



BUMEDINST 1650.5C
BUMED-N10
11 Mar 2024

BUMED INSTRUCTION 1650.5C

From: Chief, Bureau of Medicine and Surgery

Subj: INDEPENDENT DUTY CORPSMAN OF THE YEAR PROGRAM

Ref: (a) SECNAVINST 1650.1J
(b) OPNAVINST 1700.10P

Encl: (1) Sample Independent Duty Corpsman of the Year Nomination Package
(2) Sample Biography
(3) Navy and Marine Corps Achievement Medal Award Citation Template

1. Purpose. To establish guidelines and procedures for the Bureau of Medicine and Surgery (BUMED) Independent Duty Corpsman (IDC) of the Year (IDCOY) Program. The IDCOY Program aims to recognize IDCs for their outstanding achievements and contributions. This instruction is a complete revision and should be reviewed in its entirety. It expands the number of IDCOY platform categories and expands level of competition dependent on category, to either Overall IDCOY (E-4 to E-7), or Senior IDCOY (E-6 to E-7) and Junior IDCOY (E-4 to E-5). In addition, this revision updates the award recognition levels and timelines, nomination package template, and NAVMED 1650/1 Independent Duty Corpsman of the Year Grading Sheet and NAVMED 1650/2 Independent Duty Corpsman of the Year Nominee Command Cover Sheet to administratively better align with references (a) and (b). Categories in paragraph 8 of this instruction are structured as either an Overall IDCOY or Senior IDCOY and Junior IDCOY to capture the IDC billet structure of each community and to allow for equitable peer group competition.

2. Cancellation. BUMEDINST 1650.5B.

3. Scope and Applicability. This instruction applies to all activities across the Department of the Navy with assigned IDCs in paygrades E-4 through E-7. This is a voluntary recognition program where each commander, commanding officer (CO), or officer in charge (OIC) may nominate one IDC, regardless of the Navy Enlisted Classification (NEC) assigned, for each of the categories listed in paragraph 8 of this instruction. Commanders, commanding officers, or officers in charge who choose to nominate candidates will comply with subparagraphs 6a through 6c of this instruction.

4. Background. IDC NEC codes are as follows: L01A Submarine Force IDC, L02A Fleet Marine Force Reconnaissance IDC, L10A Surface Force IDC, and L28A Deep Sea Diving IDC. These specialists 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 physician. Whether it is performing clinical medicine at medical treatment facilities (MTF), conducting minor surgeries below sea, steaming to assist in distant waters, or rendering emergency care on the frontlines, IDCs play an integral role in the success of Navy Medicine (NAVMED). The origin of the IDC stems from the Navy's need for advanced enlisted medical providers to serve in every climate and location, ensuring warfighters receive high-quality care in all operational environments. The IDCOY Program was established in 2007 to recognize notable IDC contributions in the accomplishment of NAVMED's mission, by spotlighting IDCs serving in the various platforms throughout the NAVMED enterprise.

5. Policy. BUMED will select IDCOYs from each of the category based on current platform, not on NEC held. All IDCs (E-4 to E-7) who have held their respective IDC NEC for the entire awarding period (1 October to 30 September of each fiscal year) may be nominated. Personnel previously nominated but not selected are not precluded from being nominated again. Personnel previously awarded as the Overall or Senior IDCOY are precluded from being nominated again for that category. Personnel previously awarded as the Junior IDCOY are precluded from being nominated for subsequent Junior IDCOY, but may be nominated for Overall or Senior IDCOY once rank or platform requirements are met. BUMED will release an annual naval message to all major commands to solicit IDCOY nominations. IDCOY candidates should represent the very best across not only the IDC community, but the entire NAVMED enterprise. They should have demonstrated a history of sustained superior performance, command and mission impact, technical competence, proven leadership, successful management or contributions to their medical department, dedication to self-improvement, and superior military bearing. Enclosure (1) of this instruction, and the eight associated enclosures it requires, must be submitted in full for a package to be considered. Highlighted accomplishments of eligible nominees should include, but not limited to:

a. Proven excellence in the leadership and management of a medical department (i.e., impact at command and across waterfront, area of responsibility (AOR), fleet, MTF, etc.). Enhancement of teamwork and individual performance and accomplishments, unit readiness, and unit accomplishments (Board of Inspection and Survey (INSURV), Battle "E," Green "H" award, Blue "H" award, Medical "M," individual medical readiness, and operational dental readiness).

