Afloat Safety Award.

(a) Cruiser - guided-missile cruiser (CG)

(b) Destroyer - guided-missile destroyer (DDG)

(c) Mine warfare - MCM (COMNAVSURFPAC)

(d) Littoral warfare - PC (COMNAVSURFLANT), LCS

(e) Amphibious and special mission (large) - LHA, LHD, amphibious command ship (LCC)

(f) Amphibious (medium and small) - amphibious transport dock (LPD), landing ship dock (LSD)

(2) Carrier TYCOMs. COMNAVAIRLANT and COMNAVAIRPAC must each nominate two ships for the carrier category for each fiscal year competitive cycle. One winner will be selected from each fleet for the CNO Afloat Safety Award.

(3) Submarine TYCOMs. Commander, Submarine Force Atlantic (COMSUBLANT) and Commander, Submarine Force U.S. Pacific Fleet (COMSUBPAC) must each nominate two submarines for each category listed in subparagraphs 2a(3)(a) and 2a(3)(b) for each fiscal year competitive cycle. One winner per category will be selected from each fleet for the CNO Afloat Safety Award.

(a) Fast attack submarine - nuclear-powered attack submarine (SSN).

(b) Ballistic or guided missile submarine - nuclear-powered ballistic missile submarine (SSBN), nuclear-powered cruise missile submarine (SSGN).

(4) COMSC. COMSC must nominate two ships for each category listed in subparagraphs 2a(4)(a) through 2a(4)(c) for each 12-month competitive fiscal year cycle. One winner will be selected from each category for the CNO Afloat Safety Award.

(a) Auxiliary, combat logistics force - oiler (T-AO) (dry cargo ammunition ship (T-AKE), fast combat support ship (T-AOE), ammunition ship (T-AE), and combat store ship (T-AFS)).

(b) Auxiliary, special mission or service support - hospital ship (T-AH), fleet ocean tug (T-ATF), rescue and salvage ship (T-ARS), missile range instrumentation ship (T-AGM), cable repairing ship (T-ARC), submarine tender (AS), LCC, afloat forward staging base, survey ship (AGS), ocean surveillance ship (T-AGOS), and sea-based X-band radar ship (SBX).

(c) Auxiliary, strategic sealift - transport oiler (T-AOT), vehicle cargo ship (AKR), cargo ship (AK), general auxiliary ship (AG), high temperature super conductor ship, and joint high-speed vessel (JHSV).

b. Type of Awards

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

(2) Each award winner will also receive a CNO citation.

(3) Winners receive CNO authorization to display a green "S" (for safety) marking on the bridge, sail bulwark, or other suitable location for 1 calendar year from the date of the award announcement.

c. Selection Criteria. Surface ships, submarines, and Military Sealift Command (MSC) ships eligible for the CNO Afloat Safety Award must meet any amplifying TYCOM requirements. TYCOMs should use the attributes in subparagraphs 2c(1) through 2c(16) to evaluate nominations, as applicable, to type or class of vessel.

(1) Overall Safety and Occupational Health (SOH) Program Organization. Overall command SOH programs should be organized, function, and include required safety inspections per reference (c). Evaluation should include contributions toward issued mishap reduction goals.

(2) Forces Afloat Hazard Abatement. Selection criteria must show implementation of an abatement plan that corrects and eliminates hazards. The program should show evidence of using ship's maintenance action forms and current ship's maintenance plan to record and abate Navy SOH deficiencies, per reference (c).

(3) Mishap Reporting and Investigation. Program must encompass timely mishap reporting record and quality, including hazard reports, near mishaps and lessons learned for on- and off-duty mishaps. Use of Web-enabled safety system Afloat Mishap and Hazard Reporting System (AMHRS) is the preferred method of reporting incidents, per references (c) and (d).

(4) Safety Articles or Publications. Encompass 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 COMNAVSAFECEN Web site at <http://www.public.navy.mil/navsafecen/>. Grading criteria must be based upon articles submitted and published.

(5) Changes or Improvements Relating to SOH. Recommended equipment design changes or improvements in

procedures relating to SOH must be considered. Recommendations can be made via the appropriate conduit dependent upon the change or improvement and reported within the submission package.

