



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

IN REPLY REFER TO  
BUMEDINST 1650.3C CH-1  
BUMED-M6  
22 May 2018

BUMED INSTRUCTION 1650.3C CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery

Subj: CAPTAIN JOAN DOOLING AWARD FOR INFORMATION PROFESSIONAL  
EXCELLENCE

Encl: (1) Revised page 2

1. Purpose. To inform and change the type of award that will be issued to the winners. In the last sentence of paragraph 6, the type of award has been changed from certificate to a trophy and certificate of recognition.
2. Action. Remove page 2 of the basic instruction and replace with enclosure (1) of this change transmittal.
3. Records Management. Records created as a result of this change transmittal, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
4. Retain. For record purposes, keep this change transmittal in front of basic instruction.

  
TERRY J. MOULTON  
Acting

Releasability and distribution:

This change transmittal is cleared for public release and is available electronically only via the Navy Medicine Web site, <http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>.

5. Policy. Navy Medicine has a long-standing tradition of naming awards after recognized leaders in Navy Medicine. Thus, awards such as the Dooling Award spotlight those military and civilian members of the Navy Medicine family for their significant and notable contributions to the improvement of information excellence and the discipline of IM and IT and Informatics during the preceding fiscal year. Bureau of Medicine and Surgery (BUMED) headquarters and BUMED detachments personnel are excluded from being nominated for individual or team awards. Contractors are excluded from being nominated for individual awards but can be recognized in team awards presented to military and civilian leadership. Contributions do not have to be exclusively technical, but could be awarded based on the following criteria: innovation, enterprise impact, clinical impact, cost savings, anticipated and actual outcome, greatest benefit with lowest risk, return on investment, reaction to unexpected events, and level of effort. Further, contributions must be aligned with Navy Medicine's strategic goals. Navy military or civilian personnel supporting the medical, operational, or research communities currently working in the field of IM and IT within the Navy Medicine enterprise, with the exception of BUMED headquarters and BUMED detachment personnel, may be nominated for an appropriate award. Personnel or teams cannot be nominated for an award in any category in which they have received an award during the previous 3-year time period, or for the ongoing effort that they have been previously recognized. Enclosure (2) provides a sample format with special instructions for completing and submitting individual Dooling Award recommendations. Enclosure (3) provides a sample format with special instructions for completing and submitting team Dooling Award recommendations.

6. Responsibility. Assistant Deputy Chief of BUMED for Information Management and Technology, (BUMED-M6) will serve as BUMED's principal advocate and sponsor overseeing the conduct of the Dooling Award program. Each October, Field Activities and Navy Medicine regions will be solicited to submit nominations for personnel deserving recognition per the award criteria and guidance. All nominations will be submitted via their respective chain-of-command, to include their respective regional information systems officer. Upon receipt of all qualified nominations, the BUMED M6 will convene an Awards Board composed of the IM and IT leadership in support of Navy Medicine to review candidates. The Awards Board will use, as guidelines for selecting winners, criteria denoted in references (a) through (d). The proposed winners of each category (see paragraph 7 for category descriptions) will be forwarded through the BUMED chain of command to the Chief, BUMED for final approval. During the annual Defense Health Information Technology Symposium, the Chief, BUMED, or the designee, together with the BUMED-M6 must preside over an awards ceremony at where the CAPT Joan Dooling Award category winners are presented with a trophy and certificate of recognition (signed by Chief, BUMED).