b. Institutional and technical competency and expertise while performing duties as an IDC (i.e., sustained superior performance during challenging and arduous assignments, completion of institutional and technical training, process improvement initiatives, notable inspector level assessment scores (e.g., INSURV, Medical Readiness Inspection, Medical Readiness Assessment, Technical Assist Visit, Fleet Support Operations Medical, Joint Commission), exam profile sheets (E-4 to E-6), and management of acute patients, mass casualties, medical emergencies, and medical evacuation situations).

c. Special qualifications above and beyond paygrade, both in and out of rating; warfare, watch standing, etc., beyond the minimum requirements and the impact it had on mission effectiveness and unit success.

d. Collateral duties with documented impact.

e. Contributions to the overall Navy and Marine Corps mission. History of assignments, deployments, operations, and missions, including sea and shore rotation. Special consideration will be given to those providing IDC coverage to other units and missions or those who went above and beyond to impact other units resulting in their mission success. For “NAVMED commands” and “Shore” categories, special consideration will be given to Individual Augmentees or those pulled to cover operational duties during their tour.

f. Education and professional development, both military and civilian.

g. Other notable considerations (i.e., community impact to include volunteering, notable awards or recognition for self or subordinates, meritorious advancement, and any other notable items not covered in subparagraphs 5a through 5f).

6. Submission Requirements. The requirements contained in subparagraphs 6a through 6c will allow commanders, commanding officers, and officers in charge to nominate candidates. The IDCOY nomination package will refer to events, contributions, and achievements occurring during the previous fiscal year between 1 October and 30 September.

a. Submit IDCOY nominations per this instruction. The package requirements outlined in enclosure (1) of this instruction and the eight associated enclosures required in enclosure (1) must be provided to be considered. Enclosures (2) and (3) are provided as templates and are aligned to BUMED correspondence practices. Packages must be in Adobe Acrobat portable document format and submitted via email to the BUMED IDC program manager no later than 1 December, annually. If there is an extenuating circumstance which requires consideration for an extension, the Command Senior Enlisted Leader should contact the BUMED IDC program manager for coordination. Packages must be sent electronically to:
usn.ncr.bumedfchva.mbx.bumed-idc-program-manager@health.mil

b. Provide a copy to the immediate superior in command for situational awareness.

c. Consider allowing IDCOY winners to attend the Armed Forces Operational Medicine Symposium for formal recognition, if operationally feasible.

7. Roles and Responsibilities

a. BUMED IDC Program Manager (BUMED-N10F4) will:

(1) Serve as NAVMED’s principal advocate and sponsor overseeing the conduct of the IDCOY Program.

(2) Draft and forward the annual IDCOY nomination naval message to all major commands.

(3) Serve as the Chair and convening authority for the IDCOY boards to include establishing requirements, setting applicable timelines, recommending board members, and all associated administrative processes to support this program.

(4) Liaise with Office of the Hospital Corps (BUMED-N01C5) for official appointment of board members. Board members will be appointed in writing by the Force Master Chief (BUMED-N008)

(5) Solicit and designate senior Hospital Corpsmen (E-7 and above subject matter experts from pertinent platforms) to serve as IDCOY board members.

(6) Ensure board members utilize NAVMED 1650/1 for grading.

(7) Review board member ranking recommendations. Provide quality assurance of the board process, and forward IDCOY selections, accompanying awards, and message to announce the winner through the BUMED chain of command for final disposition.

(8) Draft and forward naval message to announce the IDCOY winners to all major commands.

(9) Liaise with BUMED Military and Civilian Awards Specialist (BUMED-N01B11) concerning the drafting, processing, and distribution of IDCOY awards at least 60 days prior to presentation date.

(10) Formally recognize awardees in conjunction with the annual Armed Forces Operational Medicine Symposium.

b. Administration (BUMED-N01B11) will:

(1) Provide an awards coordinator who will process award submissions directly with approving official and communicate status updates to BUMED-N10F4 until all awards are completely processed.

(2) Provide completed awards to BUMED-N10F4 for final disposition to awardees.

c. IDCOY Board Members will:

(1) Be appointed by the BUMED Force Master Chief and consist of senior hospital corpsmen (E-7 and above).

