

What Makes a **Good** Recommendation?

Recommendations must be feasible and effective solutions to eliminate identified hazards. If a hazard cannot be eliminated, recommendations can mitigate the hazard's potential consequences. However, not all mishap recommendations are created the same. Below are some tips for writing a good recommendation.

DO:

- ✓ Determine if a recommendation is needed; do not make a recommendation for the sole purpose of having one.

Most recommendations will be associated with causal findings, but not all causal findings have recommendations. For example, a causal finding may not have a recommendation if the deficiency is already prohibited in policy, such as an instruction or technical order. Likewise, findings that are not causal may have recommendations written against them.

- ✓ If a recommendation depends on tests or analyses that are incomplete when the report is transmitted, explain this and provide a reference to the tests or analyses. Examples include a deficiency report, study or contract number.
- ✓ Recommendations should require the action agency to correct a deficiency rather than implement a solution. The action agency normally has greater expertise than investigators and should be given the opportunity to develop the optimal solution.
- ✓ Write recommendations that have a definitive closing action.
- ✓ Include only one action for each recommendation. Rather than subgrouping recommendations, such as 1a, 1b and 1c, use a new recommendation number.
- ✓ Determine the appropriate action agencies for each recommendation. Assign action agencies for all recommendations.

*An office of primary responsibility (OPR) is required for every recommendation. Although an office of collateral responsibility (OCR) is not required, it is appropriate for many recommendations. **

List only one OPR per recommendation. More than one OCR may be listed for individual recommendations

- ✓ Assign an OPR and OCR, as required, to each "Other Recommendation of Significance," which will result from "Other Findings of Significance." Each "Other Finding of Significance" will be followed by one or more corresponding "Other Recommendation(s) of Significance."

DO NOT:

- ✗ Do not make a recommendation for the sole purpose of having a recommendation.
- ✗ Do not recommend briefing personnel on the event; this is a basic commander responsibility and a normal function of safety offices at all levels of command.
- ✗ Do not recommend reminding personnel of the importance of simply doing their jobs properly.

However, recommendations to place CAUTIONS and WARNINGS in technical order guidance relating to the adverse consequences of not doing one's job properly may be appropriate.

Additionally, recommendations for specific actions, such as refresher training and in-process inspections to ensure duties are performed properly, may also be appropriate since they're specific and can be closed.

- ✗ Avoid recommendations that only require a study or evaluation. Action should be required based on the results of a recommended study. A study or evaluation is implicit in the process.
- ✗ General, vague, sweeping or open-ended recommendations that cannot be closed by the office of primary responsibility (OPR) are not appropriate.
- ✗ Do not begin the recommendation with "NAVSEA should ...". Instead, start with the required action. The action agencies are the office of primary responsibility and office of collateral responsibilities.
- ✗ Do not create recommendations in RMI to state there are no recommendations.

*NOTE

- Accounting/Affecting Organization- Command where hazard exists.
- OPR-Organization that can permanently fix hazard (funding reports).
 - Command
 - Maintenance UIC (CNIC, NAVSEA, NAVAIR, BUMED)
 - ISIC
 - SYSCOM
- OCR- Organization that will assist OPR