DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

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SECNAVNOTE 5305
ASN(I&E)-DASN(S)
18 October 2005

SECNAV NOTICE 5305

From: Secretary of the Navy

Subj: FISCAL YEAR 2005 (FY05) ADMIRAL VERN CLARK AND GENERAL JAMES L. JONES SAFETY AWARDS

1. Purpose. To establish procedures for the administration of the FY05 Admiral Vern Clark Safety Award and General James L. Jones Safety Award.

2. Discussion. These awards are intended to stimulate safety, ideas, suggestions, programs, etc., which will reduce mishaps and fatalities within the Department of the Navy (DON) by providing special recognition to individuals, units or organizations who best exemplify and advance a culture of safety.

3. Background

a. The Navy League of the United States is a highly respected national organization composed of more than 65,000 civilians, with more than 275 individual councils throughout the United States and overseas. The objectives of the Navy League are to develop and maintain public interest in DON and its missions, and to offer cooperation and assistance in all matters tending to enhance naval efficiency.

b. Toward this end, the Navy League will present a minimum of two safety awards, one Navy and one Marine Corps, annually to DON personnel and/or organizations whose actions, examples, or suggestions have reduced fatalities and/or mishaps among Sailors, Marines, or civilians within DON. More than one winner of each award may be selected at the discretion of the Navy League awards selection board based on the number and quality of nominations received.

(1) The Admiral Vern Clark Safety Award will be presented to an individual or group whose actions and example have significantly improved the safety culture within the Navy.

(2) The General James L. Jones Safety Award will be presented to an individual or group whose actions and example have significantly improved the safety culture within the Marine Corps.

4. Policy

a. Eligibility. All active duty Navy and Marine Corps personnel, civilians within DON, and Navy and Marine Corps reservists are eligible for nomination for the applicable award. Award recipients will be individuals, units or organizations who best exemplify and advance a culture of safety.

b. Criteria. Individuals, units and organizations nominated for the FY05 Admiral Vern Clark Safety Award or General James L. Jones Safety Award should have made significantly greater contributions to safety than normally expected of those in their particular assignments during FY05. Qualifying criteria include:

(1) Participation in safety initiatives that have had a proven impact on the unit's overall safety program.

(2) Contribution to innovative safety planning and execution that merits service-wide adoption.

(3) Inspiring a climate where consideration of safety is an integral part of the command's execution of its mission.

(4) Actions, examples, or suggestions that have reduced fatalities and/or mishaps among Sailors, Marines, or civilians within DON.

c. Selection. The Navy League shall convene an awards selection board to review and evaluate all nomination packages, and select winners in accordance with the criteria outlined in paragraph 4.b. There shall be a minimum of one Admiral Vern Clark Safety Award recipient and one General James L. Jones Safety Award recipient selected for FY05, with additional winners at the discretion of the Navy League awards selection board.

d. Award. The awards will be made from proceeds generated by contributions from the Secretary of the Navy, the Honorable Gordon England, and Mrs. England, as well as multiple corporate sponsors. Each winner shall receive a cash award, the exact amount to be determined by the Navy League awards selection board based on the total value of the endowment and the income generated from it. When additional winners are selected beyond the minimum two (2), the award amount shall be equitably shared among all recipients. A Navy League plaque will also be presented to each award recipient. The FY05 Admiral Vern Clark Safety Award and General James L. Jones Safety Award shall be presented to award winners at the Navy League Sea-Air-Space Exposition to be held in Washington, DC, 4-6 April 2006.

5. Action

a. All activities ensure widest possible dissemination of this notice.

b. All DON activities may submit nominations for the FY05 Admiral Vern Clark Safety Award and General James L. Jones Safety Award in accordance with the eligibility provisions delineated by this notice.

c. Nominations (original and six copies), which address the criteria in subparagraph 4.b. shall be forwarded directly to the following address via the U.S. Postal Service in sufficient time to be received no later than 31 December 2005:

Navy League of the United States
Attn: Senior Director of Communications (Safety Awards)
2300 Wilson Boulevard
Arlington, VA 22201-3308

If nominations are sent via UPS or FEDEX, the following shipping address applies:

Navy League of the United States
2300 Wilson Blvd., Suite 200
Arlington, VA 22201-3308
Telephone: 703-528-1775, Ext. 1557
Email: jmescus@navyleague.org

d. Nominations must be fully substantiated and reflect a careful and conscientious evaluation of the nominee; the Navy League awards selection board will make its decision solely on the content of the nomination submitted. Substantive achievement shall be explained in a way that can be easily understood and appreciated by the general public; generalities, acronyms, excessive use of superlatives and comments on marginal achievement shall be avoided. The nomination package shall include a cover page, achievements/justification (maximum two pages), and a proposed citation. The cover page shall include:

(1) For nominated individuals

(a) Full name, rank/rate, and SSN upper right-hand corner

(b) Current duty station and address

(c) Home of record

(d) Length of Service

(e) Point of contact, including name, rank/rate, mailing address, commercial telephone number, fax number and email address

(f) Signature of Commanding Officer

(2) For nominated units or organizations

(a) Name

(b) Complete Address of Command or Activity

(c) Name of principal point of contact, rank/rate, mailing address, commercial telephone number, fax number and email address

(d) Signature of Commanding Officer

BJ Penn
Assistant Secretary of the Navy
(Installations and Environment)

Distribution:
Electronic only, via Navy Directives Website
http://neds.daps/dla.mil