(2) Not be nominated themselves for IDCOY during the same period they serve as board members.

(3) Grade and rank each nomination package utilizing NAVMED 1650/1.

(4) Forward all grading sheets, compiled scoring report, and recommended ranking of candidates to BUMED-N10F4.

8. Award Categories. Award categories for IDCOY are determined by the candidate's platform, and not the IDC NEC held. Please Note: IDC candidates may only be nominated for the platform category to which they are assigned (e.g., an air-based IDC assigned to an aviation squadron or unit underway may not be submitted as a Surface Force candidate). For a Sailor who served at one command during most of the competitive cycle and has since transferred, the Sailor may be nominated by either command for the applicable category of competition. Categories are structured as either overall, or Senior and Junior IDCOY, to capture the IDC billet structure of each community and to allow for equitable peer group competition.

a. There will be one overall IDCOY (E-4 to E-7) selected for each of the categories listed in subparagraphs 8a(1) through 8a(4):

(1) Naval Submarine Force.

(2) Naval Expeditionary Force (Navy Expeditionary Combat Commands).

(3) Naval Air Force.

(4) Shore commands (all shore nominations regardless of platform with the exception of budget submitting office (BSO) 18; all BSO-18 will fall under "NAVMED commands" category).

b. There will be a Senior IDCOY and Junior IDCOY selected for each of the categories listed in subparagraphs 8b(1) through 8b(4):

(1) Naval Surface Force.

(2) Fleet Marine Force (all United States Marine Corps except for Marine Corps Forces Special Operations Command).

(3) Special Operations Forces (Naval Special Warfare and Marine Corps Forces Special Operations Command personnel).

(4) NAVMED commands (BSO-18).

9. Recognition. IDCOY awardees will be announced via naval message. The IDCOYs selected for Overall, Senior, and Junior for the categories noted in paragraph 8 of this instruction will be awarded Navy and Marine Corps Achievement Medals by Chief, BUMED. Winners are encouraged to attend the Armed Forces Operational Medicine Symposium where they will be formally recognized.

10. 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 Department of the Navy Directorate for Administration, Logistics, and Operations, 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 Department of the Navy Directorate for Administration, Logistics, and Operations, Directives, and Records Management Division Program office.

11. Review and Effective Date. Per OPNAVINST 5215.17A, Director, Clinical Operations, Policy, and Standards (BUMED-N10) will review this instruction annually around 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 5125/40, 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.

12. Forms. The NAVMED forms listed are available from Naval Forms Online at <https://www.med.navy.mil/Directives/NAVMED-Forms/>.

a. NAVMED 1650/1 Independent Duty Corpsman of the Year Grading Sheet.

b. NAVMED 1650/2 Independent Duty Corpsman of the Year Nominee Command Cover Sheet.



D. K. VIA

Releasability and distribution:

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

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11 Mar 2024

SAMPLE INDEPENDENT DUTY CORPSMAN OF THE YEAR NOMINATION PACKAGE

(command letterhead)

1650
Ser /

From: Commanding Officer, USS NEVERSAIL (DDG 00)
To: Independent Duty Corpsman of the Year Selection Board, Fleet Programs, Bureau of
Medicine and Surgery (BUMED-N10F)

Subj: INDEPENDENT DUTY CORPSMAN OF THE YEAR NOMINATION IN CASE OF
HM1(SW/AW) JOHN B. DOE, USN

Ref: (a) BUMEDINST 1650.5B

Encl: (1) Copies of last three years of performance evaluations (personally identifiable
information redacted; most recent first)
(2) Personal awards received during the nominative period
(3) IDCOY nominee biography
(4) Physical Readiness Information Management System report of Physical Fitness
Assessments conducted during the nominative period
(5) Last two cycles of exam profile sheets (E-4 to E-6)
(6) IDCOY Nominee Command Cover Sheet, NAVMED 1650/2
(7) IDCOY award citation write-up and corresponding OPNAV 1650/3
(8) Navy Department of Awards Web Service Record

1. Per reference (a), HM1(SW/AW) John B. Doe is hereby nominated for the Fiscal Year 20XX
(insert category) (insert: Overall or Senior or Junior) Independent Duty Corpsman (IDC) of the
Year (IDCOY) Award.

