



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

IN REPLY REFER TO  
BUMEDINST 5060.1  
BUMED-M35  
15 Jun 2020

BUMED INSTRUCTION 5060.1

From: Chief, Bureau of Medicine and Surgery

Subj: NAVAL AEROSPACE AND OPERATIONAL PHYSIOLOGY PROGRAM AWARDS

Ref: (a) NAVMED P-117

Encl: (1) Sample Award Nomination Package

1. Purpose. This instruction establishes guidelines for the Naval Aerospace and Operational Physiology Program (NAOPP) Awards per reference (a), Manual of the Medical Department (MANMED), chapter 14, section III.
2. Scope and Applicability. This instruction applies to all officers, enlisted, and civilian personnel in support of NAOPP. This includes all Navy and Marine Corps commands.
3. Background. The NAOPP Awards were established by the NAOPP Planning Committee (NAP<sup>3</sup>C) in 1969. The NAOPP Awards recognize individuals whose significant contributions support the NAOPP mission; have shown devotion to duty and individual productivity; reflect leadership qualities which elicit superior performance from peers and subordinates; and have made definitive contributions in the field of aerospace or operational physiology, survival training, or aviation life support equipment and systems. Nominees must support one of the five NAOPP elements, as defined in reference (a), MANMED, chapter 14, section III:
  - a. Naval Aviation Survival Training Program
  - b. Naval Aerospace Operational Physiology Program
  - c. Aeromedical Safety Officer Program
  - d. Fleet Air Indoctrination and Liaison of Survival Aircrew Flight Equipment Program
  - e. Systems Acquisitions and Research, Development, Test, and Evaluation

4. Policy. NAOPP Awards are selected every fiscal year (FY). Nominations must be submitted by 1 November of each year. Awardees will be announced and presented at the annual U.S. Naval Aeromedical Conference. The Society of U.S. Naval Aerospace and Operational Physiologists provides plaques for all awardees.

a. Enlisted awardees will receive a flag letter of commendation signed by Chief, Bureau of Medicine and Surgery (BUMED).

b. Officer and civilian awardees will receive a letter of appreciation signed by Chief, BUMED.

c. Civilian awardees will receive a letter of appreciation signed by the Chief, BUMED.

#### 5. Roles and Responsibilities

a. The NAP<sup>3</sup>C must:

(1) Serve as the awards board, establish the NAOPP awards criteria, and select award recipients.

(2) The assistant specialty leader of Naval Aviation and Operational Physiology serves as the awards board chair.

b. The Awards Board Chair must: Prepare the Navy administrative message that announces the current FY awards nomination procedures for release annually in September.

c. The Awards Board must: Convene annually to evaluate nominations. Each board member must cast their secret ballot by scoring each nominee based on the following criteria:

(1) Command Impact. The impact of the nominee's performance toward command mission must be of a significant job or project accomplishment, and the impact of the nominee's accomplishments must reflect the organization.

(2) Leadership Impact. Nominees must:

(a) Organize, motivate, and assist in developing others to accomplish goals.

(b) Demonstrate effective leadership amongst junior subordinates, peers, and senior leadership.

(c) Serve in leadership roles outside of the unit impacting the NAOPP, Navy Medicine, the U.S. Navy, the U.S. Marine Corps, or other Services.

(3) Warfighter Effectiveness Impact. Nominees must:

(a) Implement process improvements to enhance safety, training, lethality, and survivability for the command, unit, or organization.

(b) Execute processes to enhance safety, readiness, and warfighter survivability.

(4) Collaboration Impact. Nominees must:

(a) Demonstrate effective collaborative ability and have significant impacts across functional entities aligned with the command's mission and the NAOPP.

(b) Utilize external resources to accomplish and advance command programs.

(c) Show impact of team building and team results.

(5) NAOPP Impact. Nominees must contribute in the field of aerospace or operational physiology, survival, life support systems, and human performance, such as:

(a) Advancement in training technology.

(b) Improvement in design, procedure, or organization.

(c) Successful completion of a significant research program or an improved training program.

6. NAOPP Awards Categories

a. Naval Aerospace and Operational Physiologist of the Year Award. The award was established by the NAP<sup>3</sup>C on 7 May 1969. The award is conferred for professional and leadership achievements based on outstanding performance in the field of aerospace or operational physiology during the previous FY.

(1) The award will be presented once in a given FY, but not necessarily each year.

(2) The nominee must be a designated Naval Aerospace and Operational Physiologist for a minimum of 2 years (prior to 30 September in the eligible FY).

