



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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CNTC GREAT LAKES
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NTCGLAKESINST 5100.20B
OSH

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NTC GREAT LAKES (COMPLEX²) INSTRUCTION 5100.20B

Subj: AWARDS FOR ACHIEVEMENT IN SAFETY ASHORE

Ref: (a) SECNAVINST 5100.15

1. Purpose. To promulgate the Shore Safety Awards Program for Naval Training Center (NTC), Great Lakes, and supported activities in accordance with reference (a).

2. Cancellation. NTCGLAKESINST 5100.20A.

3. Background. It is the policy of the Department of the Navy to encourage military personnel and civilian employees to apply safe working practices in their daily operations. To stimulate interest in accident prevention, a Safety Awards Program was developed to provide official recognition of commendable safety records attained by the individuals and groups.

4. Awards. The NTC Safety manager shall administer the following Safety Awards Programs for NTC, Great Lakes, and supported tenant activities:

a. Department of the Navy Accident Prevention Award for supervisors. Provides for annual recognition for safe work performance of military and civilian supervisors who complete a twelve (12) month (calendar year) time period without a disabling work/duty injury to themselves or to personnel under their supervision. Recipient should supervise persons engaged in production operations, construction, shipping, warehouse, or duties of a comparable hazardous nature. The award will consist of annual certificates signed by the Commander, NTC, and lapel emblems. Supervisors completing milestone periods of 5, 10, 15, 20 or greater years of safe performance shall receive Letters of Commendation.

b. Department of the Navy Accident Prevention Awards for groups. This award provides recognition for work units of ten (10) or more personnel engaged in sufficiently hazardous occupations, having completed twelve (12) consecutive months without a disabling time loss, or work duty injury. A group, as used for purposes of this award, is an autonomous unit having an average of three (3) or more military and or civilian personnel assigned during the period of consideration. Group awards may also be issued to entire departments. The award will consist of a group certificate (OPNAV Form 5101/1A) signed by the Commander.

c. Department of the Navy Safe Driving Award. Awarded to departments recognizing completion of an entire year of safe driving. A certificate, signed by the Commander, will be

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presented annually to each group which qualifies. The award provides recognition to military personnel and government employees devoting at least fifty-one percent (51%) of their time to driving government vehicles. Safe driving provisions for awards are:

(1) Completed twelve (12) consecutive months of driving without a preventable accident. This award recognizes outstanding safe driving performance, not just average performance, and is based on the concept of defensive driving the ability to avoid accidents in spite of the wrong actions of other drivers and adverse driving conditions.

(2) Having no moving traffic violation or safety rule infraction.

(3) A three-year reckoning period free of chargeable accidents and/or violations must be attained for a driver to accrue a safe driving record. Chargeable accidents and violations during the three-year period eliminate the entire reckoning period. A new safe driving record begins from the date the accidents/violations occurred. Once a driver accumulates three consecutive years of safe driving, he will not lose his entire record if he is involved in an accident or cited for a traffic violation. A penalty of one year will be assessed from the date of the last incident. The driver must drive twelve (12) consecutive safe months to become eligible for the next award.

d. Department of the Navy Materials Handling and Construction Equipment Operator's Safety Award. This award consists of a lapel emblem and a certificate signed by the Commanding Officer, showing the number of years of safe operation of materials handling and construction equipment by employees who:

(1) Devote at least fifty-one percent (51%) of their time to the operation of such equipment.

(2) Complete twelve (12) consecutive months without a preventable accident.

(3) Have no moving traffic violation or safety infraction. Identical provisions listed for Naval Safety Driving Awards, paragraph 3c(2), above, pertain to the three-year proving period and penalty or reinstatement period.

5. Action.

a. NTC Chief of Staff, component and tenant command commanding officers and officers-in-charge shall:

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(1) Actively support and promote the Safety Awards Program in accordance with this instruction.

(2) Submit listing of nominees for each award and qualifying factor(s) to the NTC Safety Manager during the fourth week of January each year.

a. NTC Safety Manager shall:

(1) Coordinate with NTC Simplex, component and tenant commands, commanding officers, and officers-in-charge, the nominees for Safety Awards annually during the month of January.

(2) Review nominees, identify qualified recipients and propose the appropriate award for presentation.

(3) Schedule a presentation ceremony. Ceremony will be scheduled during the second quarter of each fiscal year.


P. A. TRACEY

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