



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D. C. 20350-1000

Canc: Apr 2004  
SECNAVNOTE 5305  
ASN(I&E)-DASN(S)  
July 21, 2003

**SECNAV NOTICE 5305**

From: Secretary of the Navy  
To: All Ships and Stations

Subj: FISCAL YEAR 2003 (FY03) ADMIRAL VERN E. CLARK AND GENERAL  
JAMES L. JONES SAFETY AWARDS

1. Purpose. To establish procedures for the administration of the FY03 Admiral Vern E. 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 70,000 civilians, with approximately 300 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, on behalf of the former Secretary of the Navy, the Honorable Gordon England and Mrs. England, 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.

(1) The Admiral Vern E. 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 FY03 Admiral Vern E. 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. 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 review and evaluate all nomination packages, and select winners in accordance with the criteria outlined in paragraph 4b. There shall be one Admiral Vern E. Clark Safety Award recipient and one General James L. Jones Safety Award recipient selected for FY03.

d. Award. The awards will be made from proceeds generated by contributions from the former Secretary of the Navy, the Honorable Gordon England and Mrs. England, as well as multiple corporate sponsors. Each award is intended to be \$1000; however, the exact amount of the cash award may vary based on the total value of the endowment and the income generated from it. A Navy League plaque will also be presented to each award recipient. The FY03 Admiral Vern E. 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 6 - 8 April 2004.

#### 5. Action

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

b. All DON activities may submit nominations for the FY03 Admiral Vern E. 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 4b, and a suggested citation shall be attached to a cover letter and forwarded directly to the following address in sufficient time to be received no later than 31 December 2003:

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

d. Nominations shall include:

(1) For nominated individuals

- corner
- (a) Full name, rank/rate, and SSN upper right-hand corner
  - (b) Current duty station
  - (c) Home of record
  - (d) Length of Service
  - (e) Point of contact

(2) For nominated units or organizations

- (a) Name
- (b) Complete Address of Command or Activity
- (c) Name of principal point(s) of contact

6. Report. The reporting requirement contained in paragraph 4 is exempt from reports control by SECNAVINST 5214.2B.

*Hansford T. Johnson*  
Secretary of the Navy  
Acting

**NOTE: NOMINATIONS ARE DUE IN THE NAWCAD HRO 7.3 AWARDS OFFICE, RM 121, BLDG. 1489, 22095 FORTIN CIRCLE, PATUXENT RIVER, MD 20670-1139 NOT LATER THAN 30 NOVEMBER 2004. HRO WILL OBTAIN APPROPRIATE NASC HQ REVIEWS AND ENDORSEMENTS AND WILL FORWARD TO THE NAVY LEAGUE TO MEET THEIR 31 DECEMBER 2004 DEADLINE.**