(6) Promotion of Mishap Prevention and Hazard Awareness. Innovative efforts to promote mishap prevention and hazard awareness, not only throughout the command, but fleet-wide must be considered. 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.

(7) Safety Councils and Committees. A comprehensive review of attendance, minutes, problem solving capability, and evidence of active councils and committees, as applicable, must be considered. The safety council and committees, as applicable, must meet at least quarterly, per reference (c).

(8) SOH Training. Maximum use of educational material from sources such as Navy training films, safety notes, safety periodicals, and the NAVSAFECEN. Training must include motor vehicle and off-duty and recreational safety subjects. Submission for award must include a list of topics covered during safety stand-downs conducted throughout the competitive cycle. Required training topics are included in chapter 7 of reference (a) and in references (c), (e), and (f).

(9) Hazardous Material (HAZMAT) Control and Management Program. Appointment of a HAZMAT 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 HAZMAT inventories, use of material safety data sheets and safety data sheets, and familiarization with the HAZMAT Information Resource System (HMIRS). A satisfactory materiel assist visit or review by at least one of the following: Board of Inspection and Survey (OPNAV N09P), NAVSAFECEN, local environmental protection unit, medical treatment facility, or local regional fleet support activity is required, per reference (c).

(10) SOH Surveys and Deficiencies. A comprehensive "walkthrough" 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. Safety hazards identified by the command and industrial hygiene surveys that cannot be corrected "on the spot" 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, per reference (c).

(11) Major Safety Deficiencies. Ships must prioritize and resolve safety deficiencies identified during OPNAV N09P material inspections, afloat training group observed assessments, or unit level training assessment events, as well as NAVSAFECEN surveys, per references (a) and (c).

(12) Personal Protective Equipment (PPE). PPE should reflect proper equipment selection, maintenance, training, and mandatory enforcement of equipment use, per reference (c).

(13) Electrical Safety Program. For afloat units, during the 12-month fiscal year competitive cycle, the electrical safety program must not receive a program evaluation by an afloat training group (e.g., Afloat Training Group, Engineering Assessments Pacific, Engineering Assessments Atlantic) below "Partially Effective." Ships must report electrical shocks following reference (d). See also references (c) and (g), and Naval Ship's Technical Manual, chapter 300.

(14) Motor Vehicle Safety Program. Ensure the establishment and implementation of an active and comprehensive traffic safety program. The command motor vehicle program must include the government-owned and privately-owned vehicle programs, four-wheel and two-wheel on-duty and off-duty motor vehicle safety programs and Department of Defense impaired driving prevention programs. The ship must have accountability and 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 per references (c), (d), and (e).

(15) Recreation and 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 must be considered. 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).

(16) 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 must be considered. Units must demonstrate effective use of ORM and are encouraged to have a traffic risk assessment process in place, such as the Traffic Risk Planning System. See references (e) and (g) for additional information.

d. Action

(1) Unit Commanders. Submit CNO Afloat Safety Award packages to respective immediate superior in command (ISIC) based on selection criteria in subparagraph 2c and any other TYCOM directives.

(2) ISIC. Select best nominee from within each competitive category and forward to respective TYCOM via chain of command.

(3) TYCOMs (Note: for the purposes of this instruction, MSC is considered a TYCOM)

(a) For surface ships, COMNAVSURFOR must forward the top two nominations for each competitive category from each TYCOM, with supporting material to COMNAVSAFECEN (Attention: Director, Afloat Safety Programs) by 15 January.

(b) For submarines, Commander, Naval Submarine Forces must forward top two nominations for each competitive category from each TYCOM, with supporting material to COMNAVSAFECEN (Attention: Director, Afloat Safety Programs) by 15 January.

(c) For MSC ships, COMSC must forward top two nominations for each competitive category, with supporting material to COMNAVSAFECEN (Attention: Director, Afloat Safety Programs) by 15 January.

(4) COMNAVSAFECEN

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

(b) Procure and provide appropriate plaques, and generate citations for endorsement by COMNAVSAFECEN.

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

(d) Coordinate with TYCOMs or ISICs for delivery of plaques and citations.

(e) Post information on winners on the COMNAVSAFECEN Web site and notify the Navy Executive Safety Board of the winners.

