



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

BUMEDINST 5305.3D
BUMED-N4
3 Jan 2025

BUMED INSTRUCTION 5305.3D

From: Chief, Bureau of Medicine and Surgery

Subj: MEDICAL LOGISTICS AWARDS PROGRAM

Ref: (a) SECNAVINST 1650.1J
(b) BUMEDINST 1650.1B

Encl: (1) Commander Robert Allan Edgar Biography
(2) Navy and Marine Corps Achievement Medal Citation Sample
(3) Navy Civilian Service Achievement Medal Citation Sample
(4) Flag Letter of Commendation Citation Sample
(5) Award Nomination Package Sample

1. Purpose. Medical logisticians are vital for planning, obtaining, and maintaining the required materiel and services necessary for the effective and efficient delivery of healthcare services support for Navy Medicine. By recognizing and encouraging notable contributions, the Bureau of Medicine and Surgery (BUMED) Medical Logistics Awards Program seeks to honor and distinguish the officer, enlisted, and civilian members within the medical logistics community per references (a) and (b) and enclosures (1) through (5). This is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 5305.3C.

3. Scope and Applicability. This instruction applies to Navy and Marine Corps military and federal government civilian personnel currently working in medical logistics at a Navy Medicine Readiness and Training Command (NAVMEDREADTRNCMD), Navy Medicine Readiness and Training Unit (NAVMEDREADTRNUNIT), or specialty command. The Medical Logistics Awards Program seeks to bestow special recognition to individuals and a team who epitomize professionalism and excellence. Contributions must occur in the calendar year prior to when the award is to be given.

4. Policy. This instruction outlines the policy to annually recognize applicable personnel for their significant achievements and contributions to medical logistics in Navy Medicine.

a. Personnel must not be re-nominated for an award received within the previous 3 years.

b. The BUMED Medical Logistics Awards Program Review Board will review and score all submissions. BUMED-N4 will review the board results and verify the winners in each category.

c. At the conclusion of the awards process, a message will be sent to all commands identifying the award winners with an endorsement from the Surgeon General of the Navy (SG). The samples for the citations that accompany the various awards can be found in enclosures (2), (3), and (4). These include the Navy Civilian Service Achievement Medal (NCSAM), Navy and Marine Corps Achievement Medal (NAM), and a Flag Letter of Commendation (FLOC).

d. All citations (NCSAMs, NAMs, and FLOCs) will be signed by regional commanders, unless the award winner is from BUMED Headquarters (HQ), in which case the SG will sign.

5. Roles and Responsibilities

a. Director, Logistics and Sustainment Policy and Programs (BUMED-N42) will appoint board membership, serve as chairman, manage the awards program, and act as the overall advocate for medical logistics awards.

b. BUMED-N42 will release a calling message in December of each calendar year to open the nomination period. All nomination packages are due by 31 January. If the due date falls on a weekend, packages are due the prior business day. If no nominations are received for a particular award category within the nomination period, the award will not be given for the calendar year.

c. The board members for the officer, enlisted, civilian, and team categories will consist of qualified members recommended by BUMED-N42 and the enlisted technical liaison for biomedical engineering.

d. Board members will evaluate and grade nomination packages using NAVMED 5305/4 Logistics Awards Score Sheet.

e. Each award has been established to recognize an individual or team for outstanding accomplishment and performance of duty during the preceding calendar year. The board will choose one overall selection per award category. Awards approved for the BUMED Logistics Awards Program will be presented at a general assembly during the annual logistics summit or similar group meeting. If the summit or group meeting cannot be held, award winners will be mailed their awards.

f. BUMED-N42 will submit awards packages to the BUMED Awards Manager (BUMED-N02B11) with Director, Maritime Headquarters (BUMED-N03) endorsement 60 days prior to presentation. BUMED-N02B11 will process award submissions and provide completed awards to BUMED-N42 for distribution and presentation during the Navy Medicine Logistics Summit or per subparagraph 5e.