(3) The nominee must currently be on active duty and be in the paygrade of lieutenant commander (O-4) or below.

b. NAOPP James Janousek Enlisted Award. This award was established by the NAP<sup>3</sup>C in FY 2002 to commend outstanding junior enlisted performance and was awarded for the first time at the annual Fleet Air Indoctrination and Liaison of Survival Aircrew Flight Equipment meeting in 2003. This award was named for Master Chief Parachute Rigger James Janousek in recognition of his outstanding contributions to the program.

(1) This award will be presented once in a given FY, but not necessarily each year.

(2) The nominee must be an enlisted person and be in the paygrade of E-1 to E-5. Personnel of any Navy enlisted classification or military occupational specialty are eligible.

c. NAOPP Robert Graham Enlisted Award. This award was established by the NAP<sup>3</sup>C as the NAOPP Outstanding Enlisted Award on 26 August 1981. The award was renamed to honor Master Chief Parachute Rigger Robert Graham in recognition of his outstanding contributions to the program on 1 February 1998. The award criteria was changed to reflect outstanding performance by senior enlisted personnel in 2002.

(1) This award will be presented once in a given FY, but not necessarily each year.

(2) The nominee must be an enlisted person and be in the rank of E-6 to E-9. Personnel of any Navy enlisted classification or military occupational specialty are eligible.

d. NAOPP Civilian of the Year Award. This award was established by senior NAOPP leadership on 13 February 1989.

(1) This award will be presented once in a given FY, but not necessarily each year.

(2) A civilian team effort may be recognized for the award. The individuals or teams nominated must be civilians in government service associated with the NAOPP for a minimum of 2 years (prior to 30 September in the eligible FY).

e. NAOPP Special Recognition Award. This award was established by the NAP<sup>3</sup>C on 7 May 1969 to recognize outstanding performance supporting aerospace or operational physiology.

(1) This award is conferred only when deemed merited by the committee and can be presented more than once in a given FY.

(2) This award is bestowed for consistent outstanding performance in NAOPP for a minimum of 10 years (prior to 30 September in the eligible FY).

(3) The nominee must be a designated NAOPP, an enlisted member associated with NAOPP, or a civilian in government service associated with the NAOPP.

7. Nomination Packages

- a. Nomination packages must include a listing of significant accomplishments (no longer than one page), and a brief citation to be read at the time of award presentation.
- b. Endorsement beyond the commanding officer is not required.
- c. Social security or Department of Defense identification numbers are not required.
- d. Late submissions will not be accepted.
- e. A sample nomination package can be found in enclosure (1).


8. 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.

9. Review and Effective Date. Per OPNAVINST 5215.17A, Fleet Programs (BUMED-M35) will review this instruction annually around the anniversary of its issuance 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.

BUMEDINST 5060.1  
15 Jun 2020

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.



B. L. GILLINGHAM

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>

SAMPLE AWARD NOMINATION PACKAGE

(Letter Head)

1650  
Ser XX/

From: Commanding Officer, [Command Title]  
To: Chair, Naval Aerospace and Operational Physiology Program Awards Board

Subj: FISCAL YEAR [YYYY] [AWARD CATEGORY] NOMINATION ICO  
[RANK] [NAME], [DESIGNATOR (if applicable)], USN

Ref: (a) BUMEDINST 5060.1

Encl: (1) Summary of Action  
(2) Draft Award Citation

1. Per reference (a), it is with my greatest pleasure and enthusiasm to nominate [Rank, Name] for the fiscal year [YYYY] Naval Aerospace and Operational Physiology Program (NAOPP) [insert award category].
2. [Rank, Name] has demonstrated outstanding performance and leadership this past year at [command]. [Her or His] innovative, resourceful and dedicated leadership contributed to numerous milestone accomplishments. Enclosure (1) highlights [her or his] outstanding NAOPP contributions during fiscal year [YYYY]. Enclosure (2) is the proposed draft award write-up for input and consideration.
3. [She or He] has my strongest recommendation for selection as [insert award category].

[Signature Block]

SAMPLE SUMMARY OF ACTION

The recognized expert and keystone of physiology support to command during a time of rapid turnover. [Rank, Name] single-handedly covered command's two largest units as she served as the billet title for 10 weeks for both unit A and unit B. [She or He] was the principal advisor to two XXXXXXXX for all aeromedical and Aviation Life Support Systems related issues while providing all aeromedical and airsickness training to XXXXX students and staff. [Her or His] tireless efforts resulted in zero loss of training days to both units.