3. SECNAV Safety Excellence Award. SECNAV Safety Excellence Awards are governed by annual guidance provided by SECNAV and reference (h). Selection of a ship for a CNO Afloat Safety Award is a first step for selection for a SECNAV Safety Excellence Award in the afloat category. Recommendations for a SECNAV Safety Excellence Award are submitted per subparagraphs 3a through 3c.

a. COMNAVAIRPAC, COMNAVSURFPAC and COMSUBPAC must each submit one nomination selected from their CNO Afloat Safety Award selections, in the format required by reference (h), to COMNAVSAFECEN via COMPACFLT.

b. COMNAVAIRLANT, COMNAVSURFLANT, COMSUBLANT and COMSC must each submit one nomination from their CNO Afloat Safety Award selections, in the format required by reference (h), to COMNAVSAFECEN via COMFLTFORCOM.

c. COMNAVSAFECEN must submit one recommendation per coast to SECNAV.

4. Other SECNAV Awards. Units may also be eligible for the SECNAV Off-Duty Safety, Safety Integration in Acquisition Award and the Emerging Safety Center of Excellence Award per reference (h). These units need not be CNO Safety Award winners and are submitted to COMNAVSAFECEN per the requirements listed in subparagraphs 3a through 3c. Submissions by ships directly to SECNAV are not authorized.

5. Ship's Helicopter Safety Award. 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.

a. Type of Award and Award Period. Each award consists of a CNO citation and Ship's Helicopter Safety Award plaque. The award period is based on the previous fiscal year.

b. Eligibility. All cruiser-destroyer force air-capable ships and amphibious air-capable ships (other than those eligible to compete for the Admiral Flatley Award) operated with helicopter(s) embarked during the award year are eligible for award consideration. If a ship transfers between TYCOMs during the award year, the ship is 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 cruiser-destroyer force air-capable ship and one for an amphibious air-capable ship (other than those eligible to compete for the Admiral Flatley Award).

c. Selection Criteria. The awards must be based on a comprehensive evaluation of the items in subparagraphs 5c(1) through 5c(4).

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

(2) 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 items in subparagraphs 5c(2)(a) through 5c(2)(e)

(a) 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 must be considered.

(b) Improvement of the helicopter type embarked; ground and deck handling equipment, or their employment.

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

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

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

(3) Near-mishap reports, explosive mishap reports, safety assessments conducted, and safety improvement items brought forth during the ship's safety council and committee meetings must be considered.

(4) Operational data.

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

- (b) Days underway with detachment embarked.
- (c) Days that embarked detachment operated aircraft.
- (d) Total day flight hours.
- (e) Total night flight hours.
- (f) Total day landings made on reporting ship by all helicopters.
- (g) Total night landings made on reporting ship by all helicopters.
- (h) Total cargo transferred, expressed in tons.
- (i) Total passengers transferred.
- (j) Total number of tasked operational flight hours (list by mission area).
- (k) Total number of training flight hours.

Note: Inclusion of operational data should not be construed to mean that selection of the Ship's Helicopter 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.

d. Action

(1) Ships. Commanding officers (CO) of eligible air-capable ships may initiate a nomination for the ship's helicopter safety awards. COs must submit nominations and complete documentation based on the suggested selection criteria, subparagraph 5c, to their respective TYCOMs for consideration.

(2) TYCOMs. TYCOMs must forward their top three nominations for each category (cruiser-destroyer force air-capable ship and amphibious air-capable ship) for the ship's helicopter safety awards, with complete documentation based on

the selection criteria in subparagraph 5c, and endorsements to COMNAVSAFECEN (Attention: Director, Afloat Safety Programs) by 15 January each year.

(3) COMNAVSAFECEN

(a) Convene a ship's helicopter safety awards committee to determine the awardees for each category.

(b) Provide plaques for the award ceremonies.

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

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

(e) Post information regarding award winners on the COMNAVSAFECEN Web site, and notify the Navy Executive Safety Board.