6. Categories. This paragraph outlines the categories for recognizing individuals and teams whose contributions at a NAVMEDREADTRNCMD, NAVMEDREADTRNUNIT, or

specialty command have significantly and quantifiably supported or enhanced the Navy Medicine logistics mission and profession. Nominees may be involved in any or all phases of Navy Medicine logistics. Specifically, they will be scored on their leadership and management ability, technical expertise, organizational support and responsiveness, materiel and cost savings, procedural enhancements, and contributions to audit readiness efforts.

a. Officer Individual Achievement Awards (Subspecialty 1802 and 3121 Logistics Officers):

(1) The Commander Robert A. Edgar Award for Military Operational Medical Logistician of the Year recognizes achievements in support of or in an operational environment. This award is designed for military officers with a rank of O-4 and below. Enclosure (1) contains Commander Edgar's biography. The awardee will receive a personalized plaque and NAM.

(2) The Senior Shore-Based Medical Logistician of the Year Award recognizes achievements performed at a NAVMEDREADTRNCMD, NAVMEDREADTRNUNIT, or specialty command. This award is designed for military officers with a rank of O-4 and above. The awardee will receive a personalized plaque and FLOC.

(3) The Junior Logistician of the Year Award recognizes achievements performed in an operational environment, at a NAVMEDREADTRNCMD, NAVMEDREADTRNUNIT, or specialty command. This award is designed for military officers with a rank of lieutenant (O-3) and below. The awardee will receive a personalized plaque and FLOC.

b. Enlisted Individual Achievement Awards. These awards are designed to recognize enlisted personnel and are for ranks of petty officer first class (E-6) and below:

(1) Operational Biomedical Equipment Technician of the Year recognizes achievements in an operational environment. The awardee will receive a personalized plaque and NAM.

(2) Enlisted Supply Technician of the Year Award recognizes achievements in support of or in an operational environment, medical activity, or specialty command. The awardee will receive a personalized plaque and FLOC.

(3) Shore-Based Biomedical Equipment Technician of the Year recognizes achievements in an institutional environment. The awardee will receive a personalized plaque and FLOC.

c. Federal Government Civilian Individual Achievement Awards. These awards are designed to recognize Federal government civilians for achievements performed at a NAVMEDREADTRNCMD, NAVMEDREADTRNUNIT, or specialty command.

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(1) Civilian Medical Logistician or Supply Technician of the Year. The awardee will receive a personalized plaque and NCSAM.

(2) Civilian Medical Equipment and Technology Professional of the Year. This award can be awarded to qualified civilians, including biomedical equipment technicians, equipment managers, and all professionals that manage the equipment program. The awardee will receive a personalized plaque and FLOC.

(3) Civilian Acquisition Professional of the Year. This award can be awarded to qualified civilians, including duties associated with the Government Purchase Card Program. The awardee will receive a personalized plaque and FLOC.

d. Best Cross-Functional Team Award. Teams are groups brought together from different disciplines to perform a specific task or goal. This award is for outstanding team performance and designed to recognize a cross-functional team whose accomplishments aid in the advancement of medical logistics functions, and contribute to the achievement of outstanding medical logistics business process improvements such as: reduced procurement action lead times, improved influx of contracting, staffing efficiencies, improved acquisition planning processes, improved equipment inventory procedures, life-cycle management, operational readiness in a deployed setting, or Lean Six Sigma accomplishments. The awarded team will receive a personalized plaque and each team member will receive a FLOC.

7. Nomination Packages

a. All award nominations must be results-oriented and focused on performance, mission accomplishment, team building, and leadership. When nominating an individual or team, consider other awards and recognition received, procedural enhancements, command and career community involvement, and innovative problem-solving. Also consider job performance, management ability, prior awards received, materiel and cost savings, process and responsibility, technical expertise, unusual job assignments, job effectiveness, unique job achievements, organizational responsiveness, and support to deploying or deployed operations. Each package must clearly state the intended submission category and be signed by the nominating commander, commanding officer, or officer in charge. A sample award nomination package can be found in enclosure (5).

b. Nomination packages for individuals must include a completed NAVMED 5305/2 Individual Award Nomination Form and Nomination Package Memorandum per enclosure (5) and an OPNAV 1650/3 Personal Award Recommendation completed per references (a) and (b).

c. Nomination packages for team awards must include a completed NAVMED 5305/3 Team Award Nomination and Nomination Package Memorandum.

8. Action. Submit all award nomination packages to BUMED-N42:

a. BUMED-N42 e-mail box: usn.ncr.bumedfchva.mbx.bumed-n42-logistics-policy-mailbox@health.mil.

b. Mailing address:

Bureau of Medicine and Surgery (BUMED-N42)
7700 Arlington Boulevard, Suite 5129
Falls Church, VA 22042-5129

9. Records Management

a. Records created as a result of this instruction, regardless of format and media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record5%Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or 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-N42 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. 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.