2. Complete contact information of member nominated:

- a. Present Duty Station:
- b. Address: (work) and (home)
- c. Telephone: (work) and (home or cell)
- d. E-mail Address: (work) and (home)

Enclosure (1)

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

3. If previously selected as IDCOY or command level and above Sailor of the Year or Sailor of the Quarter, list command, selection, and period:

(Command) (Selected as) (Quarter/Year) (YYMMDD-YYMMDD)

4. Reporting Senior's nomination justification will utilize the BEST-QUALIFIED standards.

a. Proven excellence in the leadership and management of a medical department (i.e., impact at command and across waterfront, AOR, Fleet, MTF, etc). Enhancement of teamwork and individual performance and accomplishments, unit readiness, and unit accomplishments (e.g., INSURV, Battle E, Green H, Blue H award, Medical "M," Individual Medical Readiness, and Operational Dental Readiness), time served as senior medical department representative, senior enlisted leader, leading chief petty officer, leading petty officer, and work center supervisor, etc. Officer positions held in respective Mess or Association, impacts on IDC community, and recruitment of IDCs with quantifiable impact and results.

b. Institutional and Technical competency and expertise while performing duties as an IDC (i.e., sustained superior performance during challenging and arduous assignments and while independent of a physician, completion of institutional and technical training, process improvement initiatives, notable inspector level assessment scores (Medical Readiness Inspection, Medical Readiness Assessment, Technical Assist Visit, Fleet Support Operations Medical, Joint Commission), exam profile sheets (E-4 to E-6), quality of patient care, and management of acute patients, mass casualties, medical emergencies, and medical evacuation situations).

c. Special qualifications above and beyond paygrade, both in and out of rating; warfare, watchstanding, etc., beyond the minimum requirements and the impact it had on mission effectiveness and unit success.

d. Collateral duties with documented impact.

e. Contributions to the overall Navy and Marine Corps mission. History of assignments, deployments, operations, and missions, including sea and shore rotation. Special consideration to those providing IDC coverage to other units or missions or those going above and beyond to impact other units resulting in their mission success. For NAVMED commands and shore categories, special consideration will be given to Individual Augmentees or those pulled to cover operational duties during their tour.

f. Education and professional development, both military and civilian.

(1) Years of formal civilian schooling completed, and any degree attained:

(Degree) (School) (YYMMDD)

(2) Military schools or trainings and certifications attained:

(School or Training) (YYMMDD)

(3) Other self-study educational achievements attained: United Services Military Apprenticeship Program, Primary Professional Military Education, Senior Enlisted Joint Professional Military Education, Project Management Professional, Lean Six Sigma, Navy Credentialing Opportunities Online, certifications, etc. DO NOT include annual general military training.

(Title) (YYMMDD)

g. Any other notable considerations (i.e., community impact to include volunteering, notable awards or recognition for self or subordinates, meritorious advancement, and any other notable items not covered in subparagraphs 4a through 4f).

5. Reporting Senior's justification and remarks [include tangible metrics where available]. HM1_Doe's service to the Navy, to USS NEVERSAIL, to their Mess, and to their crew were evident in their sustained superior performance as medical department representative. To put it bluntly, there is no other IDC I would want onboard my ship! Every inspection is conducted with confidence and their results set the standards across our waterfront. It would be easy for Doc to stay in their busy medical department, however, Petty Officer Doe noticed a critical manning shortfall and demanded to stand watch on the bridge! They have quickly established themselves as one of my most trusted watch standers, excelling as Officer of the Deck during NEVERSAIL's Harbor Navigation Package. I trust and rely on them during the most demanding underway evolutions. Their actions have resulted in NEVERSAIL receiving accolades from numerous superiors. The definitive proof of their numerous successes is culminated in the winning team they built across my command and the overall health of our Sailors. HM_ is a consummate professional and has earned my complete trust and confidence! There is no better choice for IDCOY!

F. M. LAST
(commanding officer or authorized designee)

SAMPLE BIOGRAPHY



HM_ (SW/AW) JOHN B. DOE, (INSERT TYPE) INDEPENDENT DUTY CORPSMAN
(INSERT TITLE)
(INSERT COMMAND)

HM1 Doe was born in Montevideo, Uruguay. He immigrated to the U.S. at the age of three and is a native of Ormond Beach, FL. He reported to Recruit Training Command on September 23, 2003 and began his career as an Undesignated Seaman.

