



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

IN REPLY REFER TO
BUMEDINST 12451.6B CH-1
BUMED-09B14
SEP 9 2015

BUMED INSTRUCTION 12451.6B CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY RECOGNITION AND AWARDS
PROGRAM FOR CIVILIANS

Encl: (1) Revised pages 2, 3, 6, and 7 of the basic instruction

1. Purpose. To revise page 2, paragraphs 3b, 3c, revise page 3, paragraph 3d(2), revise page 6, paragraphs 4a, 4b, BUMED M-code Deputy Chief to Executive Director (ED), Chief of Staff (COS) Bureau of Medicine and Surgery (BUMED) Headquarters (M09B), or Directors. Revise page 6, paragraph 4b, BUMED M-code Deputy Chief's signature block to ED and Director's signature block; and revise page 6, paragraph 4b, Special Act awards above the BUMED M-code Deputy Chief's approval to Special Act awards at the ED and Director's approval. Revise page 7, paragraph 4c, Time Off awards approved at the BUMED M-code Deputy Chief level to Time Off awards approved at the ED and Director's level; and revise page 7 paragraph 4c, block 6 "Action Authorized By" will have the BUMED M-code Deputy Chief's signature block to block 6 "Action Authorized By" will have the ED and Director's signature block; revise page 7, paragraph 4c, Time-Off awards above the BUMED M-code Deputy Chief's approval level to Time-Off awards above the ED and Director's approval level; and revise page 7, paragraph 4d, Package Coversheet routed through the Deputy Chief to Package Coversheet routed through the ED or Director whichever applies.

2. Action. Remove pages 2, 3, 6, and 7 of the basic instruction and replace with enclosure (1).

3. Retain. For record purposes, keep this change transmittal in front of the basic instruction.


A. M. DIGGS
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>

substantially beyond these expectations on a regular and continuing basis. The significant contributions being recognized must be specifically identified. Accomplishments may include, but are not limited to;

(1) Exceptional project or program management;

(2) Individual work that results in a high-quality product or service to a customer, or

(3) Other high quality performance significantly above what is expected at the “Acceptable” level and consistently sustained over a period of time. Performance awards should be submitted at the end of the performance rating period and will be reviewed by the Performance Awards Review Board (PARB) as stated in reference (e). Each code will hold its own PARB.

b. On-the-Spot Award. “Special Act” or “Service” awards that, through streamlined procedures, are designed to quickly recognize and provide immediate reinforcement of one-time achievements by employees that have resulted in service of an exceptionally high quality or quantity. On-the-Spot awards range from \$25 to \$750, commensurate with the nature of the service or act being recognized. Executive Director (ED), Chief of Staff (COS) Bureau of Medicine and Surgery (BUMED) Headquarters (M09B), or Directors has approval authority to grant (one) On-the-Spot cash award for an individual employee during the yearly rating period (1 October through 30 September). On-the-Spot cash awards that exceed the limitation for a yearly rating period will be processed through the BUMED Awards Board. Each code will receive an annual awards budget based on the number of civilian personnel onboard on 1 October. On-the-Spot awards are required to have a Standard Form (SF) 52, Request for Personnel Action (this applies to all On-the-Spot awards whether they are approved at the ED, COS, or Directors are processed through the BUMED Awards Board). The appropriate award amount is determined based on the tangible and intangible benefits scales in enclosures (1) and (2).

c. Special Act Award. This award may be used to recognize a group or individual effort for one-time, non-recurring contributions, and may be given at any time. Special Act Awards range to a maximum of \$25,000. Chief, BUMED is approval authority up to \$10,000 per individual cash award, Secretary of the Navy (SECNAV) is the approval authority for individual cash awards from \$10,000 to \$25,000, and individual cash awards for more than \$25,000 are approved/endorsed by SECNAV, the Department of Defense (DoD), and Office of Personnel Management. The ED and Directors have approval authority to grant one Special Act award up to \$2,500 for an individual employee during the yearly rating period (1 October through 30 September), the COS has approval authority to grant up to \$5,000 for an individual employee during the yearly rating period (1 October through 30 September). The appropriate award amount is determined based on the tangible and intangible benefits scales in enclosures (1) and (2). All Special Act awards above ED, COS, and Director, and approval authority will be processed through the BUMED Awards Board.

d. Time-Off Award. Time-Off awards are an alternate and/or additional means of recognizing the superior accomplishments or achievements of employees with other than cash or honorary awards.

