



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

IN REPLY REFER TO
BUMEDINST 1650.5
BUMED-M3
5 Dec 2014

BUMED INSTRUCTION 1650.5

From: Chief, Bureau of Medicine and Surgery

Subj: INDEPENDENT DUTY CORPSMAN OF THE YEAR AWARD

Ref: (a) SECNAVINST 1650.1H

Encl: (1) Award Submission and Selection
(2) Sample Format for the Independent Duty Corpsman of the Year Package

1. Purpose. To establish guidelines and procedures for the Independent Duty Corpsman of the Year (IDCOY) Award and to recognize outstanding achievements from Independent Duty Corpsmen (IDC) worldwide.
2. Scope. This instruction applies to all activities with assigned IDC in pay grades E-5 through E-7. Each commander, commanding officer, or officer in charge may nominate one IDC from one of the following categories: Submarine IDC, Surface Ship IDC, Expeditionary IDC, and Shore-Based IDC.
3. Background. IDC Navy Enlisted Classification (NEC) codes are as follows: 8402 Submarine Force IDC, 8403 FMF Recon IDC, 8425 Surface Force IDC, and 8494 Deep Sea Diving IDC. These specialist are highly trained enlisted health care providers with clinical and management skills necessary to operate in a forward deployed setting without the direct supervision of a licensed independent practitioner. Whether it is performing clinical medicine at a naval hospital, conducting minor surgeries below the sea, steaming to provide assistance in distant waters or rendering emergency care on the frontlines, IDCs play an integral role to the success of Navy Medicine. The origin of the IDC stems from the Navy's need for advance-trained enlisted medical providers to serve in every climate and location, ensuring warfighters receive high-quality care in all operational environments. The IDCOY Award was established to recognize and encourage notable contributions in the accomplishment of Navy Medicine's mission, by spotlighting the best IDC serving in each community.
4. Policy. The Bureau of Medicine and Surgery (BUMED) will select one IDCOY winner from each of the following categories, based on current job, not NEC based: Submarine IDC, Surface Ship IDC, Expeditionary IDC, and Shore-Based IDC. Nominees must be in pay grades E-5 through E-7, who have been stationed at their parent command for at least 1 year. Personnel previously nominated or awarded as the IDCOY are not precluded from being nominated again. The IDCOY nomination message will be forwarded annually to all major commands to request nominations. Award timeline and submission dates will be per enclosure (1). Enclosure (2)

provides the format for completing the nomination packages. Packages will also include NAVMED 1650/2, Nominating Demographics Information, and NAVMED 1650/3, Nominating Officer Information. Highlighted accomplishments of eligible nominees should include, but are not limited to:

- a. Technical competency and performance while performing independent of a licensed independent practitioner.
- b. Proven excellence in the leadership and management of a medical department.
- c. Well rounded performance as a Sailor performing as a team player throughout their assigned command and beyond.
- d. Contribution to the overall Navy and Marine Corps mission, i.e., deployments, operations, and missions.

5. Responsibility. BUMED IDC program manager will serve as Navy Medicine's principal advocate and sponsor overseeing the conduct of the IDCOY Award program per reference (a), and ensure use of NAVMED 1650/1, Board Appraisal Sheet for grading. Per enclosure (1), all nominations will be submitted via their respective chain of command.

6. Award Categories. The following will be the exact title of each category winner:

- a. Submarine Force IDCOY.
- b. Surface Force IDCOY.
- c. Expeditionary IDCOY.
- d. Shore IDCOY.

7. 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.

9. Forms. NAVMED 1650/1 (10-2014), Board Appraisal Sheet; NAVMED 1650/2 (10-2014), Nominating Demographics Information; and NAVMED 1650/3 (10-2014), Nominating Officer Information is available at: <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.



M. L. NATHAN

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<http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>

AWARD SUBMISSION AND SELECTION

1. Award Timeframe. The IDCOY award package shall refer to the events, contributions, and achievements occurring between 1 May of the preceding calendar year and 30 April of the current calendar year for each cycle of the award.

