



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

BUMEDINST 1650.3D
BUMED-N6
13 Feb 2025

BUMED INSTRUCTION 1650.3D

From: Chief, Bureau of Medicine and Surgery

Subj: CAPTAIN JOAN DOOLING AWARD FOR INFORMATION PROFESSIONAL
EXCELLENCE

Ref: (a) DoD Instruction 1400.25, Volume 451 of 14 November 2013
(b) SECNAV M-1650.1 of August 2019

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

1. Purpose. To recognize individuals and teams that support the Navy Medicine (NAVMED) readiness mission for their innovative contributions and outstanding accomplishments in the functional or technical areas of information technology (IT), information management (IM), and informatics. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 1650.3C.

3. Scope and Applicability. This instruction applies to military (active and Reserve) and civilian personnel within the Military Health System who execute the NAVMED IT, IM, or informatics mission directly supporting the development and delivery of a manned, trained, equipped, maintained, and certified medical force. Nominations must originate from a NAVMED organization.

4. Background. 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 IT, IM, and informatics communities. Captain Dooling exemplified those characteristics with her groundbreaking efforts in the field of IT and IM supporting NAVMED's mission. Enclosure (1) provides the biography of Captain Dooling.

5. Policy. NAVMED has a long-standing tradition of naming awards after recognized leaders in NAVMED. Thus, awards such as the Captain Joan Dooling Award spotlight those military and civilian members of the NAVMED family for their significant and notable contributions to the improvement of information excellence and the discipline of IT, IM, or Informatics during the preceding calendar year. Bureau of Medicine and Surgery (BUMED) headquarters and detachment personnel are excluded from being nominated for individual or team awards, with the exception of the Information Professional Lifetime Achievement Award. 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 should be awarded based on demonstrated support of current organizational and leadership strategic direction and guidance. 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 Captain Joan Dooling Award recommendations. Enclosure (3) provides a sample format with special instructions for completing and submitting team Captain Joan Dooling Award recommendations.

6. Responsibility. The Director, Communication and Information Systems (BUMED-N6) and the Chief Health Informatics Officer (BUMED-N10H) will serve as BUMED's principal advocates and sponsors overseeing the conduct of the Captain Joan Dooling Award program. Each January, NAVMED regions and commands will be solicited to submit nominations for military or civilian personnel deserving recognition per the award criteria and guidance for the previous calendar year. All nominations will be submitted via their respective chain of command. Upon receipt of all qualified nominations, BUMED-N6 will convene an awards board composed of NAVMED IT, IM, and informatics leadership, to include regional IT and informatics officers, to review candidates. The awards board will use, as guidelines for selecting winners, criteria denoted in references (a) and (b). The proposed winners of each category 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 designee, together with BUMED-N6 and BUMED-N10H will preside over an awards ceremony at which the Captain Joan Dooling Award category winners will be presented with their awards.

7. Eligibility. To be eligible for nomination for a CAPT Joan Dooling Award, individuals or teams must:

a. Be nominated by a Navy Medicine organization and approved by the appropriate chain of command.

b. Within the last calendar year, have provided support for the IT, IM, or Informatics Mission of the maritime medical force, to develop and deliver manned, trained, equipped, maintained, and certified medical forces that force develop, generate, and preserve the Naval human weapon system.

c. Be a military (active or Reserve) or civilian staff member in good standing. Nominees should not currently be on a performance improvement plan and should be compliant with all Cyber Workforce Qualification requirements.

Please Note: BUMED headquarters and detachment personnel are only eligible to be nominated for the Lifetime Achievement Award.

8. Award Categories

a. Information Professional Team of the Year. This award is designed to recognize a team supporting the NAVMED enterprise who makes innovative IT, IM, or informatics contributions to advance NAVMED's mission.

b. Information Professional Officer of the Year. This award is designed to recognize an officer supporting the NAVMED enterprise who makes innovative IT, IM, or informatics contributions to advance NAVMED's mission.

c. Information Professional Enlisted Member of the Year. This award is designed to recognize an enlisted member supporting the NAVMED enterprise who makes innovative IT, IM, or informatics contributions to advance NAVMED's mission.

d. Information Professional Civilian Member of the Year. This award is designed to recognize a civilian employee supporting the NAVMED enterprise, who makes innovative IT, IM, or informatics contributions to advance NAVMED's mission.

