

U.S. Department of
Homeland Security

United States
Coast Guard

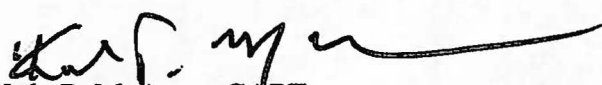


Commandant (CG-CVC)
United States Coast Guard

2703 Martin Luther King Jr. Ave, SE
STOP 7501
Washington DC 20593-7501
Staff Symbol: CG-CVC
Phone: (202) 372-1218
Email: HQS-PF-fldr-CG-CVC
@uscg.mil

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CG-CVC Policy Letter
13-05

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From: 
Kyle P. McAvoy, CAPT
COMDT (CG-CVC)

To: Distribution

Subj: AWARD FOR EXCELLENCE IN MARINE INSPECTIONS

Ref: (a) Financial Resource Management Manual (FRMM), COMDTINST M7100.3E, Section 5.6.10.1
(b) Marine Inspector Strategic Needs Assessment of September 2012

1. **PURPOSE.** The purpose of this policy letter is to provide guidance for implementation of an annual award for excellence in Marine Inspection. This award will:
 - **Publicize** the importance of Marine Inspections for the health of the maritime community and the safety of the public.
 - **Raise** the level of awareness of the Marine Inspection program.
 - **Highlight** superior quality inspections conducted by Prevention personnel.
 - **Identify** processes that enhance safety and improve Marine Inspections and Port State Control examinations.
2. **ACTION.** CG-CVC shall actively promote and administer the award annually. Sectors, Marine Safety Units, and other applicable field units may submit nominations to CG-CVC prior to January 31st for the previous calendar year.
3. **DIRECTIVES AFFECTED.** None.
4. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
5. **FORMS/REPORTS.** None
6. **BACKGROUND.** This award will recognize the Marine Inspection program and honor those who carry out inspection missions. In the early 1800s, the steamboat industry began growing at a fast rate. Congress originally was reluctant to pass safety laws which might interfere with the growth of the steamboat industry. Following a series of accidents, the steamboat laws were passed in 1838 and 1852 to enforce safety requirements. In 1871, the Steamboat Inspection Service was created

which required a safety relief valve for boilers as well as hydrostatic testing and routine inspections. In 1884, the Steamboat Inspection Service was merged with the Bureau of Navigation and the new service was later named the Bureau of Marine Inspection and Navigation. During World War II, President Roosevelt, as a wartime measure, transferred control of the Bureau of Marine Inspection and Navigation to the U.S. Coast Guard. Since that time the Inspection program has evolved to oversee the safety of a wide variety of vessels operating in U.S. waters ranging from small passenger vessels to mobile offshore drilling units. In 2007, the Coast Guard began an effort to enhance the quality of marine safety. This enhancement included improving qualification standards, increasing inspector billets, adding Marine Inspection Training Officers, identifying feeder ports and improving training for Marine Inspectors. The improvements have been successful in increasing proficiency, capacity, pride and professionalism in the Marine Inspection program.

7. DISCUSSION. This award is intended to specifically recognize outstanding skills and efforts of an individual Marine Inspector. Similar awards have been created in other programs such as the James Sener Investigation award. The creation of this award will celebrate excellence within inspections and provide visibility on the prevention efforts of CG Marine Inspectors conducting domestic inspections and port state control examinations.
8. POLICY:
 - a. Solicitations for the awards will be made via ALCOAST in December of each year. The closing period for submission will be January 31st of the following year. CG-CVC will convene a board of three to five Marine Inspectors to review submissions, select a winner and announce the results via ALCOAST no later than March 15th.
 - b. Each individual unit with field level inspectors (Sectors, MSUs, or Activities) may make one award submission. Nominees should be an individual (not a team), and may be any active duty, civilian or reserve Marine Inspectors at the O3 and below rank or GS12 and below pay grade.
 - c. The nominee should exemplify the Core Values and display the traits of an optimal Marine Inspector as described in reference (b). Further, the nominee should lead inspection activities that demonstrate superior Inspection skills with wide ranging safety improvements, substantial enhancements to the Inspection program, or contributions to a fleet-wide/ industry-wide change which improves Marine Safety. Their accomplishments should improve training, safety, expertise and demonstrate professionalism. The award will consider a nominee's body of work over a full calendar year. Activities that result in safety notices, technical publications, or correction of a series of hard to find deficiencies that prevented eventual loss of life are examples of such operations.
 - d. Nominations should be made by submitting a one to two page narrative in memo format signed by the unit Commander or Commanding Officer and sent to CG-CVC at the following email address: CGCVC@uscg.mil. The subject line of the email should state, "Nomination for Excellence in Marine Inspections". The nominee's full name and title shall be listed. The memo should briefly describe the individual's role at the unit, specifically describe the actions for which they are being nominated, and explain how the actions impacted the Coast Guard, industry

