



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

BUMEDINST 5060.1A
BUMED-N10F
1 Apr 2025

BUMED INSTRUCTION 5060.1A

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
(2) Sample Summary of Action
(3) Sample Flag Letter of Commendation
(4) Sample Letter of Appreciation

1. Purpose. To issue policy and assign responsibility for execution of the Naval Aerospace and Operational Physiology Program (NAOPP) awards per reference (a), Manual of the Medical Department (MANMED), chapter 14, section III.

2. Cancellation. BUMEDINST 5060.1.

3. Scope and Applicability. This instruction applies to all officers, enlisted, and civilian personnel as well as Navy and Marine Corps units in support of NAOPP.

4. Background. The NAOPP awards program was originally established by the NAOP specialty in 1969 as a means of formally recognizing individuals and teams for outstanding and definitive contributions of one or more of the five NAOPP elements defined in reference (a), MANMED, chapter 14, section III:

- a. Naval Aviation Survival Training Program (NASTP).
- b. Operational physiology.
- c. Aeromedical safety officer.
- d. Fleet Air Indoctrination and Liaison of Survival Aircrew Flight Equipment Program.
- e. Systems acquisitions and research, development, test, and evaluation.

5. Policy. NAOPP awards are presented by fiscal year (FY), but only when deemed merited by the NAOPP Planning Committee (NAOP³C). An annual announcement and call for nominations is released via message traffic containing qualifying criteria for all submissions. If awarded:

- a. Enlisted awardees receive a flag letter of commendation signed by Chief, Bureau of Medicine and Surgery (BUMED).
- b. Officer and civilian awardees receive a letter of appreciation signed by Chief, BUMED.

6. Roles and Responsibilities

a. Specialty Leader. The Naval Aerospace and Operational Physiologist (NAOP) Specialty Leader serves as the principal advocate and sponsor overseeing the conduct of the NAOPP awards program, drafts the annual NAOPP awards nomination naval message, and coordinates with BUMED military and civilian awards specialist regarding the drafting, processing, and distribution of the NAOPP awards at least 60 days prior to presentation date.

b. Assistant Specialty Leader. Chairs the awards board, ensures each nomination package meets submission requirements, disseminates award packages to the awards board, coordinates the scoring of each award, and prepares awards for routing to Chief, BUMED for review and approval.

c. NAOP³C Members. Serve as a voting participant in establishing award criteria and selecting awardees. Nomination packages must be scored based on NAOPP-specific performance accomplishments within each category listed in subparagraphs 6c(1) through 6c(4):

(1) Command Impact. Performance considered above or that greatly exceeds standards toward mission accomplishment. Nominees are expected to effectively demonstrate innovation, foresight, prioritization, and planning as a means of maintaining a superior state of readiness across billeted roles and responsibilities.

(2) Leadership Impact. Performance considered above or that greatly exceeds standards in organizing, motivating, and developing others to accomplish goals. Nominees are expected to lead by example, serving as a positive influence and contributor to the success of junior subordinates, peers, and senior leadership. Service may include roles outside the nominee's command, such as designated positions within the NAOPP, Navy Medicine, U.S. Navy, the U.S. Marine Corps, or professional societies and associations.

(3) Warfighter Effectiveness Impact. Performance considered above or that greatly exceeds standards in improving process and efficiency leading to advancement in warfighter survivability and operational effectiveness. The nominee's performance across NAOPP elements should directly relate to warfighter success in accomplishing the mission (lethality) and safely returning home (survivability).

(4) Collaboration Impact. Performance considered above or that greatly exceeds standards in contributing towards team building and team achievements. Nominees are expected to demonstrate effective collaborative ability across functional entities aligned with the command's mission and NAOPP elements.

7. NAOPP Awards Categories

a. NAOP of the Year Award. The NAOP speciality established this award in 1969 to commend outstanding junior officer performance. Qualifying criteria for nomination include:

(1) Currently on active duty in a non-training status.

(2) Paygrade of O-1 through O-4.

b. James Janousek Enlisted Award. The NAOP³C established this award in 2002 to commend outstanding junior enlisted performance regardless of enlisted classification of military occupational specialty. This award is named for Master Chief Aircrew Survival Equipmentman James Janousek in recognition of his outstanding contributions to the program. Qualifying criteria for nomination include:

(1) Currently on active duty in a non-training status.