6. Vice Admiral Bulkeley and Rear Admiral Buie Awards for Afloat Safety Culture

a. These awards can be awarded to any commissioned ship for the ship award, and to any person assigned to a commissioned ship for the individual award. They 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 during a fiscal year. The goal of these awards is to increase the communication of hazards, near mishaps, and lessons learned outside the lifelines from both 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.

b. COMNAVSAFECEN will 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.

c. The Vice Admiral Bulkeley Award for Afloat Safety Culture is to 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 Vice Admiral Bulkeley's contribution to afloat safety during his tour as President, Board of Inspection and Survey, from June 1967 to August 1988.

d. The Rear Admiral Buie Award for Afloat Safety Culture must 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 Rear Admiral Buie's contribution to afloat safety during his tour as COMNAVSAFECEN from January 1965 to July 1968.

e. Selection of the two winners must be based on, but not limited to, the considerations in subparagraphs 6e(1) through 6e(3).

(1) Originality of thought or design.

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

(3) Overall improvements to afloat safety.

f. Awards packages must consist of the items in subparagraphs 6f(1) through 6f(4).

(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 COMNAVSAFECEN Web site.

g. Action

(1) Ships. Submit award packages to their ISIC for endorsement by 15 January.

(2) ISIC. Submit endorsed award packages to COMNAVSAFECEN (Attention: Director, Afloat Safety Programs) by 1 March.

(3) COMNAVSAFECEN

(a) Convene an awards board to select the winners and runners-up of the Vice Admiral Bulkeley and Rear Admiral Buie Awards for Afloat Safety Culture.

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

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

(d) Present awards, or select a designated representative, at suitable ceremonies.

(e) Post information regarding award winners on the COMNAVSAFECEN Web site and notify the Navy Executive Safety Board.

CNO SHORE-RELATED SAFETY AWARDS

1. Purpose. The primary purpose of this enclosure is to issue the policy and procedures for selecting the winners of the CNO shore-related safety awards. The secondary purpose is to show the flow from CNO shore-related safety awards to the SECNAV Safety Excellence Award.

2. CNO Shore Safety Award - Region or Activity

a. CNO policy requires military and civilian personnel to apply safe and healthful practices in all their daily activities. To recognize outstanding efforts in risk management and mishap prevention, the CNO Shore Safety Awards Program provides recognition to a command with the best overall command safety program. The awards recognize outstanding contributions to operational readiness and conservation of resources through effective risk management. In addition to outstanding safety records, activities selected must have aggressive, innovative mishap prevention programs. These awards recognize excellence and are not to be confused with recognition for safety improvements (e.g., suggestion, invention, special achievement) under the provisions of the incentive awards program. Applicable formulas for the calculation of ashore mishap rates can be requested by contacting the NAVSAFECEN, Occupational Health and Industrial Safety Directorate via e-mail at NRFK_SAFE_Code20_UD@navy.mil. Awards are presented for excellence at the region and activity levels.

b. CNO shore safety awards will be presented annually on a fiscal year basis to shore activities (including fleet operational or support units located ashore) based on the overall quality of their safety programs, mishap prevention records, and contributions to the Navy's safety program.

c. Commanders, COs, or officers in charge must develop and implement a region or activity safety awards program applicable to the mission and operations of the individual activity.

d. Echelon 2 and 3 headquarters commands are also encouraged to establish "in-house" safety awards of their own in line with the CNO award criteria to recognize respective activities and individuals within each area of responsibility.

e. All winners will be announced by CNO via naval message and recognized in other Navy publications, as appropriate. Winners will be awarded an engraved plaque. COMNAVSAFECEN will maintain awards records and post award information on the COMNAVSAFECEN Web site.

f. Commands in the categories in subparagraphs 2f(1) through 2f(3) will compete for one award each per category.

(1) Industrial. Those commands whose primary mission is the production, maintenance, or rehabilitation of Navy equipment, material, or facilities. These include aviation depots, public works centers, shipyards, regional maintenance centers, and ship repair facilities. Test centers and research and development facilities will compete in the non-industrial category.

(a) Small - commands with military and civilian working population of 1 to 1,000

(b) Medium - commands with military and civilian working population of 1,001 to 3,000

(c) Large - commands with military and civilian working population of 3,001 and greater

(2) Non-Industrial. Commands such as naval stations, air stations, supply depots, training centers, and medical centers will compete in this category.

