



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

IN REPLY REFER TO
BUMEDINST 5305.3A CH-1
BUMED-M4
7 Nov 2014

BUMEDINST 5305.3A CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY MEDICAL LOGISTICS AWARDS PROGRAM

Encl: (1) Revised page 5 of the basic instruction

1. Purpose. To include new award categories in the forms used to nominate and score potential awardees. To update page 5 of the instruction by changing the revision date of NAVMED 5305/2 (11-2010), Individual Award Nomination and NAVMED 5304/4 (11-2010), Logistics Award Score Sheet.
2. Action. Remove page 5 of the instruction and replace with enclosure (1) of this change transmittal.
3. Retain. For record purposes, keep this change transmittal in front of the basic instruction.

A handwritten signature in black ink, appearing to read "M. L. Nathan", is positioned above the printed name.

M. L. NATHAN

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7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 5305.3A
BUMED-M4
23 Sep 2013

BUMED INSTRUCTION 5305.3A

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY MEDICAL LOGISTICS AWARDS PROGRAM

Ref: (a) OPNAVINST 5305.8C

Encl: (1) Commander Robert A. Edgar Biography
(2) Sample Letter of Commendation
(3) Sample Award Nomination Package

1. Purpose. Naval Medical Logisticians are doing a tremendous job planning, obtaining, and maintaining the required equipment, consumables, and services necessary for the effective and efficient delivery of healthcare support throughout the Navy and Marine Corps. By recognizing and encouraging notable contributions, the Bureau of Medicine and Surgery (BUMED) Medical Logisticians Awards Program seeks to honor and distinguish the officer, enlisted, and civilian members within the logistics community for their outstanding contributions. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUMEDINST 5305.3.

3. Scope. These special recognition awards will be bestowed annually to individuals and a team who epitomize logistics professionalism and excellence. Nominees may be involved in any or all phases of Navy Logistics from early life-cycle planning to in-service logistics support. Contributions must occur in the calendar year prior to when the award is to be given.

4. Policy

a. It is BUMED's policy to annually recognize military members and Federal Government civilian employees for their achievement of significant contributions in the field of medical logistics.

b. Navy military and Federal Government civilian personnel currently working in the area of medical logistics may be nominated per this instruction. Personnel may not be re-nominated for an award if they have received it within the past 3 years.

c. At the conclusion of the awards process, BUMED will forward a message to all commands identifying the award winners. Each winner will be appropriately recognized.

d. Additionally, award winners may be submitted for consideration for additional recognition per reference (a). The BUMED Medical Logistics Awards Program Review Board will review all submissions and make a recommendation for BUMED endorsement.

5. Responsibilities

a. The Director of Medical Logistics (BUMED-M42), BUMED will appoint Board membership, serve as chairman, manage the awards program, and act as the overall advocate for the awards program.

b. The Board for the officer, civilian, and team categories is recommended to consist of four active duty personnel and one civilian representative from: BUMED-M42, BUMED-M82, Naval Medical Logistics Command, and the Assistant Deputy Chief (ADC) of another BUMED-M code. The Director of Medical Logistics, BUMED-M42, will contact the Enlisted Technical Liaison for Bio-Medical Engineering to solicit recommendations for the most qualified Board members for the enlisted categories. The Board will convene annually to evaluate nominations, select awardees, and make awardee recommendations for submission per reference (a).

c. Each award has been established to recognize an individual or team for outstanding accomplishment and performance of duty during the preceding calendar year. The Board will choose one overall selection per award category. Awards approved for the BUMED Logistics Awards Program will be presented by BUMED at a general assembly during the annual Logistics Training Symposium or similar group meeting. If the Symposium or group meeting cannot be held, award winners will be notified separately.

6. Awards Categories and Types. The following categories recognize individuals and teams whose contributions have significantly supported the Navy medical logistics mission, have promoted innovative ideas and concepts that resulted in substantial and quantifiable benefits to the Navy, and have enhanced the logistics profession. Nominees may be involved in any or all phases of Navy medical logistics. Specifically, they will be scored on their leadership and management ability, technical expertise, organizational support and responsiveness, material and cost savings, procedural enhancements, and contributions to audit readiness efforts. A personalized plaque will be awarded to the individual and team.

a. Officer Individual Achievement Awards (For Subspecialty 1802 and 3121 Logistics Officers):

(1) The CDR Robert A. Edgar Award for Military Operational Medical Logistician of the Year for achievements in support of or in an operational environment. CDR Edgar's biography is in enclosure (1).