11. Forms. The NAVMED forms listed in subparagraphs 11a through 11c are available at: <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.

- a. NAVMED 5305/2 Individual Award Nomination.
- b. NAVMED 5305/3 Team Award Nomination.
- c. NAVMED 5305/4 Logistics Award Score Sheet.

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d. OPNAV 1650/3 Personal Awards Recommendation form is available for download at: <https://forms.documentservices.dla.mil/order/view.cfm?reqNsn=NONSN22092802>; local reproduction is authorized.

A handwritten signature in black ink, appearing to read 'D. K. VIA', with a stylized flourish at the end.

D. K. VIA

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/>

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COMMANDER ROBERT ALLAN EDGAR BIOGRAPHY

Commander Robert Allan Edgar
Medical Service Corps
United States Navy

Commander Robert A. Edgar received his Associates Degree in Bio-Medical Equipment Maintenance from Regis College in Denver, Colorado (1981), his Bachelor of Arts from Columbia College, Columbia, Missouri (1994), his Master of Science from the University of Arkansas, Fayetteville, Arkansas (1995), and a Master of Science in National Security and Strategic Studies from the Naval War College, Newport, Rhode Island (2003).

Commander Edgar began his Navy Career as a Hospitalman in 1975. Following Hospital Corps School, his first tour of duty was at Naval Medical Center, San Diego, California (1975-1978). Subsequent tours included Naval Hospital, Bremerton, Washington (1978-1980), Naval Hospital, Yokosuka, Japan (1981-1985), and Port Hueneme Clinic, California (1985-1986). He achieved the rank of chief petty officer on September 17, 1985, and was later commissioned in May 1996 as an Ensign in the Medical Service Corps. His first tour as an Officer was at the Bureau of Medicine and Surgery, Washington, District of Columbia as the Head, Equipment Maintenance and Repair Branch (1986-1989). His other tours included Department Head, Contract Division and Materials Management Naval Hospital Jacksonville, Florida (1989-1993); Head of Integrated Logistics Department Naval Hospital Millington, Tennessee (1993-1996); Commanding Officer, Medical Logistics and Headquarters and 3rd Force Service Support Group, Okinawa, Japan (1996-2000); Director, Naval Expeditionary Medical Support Systems at Naval Medical Logistics Command, Frederick, Maryland (2000-2002); Naval War College, Newport, Rhode Island (2002-2003). He reported to Headquarters Marine Corps in June 2003.

Commander Edgar's awards include the Meritorious Service Medal, Joint Commendation Medal, Navy Commendation Medal, Navy Achievement Medal (3 awards), and the Good Conduct Medal (2 awards).

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NAVY AND MARINE CORPS ACHIEVEMENT MEDAL CITATION SAMPLE

(GOLD STAR IN LIEU OF THE XXXX AWARD)

HOSPITAL CORPSMAN SECOND CLASS (FLEET MARINE FORCE) SALLY A. DOE
UNITED STATES NAVY

FOR SERVICE AS SET FORTH IN THE FOLLOWING
CITATION:

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HER DUTIES WHILE SERVING AS SUPPLY TECHNICIAN, CURRENT OPERATIONS, BUREAU OF MEDICINE AND SURGERY FROM 1 JANUARY 2022 TO 31 DECEMBER 2022. PETTY OFFICER DOE PERFORMED REMARKABLY WHILE ASSISTING HER DEPARTMENT IN THE DEPLOYMENT OF 1,630 SAILORS IN SUPPORT OF 130 JOINT, FLEET, MARINE CORPS, AND THEATER OPERATIONS DURING A PANDEMIC. HER EFFORTS DIRECTLY RESULTED IN HER SELECTION AS SUPPLY TECHNICIAN OF THE YEAR, FISCAL YEAR 2021. PETTY OFFICER DOE'S EXCEPTIONAL PROFESSIONALISM, UNRELENTING PERSEVERANCE, AND LOYAL DEDICATION TO DUTY REFLECTED CREDIT ON HER AND WERE IN KEEPING WITH HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