7. Award Categories. The following specific Information Professional Awards are established:

a. Information Professional Operational Team of the Year. This award will be given to the team that supports the Navy Medicine enterprise, with the exception of BUMED headquarters and BUMED detachment personnel, and demonstrates the ability to work and develop a product



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IN REPLY REFER TO  
BUMEDINST 1650.3C  
BUMED-M6  
18 May 2017

BUMED INSTRUCTION 1650.3C

From: Chief, Bureau of Medicine and Surgery

Subj: CAPTAIN JOAN DOOLING AWARD FOR INFORMATION PROFESSIONAL  
EXCELLENCE

Ref: (a) DoD 1400.25-M of 1 December 1996  
(b) OPNAVINST 1650.8D  
(c) 10 U.S.C. 1124  
(d) SECNAVINST 1650.1H

Encl: (1) Captain M. Joan Dooling Biography  
(2) Sample Format Individual Award Recommendation  
(3) Sample Format Team Award Recommendations

1. Purpose. To recognize individuals and teams that support the Navy Medicine medical, operational, and research communities for their innovative contributions and outstanding accomplishments in the functional or technical areas of Information Management (IM)/Information Technology (IT).

2. Cancellation. BUMEDINST 1650.3B.

3. Scope. This instruction applies to military and civilian personnel within Navy Medicine activities who provide support for the IM/IT medical, operational, or research communities in connection to patient care.

4. Background

a. Navy Medicine officers, enlisted, and civilian personnel play a critical role in delivering health care to eligible beneficiaries through the use of IT. As health care continues to advance, the role of enterprise IT and informatics professionals grows exponentially. The evolution and deployment of the electronic health record is a clear example of the role of IM/IT in Navy Medicine.

b. The Captain Joan Dooling Award for Information Professional Excellence was established to recognize and encourage notable contributions in accomplishing Navy Medicine's mission by spotlighting the outstanding contributions of individuals or teams of individuals in the IM/IT medical, operational, and research communities. Captain Dooling exemplified those characteristics with her groundbreaking efforts in the field of IM/IT supporting Navy Medicine's mission. Enclosure (1) provides the biography of Captain Dooling.

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a. Information Professional Operational Team of the Year. This award will be given to the team that supports the Navy Medicine enterprise, with the exception of BUMED headquarters and BUMED detachment personnel, and demonstrates the ability to work and develop a product

in support of the overall mission of the operating forces supported by Navy Medicine. The nomination must demonstrate how the team provides exceptional quality IT and/or informatics support to advance our mission and strategic initiatives as outlined in the Navy Medicine Strategic Plan.

b. Information Professional Team of the Year. This award will be given to the team that supports the Navy Medicine enterprise, with the exception of BUMED headquarters and BUMED detachment personnel, and identifies a unique enterprise-wide solution for the Navy Healthcare Delivery System that can be utilized as an enterprise solution for Navy Medicine. The nomination must demonstrate how the team provides exceptional quality IT and/or informatics contributions in support of our mission and strategic initiatives as outlined in the Navy Medicine Strategic Plan.

c. Information Professional Officer of the Year. This award is designed to recognize an officer supporting the Navy Medicine enterprise, with the exception of BUMED headquarters and BUMED detachment personnel, who makes innovative IM/IT and/or informatics contributions to advance Navy Medicine's mission across the enterprise. Development of site-specific or unique program changes will not be considered.

d. Information Professional Enlisted Member of the Year. This award is designed to recognize an enlisted member supporting the Navy Medicine enterprise, with the exception of BUMED headquarters and BUMED detachment personnel, who makes innovative IM/IT and/or informatics contributions to advance Navy Medicine's mission across the enterprise. Development of site-specific or unique program changes will not be considered.

e. Information Professional Civilian Member of the Year. This award is designed to recognize a civilian employee supporting the Navy Medicine enterprise, with the exception of BUMED headquarters and BUMED detachment personnel, who makes innovative IM/IT and/or informatics contributions to advance Navy Medicine's mission across the enterprise. Development of site-specific or unique program changes will not be considered.

f. Information Professional Clinical Informaticist of the Year. This award is designed to recognize an officer, enlisted member, or civilian employee supporting clinical informatics within the Navy Medicine enterprise, with the exception of BUMED headquarters and BUMED detachment personnel, who makes innovative clinical informatics contributions to advance Navy Medicine's mission across the enterprise. Development of site-specific or unique program changes will not be considered.