(2) The Senior Shore-Based Medical Logistician of the Year Award for achievements performed at a medical activity or specialty command. This award is designed for military officers with a rank of Lieutenant Commander and above.

(3) The Junior Logistician of the Year Award for achievements performed in an operational environment, at a medical activity or specialty command. This award is designed for military officers with a rank of Ensign to Lieutenant.

b. Enlisted Individual Achievement Award. Enlisted Supply Technician of the Year Award for achievements in support of or in an operational environment, medical activity, or specialty command. Nominations for this category should include a draft Letter of Commendation (see enclosure (2) for a sample). This award is recommended for nominees with a rank of E-6 and below.

c. Bio-Medical Equipment Technician Individual Achievement Awards:

(1) Operational Bio-Medical Equipment Technician of the Year for achievements in an operational environment. This award is designed to recognize enlisted personnel and is recommended for those with a rank of E-6 and below. Nominations for this category must include a draft Letter of Commendation (see enclosure (2) for a sample).

(2) Shore-Based Bio-Medical Equipment Technician of the Year for achievements in an institutional environment. This award is designed to recognize enlisted personnel and is recommended for those with a rank of E-6 and below. Nominations for this category must include a draft Letter of Commendation (see enclosure (2) for a sample).

d. Federal Government Civilian Individual Achievement Awards:

(1) Civilian Bio-Medical Equipment Technician of the Year for achievements performed at a medical activity or specialty command. This award is designed to recognize Federal Government civilians, including foreign national employees.

(2) Civilian Equipment Manager of the Year for achievements performed at a medical activity or specialty command. This award is designed to recognize Federal Government civilians, including foreign national employees.

(3) Civilian Medical Logistician/Supply Technician of the Year for achievements performed at a medical activity or specialty command. This award is designed to recognize Federal Government civilians, including foreign national employees.

(4) Civilian Contracting Officer Representative of the Year for achievements performed at a medical activity or specialty command. This award is designed to recognize Federal Government civilians, including foreign national employees.

(5) Civilian Acquisition Professional of the Year for achievements performed at a medical activity or specialty command. This award is designed to recognize Federal Government civilians, including foreign national employees.

e. Best Business Process Team Achievement Award:

(1) A team is defined as a group brought together to perform a specific task or goal.

(2) This award is for outstanding team performance and is designed to recognize a team whose accomplishments aid in the advancement of medical logistics functions, contributed to the achievement of outstanding medical logistics business process improvements such as: reduced procurement action lead times, improved influx of contracting, staffing efficiencies, improved acquisition planning processes, improved equipment inventory procedures, life-cycle management, operational readiness in a deployed setting, Lean Six Sigma accomplishments, etc.

7. Nomination Packages

a. All award nominations must be results oriented and focused on performance, mission accomplishment, team building and leadership. Consider other awards and recognition received, significant individual accomplishments, material and cost savings, process and procedural enhancements, command and career community involvement, and innovative problem solving. Also consider job performance, management ability, acceptance of responsibility, technical expertise, unusual job assignments, job effectiveness, unique job achievements, organizational responsiveness, and support to deploying or deployed operations. Each package must clearly state the intended submission category and be signed by the nominating commander, commanding officer, or officer in charge. A sample award nomination package can be found in enclosure (3).

b. Nomination packages for individuals shall include a completed NAVMED 5305/2, Individual Award Nomination, and a draft Letter of Commendation for enlisted nominees.

c. Nomination packages for team awards shall include a completed NAVMED 5305/3, Team Award Nomination.

8. Action. Submit all award nomination packages to BUMED-M42 no later than 1 March via eKM, mail, or fax (703) 681-5412, DSN 761-5412.

