BUMED INSTRUCTION 5305.3B

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY MEDICAL LOGISTICS AWARDS PROGRAM

Encl: (1) Commander Robert A. Edgar Biography
(2) Sample Flag Letter of Commendation
(3) Sample Award Nomination Package

1. **Purpose.** Naval medical logisticians are doing a tremendous job planning, obtaining, and maintaining the required equipment, consumables, and services necessary for the effective and efficient delivery of healthcare support throughout the Navy and Marine Corps. By recognizing and encouraging notable contributions, the Bureau of Medicine and Surgery (BUMED) Medical Logisticians Awards Program seeks to honor and distinguish the officer, enlisted, and civilian members within the logistics community for their outstanding contributions.

2. **Cancellation.** BUMEDINST 5305.3A.

3. **Scope and Applicability.** These special recognition awards will be bestowed annually to individuals and a team who epitomize logistics professionalism and excellence. Nominees may be involved in any or all phases of Navy logistics from early life-cycle planning to in-service logistics support. Contributions must occur in the calendar year prior to when the award is to be given.

4. **Policy**

   a. It is BUMED's policy to annually recognize military members and Federal Government civilian employees for their achievement of significant contributions in the field of medical logistics.

   b. Navy military and Federal Government civilian personnel currently working in the area of medical logistics may be nominated per this instruction. Personnel may not be re-nominated for an award if they have received it within the past 3 years.

   c. Additionally, award winners may be submitted for consideration for additional recognition. The BUMED Medical Logistics Awards Program Review Board will review all submissions and make a recommendation for Chief, BUMED’s final endorsement.
d. At the conclusion of the awards process, with Chief, BUMED’s endorsement, a message will be sent to all commands identifying the award winners. Each winner will be appropriately recognized. A personalized plaque will be awarded to each individual and team award recipient. Enlisted members will receive a Flag Letter of Commendation.

5. Responsibilities

a. The Director of Medical Logistics (BUMED-M42), will appoint board membership, serve as chairman, manage the awards program, and act as the overall advocate for medical logistics awards.

b. The board for the officer, civilian, and team categories is recommended to consist of four active duty personnel and one civilian representative from BUMED-M42 and Naval Medical Logistics Command. The Director, BUMED-M42, will contact the enlisted technical liaison for bio-medical engineering to solicit recommendations for the most qualified board members for the enlisted categories. The board will convene annually to evaluate nominations using NAVMED 5305/4 Logistics Award Score Sheet, select awardees, and make awardee recommendations for submission.

c. 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 by Deputy Chief, BUMED at a general assembly during the annual logistics training symposium or similar group meeting. If the symposium or group meeting cannot be held, award winners will be mailed their awards.

6. Awards Categories and Types. The following categories recognize individuals and teams whose contributions have significantly supported the Navy medical logistics mission, have promoted innovative ideas and concepts that resulted in substantial and quantifiable benefits to the Navy, and have enhanced the logistics profession. Nominees may be involved in any or all phases of Navy medical 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 personalized plaque will be awarded to each individual and team award recipient. Additionally, enlisted members will receive a Flag Letter of Commendation.

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

(1) The CDR Robert A. Edgar Award for Military Operational Medical Logistical of the Year for achievements in support of or in an operational environment. This award is designed for military officers with a rank of O4 and below. CDR Edgar’s biography is in enclosure (1).
(2) The Senior Shore-Based Medical Logistician of the Year Award for achievements performed at a medical activity or specialty command. This award is designed for military officers with a rank of O4 and above.

(3) The Junior Logician of the Year Award for achievements performed in an operational environment, at a medical activity or specialty command. This award is designed for military officers with a rank of O3 and below.

b. Enlisted Individual Achievement Awards. These awards are designed to recognize enlisted personnel and are for ranks of E6 and below. Nominations for these categories must include a draft Flag Letter of Commendation (see enclosure (2) for a sample).

(1) Enlisted Supply Technician of the Year Award for achievements in support of or in an operational environment, medical activity, or specialty command.

(2) Operational Bio-Medical Equipment Technician of the Year for achievements in an operational environment.