(1) Criteria. Decisions to grant time-off awards shall be based upon the same criteria or circumstances for any other incentive award. Supervisors and managers shall fully consider wage costs and productivity loss when recommending time-off awards and shall ensure that the amount of time-off recommended as an award is commensurate with the individual's contribution or accomplishment. Enclosure (3) contains an award scale for determining time-off awards. Examples of achievements that may be considered for a time-off award:

- (a) High-level performance.
- (b) Making a high-quality contribution involving a difficult or important project or assignment.
- (c) Displaying special initiative and skill in completing an assignment or project before the deadline.
- (d) Using initiative and creativity in making improvements in a product, activity, program, or service.
- (e) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.
- (f) Accomplishing a specific, one-time or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

(2) Limitations on Time-Off Awards

(a) ED, COS, and Directors will have approval authority to grant no more than 2 days of time-off to an individual employee during the yearly rating period (1 October through 30 September). Time-Off awards exceeding the limitation of 2 days off for a yearly rating period will be processed through the BUMED Awards Board. The total amount of time-off that may be granted to any individual in any one yearly rating period is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work generally worked during a pay period.

(b) The maximum amount of time-off that may be granted to an individual for a single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for a single contribution is one-half the maximum amount of time that would be granted during the year.

SEP 9 2015

(c) The act of valor must be related to his or her Government employment (e.g., act occurs on the job or while employee is in a duty status; involves a military member or civilian DON employee, is related to the mission of the DON; the reputation of the DON is enhanced).

(d) The public interest is served.

(e) Nominations must be well documented. Newspaper reports, police reports, or other contemporaneous accounts of the acts must be submitted where possible.

(5) Superior Civilian Medal of Valor. This award is the second highest honorary award for valor and recognizes acts of valor that do not meet the criteria in paragraph 3e(4)(a) through (e). This award may be granted posthumously and, when so awarded, may be presented to a representative to be determined by the deceased member's family. It may be granted for:

(a) Unusual acts of heroism beyond the call of duty.

(b) The individual must have exhibited courage, sacrifice, and risk or clear presence of mind in assisting others in an emergency situation.

(c) While the individual voluntarily places himself or herself in danger, the level and degree of danger or risk is not as extreme as the Distinguished Civilian Medal for Valor.

(d) The act of heroism may be related to his or her Government employment, but this is not a requirement.

(e) As a result of the act, the reputation of the DON is enhanced or the public interest is served.

(f) The employee may be in a duty status or non-duty status when the heroic action is performed.

4. Processing. All award packages will be submitted to BUMED-M09B14 for review and processing.

a. On-the-Spot awards. Submit an SF 52 Form and Citation. Enclosures (4) through (7) are provided as examples. Note: Block 6 "Action Authorized By" on SF 52 form should have the ED and Director's signature block. Awards for BUMED-M09B staff will have the COS's signature block in block 6.

b. Special Act awards. Submit an SF 52 Form, Summary of Achievements, and Citation. Enclosures (4) through (7) are provided as examples. Special Act awards approved at the ED and Director's level, block 6 "Action Authorized By" will have the ED and Director's signature block. Awards for BUMED-M09B staff will have the COS's signature block in block 6. Special Act awards above the ED and Director's approval level, block 6 "Action Authorized By" will

have the COS's signature block in block 6 and (will not) be signed by the COS until the award as been reviewed and approved by the BUMED Awards Board. The Awards Program Manager will obtain the COS's signature once the award has been reviewed and approved by the BUMED Awards Board.