(a) Small - commands with military and civilian working population of 1 to 800

(b) Medium - commands with military and civilian working population of 801 to 2,000

(c) Large - commands with military and civilian working population of 2,001 and above

(3) Fleet Operational and Support Unit Ashore. One award for those commands located ashore with sea or shore duty unit identification codes that are designated as fleet operating

or fleet support units and are not eligible for surface ship or aviation safety awards. The safety program must be based on the shore safety requirements of reference (a).

g. Regions and activities are eligible to compete for the award if all industrial and non-industrial shore commands and fleet operational and support units ashore have received a rating of satisfactory or better as a result of the most recent inspection(s) by the major command safety office or designated SOH authority. The inspection must have occurred within the past 3 fiscal years. Activities and units that have sustained an on-duty class A mishap at their level are not eligible to compete for the award.

h. Action

(1) Activities meeting the eligibility criteria may submit a nomination package through their chain of command with sufficient supporting documentation to allow evaluation by the higher command. Echelon 3 commands, as applicable, will evaluate documentation and nominate one activity for each category, as applicable, and should submit the nomination to their echelon 2 command not later than 30 November of the year following the fiscal year under award consideration.

Note: Echelon 2 commands may prescribe different time frames for internal evaluation of submissions by subordinate echelon 3 commands.

(2) Echelon 2 commands must evaluate documentation and nominate one activity for each category, as applicable, for the annual awards and submit their nominations to COMNAVSAFECEN (Attention: Director, Shore Safety Programs) with a letter of recommendation stating the award category for consideration. COMNAVSAFECEN will accept nominations only from echelon 2 commands.

(3) Echelon 2 nominations must be submitted in writing to be received at COMNAVSAFECEN (Attention: Director, Shore Safety Programs) not later than 15 January of the year following the fiscal year under award consideration. Nominations received after 15 January will not be considered. The nominations must be supported with sufficient documentation to substantiate

program implementation. All programs applicable to the activity must be addressed. The nomination package must be limited to eight pages (8-1/2 inch by 11 inch maximum page size).

(4) A preliminary evaluation will be conducted by COMNAVSAFECEN to ensure eligibility. The programs determined to be best qualified will be evaluated by a selection committee of subject matter experts and chaired by the NAVSAFECEN director of Occupational Health and Industrial Safety Programs.

(5) The nomination package must include and must be completed using guidance provided in subparagraphs 2h(5)(a) through 2h(5)(e) based on implementation of a safety management system.

(a) Introduction. Mission of the command and what the command does. Include the number of civilian and military personnel as well as the number of buildings and areas.

(b) Safety Policy. Clearly defined policies, procedures, and organizational structure that explicitly describe responsibility, authority, accountability, and expectations – safety must be a core value. Culture of safety leadership and employee participation (e.g., how was the command's culture changed to focus on early identification and resolution of safety issues; how did safety committees, employee safety recognition programs, or meaningful activities contribute to the change in safety culture).

(c) Safety Risk Management. A formal system of hazard identification, risk assessment, resource allocation, and system monitoring; all fundamental in controlling the acceptable level of risk. A well-designed risk management system describes operational processes across departmental and organizational boundaries, identifies key hazards and measures them, methodically assesses risk, and implements controls to mitigate risk.

1. How were hazard mitigation strategies for safety issues identified and developed? What documentation and ongoing monitoring is the command implementing to support hazard tracking and analysis?

2. Analysis of the 3 fiscal year hazard abatement trend with measured data (what do the numbers really mean?)

3. Analysis of the 3 fiscal year mishap trend with measured data (what do the numbers really mean? - address subparagraphs 2h(5)(c)3a through 2h(5)3c).

a. Three fiscal year civilian data including:

- (1) Total number of civilian mishaps
- (2) Civilian total case incident rate
- (3) Civilian days away, restricted, transferred rate
- (4) Civilian lost time case rate
- (5) Three fiscal year civilian compensation cost trend

b. Three fiscal year military data including:

- (1) Total number of on-duty military mishaps
- (2) On-duty military total case incident rate
- (3) Total number of off-duty military mishaps
- (4) Off-duty military total case incident rate

c. Three fiscal year government motor vehicle, material handling equipment, and weight-handling equipment mishap trends (include number and cost).