Insert Photo
Here

His first duty station was *USS O'Bannon (DD 987)* in Mayport, FL where he became a rated Boatswain's Mate, completed a 6th Fleet Straights of Gibraltar Operations deployment, and became Enlisted Surface Warfare Specialist qualified. Post decommissioning in June 2005, he transferred to *USS Robert G. Bradley (FFG 49)* where he advanced to petty officer second class, completed two 4th Fleet Counter Narco-terrorism deployments, and was converted to Hospital Corpsman under the Perform to Serve Program.

Upon graduating HM "A" School in February 2008, he reported to Naval Hospital Jacksonville, FL. In November 2008 he transferred to NBHC Jacksonville where he served until February 2011 as Leading Petty Officer. During this tour he was selected as Junior Sailor of the Year for Naval Hospital Jacksonville and earned an Associates of Arts Degree.

Upon graduation of IDC school in March 2012, he reported as Senior Medical Department Representative for *Patrol Coastal Crew Bravo* embarked on *USS Chinook (PC 9)*, in the 5th Fleet AOR. After a CENTCOM deployment, *Crew BRAVO* returned to VA and assumed permanent crew of *USS Thunderbolt (PC 12)* in preparation for her homeport shift to Bahrain. In 2013 his programs achieved a 99 percent overall INSURV score, directly impacting *Thunderbolt's* 95 percent; the highest ever for a Patrol Coastal. He was recognized as the 2013 *Thunderbolt* and *Patrol Coastal Squadron One* Sailor of the Year and went on to compete as a Surface Forces Atlantic Sea Sailor of the Year finalist. He was selected to Chief Petty Officer in 2014.

HM1 Doe_ is a Dean's List Graduate of the Navy Senior Enlisted Academy and the Executive Medical Department Enlisted Course. He holds the Instructor and Safety Manager NECs and earned both an Associate and Bachelor's Degree in Health Sciences. His decorations include: Navy Commendation Medal (3 awards), Navy Achievement Medal (5 awards), Sea Service Deployment Ribbon (7 awards), Coast Guard Special Operations Service Ribbon (2 awards), Military Outstanding Volunteer Service Medal and various other personal and unit awards. HM_ has earned the Enlisted Surface Warfare Specialist Insignia.

HM1_ Doe is married to Julianne and has three children; Connor 13, Sebastian 5, and Susana 3.

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11 Mar 2024

NAVY AND MARINE CORPS ACHIEVEMENT MEDAL AWARD CITATION TEMPLATE

(GOLD STAR IN LIEU OF THE AWARD)

CHIEF/HOSPITAL CORPSMAN (INSERT RANK) CLASS (WARFARE DEVICE) FIRST M. LAST
UNITED STATES NAVY

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF (HIS/HER) DUTIES WHILE SERVING AS INDEPENDENT DUTY CORPSMAN, (INSERT PARENT COMMAND), FROM OCTOBER 20__ TO SEPTEMBER 20__. (CHIEF/PETTY OFFICER) (LAST NAME), DISPLAYED SUPERIOR LEADERSHIP AND TECHNICAL ACUMEN WHICH SIGNIFICANTLY CONTRIBUTED TO THE PROVISION OF OPERATIONAL MEDICINE, COMBAT READINESS, AND OVERALL HEALTH OF SAILORS AND MARINES, LEADING TO (HIS/HER) SELECTION AS THE 20__ BUREAU OF MEDICINE AND SURGERY (CATEGORY) (OVERALL/SENIOR/JUNIOR) INDEPENDENT DUTY CORPSMAN OF THE YEAR. (HIS/HER) COMMITMENT TO EXCELLENCE IS A TESTAMENT TO THE IDEALS OF HONORABLE AND FAITHFUL SERVICE INSTILLED AMONG THE INDEPENDENT DUTY CORPSMAN COMMUNITY. (CHIEF/PETTY OFFICER NAME)'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT ON (HIM/HER) AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

__TH MONTH 20__

FOR THE
F. M. LAST
REAR ADMIRAL, MEDICAL CORPS
UNITED STATES NAVY
CHIEF, BUREAU OF MEDICINE AND SURGERY

Enclosure (3)