



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 5305.9B  
N43  
9 May 2013

OPNAV INSTRUCTION 5305.9B

From: Chief of Naval Operations

Subj: SECRETARY OF DEFENSE MAINTENANCE AWARDS PROGRAM

Ref: (a) DoD Instruction 1348.30 of 16 October 2009

1. Purpose. To implement reference (a) within the Navy, assign responsibilities, and establish policy for the implementation of the Secretary of Defense Maintenance Awards Program.

2. Cancellation. OPNAVINST 5305.9A.

3. Background. Reference (a) updates the policy for the Secretary of Defense Maintenance Awards Program. This program enhances maintenance awareness and encourages maintenance excellence by providing annual recognition for outstanding maintenance achievements for field-level and depot-level maintenance.

4. Policy. The procedures, responsibilities, and formats outlined in reference (a) and this instruction apply to field-level and depot-level maintenance units within the Navy and Navy Reserve. This reference can be found via the Secretary of Defense Maintenance Awards Web site, <http://www.acq.osd.mil/log/mpp/awards.html>.

5. Responsibilities

a. The Deputy Chief of Naval Operations (Fleet Readiness and Logistics) (DCNO (N4)) shall:

(1) Approve Navy nominations for the Chief of Naval Operations (CNO).

(2) Submit up to two approved Department of Defense (DoD) Maintenance Award nominations per field-level category and up to one nomination per major organic depot-level facility directly to Assistant Secretary of Defense for Logistics and Material Readiness (ASD(L&MR)) by the prescribed date following

the end of the competitive period. The competitive period covers the 12-month period that begins 1 October and ends 30 September following the last award period.

(3) Inform the Secretary of the Navy (SECNAV), CNO, and all ships and stations of the Navy nominees.

(4) Serve as Navy liaison to ASD(L&MR) for award recipient notification and presentation arrangements.

b. Second Echelon Commanders shall:

(1) Review and screen nominations for their respective commands.

(2) Submit up to two DoD Maintenance Award nominations per field-level category and up to one nomination per major organic depot-level facility to DCNO (N4) by the prescribed date following the end of the competitive period.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

7. Reports Control. The report requirement contained in paragraph 3 is exempt from reports control per part IV, paragraph 7j of SECNAV Manual 5214.1 of December 2005.



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