



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

IN REPLY REFER TO
BUMEDINST 1650.6
BUMED-M3
21 Feb 2018

BUMED INSTRUCTION 1650.6

From: Chief, Bureau of Medicine and Surgery

Subj: SUBSTANCE ABUSE REHABILITATION PROGRAM COUNSELOR OF THE
YEAR AWARDS

Ref: (a) BUMEDINST 5353.4B
(b) NAVPERS 15560D

Encl: (1) Substance Abuse Rehabilitation Program Counselor of the Year Nomination Award
Package Format

1. Purpose. To establish guidelines, procedures, and recognize outstanding achievements for military and civilian Substance Abuse Rehabilitation Program (SARP) counselors stationed afloat and ashore.
2. Scope. This instruction applies to afloat and ashore activities with SARP counselors.
3. Background. SARP drug and alcohol counselors are highly trained enlisted and civilian healthcare providers with clinical and management skills necessary to operate in any setting with the direct supervision of a licensed independent practitioner. Whether providing counseling services at a medical treatment facility or steaming to provide assistance in distant waters, SARP counselors play an integral role to the success of the Navy Medicine mission. The SARP counselor of the year award was established to recognize and encourage notable contributions by Navy SARP counselors, and serves to promote esprit de corps and an atmosphere and expectation of excellence by spotlighting the most outstanding SARP counselors serving in each community.
4. Policy. The Bureau of Medicine and Surgery (BUMED) will select one military and one civilian SARP counselor based upon contributions made to their clinic or team during the fiscal year. Personnel previously nominated as the SARP counselor of the year are not precluded from being nominated in subsequent years.
5. Responsibility
 - a. Healthcare Operations (BUMED-M3) will serve as Navy Medicine's principal advocate and sponsor overseeing the conduct of the SARP counselor of the year award. Enclosure (1) contains a sample format for all nomination packages. Nominations will be submitted via their respective chain of command.

b. Per reference (a), the SARP section head (BUMED-M33) will convene an awards board comprised of the SARP Executive Advisory Committee members. The awards board will grade and rank each nomination package and forward results to BUMED-M33 for selection of awardees.

c. The SARP counselor of the year nomination message will be forwarded annually to all commands with SARP counselors assigned.

6. Award Categories and Criteria. Commanding officers (CO) and officers in charge (OIC) with a SARP may nominate one individual per category.

a. Military SARP Counselor of the Year must:

(1) Be in the grade of E-5 through E-9.

(2) Hold secondary Navy enlisted classification code 9519, Navy Drug and Alcohol Counselor as defined by reference (b), section 1306.916.

(3) Stationed at current duty station and working as a SARP counselor for a minimum of 12 months.

b. Civilian SARP Counselor of the Year must:

(1) Be either General Schedule or contract staff. Commands nominating contractors must notify the contractor's contracting officer representative and contracting company prior to submitting the nomination.

(2) Certified at the alcohol and drug counselor I level or greater, or hold other equivalent State civilian certification or licensure.

(3) Worked in the nominating military treatment facility command for a minimum of 12 months.

7. Award Nomination Package Requirements. Nomination packages must include:

a. CO or OIC letter of recommendation.

b. Brief biography. Not more than one single-spaced page, 12 point, Times New Roman Font.

c. Nomination narrative. Not more than two single-spaced pages, 12 point, Times New Roman Font. Highlighted accomplishments of eligible nominees should include, but are not limited to:

(1) Demonstrated competency in completing assessments, documentation, and providing individual and group counseling, workshop facilitation, and other contributions to their SARP.

(2) Proven excellence in leadership and management of SARP duties.

(3) Active development of professional skills through advanced certification, workshops, higher education, and preceptorship.

(4) Unique contributions to their SARP and how those contributions have impacted the overall Navy and Marine Corps mission.

(5) Other considerations supporting the nomination for SARP counselor of the year.


8. Submission Deadline. Nominees must have their award packages submitted to BUMED-M3 no later than 1 November annually.

9. Award Notification. SARP counselor of the year awardees will be presented with a Flag Letter of Commendation signed by the Chief, BUMED.

10. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

11. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED will review this instruction 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.

12. Information Management Control. The reports required in enclosure (1) are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraph 7k.


C. FORREST FAISON III

Releasability and distribution:

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

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SUBSTANCE ABUSE REHABILITATION PROGRAM
COUNSELOR OF THE YEAR AWARD NOMINATION PACKAGE FORMAT

(Use Command Letterhead)

From: Commanding Officer, USS Tranquility
To: Chief, Bureau of Medicine and Surgery

Subj: SUBSTANCE ABUSE REHABILITATION PROGRAM COUNSELOR OF THE
YEAR AWARD NOMINATION – ACTIVE DUTY CATEGORY IN CASE OF MR1
JOSEPHINE SUPERSAILOR, USN

Encl: (1) MR1 Josephine Supersailor Biography
(2) MR1 Josephine Supersailor Nomination Narrative

1. MR1 Josephine Supersailor is hereby nominated for the SARP active duty counselor of the year award. Enclosures (1) and (2) are submitted for consideration. MR1 Supersailor is an exemplary professional and has my highest endorsement for the SARP active duty counselor of the year award.

2. MR1 Supersailor's superior professionalism, distinctive performance, and exemplary attitude make her an ideal nominee.

3. Point of contact for this command is CDR John Superboss. He can be reached at (123) 456-7891 or john.superboss@navy.mil.

CO or OIC Signature Line

Enclosure (1)

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MR1 Josephine Supersailor Biography (Limit to one page)

[Use this space to tell us about the nominee. For example, life prior to enlisting in or taking a job with the Navy, career highlights since enlisting in or taking a job with the Navy, any significant awards or honors received either prior to or since enlisting in or taking a job with the Navy, educational or volunteer accomplishments, or anything else that reflects character or highlights interests.]

MR1 Josephine Supersailor
Nomination Narrative

[Narrative is limited to two pages]

1. Demonstrated competency in completing assessments, documentation, and providing individual and group counseling, workshop facilitation, and other contributions to their SARP.
2. Proven excellence in leadership and management of SARP duties.
3. Active development of professional skills through workshops, higher education, and preceptorship.
4. Unique contributions to their SARP and how those contributions have impacted the overall Navy and Marine Corps mission.
5. Other considerations supporting the nomination for SARP counselor of the year.