(3) Shore-Based Bio-Medical Equipment Technician of the Year for achievements in an institutional environment.

c. Federal Government Civilian Individual Achievement Awards. These awards are designed to recognize Federal Government civilians for achievements performed at a medical activity or specialty command.

(1) Civilian Bio-Medical Equipment Technician of the Year.

(2) Civilian Equipment Manager of the Year.

(3) Civilian Medical Logistician Supply Technician of the Year.

(4) Civilian Contracting Officer Representative of the Year.

(5) Civilian Acquisition Professional of the Year.

d. Best Business Process Team Achievement Award. A team is defined as a group brought together to perform a specific task or goal. This award is for outstanding team performance and is designed to recognize a team whose accomplishments aid in the advancement of medical logistics functions, 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, Lean Six Sigma accomplishments, etc.
7. Nomination Packages

   a. All award nominations must be results oriented and focused on performance, mission accomplishment, team building, and leadership. Consider other awards and recognition received, significant individual accomplishments, materiel and cost savings, process and procedural enhancements, command and career community involvement, and innovative problem solving. Also consider job performance, management ability, acceptance of 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 (3).

   b. Nomination packages for individuals must include a completed NAVMED 5305/2, Individual Award Nomination, and a draft Flag Letter of Commendation for enlisted nominees.

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

8. Action. Submit all award nomination packages to BUMED-M42 no later than 31 March via Department of the Navy (DON) Tasking, Records, and Consolidated Knowledge Repository (TRACKER), mail, or facsimile (703) 681-5412, DSN 761-5412.

Mailing address is:
Bureau of Medicine and Surgery (BUMED-M42)
7700 Arlington Blvd, Ste 5129
Falls Church, VA 22042-5129

9. Records Management

   a. Records created as a result of this instruction regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) 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 your local records manager or the DON/AA DRMD program office.
10. **Review and Effective Date.** Per OPNAVINST 5215.17A, (BUMED-M42) 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 following NAVMED forms are available at:

   a. NAVMED 5305/2 Individual Award Nomination.

   b. NAVMED 5305/3 Team Award Nomination.

   c. NAVMED 5305/4 Logistics Award Score Sheet.

   [Signature]

   TERRY J. MOULTON
   Acting

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
COMMANDER ROBERT A. 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 Bachelors Degree of Arts from Columbia College, Columbia, Missouri (1994), his Masters of Science from the University of Arkansas, Fayetteville, Arkansas (1995), and a Masters of Arts 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 (1975-1978). Subsequent tours included Naval Hospital, Bremerton (1978-1980), Naval Hospital, Yokosuka (1981-1985), and Port Hueneme Clinic (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, DC as the Head, Equipment Maintenance and Repair Branch (1986-1989). His other tours included Department Head, Contract Division/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 Service Company 3D FSSG, 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).
SAMPLE FLAG LETTER OF COMMENDATION

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

JOHN E. DOE

for services as set forth in the following

CITATION:

For outstanding performance of duties while serving as Leading Petty Officer, Office of Total Force, Bureau of Medicine and Surgery, Falls Church, Virginia from January 2018 to December 2018. Your initiative in obtaining and reviewing a laboratory smear went beyond your required duties and your timely communication with medical providers ensured definitive care for a young man with Malaria. You set the example in patient safety by leading the way for those around you to learn and grow from. Your actions demonstrated principles of a High Reliability Organization model for health care, and are pivotal in the sustained mission readiness of our command. Your keen leadership resulted in the continuous 100 percent readiness of the Medical Department, contributing to the tremendous lifesaving efforts during task force operations. By your noteworthy accomplishments, perseverance, and steadfast devotion to duty, you reflected credit upon yourself and upheld the highest traditions of the United States Naval Service.

C. FORREST FAISON III
Vice Admiral, Medical Corps
United States Navy
From: Commanding Officer, (insert command name)
To: Chief, Bureau of Medicine and Surgery (BUMED-M42)

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/Recommendation: [Enter recommendation summary].

6. Nominator: [Enter name, contact number, e-mail, and mailing address for potential award].

(Signature of Commanding Officer)