and/or safety onboard commercial vessels. If associated with activities in MISLE, the activity numbers should be referenced in the narrative. Additionally, any safety alerts or professional publication associated with the nomination may be attached as supplemental information.

- e. In accordance with reference (a), the winner of the award will receive an appropriate trophy, plaque or similar item embossed with the USCG inspections propeller. A flag letter will be sent to the winner as well. Honorable mention nominees will be sent a congratulatory letter from CG-CVC.

9. ADDITIONAL INFORMATION. The board will consider the following criteria. There is no expectation that an award nomination would systematically address each of these criteria, but rather nominations should highlight specific actions that provide evidence of these items.

a. **Training/Mentoring.** Did the nominee actively and skillfully pass along their expertise by training others and helping them to grow in their technical abilities and confidence?

1. What is the success of apprentice / junior inspectors with whom the nominee works?
2. Did the nominee inspire those around them to increase their proficiency?
3. Did the nominee supply the resources, time, tools and training to ensure the success of their fellow inspectors?
4. Did the nominee enhance the inspections knowledge of all personnel including leadership?
5. How effectively did the nominee share inspections knowledge with others (i.e. not keeping it all to themselves)?
6. Did the nominee reach out to industry/ other groups to present inspection issues and further enhance their knowledge?

b. **Impact on increasing safety.** Did the action of the nominee lead to fixing chronic problems with a demonstrable impact on safety of shipping, result in safety alerts, or greatly enhance the Marine Safety Program? Did their actions lead to needed safety changes or build a strong case for change?

1. Did an action of the nominee result in preventing a mishap or casualty?
2. How well did the nominee foster a culture of safety and ISM compliance?
3. Did the nominee ensure that Coast Guard personnel were properly equipped to safely perform their inspections?
4. Did they identify an issue which led to a change of operations in industry or to a particular fleet of vessels?
5. Did the nominee conduct safety outreach to industry/ vessel owners?

c. **Display of expertise.** Was the level of knowledge displayed by the nominee beyond the normal level for someone in a similar position?

1. Did the nominee clearly distinguish themselves as a subject matter expert that understands and properly applies regulations, policies and technical information (the nomination should provide specific examples)?

2. Has the nominee been asked to speak at a conference, workshop, training evolution, and/ or at other units?
3. If the nominee had not taken their actions, would a hazard go unnoticed or would a process be not as effective?
4. Did the inspector bring to light a regulatory or policy conflict, material condition or safety concern that had previously gone unnoticed?

d. **Professionalism.** How well did the nominee work with industry and their peers to improve Coast Guard/ Industry partnerships?

1. Did they conduct themselves in proper manner, exemplifying the Core Values of honor, respect, and devotion to duty (uniform appearance, speaking/ listening and treatment of others)?
2. Is the nominee recognized as a leader in the marine inspection community and committed to the Coast Guard's Marine Safety mission?
3. Did the nominee lead and encourage the use of teams to solve complex issues?
4. Did the nominee make balanced decisions with consideration of how they affect commerce, public safety and environmental risk?
5. Was the nominee tactful and poised even when dealing with a contentious situation?

10. **QUESTIONS.** Questions concerning this policy and guidance should be directed to the Office of Commercial Vessel Compliance at HQS-PF-flr-CG-CVC@uscg.mil or (202) 372-1218.

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