2. Award Submission. Nominees must have their award packages and required forms submitted in Adobe portable document format (pdf) to the BUMED IDC Program Manager no later than the last Friday of May for each award cycle. Packages will be sent electronically to: BUMED-IDCProgramManager@med.navy.mil or may be hand-carried or mailed to:

Chief, Bureau of Medicine and Surgery
Medical Operations (BUMED-M3B3)
Attn: IDC Program Manager
7700 Arlington Boulevard
Falls Church, VA 22042-5128

3. Awards Board. Upon receipt of all qualified nominations, the BUMED IDC Program Manager will convene an awards board comprised of IDC Master Chiefs representing each NEC community. The awards board will grade and rank each nomination package using NAVMED 1650/1 and forward results to the BUMED IDC Program Manager for review. Proposed winners of each category will be forwarded through the BUMED chain of command to the Deputy Chief, Medical Operations (BUMED-M3), for final approval.

4. Award Notification. IDCOY awardees shall be announced via BUMED message upon completion of the awards board. Winners will be presented with a Flag Letter of Commendation signed by Deputy Chief, Medical Operations (BUMED-M3). If scheduled, awards will be announced and/or awarded in conjunction with the Annual Armed Forces Operational Medicine Symposium or the Navy IDC Educational Symposium held that calendar year.

BUMEDINST 1650.5
5 Dec 2014

**SAMPLE FORMAT FOR
INDEPENDENT DUTY CORPSMAN OF THE YEAR AWARD PACKAGE**

**DEPARTMENT OF THE NAVY
USS NEVERSAIL (DDG 00)
FPO AP 96667-1291**

From: Commanding Officer, USS NEVERSAIL (DDG 00)
To: Independent Duty Corpsman of the Year Selection Board, Bureau of Medicine and Surgery, Medical Operations (BUMED-M3B3)

Subj: INDEPENDENT DUTY CORPSMAN OF THE YEAR AWARD NOMINATION
ICO HMC(SW/FMF) JOHN B. DOE, USN

Ref: (a) BUMEDINST 1650.5

Encl: (1) Sample Biography
(2) Sample Narrative
(3) Nominee Demographic Information, NAVMED 1650/2
(4) Nominating Officer Information, NAVMED 1650/3

1. Per reference (a), HMC(SW/FMF) John B. Doe is hereby nominated for the (CATEGORY) Independent Duty Corpsman of the Year Award. Enclosures (1) through (4) are submitted for consideration.

2. HMC(SW/FMF) Doe's service to the Navy, to USS NEVERSAIL, and to his shipmates ultimately lies in the sustained superior performance of his duties as NEVERSAIL's Senior Medical Department Representative/Independent Duty Corpsman. To put it bluntly, there is no other Independent Duty Corpsman that I would want onboard my ship! My crew could not be in better hands under his expert care. Every inspection of his department is conducted with confidence and completed with style. His actions have resulted in NEVERSAIL receiving accolades from numerous superiors. The definitive proof of his numerous successes is in the metrics and in the overall health of my Sailors. He is the consummate professional and has earned my complete trust and confidence!

3. It would be very easy for him to stay in the ship's medical office and only venture to the Bridge when there were Medical drills occurring. Chief Doe demanded to stand watch on the Bridge! His watches are not just a one-time event; he continued to perform these additional duties even during his preparations for two Surface Force Medical Readiness Inspections. Furthermore, he has quickly established himself as one of my most trusted watch standers, excelling as Junior Officer of the Deck during NEVERSAIL's Harbor Navigation Package drills and Underway Replenishments. He has become a highly proficient ship handler and will certainly qualify as one of my Officers of the Deck-Underway in short order.

J. P. BOONE

Enclosure (2)

SAMPLE BIOGRAPHY
(One Page Only)

HMC(SW/FMF) Doe, John B.

Chief Doe was born in Bainbridge, Maryland. He entered the Navy on 15 February 1992. After completing boot camp and Hospital Corps "A" School in November 1992, he reported to Naval Hospital, Somewhere, Texas.

In 1995, he reported for duty aboard the USS HOMEPOR (DDG 66) which was home ported in Norfolk, Virginia. Subsequently he has served at Naval Hospital, Anywhere. Upon completion of that tour, in 2001 he attended Surface Force Independent Duty Corpsman "C" School in San Diego. Upon graduation, he transferred to the USS ADMIRAL (AS 02). In 2006, he attended Field Medical Service School, Camp Lejeune and is now serving with the Second Marine Division.