(2) Paygrade of E-1 through E-5.

c. Robert Graham Enlisted Award. The NAOP³C established this award in 1981 as the NAOPP Outstanding Enlisted Award to commend outstanding senior enlisted performance regardless of enlisted classification or military occupational specialty. It is named for Master Chief Aircrew Survival Equipmentman Robert Graham in recognition of his outstanding contributions to the program. Qualifying criteria for nomination include:

(1) Currently on active duty in a non-training status.

(2) Paygrade of E-6.

d. Civilian of the Year Award. The NAOP³C established this award in 1989 to commend outstanding civilian performance. Qualifying criteria for nomination include currently serving as a government civilian.

e. Special Recognition Award. The NAOP speciality established this award in 1969 to recognize sustained superior performance from any longstanding member supporting the NAOP specialty. Nominations are only accepted from NAOP³C members and approval requires a supermajority vote of 70 percent. Qualifying criteria for nomination include:

(1) Minimum 10 years of supporting the NAOPP prior to 30 September in the eligible FY.

(2) A designated NAOP or eligible for any other NAOPP award category (James Janousek, Robert Graham, Civilian of the Year).

8. Nomination Package Requirements and Provisions

a. Must include a summary of action (no longer than one page, Courier New or Times New Roman, 10- or 12-point font, and one-inch margins). Examples of nomination documents are included in enclosures (1) through (4).

b. Endorsement beyond the commanding officer is not required.

c. Do not include Social Security or Department of Defense identification numbers.

d. Late submissions will not be accepted.

e. NAOP of the Year award category also requires an official photograph in the Service Dress Blue uniform.

9. 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 OPNAV Records Management Program (DNS-16).

10. Review and Effective Date. Per OPNAVINST 5215.17A, Fleet Programs (BUMED-N10F) 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

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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.



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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SAMPLE AWARD NOMINATION PACKAGE
(command letter)

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 5060.1A

Encl: (1) Summary of Action

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]. [Rank, Name] innovative, resourceful, and dedicated leadership contributed to numerous milestone accomplishments. Enclosure (1) highlights [her or his] outstanding NAOPP contributions during fiscal year [YYYY].
3. [Rank, Name] has my strongest recommendation for selection as [insert award category].

[Signature Block]

Enclosure (1)

SAMPLE SUMMARY OF ACTION

-The recognized expert and keystone of physiology support to command during a time of rapid turnover. [Rank, Name] 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]. [Rank, Name] 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. [Rank, Name] personally qualified the XXXXXXXXX in the YYYY 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, [Rank, Name] managed \$306,000 worth of aeromedical training assets. [Rank, Name] 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. [Rank, Name] 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 [his or her] instruction and leadership.

-As a fleet-recognized XXXXXXXXXX expert, [Rank, Name] skills were solicited to XXXXXXXXXXXX, successfully XXXXXXXXXXXX, saving the U. S. Navy \$1.3 million. Striving for perfection, [Rank, Name] XXXXXXXXXXXXXXX at the same time relentlessly researching and integrating new methods of XXXXXXXXXXXXXXX. YYYY was reduced by 50 percent, saving approximately \$770K for FY XX.

SAMPLE FLAG LETTER OF COMMENDATION



The Chief, Bureau of Medicine and Surgery takes pleasure in presenting a
FLAG LETTER OF COMMENDATION to

AIRCREW SURVIVAL EQUIPMENTMAN FIRST CLASS (AVIATION WARFARE)
I.M. SAILOR
UNITED STATES NAVY

for services as set forth in the following

CITATION:

For outstanding and meritorious service as the [Position], [Command Name] from October 20YY to September 20YY. [Rank, Name] displayed superior leadership and technical acumen which significantly contributed to the field of aerospace and operation physiology, combat readiness, and overall safety of Sailors and Marines, leading to [his or her] selection as the 20YY [Award Category]. [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.

I. M. CHIEF
Rear Admiral, Medical Corps
United States Navy

Copy to:
NAOP³C

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SAMPLE LETTER OF APPRECIATION
(command letterhead)

1650
Ser N10F1

From: Chief, Bureau of Medicine and Surgery
To: (Name)

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, you have displayed superior leadership and technical acumen which significantly contributed to the field of aerospace and operation physiology, combat readiness, and overall safety of Sailors and Marines.
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!

I. M. CHIEF
Rear Admiral, Medical Corps
United States Navy

Copy to:
NAOP³C

Enclosure (4)