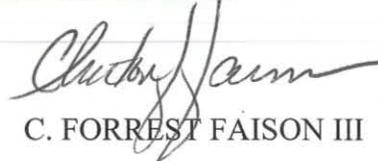
g. Information Professional Lifetime Achievement Award. This award is designed to recognize an officer, enlisted member, or civilian employee, to include BUMED headquarters and BUMED detachment personnel, who made significant IM/IT contributions within the Military Health System over the course of a career.

18 May 2017

8. Review and Effective Date. Per OPNAVINST 5215.17A, this instruction will be reviewed annually on the anniversary of its effective 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 automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

9. Records. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1 of January 2012.

10. Sample Format. Enclosures (2) and (3) are provided in Word format at:  
<http://www.med.navy.mil/directives/Pages/SampleFormats.aspx>.



C. FORREST FAISON III

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site: <http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>.

CAPTAIN M. JOAN DOOLING  
BIOGRAPHY

Captain M. Joan Dooling was born in Oklahoma City, Oklahoma. She received her Bachelor of Science degree in Biology at Saint Louis University in St. Louis, Missouri, in 1969. She entered the Medical Service Corps in November 1974 through the Navy Direct Service Procurement Program while enrolled in the Washington University School of Medicine Masters Program in Health Care Administration in St. Louis. In May 1976, following her administrative internship at Deaconess Hospital, she was awarded her Master's Degree with honors in Automated Health Care Management Systems as her specialty area.

Captain Dooling was assigned to the Naval Regional Medical Center in Memphis, Tennessee where she implemented the prototype Automated Outpatient Workload Reporting System (U.S. Navy Medicine, Vol. 71, March 1980). Subsequent duty stations included the Bureau of Medicine and Surgery (BUMED) Health Care Planning and Analysis Division and the Naval School of Health Sciences where as a faculty member she successfully introduced into the core curriculum the concepts of patient health care supported by distributed databases and networked computer systems. She was selected for the carrier-based medical department information systems analysis/automation study conducted aboard the USS John F. Kennedy (CV-67) in July 1980. Subsequent Department of Defense (DoD) assignments included the Armed Forces Institute of Pathology and the Uniformed Services University of the Health Sciences where she continued to lay the groundwork for automated patient data flow between all service medical facilities using open systems architectures.

On 4 August 1987, Captain Dooling assumed duties as the Special Assistant for Planning at the Naval Medical Information Management Center (NMIMC) and was designated as the Senior Project Officer for the Medical Command Office Automation Project (MED-OA). In this capacity, she rapidly shifted the project life cycle management to an Abbreviated Systems Decision Paper outlining the use of existing DoD standardized protocols and commercially available open systems technologies available for rapid deployment to BUMED and CONUS/OCONUS commands using already available Navy and DoD contracts. Electronic mail was immediately implemented between the Surgeon General's office and all medical facility command offices in support of Persian Gulf War requirements. She was assigned as NMIMC Head, Information Systems Directorate to coordinate all BUMED and field support for MED-OA and oversee mainframe integration with the open systems architecture. Captain Dooling was assigned as the transitional Project Manager for the DoD Composite Health Care System/ Executive Agency in December 1995. She retired from military service in August 1997.

BUMEDINST 1650.3C  
18 May 2017

SAMPLE FORMAT  
INDIVIDUAL AWARD RECOMMENDATIONS

1650  
Ser 00/

From: Submitting Command  
To: Captain Joan Dooling Awards Board  
Via: Chain of Command

Subj: NOMINATION OF (RANK/GS/WG, NAME, JOB SPECIALITY/SERIES) FOR  
INDIVIDUAL INFORMATION PROFESSIONAL AWARD

Ref: (a) BUMEDINST 1650.3C

Encl: (1) Summary of Performance  
(2) Summary of Action (for Awards Program)

1. Per reference (a), (Nominee) is nominated for the (Appropriate Information Professional Award) as recognition for (brief description of performance, contribution to command, Navy Medicine, etc., or words to that effect). Notable accomplishments over the past year, or throughout nominees' career for lifetime achievement award, are detailed in enclosures (1) and (2).

