



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

BUMEDINST 1650.8  
BUMED-N008  
24 Oct 2024

BUMED INSTRUCTION 1650.8

From: Chief, Bureau of Medicine and Surgery

Subj: CAREER COUNSELOR OF THE YEAR PROGRAM

Ref: (a) CNO WASHINGTON DC 191739Z Mar 24 (NAVADMIN 056/24)

Encl: (1) Bureau of Medicine and Surgery Direct Reporters  
(2) Career Counselor of the Year Nomination Package Template  
(3) Command Cover Sheet Template  
(4) Biography Template  
(5) Navy and Marine Corps Commendation Medal Award Citation Template

1. Purpose. To establish and promulgate eligibility criteria and guidelines for submitting nominations and awarding of the Bureau of Medicine and Surgery (BUMED) Career Counselor of the Year (CCOY) for rated Navy counselors (NC) and non-rated Sailors serving as command career counselors (CCC) with Navy enlisted classification (NEC) 806R.

2. Background. The CCOY program provides an excellent opportunity to recognize our top performing CCCs who have demonstrated sustained superior performance in carrying out their duties throughout the enterprise. Outstanding CCCs are paramount to maintaining a high state of morale and mission accomplishment. Echelon 3 commanders can establish a CCOY program and submit their top candidates to compete for BUMED CCOY.

3. Scope and Applicability. This instruction is applicable to military personnel assigned to BUMED and direct reporting echelon 3 commanders and subordinate commands.

4. Discussion. The CCOY program is established to recognize BUMED's most outstanding E-6 and below NCs and CCCs. The annual competitive cycle is 1 October to 30 September each year. Sailors selected for advancement to paygrade E-7 or to an officer-commissioning program (unless formal declination has been approved) are ineligible for the CCOY program. The CCOY program is separated into two categories:

- a. NC, Rated NCs.
- b. CCC (NEC 806R).

5. Eligibility. All E-1 to E-6 personnel designated as CCC who are rated as an NC, or hold the 806R NEC, and meet the criteria identified in subparagraphs 5a through 5c of this instruction:

- a. Recommended for advancement on their most current evaluation.
- b. Serving as CCC for 10 months in the year nominated.
- c. Received “compliant” or “partial compliant” on most recent command information program review (CIPR). The CIPR must have been completed by the type commander or immediate superior in command career counselor.

6. Roles and Responsibilities

a. Force Master Chief (BUMED-N008) must:

(1) Serve as Navy Medicine’s principal advocate and sponsor overseeing the conduct of the CCOY program to ensure successful operation and integrity.

(2) Inform Chief, BUMED of all awardees and their actions which resulted in the nomination.

b. Force Career Counselor must:

(1) Ensure overall administration of the CCOY program.

(2) Ensure solicitation, submission timelines, and validation of nomination packages are met and received by regions or unit identification codes, in accordance with enclosure (1), by 30 November of the calendar year.

(3) Ensure timely, fair, and impartial review and selection of nomination packages. Nominations received after the due date or not in compliance with the format specifications prescribed in enclosure (2) through (5) will not be considered.

(4) Coordinate with regional career counselors to identify a date and method (virtual or physical) of conducting a CCOY board. Nomination packages will be graded by BUMED force counselor and regional career counselors. Candidates will not be present during the CCOY board.

c. Administration (BUMED-N02B11) must: Coordinate with the BUMED Force Career Counselor to announce CCOY winners via official BUMED general administrative message.

d. Regional CCCs must:

(1) Submit regional nominations to the BUMED Force Career Counselor, as outlined in enclosures (2) through (5) of this instruction, by 30 November each calendar year.

(2) Solicit from subordinate commands the submission of nomination packages to regional career counselors by 31 October each calendar year with commanding officer endorsement.

(3) Review and grade all nomination packages received by subordinate commands.

(4) Ensure regional command endorsement and forward top candidate in each competitive category to BUMED Force Career Counselor.

7. Recognition

a. The CCOY will be announced via a general administrative message by January 31st of the current calendar year.

b. The CCOY will be recognized at the command level or higher as determined by the region.

c. The CCOY will receive a Navy and Marine Corps Commendation Medal.

8. Coordination. The point of contact for this matter is the BUMED force career counselor and the primary means of communication is email.

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 DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/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, BUMED-N008 will review this instruction annually on 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. Form. OPNAV 1650/3 Personal Award Recommendation is available for download from <https://forms.documentservices.dla.mil/order/>. The site can be searched by form number or title, using the drop down at the top. Once form has been located, click the silver disc icon to download the form.



D. K. VIA

Releasability and distribution:

This notice 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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BUREAU OF MEDICINE AND SURGERY DIRECT REPORTERS

1. Commands listed in this enclosure (with unit identification codes) are recognized as direct reporters to BUMED Force Career Counselor and may submit BUMED CCOY nominations.