DAY MONTH YEAR

NAME
RANK
UNITED STATES NAVY
TITLE

DEPARTMENT OF THE NAVY

THIS IS TO CERTIFY THAT THE SECRETARY OF THE NAVY HAS AWARDED THE
CIVILIAN SERVICE ACHIEVEMENT MEDAL

TO

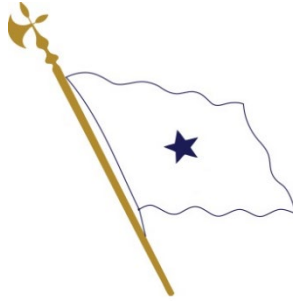
CIVILIAN B. JONES

FOR

PROFESSIONAL ACHIEVEMENT WHILE SERVING AS BIOMEDICAL TECHNICIAN, BIOMEDICAL DIVISION, MATERIEL MANAGEMENT DEPARTMENT, DIRECTORATE FOR ADMINISTRATION, UNITED STATES NAVAL HOSPITAL OKINAWA, JAPAN FROM JANUARY 2023 TO DECEMBER 2023. DURING THIS TIME, MR. JONES LED THE BIOMEDICAL TEAM IN DEPLOYING, TESTING, AND TRACKING 91 CERNER CONNECTIVITY ENGINES AND 109 DEVICE ADAPTERS. HIS LEADERSHIP, SUPPORT OF CLINICAL VALIDATION SESSIONS, CREATION OF BIOMEDICAL STANDARD OPERATING PROCEDURES FOR GENESIS SUPPORT, AND NOVEL TRACKING MECHANISMS LED TO ONE OF THE MOST SEAMLESS CONNECTIVITY DEVICE ROLLOUTS. BY HIS DETERMINATION, ACCURATE ANALYSIS, AND ATTENTION TO DETAIL, MR. JONES REFLECTED CREDIT UPON HIMSELF AND UPHELD THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

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FOR THE SECRETARY OF THE NAVY
NAME
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The Chief, Bureau of Medicine and Surgery takes pleasure in presenting a *FLAG LETTER OF COMMENDATION* to

AWARDEE NAME
MEDICAL SERVICE CORPS
UNITED STATES NAVY

for service as set forth in the following

CITATION:

For outstanding performance of duties while serving as Team Member, Readiness Goal Group, United States Navy Medicine Readiness and Training Command [LOCATION] from January 202x to December 202x. [AWARDEE NAME] engaged with a cross-functional team of diverse personnel in the identification of objectives and measures of success with the goal of increasing transparency and communication relative to supply, logistics, and equipment management to mitigate risk of mission failure. As a result of his or her contributions, the team met 100 percent of their objectives. His or her participation resulted in the reduction of emergency and critical orders by X percent, ensured the materiel management team's ability to answer XX percent of their inquiries on the same business day while exceeding expectations for XX percent of the interactions earning the materiel management team an overall satisfaction rate of XX percent. His or her contributions ensured reallocation of resources within the command resulting in a cost avoidance of \$XX.00, and development of standardized processes and templates to facilitate supply and equipment management functions. These combined efforts resulted in the #1 ranking in Defense Health Agency-Europe Logistics Management Metrics and top 25 percent across the Tri-services. [AWARDEE NAME]'s noteworthy accomplishments were in keeping with the highest traditions of the United States Navy and resulted in his or her selection as [AWARD NAME].

D. K. VIA
Rear Admiral, Medical Corps
United States Navy

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AWARD NOMINATION PACKAGE SAMPLE

(command letterhead)

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From: Commanding Officer, (insert command name)
To: Surgeon General of the Navy (BUMED-N42)

Subj: NOMINATION FOR CALENDAR YEAR ____ BUREAU OF MEDICINE AND
SURGERY MEDICAL LOGISTICS AWARDS PROGRAM

1. Award Category: [Enter award].
2. Name(s) of individual(s) being nominated: [Enter name with rank and title].
3. Introduction: [Enter background overview information about nominee].
4. Nomination Justification:
 - a. Leadership and Management Ability: [Enter supporting text].
 - b. Technical Expertise: [Enter supporting text].
 - c. Organizational Support and Responsiveness: [Enter supporting text].
 - d. Materiel and Cost Savings: [Enter supporting text].
 - e. Procedural Enhancements: [Enter supporting text].
 - f. Contributions to Audit Readiness Efforts: [Enter supporting text].
5. Summary and Recommendation: [Enter recommendation summary].
6. Nominator: [Enter name, contact number, e-mail, and mailing address for potential award].

(signature of commanding officer)

Enclosure (5)