



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

IN REPLY REFER TO
BUMEDINST 1700.4D
BUMED-M00C5
27 Dec 2017

BUMED INSTRUCTION 1700.4D

From: Chief, Bureau of Medicine and Surgery

Subj: SHORE SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10N
(b) MILPERSMAN 1306-102
(c) 5 CFR Part 2635.204
(d) COMNAVRESFORINST 1700.1P

Encl: (1) Award Citation Format

1. Purpose. To establish procedures for recognition of first class petty officers and provide guidelines for the administration of the Bureau of Medicine and Surgery (BUMED) Shore Sailor of the Year (SOY) Program which leads to the selection of an Active Component (AC) and Reserve Component (RC) SOY and a pathway in the Chief of Naval Operations SOY per reference (a). This instruction has been revised and should be reviewed in its entirety. The changes in subparagraphs 1a and 1b have been implemented.

a. Ethics, policy, and guidance for all gifts and donations by sponsors are intended for presentation to the selected SOY and other participants of the program.

b. Adds RC to area of consideration for SOY.

2. Cancellation. BUMEDINST 1700.4C.

3. Scope and Applicability. AC and RC Navy Medicine Regional commanders.

4. Policy. Chief, BUMED is committed to recognizing active and reserve enlisted Sailors through the SOY Program, who excel in their military and professional performance, and to ensure gifts and donations presented to the SOY are in compliance with ethics policy. All gifts require a legal ethics review.

5. Discussion. The SOY candidate is typified by a history of sustained superior performance, command impact, mission contribution, proven leadership, dedication to self-improvement, outstanding professionalism, and superior personal appearance; epitomizes the expectations of a first class petty officer and Navy core values; and shows the ability to exercise and lead as a chief petty officer following the chief petty officer mission, vision, and guiding principles. When reviewing candidates for selection as SOY, additional consideration should be given to those individuals who have excelled in increasingly demanding, challenging, and unique assignments which typify naval service.

6. Eligibility

a. First class petty officers serving in type duty codes 1, 3, or 6, per reference (b), who meet the following criteria are eligible to compete for the AC BUMED SOY:

(1) Active-duty Sailors.

(2) RC Sailors serving as full-time support.

b. Selected Reserve first class petty officers serving in Budget Submitting Office 18 commands are eligible to compete for the RC BUMED SOY.

c. Sailors selected for advancement to chief petty officer or officer commissioning (unless formal declination has been approved) are ineligible to compete.

7. Action

a. Nominating Commands. AC and RC Navy Medicine Regions and BUMED Headquarters must conduct a competition and submit nominating packages covering the preceding fiscal year (1 October to 30 September) per reference (a). Each region must ensure packages are submitted in the format specified in enclosures (1) and (2) of reference (a); and the award citation must be submitted following the format of enclosure (1) of this instruction. Packages must be forwarded to the office of the BUMED Force Master Chief, no later than 1 December each year. AC nominees will be issued temporary additional duty orders from their nominating command, and RC nominees will be issued Navy Reserve Order Writing System orders to BUMED Headquarters, 7700 Arlington Boulevard, Falls Church, VA 22042 for a period not to exceed 5 days. All official costs associated with SOY travel must be funded by the nominating command. Upon arrival at BUMED, the finalists will be interviewed and the BUMED Shore SOY and the BUMED Reserve SOY will be selected.

b. BUMED Force Master Chief. BUMED Force Master Chief will establish a board to select the top AC and RC nominee from candidates submitted by the nominating commands. The BUMED Force Master Chief will serve as the board chairman and will identify board members from each region. Exact dates for the SOY board will be sent via separate correspondence. BUMED will forward the winners' nominating package to the Chief of Naval Operations for AC and Commander, Navy Reserve Force for RC for further competition.

8. Recognition. In addition to any recognition provided by the local command, the BUMED Shore SOY and nominees will be recognized through the following:

a. A plaque presented by Chief, BUMED to the BUMED AC and RC SOYs.

b. All Sailors who compete at the BUMED-level of competition and above will be awarded a Navy and Marine Corps Commendation Medal by the awarding authority of their highest level of competition.

c. All SOYs below the level of BUMED will be awarded a Navy and Marine Corps Achievement Medal by their respective echelon.

