



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

BUMEDINST 12451.4D
BUMED-N11
18 Feb 2025

BUMED INSTRUCTION 12451.4D

From: Chief, Bureau of Medicine and Surgery

Subj: CIVILIAN AWARDS

Ref: (a) 5 CFR Part 451
(b) DoD Instruction 1400.25, Volume 451 of 4 November 2013
(c) DoD Administrative Instruction 29 of 10 August 2018
(d) DON Civilian Human Resources Manual, Subchapter 451.1
(e) DON Civilian Human Resources Manual, Subchapter 451-02
(f) OCHR memo of 29 Sep 2008
(g) SECNAV memo of 15 Jan 2021
(h) SECNAV memo of 4 Feb 2022
(i) ASD (MR&A) memo of 24 April 2018
(j) BUMED HRO Awards Manual of July 2024

1. Purpose. To establish and implement Navy Medicine's (NAVMED) Awards and Recognition Program for NAVMED civilian employees.
2. Cancellation. BUMEDINST 12451.4C.
3. Scope and Applicability. This instruction covers all Federal civilian employees within Budget Submitting Office 18, collectively referred to as "personnel."
4. Policy. The awards program described in this instruction meets the requirements set forth in references (a) through (i). It is NAVMED's policy to recognize and award top performing individuals and teams whose outstanding accomplishments have been instrumental to the success of NAVMED. Awards will be used for the recognition of workforce accomplishments that are beyond normal expectations as well as for identifying and distinguishing sustained top performers.
5. Responsibilities
 - a. Chief, BUMED (BUMED-N00) will:
 - (1) Establish a command awards and recognition program (hereinafter referred to as awards program) for NAVMED per references (a) through (i), maintain overall authority and responsibility for the program, and provide funding.

(2) Approve, disapprove, and endorse nominations for applicable awards.

(3) Delegate approval authority for all performance rating-based awards up to 10 percent of base pay, not to exceed \$10,000 per individual, to the local activity heads and commanding officers, per approval authority delegated in reference (h).

(4) Delegate approval authority for cash awards, totaling up to \$10,000 per individual, to the local activity heads and commanding officers per approval authority delegated in reference (h).

(5) Endorse or disapprove award amounts from \$10,001 to \$25,000 to the Secretary of the Navy.

b. Director, Civilian Human Resources (BUMED-N11) will:

(1) Provide guidance and oversight for the awards programs ensuring compliance with references (a) through (j). Reference (j) is available at <https://esportal.med.navy.mil/bumed/HRO/EmployeeRDocs/Awards/BUMED%20HRO%20Awards%20Manual.pdf?d=w218791d8016d49929188c55218b15691>.

(2) Issue guidance and procedures to NAVMED for establishing local awards programs while ensuring maximum flexibility to design awards programs' structure and content to meet unique activity needs and reflect individual activity cultures.

(3) Approve, disapprove, and endorse nominations for applicable awards.

(4) Serve as the liaison for NAVMED and Department of the Navy (DON) and Department of Defense (DoD) awards and outside award organizations.

c. BUMED Human Resources Office will:

(1) Provide guidance and oversight for the awards programs ensuring compliance with references (a) through (j).

(2) Issue guidance and procedures to NAVMED activities for establishing local awards programs while ensuring activities have maximum flexibility to design the structure and content of their awards programs to meet unique activity needs and reflect individual activity cultures.

(3) Review awards packages submitted from the echelon 3 commands.

(4) Approve, disapprove, and endorse nominations for applicable awards.

(5) For awards requiring BUMED or higher-level approval, submit completed package for review to the BUMED-N11.

d. Echelon 3 Commanders will:

- (1) Endorse or disapprove nominations for applicable awards.
- (2) Endorse or disapprove monetary award amounts from \$10,001 to \$25,000.
- (3) For awards requiring BUMED or higher-level approval, forward the nomination and its entire submission package electronically to their servicing BUMED HRO Satellite Office. Microsoft Word or other editable versions must be included.

e. Commanding Officers, Officers in Charge, and Activity Heads will:

- (1) Manage the daily administration of their activity awards program, serving as the focal point for the receipt, dissemination, review, and control of award nomination requirements, justifications, guidelines, and submissions.
- (2) Approve, disapprove, or endorse nominations for applicable award.
- (3) Submit applicable awards for endorsement.
- (4) For awards requiring BUMED or higher-level approval, forward the nomination and its entire submission package electronically to their echelon 3 command. Microsoft Word or other editable versions must be included.
- (5) Maintain a record of employee award history, if not maintained elsewhere (e.g., DCPDS).
- (6) Maintain an inventory of adequate presentation materials for awards.
- (7) Actively promote a culture of recognition in their organization and encourage the submission of nominations for the available awards programs.
- (8) Coordinate all award activities to include developing awards, issuing calls for nominations, nominating individuals or teams, announcing award winners, conducting award ceremonies, and cancelling awards.
- (9) Develop a Beneficial Suggestion Program ensuring compliance with references (a) through (j).

6. Records Management

- a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant

for Administration, Directives and Records Management Division portal page at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

c. Any unauthorized access or disclosures of controlled unclassified information (CUI) not including personally identifiable information (PII) or protected health information (PHI) report directly to the BUMED or subordinate command security manager. All unauthorized access or disclosures of PII and PHI by teleworking or remote employees should be reported to the appropriate Navy Medicine Privacy Office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N1 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Information Management Control. Reports required in subparagraphs 5c and 5e of this instruction are exempt from reports control, per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.



D. K. VIA

Releasability and distribution:

This notice is not cleared for public release and is available electronically only via the Navy Medicine internal Web site, <https://esportal.med.navy.mil/bumed/directives/>