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

9. 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.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

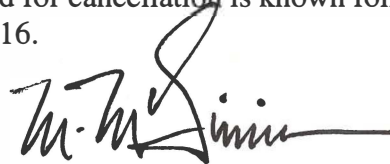
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

10. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N6 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), 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

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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.

A handwritten signature in dark ink, appearing to read 'M. B. McGinnis', with a long horizontal stroke extending to the right.

M. B. McGINNIS

Acting

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>

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 master's 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, Volume 71, March 1980). Subsequent duty stations included the Bureau of Medicine and Surgery 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 and automation study conducted aboard the *USS John F. Kennedy* (CV-67) in July 1980. Subsequent Department of Defense 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 and was designated as the Senior Project Officer for the Medical Command Office Automation Project. In this capacity, she rapidly shifted the project life cycle management to an Abbreviated Systems Decision Paper outlining the use of existing Department of Defense standardized protocols and commercially available open systems technologies available for rapid deployment to BUMED and continental United States and outside the continental United States commands using already available Navy and Department of Defense 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 Naval Medical Information Management Center Head, Information Systems Directorate to coordinate all Bureau of Medicine and Surgery and field support for Medical Command Office Automation Project and oversee mainframe integration with the open systems architecture. Captain Dooling was assigned as the transitional Project Manager for the Department of Defense Composite Health Care System and Executive Agency in December 1995. She retired from military service in August 1997.

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INDIVIDUAL AWARD RECOMMENDATIONS
(command letterhead)

1650
Ser 00/

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

Subj: NOMINATION OF [RANK, GS, or WG, NAME, JOB SPECIALITY or SERIES] FOR
INDIVIDUAL INFORMATION PROFESSIONAL AWARD

Ref: (a) BUMEDINST 1650.3D

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 point of contact full name, 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-point Times New Roman font and will not exceed two 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 acts) 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.

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SUMMARY OF ACTION

1. The summary of action or proposed citation will be submitted in narrative form using 12-point Times New Roman font and will not exceed one page in length. 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. Example 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 Automated Medical System, and Medical Liaison at Space and Naval Warfare Systems Center Norfolk, VA from January 2010 to December 2010. [Nominee] led the initiative to conduct the first ever afloat testing of Theater Medical Information Program Maritime Automated Medical during Trident Warrior 07. This critical milestone achievement enables Navy Medicine's Theater Medical Information Program Maritime Automated Medical 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 Theater Medical Information Program Maritime Automated Medical 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."

2. Example 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 and Information Technology program within the Military Health System. [Nominee] played a significant role in developing the Navy Medicine Information Management and 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 and 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."

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TEAM AWARD RECOMMENDATION

1650
Ser 00/

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

Subj: NOMINATION OF TEAM FOR INFORMATION PROFESSIONAL AWARD Ref: (a)
BUMEDINST 1650.3D

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. [Nominating point of contact full name, 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

1. The summary of team performance and accomplishments will be submitted in narrative form using 12-point Times New Roman font and will not exceed three pages in length. It should cover events that took place during the period of eligibility.
2. 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.
3. 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

1. The summary of action or proposed citation will be submitted in narrative form using 12-point 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. Example provided as reference:

"For professional achievement in the superior performance of service to Navy and Marine Corps in 2024. The [Team] led the collaborative efforts in bringing Armed Forces Health Longitudinal Technology Application 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)
(command letterhead)

1650
Ser 00/

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

Subj: RECOMMENDATION OF [TEAM] FOR INFORMATION PROFESSIONAL TEAM
AWARD

Ref: (a) BUMEDINST 1650.3D

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, [Calendar Year 2024] for the period 1 January 2024 through 31 December 2024.

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