

Proposed Submission Format for FY2021 Navy League

Admiral Vern Clark and General James L. Jones Safety Awards

I. FORMAT. Packages are to be streamlined with contents being clearly identified in sections, concisely presented with minimal pictures, graphically accurate, and overtly demonstrate progressive safety goals and achievements.

Section 1. Introduction.

Statement of command mission of the command/command function

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.

Section 3. Safety Risk Management

- Summary/explanation of hazard abatement/mishap reduction efforts
- Three-year hazard abatement trend [what are your numbers and what do they mean]
- Three-year mishap trend analysis [what are your numbers and what do they mean]
- Top 3 actual lessons learned/best practice adaptation/implementation to enhance the command safety program.

Section 4. Oversight

Provide examples of how oversight is implemented to include periodicity and documentation and follow up on required corrective actions.

Individual and unit safety awards formally recognize outstanding civilian and military safety and occupational health personnel who have significantly contributed to their command/activity and/or the Navy and/or Marine Corps safety and occupational health program. Award package submissions are to highlight achievement by a military officer, military enlisted and/or civilian personnel.

Endorsement. Packages must be endorsed by the activity Commander, CO or OIC. Only nominations received by the Navy League by **15 February 2022** will be accepted and considered.