(d) Safety Assurance. Policies, process measures, assessments, oversight, and controls are in place to incorporate

regular data collection, analysis, assessment, and management review to ensure safety goals are being achieved (i.e., continuous quality improvement of processes and products).

1. What are the predictive or "leading" performance measures or indicators to identify and correct problems and opportunities for risk reduction before injuries or illnesses occur? (e.g., near-miss incidents, non-conformance during inspections, risk associated with ergonomic factors.)

2. What is the process or processes to ensure the necessary information is available for top management to evaluate the continuing suitability, adequacy, and effectiveness of the SOH program? How are results presented to focus top management on the SOH elements most in need of their attention (e.g., a scorecard)?

3. What documentation and ongoing monitoring are implemented to support hazard tracking and analysis?

(e) Safety Promotion. Safety promotion is the continuous communication of safety values and practices that support a sound safety culture. How are lessons learned used to help mitigate safety risks? Provide actual lessons learned, and best practice adaptation or implementation that helped mitigate safety risks.

3. SECNAV Safety Excellence Award. The SECNAV Safety Excellence Award is governed per annual guidance provided by SECNAV and reference (h). Selection of a command for a CNO Shore Safety Award is a first step for selection for a SECNAV Safety Excellence Award. Recommendations for a SECNAV Safety Excellence Award are submitted as per subparagraphs 3a and 3b.

a. Echelon 2 commanders must forward nomination packages from each category of the CNO Award for Safety Ashore to compete for the SECNAV Safety Excellence Awards, in the format required by reference (h), to COMNAVSAFECEN.

b. COMNAVSAFECEN must submit one shore Pacific and one shore Atlantic recommendation to SECNAV.

4. Other SECNAV Awards. Units may also be eligible for the SECNAV Off-Duty Safety, Safety Integration in Acquisition Award and the Emerging Safety Center of Excellence Award per reference (h). These units need not be CNO safety award winners and are submitted to COMNAVSAFECEN per the requirements listed in subparagraph 3a. Submissions directly to SECNAV are not authorized.

CNO EXPEDITIONARY-RELATED SAFETY AWARDS

1. Purpose. The primary purpose of this enclosure is to outline the policy and procedures for the CNO expeditionary-related safety awards. The secondary purpose is to show the flow from the CNO Expeditionary Safety Award to the SECNAV Safety Excellence Award.

2. CNO Expeditionary Safety Award

a. The CNO Expeditionary Safety Award can be awarded to Navy expeditionary units operating under Commander, Naval Special Warfare Command (COMNAVSPECWARCOM) and Commander, Navy Expeditionary Combat Command (COMNAVEXPDCMBTCOM).

b. The CNO Expeditionary Safety Award will be presented annually on a fiscal year basis to expeditionary activities, including one COMNAVSPECWARCOM sea, air and land team; one COMNAVSPECWARCOM special boat team; one Navy riverine command; and one naval construction forces command or Navy explosives ordnance disposal command. The award is based on their overall quality of their safety programs, mishap prevention records, and contributions to the Navy's expeditionary safety program. Each winner will receive an engraved plaque and a citation for permanent custody.

c. Activities are eligible to compete for the award if they have not sustained a military off-duty or private motor vehicle fatality or permanent total disability, or on-duty class A mishap, and have received a rating of satisfactory or better as a result of the most recent inspection(s) by their major command safety office. The inspection(s) must have occurred within the past 3 fiscal years. Documentation (copy of the inspection cover letter, with score or results) of the inspection(s) must be included in the nomination package or the activity will not be considered.

d. Selection of winners must be based on, but not limited to, the additional considerations in subparagraphs 2d(1) through 2d(5).