2. Point of contact information: (nominating unit address, point of contact telephone number, and e-mail address to be contacted if questions arise about package).

Commanding Officer  
Signature Block

Enclosure (2)

SUMMARY OF PERFORMANCE

The summary of performance will be submitted in narrative form using 12-pitch Times New Roman font and will not exceed three pages in length.

The summary of performance is critical to the consideration of the nominee's package and will support the nominee's qualification for the award. A nominee's record will not be reviewed therefore, only information provided in the package will be available to the board. The content of this section should be consistent with that of a typical award recommendation summary of action.

The summary of performance should include an introduction that encapsulates in a single paragraph the justification for nomination (the particular act(s) for which the nominee has been nominated either throughout the year for individual awards or over the career for lifetime achievement awards) and a summary of events that expands upon the introduction and discusses the nominee's performance during the award period in greater detail.

SUMMARY OF ACTION

1. The summary of action or proposed citation will be submitted in narrative form using 12-pitch Times New Roman font and will not exceed one page in length.
2. The summary of action is critical to the consideration of the nominee's package and will be used for the Awards Program. The content of this section should be consistent with that of a typical award recommendation summary of action. The example below is provided as reference for an individual achievement award:

“For meritorious service in the superior performance of his or her duties while serving as Deputy Program Manager for Theater Medical Information Program Maritime (TMIP-M)/SNAP Automated Medical System (SAMS), and Medical Liaison at Space and Naval Warfare Systems Center Norfolk (SSCN), VA from January 2010 to December 2010. (Nominee) led the initiative to conduct the first ever afloat testing of TMIP-M during Trident Warrior 07. This critical milestone achievement enables Navy Medicine's TMIP Program Office to align with the joint community in deployment of the DoD Standard Electronic Health Record. Through flawless execution of (nominee's) program manager duties, he or she revitalized the TMIP-M Program. His or Her tireless efforts resulted in a renewed confidence across the operational forces in this critical technology. (Nominee's) exceptional professional ability, steadfast initiative, and selfless dedication to duty reflect great credit upon himself or herself and upheld the highest traditions of the United States Naval Service.”

3. The Summary of Action is critical to the consideration of the nominee's package and will be used for the Awards Program. The content of this section should be consistent with that of a typical award recommendation summary of action. The example below is provided as reference for the lifetime achievement award:

“For meritorious service in the superior performance of his career while serving the Navy and Marine Corps, over their career. (Nominee) served in numerous positions directly impacting, influencing, and innovating the Information Management/Information Technology program within the Military Health System. (Nominee) played a significant role in developing the Navy Medicine Information Management/Information Technology Governance process for new innovative technology and formalized the process to get it to the field. (Nominee) spearheaded the change from paper chits/scripts to an automated system - significantly reducing patient safety issues and created permanent records of prescriptions dispensed to beneficiaries. (Nominee) transitioned the Medical and Dental Healthcare Treatment facilities to the fully automated Composite Healthcare System, then to the Armed Forces Health Longitudinal Technology Application, and was a major contributor for the Military Health System GENESIS transition. (Nominee's) patience and extraordinary insight allows him or her to impart unique skills that are beneficial to all those around him or her. (Nominee's) exceptional professional ability, steadfast initiative, and selfless dedication to duty reflected great credit upon himself or herself and upheld the highest traditions of the United States Naval Service.”

