



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 1650.4
BUMED-M00C
12 Jul 2013

BUMED INSTRUCTION 1650.4

From: Chief, Bureau of Medicine and Surgery

Subj: OUTSTANDING NAVY RESERVE OFFICERS OF THE YEAR AWARDS

Encl: (1) Sample Format for Outstanding Navy Reserve Officers of the Year Nominations

1. Purpose. To implement the Outstanding Navy Reserve (NR) Officers of the Year Awards recognizing exceptional performance by NR Dental, Medical, Medical Service Corps, and Nurse Corps Officers.
2. Background. The annual Outstanding NR Dental Officer of the Year Award was established to recognize NR Dental Officers who best emulate professionalism and dedication to the NR dental community. This award is being expanded to recognize Reserve Officers from each Corps in Navy Medicine.
3. Eligibility. Navy Reserve Officers O-5 and below are eligible for nomination. Members will be considered if they have not received this award in the previous 3 years.
4. Scope. This instruction applies to all activities with NR Dental, Medical, Medical Service Corps, and Nurse Corps officers.
5. Policy
 - a. Navy Medicine has a long standing tradition of recognized leaders in healthcare excellence. Awards such as the Outstanding NR Officers of the Year spotlight military members of the Navy Medicine family for their significant contributions during the preceding calendar year.
 - b. Criteria for award are the member's professionalism, innovation, and dedication to country and community. Enclosure (1) is a sample nomination letter.
6. Responsibility
 - a. Bureau of Medicine and Surgery (BUMED) Dental Corps, Medical Corps, Medical Service Corps, and Nurse Corps Reserve Affairs Officers (RAOs) will serve as BUMED's principal advocate and coordinate for the Outstanding NR Officers of the Year Award.

b. Navy Medicine Reserve Commands will submit nominations using the format in enclosure (1) no later than 15 January, via the nominee's chain of command. Nominations may be submitted by mail to the Bureau of Medicine and Surgery, ATTN: Reserve Affairs Office (M00C), 7700 Arlington Blvd, Suite 5135, Falls Church, VA 22042 or forwarded via e-mail to the respective RAOs. Nominations not properly endorsed and/or received after the due date will not be considered.

c. BUMED RAOs will convene 4 separate boards consisting of 3 or more O-6 Navy Reserve Officers. The Reserve Flag Officer from each Corps will serve as Chair. RAOs will forward electronic copies of all nominees to each board member for review.

d. Board members will review all nomination packages and identify the selectee. In the event of a tie, a runoff will be conducted. The award recipients will be announced in February each year.

7. Awards. The Outstanding NR Officer selectees will receive a Flag Letter of Commendation (FLOC) prepared by a member of the voting board. The FLOC packages will be forwarded to the RAOs for signature preparation.



M. L. NATHAN

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**SAMPLE FORMAT FOR OUTSTANDING NAVY RESERVE
DENTAL OFFICER OF THE YEAR NOMINATIONS**

1650
Code
Date

From: Commanding Officer, (Submitting Command)
To: Deputy Chief, (Dental Corps/Medical Corps/Medical Service Corps/Nurse Corps)
Reserve Component

Subj: NOMINATION OF (RANK, NAME, CORPS, USN) FOR THE OUTSTANDING
NAVY RESERVE OFFICER OF THE YEAR AWARD

Ref: (a) BUMEDINST 1650.4

Encl: (1) Copies of last 3 Periodic Fitness Reports
(2) Current PRIMS print out for last 2 years

1. Per reference (a), (*Rank, First Name, Last Name*) is nominated for the Outstanding Navy Reserve (*Dental Corps/Nurse Corps/Medical Service Corps/Medical Corps*) Officer of the Year Award. Enclosures (1) and (2) and the information provided below are submitted in support of the nomination.

a. Military Achievement:

(1) Unit and billet assigned, and total time in unit (expressed in months):

(2) Primary duties and responsibilities:

(3) Collateral duties:

(4) Performance:

(5) Leadership:

(6) Military bearing:

(7) Number of regular and additional drills attended during nomination period:

(8) Annual Training, Active Duty for Training, and Inactive Duty Training Travel periods completed during nomination period. Include dates, location, and whether training periods were in a pay or non-pay status.

Enclosure (1)

Subj: NOMINATION OF (RANK, NAME, CORPS, USN) FOR THE OUTSTANDING
NAVY RESERVE OFFICER OF THE YEAR AWARD

(9) Navy professional development completed during the nomination period (i.e.,
correspondence courses, schools, special qualification attained etc.):

b. Civic Achievement:

(1) Civilian place of employment, position, and total time employed (expressed in
months):

(2) Duties and responsibilities:

(3) Civic activities/involvement: (Any activity listed must be on record or otherwise
verifiable).

(4) Professional development completed during nomination period (correspondence
courses, schools, etc.):

c. Commanding Officer's Comments:

I. M. COMMANDER