[Rank, Name]'s Aeromedical Training Program has become the benchmark of excellence for all of [Command Name]. [Her or His] XXXXXXXX Program received zero hits on the first ever XXXXXXXXX inspection. Cited as "the model program," it has been adopted by all XXX units across the command; a paragon for XXXXXXXX!

The XXXXXXXXXX expert, [Rank, Name] was hand-selected to directly assist standing up unit's inaugural XX program. [Rank, Name]'s program was used as a model for unit. [She or He] personally qualified the XXXXXXXXX in the YYYYYYYYYYYY to avoid the grounding of 48 pilots.

A champion leader in safety, [Rank, Name] initiated a Naval Air Training and Operating Procedures Standardization program change to the XXXX, meeting the Naval Safety Center's #1 safety concern of hypoxia. This change addresses a critical safety of flight issue affecting all XXXXXXXX aviators. [Rank, Name] made a notable distinction regarding hypoxia symptoms, drastically improving the current procedure, bringing hypoxia awareness to thousands of aviators.

An adroit officer, she managed \$306,000 worth of aeromedical training assets. She trained, coordinated, and led 16 officers; to include 8 XXX and 8 YYY of equal or senior rank, and was responsible for the aeromedical training of XXXXXXXXXXXX.

Our number [1 or 139] XXXXXXXXX, [Rank, Name] personally instructed over 2200 hours of XXXXXXXX instruction, including safety stand downs, spatial strategies, G-induced loss of consciousness, hypoxia, airsickness and aircraft egress. [She or He] completely re-worked the Aeromedical Training Program Instruction from the ground up to place emphasis on current and relevant information specific to the location and platform. To date, there have been no hypoxia, G-induced loss of consciousness, or sensory mishaps at [Command Name]; a testament to her instruction and leadership.

As a Fleet-recognized XXXXXXXXX expert, [her or his] skills were solicited to XXXXXXXXXXXX, successfully XXXXXXXXXXXX, saving the U.S. Navy \$1.3 million. Striving for perfection, [she or he] XXXXXXXXXXXXXXXX at the same time relentlessly researching and integrating new methods of XXXXXXXXXXXXXXXX. YYYYYYYYYY was reduced by 50 percent, saving approximately \$770K for FY XX.



SAMPLE FLAG LETTER OF COMMENDATION

Chief, Bureau of Medicine and Surgery takes pleasure in presenting a Flag Letter of Commendation to:

[Rank First M. Last]  
Service Corps  
United States Navy

for services as set forth in the following

CITATION:

“For outstanding and meritorious service as the Aeromedical Safety Officer, [Command Name] from October 20YY to September 20YY. [Rank, Name]’s recognized expertise and professionalism made [Rank, Name] the first choice for serving as the XXXXX for YYYY with over ZZZZ with zero loss of training. Additionally, [Rank, Name] XXXX program has become the model for YYYY and was used as the prototype for the creation of the UUUU program. [Rank, Name] tireless efforts resulted in more than 2,200 hours of instruction in all aeromedical aspects of training as well as saving the Navy more than 2 million dollars through XXXX. [Rank, Name]’s initiative, perseverance, and total dedication to duty reflected credit upon the Service member and upheld the highest traditions of the United States Naval Service.”

B. L. GILLINGHAM  
Rear Admiral, Medical Corps  
United States Navy

SAMPLE LETTER OF APPRECIATION

(Letter Head)

1650  
Ser M09B1

From: Chief, Bureau of Medicine and Surgery

To:

Subj: LETTER OF APPRECIATION

1. I wish to express my sincere appreciation for your exceptional performance during the period of October 20YY to September 20YY. For your outstanding service, you were selected as the (insert award category). Additionally, your XXXX program has become the model for YYYY and was used as the prototype for the creation of the UUUU program. Your tireless efforts resulted in more than UUUU hours of instruction in all aeromedical aspects of training as well as saving the navy more than YYYY dollars through XXXX.

2. A key element for the strength of our Navy lies in the commitment and dedicated service of excellence as you provided with pride and distinction. Your professional performance is invaluable to the command and sets an example for personnel in our organization to emulate.

3. It is a pleasure to have such an astute and dedicated member assigned to Navy Medicine and supporting the Naval Aerospace Physiology Program. Please accept my appreciation for a job well done!

B. L. GILLINGHAM

Copy to:

NAP<sup>3</sup>C