While assigned to the Second Marine Division, Chief Doe was promoted to the rank of First Class Petty Officer. Upon completion of his Fleet Marine Force tour he reported for duty at the National Naval Medical Center, Bethesda, Maryland. While assigned to Bethesda, he dedicated himself to the completion of a Bachelor of Science Degree in Biology, graduating from George Washington University in May 2010.

In August of 2010, he was assigned to the USS CONTINUOUS OPS (CVN 82) where he was promoted to his present rank and obtained his designation as a Surface Warrior. Chief Doe is now assigned as the Senior Medical Department Representative and Leading Chief Petty Officer, Executive Department, onboard USS NEVERSAIL (DDG 00).

Chief Doe's personal decorations and military awards include: The Joint Service Commendation Medal, Navy and Marine Corps Commendation Medal, Navy and Marine Corps Achievement Medal (2 Awards), Good Conduct Medal (4 Awards), Navy Unit Commendation, Meritorious Unit Commendation, National Defense Service Medal, Southwest Asia Service Medal, and Sea Service Deployment Ribbon (5 Awards).

SAMPLE NARRATIVE
(Three page limit)

HMC(SW/FMF) Doe, John B.

SPECIFIC ACHIEVEMENTS:

Technical competency and performance while performing independent of an licensed independent practitioner:

HMC(SW/FMF) John B. Doe has expertly and painstakingly managed every aspect of the medical care for over 300 NEVERSAIL Sailors for 18 months. He always makes mission accomplishment his number one goal and it is this priority that drives him every day. He made an immediate positive impact on NEVERSAIL by turning a troubled medical department with 30 percent readiness to exceed the Surface Force mandated 90 percent individual and material readiness requirements in an unprecedented 6 months. His continued efforts allowed NEVERSAIL to deploy with 100 percent Individual Medical Readiness. Under his thoughtful guidance, NEVERSAIL has been recognized (for ships without a Dentist) with the best Dental Readiness on the Norfolk waterfront. He consistently receives near perfect monthly reviews from both his Physician Supervisor and the Regional Support Office Independent Duty Corps (IDC) Supervisor. This led his Physician Supervisor to state that Chief Doe is undoubtedly the "Best of 12 IDCs for whom he is responsible." Chief Doe was singularly responsible for revitalizing both the command physical fitness and weight-loss training programs. He was instrumental in the development and implementation of the NEVERSAIL Health Promotion Council. The Health Promotion Council focuses on every aspect of life on NEVERSAIL and seeks out and develops opportunities to improve the quality of life for Sailors. Through his leadership on the council, he developed and implemented a matrix to track health-related incidents. By compiling data, the command could more easily identify commonalities between accidents and help prevent future incidents. HMC(SW/FMF) Doe's leadership as the Medical Training Team leader ensures that the crew of NEVERSAIL is fully prepared both mentally and physically, to handle any possible medical casualty. During the 2006 Training Cycle, Chief Doe applied real-world experiences from USS COLE's IDC to support training and operational realism of NEVERSAIL's training regimen, so all watch stations were receiving the most effective training. He made it a personal point to emphasize to the members of the Medical Training Team that the drilling scenarios had to be challenging and as real as possible.

Proven Leadership and Management of a Medical Department:

The results of Chief Doe's determined efforts are both measurable and impressive. Some of the more significant achievements his department attained under his leadership are: earning a grade of 100 percent and certifying the Medical Department during Unit Level Training Readiness Sustainment. During the Surface Force Medical Readiness Inspections for 2006 and for pre-Assessment (ULTRA) for Certification and receiving a 92.5 percent grade during the ULTRA for deployment in 2007, the inspectors noted that NEVERSAIL's medical readiness was among the very top in Norfolk. These scores included a 97.6 percent and 100 percent respectively. The

Senior Medical Inspector was so impressed with the results, that he recommended that Chief Doe assume his duties upon the completion of his tour on NEVERSAIL. Additionally, he also improved the ships Authorized Medical Allowance List inventory from 87 percent to a near perfect 99.8 percent. Ultimately his leadership and management of NEVERSAIL's Medical Department and, more importantly, the care he gave to his Sailors enabled NEVERSAIL to earn consecutive Force Commander Unit Wellness Award (Green H) in 2011 and 2012. While command awards are important to Chief Doe, his real and ultimate focus is his Sailors, of particular note is that he makes himself available to provide care and treatment for injured or sick Sailors during his infrequent off duty hours.