BUMEDINST 1650.3C  
18 May 2017

SAMPLE FORMAT  
TEAM AWARD RECOMMENDATION

1650  
Ser 00/

From: Submitting Command  
To: Captain Joan Dooling Awards Board  
Via: Unit/Organization Chain of Command

Subj: NOMINATION OF TEAM FOR INFORMATION PROFESSIONAL AWARD

Ref: (a) BUMEDINST 1650.3C

Encl: (1) Summary of Team Performance and Accomplishments  
(2) Summary of Action (for Awards Program)  
(3) Letters of Recommendation from Supported Commanders (Optional)

1. Per reference (a), (Team) is nominated for the (Appropriate Information Professional Award) as recognition for (brief description of performance, contribution to command, Navy Medicine, etc., or words to that effect). Notable accomplishments over the past year are detailed in enclosures (1) through (3).

2. Point of contact information: (nominating unit address, point of contact telephone number, and e-mail address to be contacted if questions arise about package).

Commanding Officer  
Signature Block

Enclosure (3)

SUMMARY OF TEAM  
PERFORMANCE AND ACCOMPLISHMENTS

The summary of team performance and accomplishments will be submitted in narrative form using 12-pitch Times New Roman font and will not exceed three pages in length. It should cover events that took place during the period of eligibility.

The summary of team performance and accomplishments is critical to the consideration of the team's package and will support the team's qualification for the award. Individual team records will not be reviewed therefore, only information provided in the package will be available to the board. The content of this section should be consistent with that of a typical award recommendation Summary of Action.

The summary of team performance and accomplishments should include an introduction that encapsulates in a single paragraph the justification for nomination (the particular act(s) for which the team has been nominated) and a summary of events that expands upon the introduction and discusses the team's performance during the award period in greater detail.

SUMMARY OF ACTION

The summary of action or proposed citation will be submitted in narrative form using 12-pitch Times New Roman font and will not exceed one page in length.

The summary of action is critical to the consideration of the team's package and will be used for the Awards Program. The content of this section should be consistent with that of a typical award recommendation summary of action. The example below is provided as reference.

For professional achievement in the superior performance of service to Navy and Marine Corps in 2010. The (Team) led the collaborative efforts in bringing Armed Forces Health Longitudinal Technology Application (AHLTA) connectivity to in-port ships, allowing providers to remain shipboard to treat patients, rather than transitioning them to the local medical treatment facility. Additionally, the team also ensured all hospital network servers and software applications were entered into the Defense Automated Document Management System prior to Navy Medicine's deadline resulting in a 17-percent reduction of servers. Utilizing migration activities and upgrade initiatives, the team was able to terminate 35 unapproved software applications and reduce the Bureau of Medicine and Surgery functional area manager inventory by 81 percent. The team's task organization ability, cumulative personal initiative, and loyal devotion to duty, reflected great credit upon themselves and were in keeping with the highest traditions of the United States Naval Service.

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LETTERS OF RECOMMENDATION  
FROM SUPPORTED COMMANDERS (OPTIONAL)

1650  
Ser 00/

From: Submitting Commander  
To: Captain Joan Dooling Awards Board  
Via: Unit/Organization Chain of Command

Subj: RECOMMENDATION OF TEAM FOR INFORMATION PROFESSIONAL TEAM  
AWARD

Ref: (a) BUMEDINST 1650.3C

Encl: (1) Summary of Team Performance and Accomplishments  
(2) Summary of Action (for Awards Program)

1. Per reference (a), I most strongly recommend (Team) for the Information Professional Team of the Year, (CY 2010) for the period 1 January 2010 through 31 December 2010.
2. (Team) consistently fosters cooperation and teamwork not only among the staff of (facility) but across all of Navy Medicine. This team's technical expertise and commonsense approach are crucial to the continued high level of service our staff and customers have come to rely on. They are recognized in our community as experts in Information Technology and data communications. Their professional knowledge, resourcefulness, and dedication to duty have contributed immeasurably to the achievements of (facility). Notable accomplishments over this past year are detailed in enclosures (1) and (2).
3. For additional information, please contact (point of contact) at (telephone number) or (e-mail).

Commanding Officer  
Signature Block