(1) Three-year trend in military on-duty mishap rates

(2) Three-year trend in military off-duty mishap rates

- (3) Number of days deployed
- (4) Copy of higher command inspection results
- (5) Brief synopsis of each program applicable to the activity including:
 - (a) High risk training safety program
 - (b) ORM program
 - (c) Off-duty safety program
 - (d) Mishap reporting and record keeping
 - (e) Mishap reduction efforts and successes
 - (f) Safety program cost data
 - (g) Unique or special initiatives any other matter considered appropriate by COMNAVSPECWARCOM or COMNAVEXPDCMBTCOM.

e. Action

- (1) Navy expeditionary units must submit nominations as directed by COMNAVSPECWARCOM or COMNAVEXPDCMBTCOM.
- (2) COMNAVSPECWARCOM and COMNAVEXPDCMBTCOM must submit nominations to COMNAVSAFECEN (Attention: Operational Risk Management Department Head) by 15 January for the preceding fiscal year.
- (3) COMNAVSAFECEN will procure and provide plaques and appropriate citations.
- (4) COMNAVSAFECEN will mail plaques and citations to COMNAVSPECWARCOM and COMNAVEXPDCMBTCOM for presentation to the winning units.

3. SECNAV Safety Excellence Award. SECNAV Safety Excellence Awards are governed by annual guidance provided by SECNAV and reference (h). Selection of a unit for a CNO Expeditionary Safety Award is a first step for selection for a SECNAV Safety

Excellence Award in the expeditionary category. Recommendations for a SECNAV Safety Excellence Award are submitted as per subparagraphs 3a through 3c.

a. COMNAVSPECWARCOM and COMNAVEXPDCMBTCOM must each submit one nomination selected from CNO expeditionary-related safety award selections, in the format required by reference (h), to COMNAVSAFECEN.

b. COMNAVSAFECEN must submit one Navy recommendation to SECNAV.

c. Since Marine Corps expeditionary units are also eligible for the SECNAV Safety Excellence Award, Headquarters, United States Marine Corps Safety Division must submit one Marine Corps expeditionary award recommendation to SECNAV in the format required by reference (h).

4. Other SECNAV Awards. In the expeditionary category, units may also be eligible for the SECNAV Off-Duty Safety, Safety Integration in Acquisition Award and the Emerging Safety Center of Excellence Award per reference (h). These units need not be CNO safety award winners and are submitted to COMNAVSAFECEN or Headquarters, United States Marine Corps Safety Division per the requirements listed in subparagraphs 3b and 3c. Submissions by units directly to SECNAV are not authorized.

CNO SAFETY LEADERSHIP AWARD

1. Purpose. The purpose of this enclosure is to provide criteria, nomination and presentation of the CNO Safety Leadership Award.
2. Background. This award is to provide the CNO and COMNAVSAFECEN, as CNO Special Assistant for Safety Matters, with a method to recognize significant leadership excellence in safety and risk management across a wide variety of potential military and civilian occupational specialties and for circumstances not covered in this instruction or elsewhere in other award guidance.
3. Qualification Criteria. The qualification criteria for this award are purposefully broad in order to permit the CNO and COMNAVSAFECEN the ability to award deserving individuals or units as they deem appropriate. Example activities for this recognition might range from maintenance actions with potential life-saving ramifications, to routine day-to-day operations that are measured and deemed significant and appropriately worthy of senior leadership and public recognition. Recipients of this award may be of any rank, occupational specialty, military service, or government agency. This award is not intended to replace the other established and prestigious methods of recognition previously identified in this instruction, nor other forms of recognition which might not meet the criteria for this award (e.g., unit Bravo Zulus, commander's safety pro awards, etc.).
4. Nomination Format and Qualification Determination. There is no recurring timeline for award nomination. Individuals and units may submit nominations, endorsed by the unit's CO, via e-mail or hard-copy correspondence, any time of the year. The format includes a cover letter and summary of action, along with any amplifying information deemed necessary by the submitting command to support the nomination. The NAVSAFECEN deputy commander, executive director and command master chief will meet as required to examine nominations and provide a recommendation to COMNAVSAFECEN, who will then decide whether or not to approve the award. COMNAVSAFECEN will then coordinate with the CNO and Vice Chief of Naval Operations (VCNO) for expeditious and appropriate presentation of the award.

5. Award Presentation and Protocol. This award consists of a certificate of recognition and commander's coin. The award will be presented by the CNO or VCNO or, if they are not available, COMNAVSAFECEN will be the presenting authority. The award will be presented in person if logistics and schedules permit. The CNO and COMNAVSAFECEN also may choose to select recipients for this award on-the-spot, with no previous nomination required, and will present the recognition as they deem appropriate. Commands are encouraged to document receipt of this award in personnel and unit official records.