Mailing address is:

Bureau of Medicine and Surgery (BUMED-M4)
7700 Arlington Blvd, Ste 5129
Falls Church, VA 22042-5129

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

10. Forms. The following NAVMED forms are available at:
<http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.

- a. NAVMED 5305/2 (Rev. 10-2014), Individual Award Nomination.
- b. NAVMED 5304/4 (Rev. 10-2014), Logistics Award Score Sheet.



M. L. NATHAN

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Commander Robert A. Edgar Biography

Commander Robert Allan Edgar
Medical Service Corps
United States Navy

Commander Robert A. Edgar was born in Nampa, Idaho on April 22, 1952 and raised in Phoenix, Arizona. He is the son of Walter and Charlotte Edgar of Sitka, Alaska. He received his Associates Degree in Bio-Medical Equipment Maintenance from Regis College in Denver, Colorado (1981), his Bachelors Degree of Arts from Columbia College, Columbia, Missouri (1994), his Masters of Science from the University of Arkansas, Fayetteville, Arkansas (1995), and a Masters of Arts in National Security and Strategic Studies from the Naval War College, Newport, Rhode Island (2003).

Commander Edgar began his Navy Career as a Hospitalman in 1975. Following Hospital Corps School, his first tour of duty was at Naval Medical Center, San Diego (1975-1978). Subsequent tours included Naval Hospital, Bremerton (1978-1980), Naval Hospital, Yokosuka (1981-85), and Port Hueneme Clinic (1985-1986). He achieved the rank of Chief Petty Officer on September 17, 1985 and was later commissioned in May 1996 as an Ensign in the Medical Service Corps. His first tour as an Officer was at the Bureau of Medicine and Surgery, Washington, DC as the Head, Equipment Maintenance and Repair Branch (1986-1989). His other tours included Department Head, Contract Division/Materials Management Naval Hospital Jacksonville, Florida (1989-1993); Head of Integrated Logistics Department Naval Hospital Millington, Tennessee (1993-1996); Commanding Officer, Medical Logistics and Headquarters and Service Company 3D FSSG, Okinawa, Japan (1996-2000); Director, Naval Expeditionary Medical Support Systems at Naval Medical Logistics Command, Frederick, Maryland (2000-2002); Naval War College, Newport, Rhode Island (2002-2003). He reported to Headquarters Marine Corps in June 2003.

Commander Edgar's awards include the Meritorious Service Medal, Joint Commendation Medal, Navy Commendation Medal, Navy Achievement Medal (3 awards), and the Good Conduct Medal (2 awards).

SAMPLE LETTER OF COMMENDATION

The Chief, Bureau of Medicine and Surgery
takes great pleasure in presenting to

JOHN E. DOE

LETTER OF COMMENDATION

In Recognition for Services as set forth herein

On the occasion of your outstanding performance as [Title] for [Activity] from [Start Date] to [End Date/Present].

[Paragraph detailing achievements]

Your dedication, initiative, and professionalism reflect great credit upon yourself and are in keeping with the highest traditions of the United States Navy. Your exceptional initiative, perseverance, and loyal dedication to duty reflected credit upon yourself and are in keeping with the highest traditions of the United States Naval Service. I commend you for a job "Well Done!"

M. L. NATHAN
Vice Admiral, Medical Corps
United States Navy

SAMPLE AWARD NOMINATION PACKAGE

DATE:

From: [Nominating Command Officer]

To: Bureau of Medicine and Surgery (BUMED-M42)
7700 Arlington Blvd, Ste 5129
Falls Church, VA 22042-5129

SUBJ: NOMINATION FOR CY ___ BUREAU OF MEDICINE AND SURGERY
MEDICAL LOGISTICS AWARDS PROGRAM

1. Category (e.g., Junior Logistician of the Year).
2. Name(s) of individual(s) being nominated.
3. Introductory paragraph.
4. Nomination justification, with particular attention paid to scoring categories:
 - a. Leadership and Management Ability.
 - b. Technical Expertise.
 - c. Organizational Support and Responsiveness.
 - d. Material and Cost Savings.
 - e. Procedural Enhancements.
 - f. Contributions to Audit Readiness Efforts.
5. Point of Contact.

[Commanding Officer]