Well rounded performance as a Sailor performing as a team player outside of the medical department:

Chief Doe is a true team player and a valuable asset to any mission NEVERSAIL is assigned. In addition to his highly demanding duties as the command's Senior Medical Department Representative/Independent Duty Corpsman and the Executive Department Leading Chief Petty Officer, he is well on his way to qualifying as Officer of the Deck-Underway. He has safely and effectively conned the ship during countless routine and special evolutions. He is a proactive trainer of Sailors. When not leading the Medical Training Team through drills, Chief Doe is an integral member of NEVERSAIL's Damage Control Training Team. He is qualified to initiate various casualties as well as observe and assess personnel assigned to both fire and flooding boundaries. These qualifications fall well outside the purview of an Independent Duty Corpsman's responsibilities. As such, Chief Doe has been nominated for the prestigious USS CONSTITUTION's George Sirian Meritorious Service Award for calendar year 2012. The care he provides for his Sailors does not stop at the door to Medical. He sought even more responsibility and volunteered to assume the duties as the Command Education Services Officer. As the Education Services Officer, he successfully coordinated, proctored, and processed exams for over 200 Sailors through five advancement exam cycles. Additionally, he coordinated instructor-led and customer-based PACE courses throughout a Selected Restricted Availability and a deployment. His endeavors enabled over 100 Sailors to make progress towards attainment of a college degree. As a testament to his competence and surface warfare expertise, he was hand-picked from among 20 of his peers to be one of three duty section leaders while NEVERSAIL is deployed to the Commander, U.S. Fifth Fleet and Commander, Seventh Fleet areas of responsibility.

Contributions to overall Navy and Marine Corps missions; i.e., deployment, operations, and missions:

As a result of his tireless efforts, NEVERSAIL's Medical Department was selected by the Naval School of Health Sciences to provide hands-on training for over 20 prospective IDC. The school did not place just any student under his care. Every one of them was in the top 10 percent of their class and sent to NEVERSAIL to learn from the very best. The real world experiences these students garnered from Chief Doe have set the bench mark for their future careers as IDC.

Other considerations:

HMC(SW/FMF) Doe is a hands-on, proactive leader whose untiring approach to the motivation of the younger Sailors is unparalleled. He is by far the number one chief petty officer onboard USS NEVERSAIL, and the perfect candidate for selection as the Independent Duty Corpsman of the Year. He qualified Enlisted Surface Warfare Specialist within his first 10 months and was still able to bring NEVERSAIL's medical readiness to over 90 percent in the same period. That was not enough for him as he then inspired two of his Sailors to earn their enlisted qualifications. A leader and a catalyst within the Chief Petty Officer Mess, he coordinated NEVERSAIL's participation in the Surface Force Chief's Pride Day. He is a pragmatic, inspiring leader that never loses focus on the mission and the Sailor. Fit and trim, his military bearing and uniform appearance are always impeccable. He is additionally making time for his own professional development by actively participating in PACE courses while deployed. He has served on numerous Enlisted Surface Warfare Specialist, Disciplinary Review Board, and Sailor of the Quarter boards. He is actively involved in the personal and professional growth of his Sailors. His subordinates have been selected as Destroyer Squadron FOURTEEN's Junior Sailor of the Quarter, NEVERSAIL's Junior Sailor of the Year, and NEVERSAIL's Blue Jacket of the Year. His departmental retention statistics are among the highest on the ship. Chief Doe volunteered to lead NEVERSAIL's efforts in the Navy and Marine Corps Relief Society Fund Drive. He directly supervised 11 personnel in raising over \$9,000.00 for this worthy cause. HMC(SW/FMF) Doe is an extraordinary leader who embodies the Navy's Core Values. His dynamic leadership and can-do attitude are both catalytic and infectious. He is doing it all on USS NEVERSAIL. He is a brilliant leader whose ability to teach is matched only by his desire to improve USS NEVERSAIL and her crew. Chief Petty Officer Doe is the model Sailor and is the most qualified candidate for this prestigious award.