9. Gifts and Donations by Sponsors. While the generous support of non-Federal entities (NFE), nonprofit organizations (NPO), and civilian sponsors is greatly appreciated, all gifts presented to the selected SOY and other participants of the program should be reasonable in cost and value to meet the spirit and intent of the SOY Program. Excessive or overly costly gifts, while very generous, are not expected in support of the recognition of each SOY and SOY participant.

a. It is recommended items donated, presented, or awarded on behalf of a NFE, NPO, or civilian sponsors not exceed \$200.00 per year, per SOY or SOY participant.

b. Per reference (a), the SOY Program competition coordinator, in coordination with BUMED Staff Judge Advocate, will be responsible for documenting and maintaining records for all monies, gifts, awards, or other means of SOY support accepted from NFEs, NPOs, or civilian sponsoring agencies.

c. SOY Program coordinator must refrain from soliciting or accepting gifts from prohibited sources as outlined in reference (c), and must ensure all gifts or awards accepted from NFEs, NPOs, or civilian sponsoring agencies receive a written legal ethics determination that includes justification the award was made as part of an established program of recognition incident to a bona fide award as explained in reference (c). Reference (c) is located at:

https://www.ecfr.gov/cgi-bin/text-idx?SID=5490a4a8097c58e77d08f2103b2bbed3&mc=true&node=pt5.3.2635&rgn=div5#se5.3.2635_1204.

10. Coordination. The BUMED coordinator for this program is the office of the Force Master Chief.

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

12. 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.

13. Form and Information Management Control

a. Form

(1) OPNAV 1650/3 Personal Award is available for download from <https://awards.navy.mil>. On the site go to the "Approval Authority" tab, when page comes up scroll down to bottom right there is a section titled "Forms".

(2) OPNAV 1650/17 Sailor of the Year Grading Sheet is available for download from <https://navalforms.documentservices.dla.mil/web/public/home>. The initial nominating command's Command Master Chief will provide a completed OPNAV 1650/17 as an enclosure to the nomination package.

b. Information Management Control. The reports required in paragraph 8a is exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, paragraph 7k.


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 at: <http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>.

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AWARD CITATION FORMAT

CITATIONS FOR NAVY AND MARINE CORPS COMMENDATION MEDALS ARE NO LONGER THAN 7 ½ LINES. USE TIMES ROMAN 10-PITCH LANDSCAPE PAGE SET-UP THAT INCLUDES THE STANDARD OPENING AND CLOSING. MARGINS SHOULD BE FULL JUSTIFICATION AND DO NOT USE ACRONYMS.

(GOLD STAR IN LIEU OF THE SECOND AWARD)

HOSPITAL CORPSMAN FIRST CLASS (FLEET MARINE FORCE) JOHN W. SMITH, UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS LEADING PETTY OFFICER, OPERATIONAL MEDICINE AND CAPABILITIES, BUREAU OF MEDICINE AND SURGERY, FALLS CHURCH, VIRGINIA FROM OCTOBER 2012 TO SEPTEMBER 2013. PETTY OFFICER SMITH LED, MENTORED AND TRAINED A TEAM OF 26 OFFICERS, ENLISTED AND CIVILIANS TO SOURCE 2,097 PERSONNEL WITH A 100 PERCENT FILL RATE UNDER COMPRESSED TIMELINES TO SUPPORT 42 MARITIME AND THEATER OPERATIONS. HIS EFFORTS LED TO HIS SELECTION AS THE 2012 BUREAU OF MEDICINE AND SURGERY HEADQUARTERS SAILOR OF THE YEAR. BY HIS NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY, PETTY OFFICER SMITH REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

C. FORREST FAISON III
VICE ADMIRAL, MEDICAL CORPS
UNITED STATES NAVY
CHIEF, BUREAU OF MEDICINE AND SURGERY

Enclosure (1)