REGION COMMANDERS

68906 Naval Medical Forces Pacific  
68907 Naval Medical Forces Development Command  
68908 Naval Medical Forces Atlantic

MISCELLANEOUS

00018 Bureau of Medicine and Surgery (Staff) miscellaneous  
64216 Global Patient Movement Requirements Center  
68336 Uniformed Services University Health Services, Bethesda, Maryland

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CAREER COUNSELOR OF THE YEAR NOMINATION PACKAGE TEMPLATE

From: Commanding Officer, (Nominating or Endorsing Command)

To: Force Counselor of the Year Selection Board, Bureau of Medicine and Surgery

Subj: FISCAL YEAR XXXX CAREER COUNSELOR OF THE YEAR NOMINATION IN  
THE CASE OF (RATING, WARFARE, LAST NAME, FIRST NAME, MI)

Ref: (a) BUMEDINST 1650.8

Encl: (1) Command Cover Sheet

(2) CCOY Nominee Biography

(3) Copies of last 3 years of regular performance evaluations (most recent first)

(4) Past 3 years of Physical Readiness Information Management System (PRIMS) on  
PRIMS data sheet

(5) Signed OPNAV 1650/3 Personal Award Recommendation for Navy and Marine  
Corps Commendation Medal (forwarded, including summary of action and completed  
unsigned citation)

(6) Command Information Program Review, most recent one during current fiscal year or  
as required by most recent retention excellence award message

1. Per reference (a) and enclosures (1) through (6), (rating, warfare, last name, first name  
middle initial) is nominated for BUMED, fiscal year-XXXX career counselor of the year  
(CCOY).

2. Reporting Senior's justification of nomination utilizing the following format (limit to two  
typewritten pages)

- a. Primary responsibilities.
- b. Performance.
- c. Leadership.
- d. Command Climate or Sailorization.
- e. Collateral duties.
- f. Peer group and off-duty community involvement.

3. Commanding Officer's remarks (limit to one typewritten page).

(Signature)

Enclosure (2)

COMMAND COVER SHEET TEMPLATE

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

CCOY Nominee

Name:

Rate:

Reporting Senior

Name:

Rank:

Title:

E-mail:

Phone Number:

Command Master Chief

Name:

Rate:

E-mail:

Phone Number:

Command

Full Name:

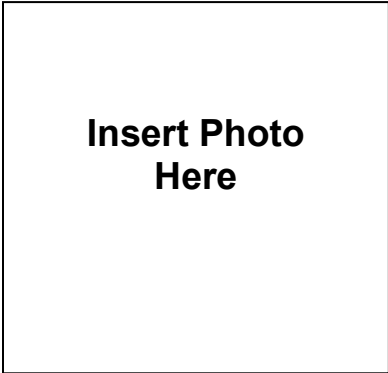
Message PLAD:

BIOGRAPHY TEMPLATE



**Rate (SW/AW) JOHN B. DOE, (INSERT TYPE)  
(INSERT TITLE)  
(INSERT COMMAND)**

Petty Officer Doe, a native of Hometown, Fla., graduated in 1988 from the University of Florida with a Bachelor’s degree in Mechanical Engineering and earned his commissioned through the NROTC Program. He graduated from the Naval Postgraduate School in 1997 with a Master of Science in Information Technology Management.



At sea, he served as electrical division officer aboard USS South Carolina (CGN 37); operations officer aboard USS Peterson (DD 969); station officer aboard USS Enterprise (CVN 65) and executive officer of USS John Hancock (DD 981). As commanding officer of USS Stethem (DDG 63), he deployed to the Arabian Gulf and participated in maritime interception operations in support of United Nations sanctions against Iraq. During his tour as commanding officer of USS Shiloh (CG 67), he assisted victims of the devastating tsunami off Indonesia. Finally, as commander, Carrier Strike Group 3, he deployed to the Middle East supporting Operations New Dawn (Iraq) and Enduring Freedom (Afghanistan).

His shore tours include service on the Joint Staff as a political-military planner in the Africa Division of the Strategic Plans and Policy Directorate (J-5); as director of staff for Commander, Naval Forces Europe, Commander, 6th Fleet; and as executive assistant for the Chief of Naval Operations.



NAVY AND MARINE CORPS COMMENDATION MEDAL AWARD CITATION TEMPLATE

(GOLD STAR IN LIEU OF THE XXXXXX AWARD)

RATE XXXXXX CLASS (WARFARE DESIGNATIONS) FIRST MI. LAST  
UNITED STATES NAVY

MERITORIOUS SERVICE WHILE SERVING AS COMMAND CAREER COUNSELOR AT (responsible organization) FROM (beginning date) to SEPTEMBER 20XX. PETTY OFFICER SAILOR'S OUTSTANDING PERFORMANCE, EXPERIENCE, AND DEDICATION TO DUTY REFLECTED CREDIT UPON HIM/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF UNITED STATES NAVAL SERVICE.

XXTH            MONTH 20XX

FOR THE  
D. K. VIA  
REAR ADMIRAL, MEDICAL CORPS  
UNITED STATES NAVY  
CHIEF, BUREAU OF MEDICINE AND SURGERY