



COMDTINST 16618.11

26AUG2013

COMMANDANT INSTRUCTION 16618.11

Subj: REAR ADMIRAL RICHARD E. BENNIS AWARDS FOR EXCELLENCE IN MARITIME SECURITY

1. PURPOSE. This Instruction establishes policies, procedures and standards for the preparation, selection and formal recognition of maritime transportation related organizations that demonstrate outstanding achievements and contributions related to implementation of Maritime Transportation Security Act (MTSA) requirements and other maritime security best practices in safeguarding our nation's maritime transportation system.
2. ACTION. All Area and District Commanders, Sector Commanders and Marine Safety Unit Commanding Officers, and detachment supervisors shall comply with the provisions of this instruction and are encouraged to forward solicitations for this award to maritime industry stakeholders in their area of responsibility.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION.
 - a. The Rear Admiral Richard E. Bennis award honors an outstanding Coast Guard leader who embodied our Core Values and demonstrated an exceptional commitment to the security of the United States and the marine transportation system. The late Rear Admiral Bennis began his career in 1972 as a graduate of the University of Rhode Island. He went on to serve as Captain of the Port Charleston, South Carolina, and Hampton Roads, Virginia.

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NON-STANDARD DISTRIBUTION:

On September 11, 2001, while serving as Captain of the Port New York, Rear Admiral Bennis organized the extraordinary waterborne evacuation of nearly 500,000 people from lower Manhattan after the terrorist attacks on the World Trade Center. Rear Admiral Bennis served honorably in the Coast Guard for 30 years until his retirement in 2002.

- b. The Rear Admiral Richard E. Bennis Award is a public recognition program that seeks to increase public awareness and stress the importance of protecting the marine transportation system. The intent is to recognize and encourage organizations that establish and foster a comprehensive culture of security throughout their workforce. The Award highlights exceptional security programs and organizations that lead their community and industry in promoting the maritime security practices necessary to safeguard our nation's marine transportation system.

5. RESPONSIBILITIES.

- a. Areas, Districts, Sectors, and Marine Safety Units, are encouraged to solicit applications for the award from maritime industry in their area of responsibility by the most effective means.
- b. Coast Guard Headquarters Office of Port and Facility Compliance (CG-FAC) will administer the program and lead the award selection panel and evaluation process.

6. ELIGIBILITY. Any marine transportation related organization owning, operating, or otherwise managing vessels, waterfront facilities, fleeting areas, or other entity engaged in maritime operations subject to Coast Guard maritime security regulations is eligible as an award applicant within one of the following categories:

- a. Port Authority of the Year: Geographically located within the United States and engaged in maritime operations.
- b. Company of the Year: Offices geographically located within the United States, at least 25% of fleet called a U.S. port at least once during the award period, and/or at least 25% of its MTSA regulated facilities geographically located within the United States.
- c. Facility of the Year: Geographically located within the United States and regulated under MTSA.

7. PROCEDURES.

- a. The Rear Admiral Richard E. Bennis Award will be presented bi-annually to recognize organizations that demonstrate outstanding achievements and contributions related to implementation of MTSA and other maritime security best practices in safeguarding our nation's maritime transportation system.
- b. There are three primary award categories: Port Authority of the Year, Company of the Year and Facility of the Year. Company and Facility of the Year are further defined in

large and small business categories. Large and small businesses for each category are defined as follows:

- (1) Company of the Year - Large Business: 50 or more employees
 - (2) Company of the Year - Small Business: 49 or fewer employees
 - (3) Facility of the Year - Large Business: 50 or more employees
 - (4) Facility of the Year - Small Business: 49 or fewer employees
- c. Award Selection Panel membership shall include Coast Guard Headquarters personnel. In addition, to ensure a broad spectrum of maritime and physical security expertise the panel should include personnel from the Department of Homeland Security, Department of Transportation and other security professionals.
- d. Applications will be evaluated on the following criteria:
- (1) Partnerships: How the organization leads, develops, promotes and/or engages in maritime leadership and partnership activities to enhance Maritime Domain Awareness and share information with local, state, and federal agencies and other commercial entities. Additionally, the organization's ability and efforts to promote supply chain security and contribute to an integrated security system with its customers, vendors, and suppliers may be considered. Examples of this include, but are not limited to, participation with the Area Maritime Security Committees, agreements with local response and law enforcement organizations, sharing of best practices with other port operators, and incorporating security into contracts with suppliers, service providers, and other business partners.
 - (2) People: How the organization instills a "culture of security" with employees throughout all levels of the organization. In other words, how the organization ensures employees understand the security policies, appreciate their role in the overall security of the facility and incorporate that into their everyday responsibilities. Examples of this include, but are not limited to, training programs for security and non-security related personnel, participation in professional security certification programs, drill and exercise programs, and review of procedures and policies following any incidents.
 - (3) Process: How the organization develops, manages, implements the plans, policies and procedures related to security. This also includes an organization's ability to respond to changing conditions and continuously evaluate and measure the effectiveness of their security program and respond appropriately. Examples of this include, but are not limited to, quality management programs, 3rd party audits, use of industry standards or guidelines and adapting to and incorporating new government regulations and policies.

- (4) **Physical Security:** This category considers factors such as the organization's innovation, initiative, and integration of physical security measures to meet specific security objectives and address identified vulnerabilities. Examples of this include, but are not limited to, effective use of fencing, cameras, alarms, TWIC, and other physical security measures designed to safeguard personnel, prevent unauthorized access to equipment, installations, material and documents and to safeguard them against terrorism, espionage, sabotage, damage and theft.
- (5) **Other Security Activities:** This category takes into consideration the spectrum and scope of different security requirements appropriate for the various marine transportation related facilities regulated under MTSA that may not be captured within the other categories. These include but are not limited to such topics as: information and cyber security, promoting seafarers access, balancing security with employee/customer privacy, anti-piracy efforts, and port/facility resiliency and recovery capabilities.

e. **Application Procedures:**

- (1) Applications are submitted via web-based format through Homeport.
- (2) Applicants unable to submit via Homeport may request an application form and submit their application via mail to Commandant (CG-FAC).
- (3) The bi-annual awards period will begin on January 1st of an even year and will end two years later on December 31st of the following odd year. For example January 1, 2014 – December 31, 2015.
- (4) The Award Selection Panel will convene in February following the completion of the awards period.
- (5) Application schedule will be promulgated and advertised via separate correspondence or via Homeport.

f. **Final Report and Summary will be submitted to CG-FAC and will include the following:**

- (1) Award selection panel membership;
- (2) Recommendations of the award selection panel;
- (3) List of finalists for each award category;
- (4) List of winners and "Honorable Mention" for each award category.

8. **REQUEST FOR CHANGES.** Units and individuals may recommend changes to this instruction by writing via the chain of command to: Commandant (CG-FAC); U. S. Coast Guard; 2100 2nd Street SW Stop 7101; Washington, DC 20593-0001.

9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
11. FORMS/REPORTS. None.

J. A. Servidio /s/
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Assistant Commandant for Prevention Policy