c. Time-Off awards. Submit an SF 52 Form and Summary of Achievements. Enclosures (4) through (6) are provided as examples. Time-Off awards approved at the ED and Director's level, block 6 "Action Authorized By" will have the ED and Director's signature block. Awards for BUMED-M09B staff will have the COS's signature block in block 6. Time-Off awards above the ED and Director's approval level, block 6 "Action Authorized By" will have the COS's signature block in block 6 and (will not) be signed by the COS until the award has been reviewed and approved by the BUMED Awards Board. The Awards Program Manager will obtain the COS's signature once the award has been reviewed and approved by the BUMED Awards Board. The Awards Program Manager will prepare a Time-Off Certificate for all Time-Off awards.

d. Honorary Awards. The SF 52 Form is not required. Nomination packages for Honorary Awards shall be submitted using a BUMED 5216/20, Package Coversheet routed through the ED or Director whichever applies. Nomination packages must include biographical data, basis for nomination, and citation. Enclosures (5) through (7) are provided as examples.

5. Approval. All cash awards in excess of \$2,500 for an individual and Time-Off award in excess of 2 days off will be reviewed by the BUMED Awards Board. Final determination of level of award will be recommended by the BUMED Awards Board commensurate with enclosures (1) through (3) and presented to the COS for final approval.

6. Forms

a. SF 52 (7/91), Request for Personnel Action is available electronically at:
<http://www.gsa.gov/portal/forms/download/115514>.

b. The following forms are found electronically via the Navy Medicine Web site:
<http://www.med.navy.mil/directives/Pages/NAVMEDEForms.aspx>.

(1) BUMED 12451/4 (Rev. 09-2008) Time-Off Awards Program

(2) BUMED 5216/20 (Rev. 03-2013), Package Coversheet.


A. M. DIGGS
Chief of Staff

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>



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

IN REPLY REFER TO
BUMEDINST 12451.6B
BUMED-M09B14
27 May 2014

BUMED INSTRUCTION 12451.6B

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: BUREAU OF MEDICINE AND SURGERY RECOGNITION AND AWARDS
PROGRAM FOR CIVILIANS

Ref: (a) DON Civilian Human Resources Manual, Subchapter 451.1
(b) DON HR Implementation Guide 451-02
(c) DOD 1400.25-M, Subchapter (SC) 1930.9.2 of 10 Jun 2008
(d) Title 5 CFR 451
(e) Interim Performance Management System Policy Guide –Version 2.0-
September 2010
(f) Interim Performance Management System Handbook – Version 2.0-
September 2010

Encl: (1) Scale of Award Amounts Based on Tangible Benefits
(2) Scale of Award Amounts Based on Intangible Benefits
(3) Scale of Time-Off Awards
(4) Block-by-Block Instructions for completing SF 52
(5) Sample Format for Submitting Honorary Awards
(6) Sample Summary of Achievements
(7) Sample Citation

1. Purpose. With the return to the General Schedule (GS) Pay Plan from the National Security Personnel System, there have been changes that affect the Civilian Incentive Awards Program. This revision implements guidance on submitting awards. Enclosures (1) through (4) provide award guidance and enclosures (5) through (7) provide samples. References (a) through (f) provide additional guidance.

2. Cancellation. BUMEDINST 12451.6A.

3. Action. An annual budget will be allocated to each code for all cash awards identified in this instruction. The Department Head, Administrative Services Department shall provide a semi-annual report of all awards processed. Effective immediately the following applies:

a. Performance Cash Awards. Under the current Department of the Navy (DON) two-level performance system, justification is required that supports how the individual employee exceeded expectations established for the "Acceptable" level of performance at the employee's grade and position. Performance recognition is appropriate when an employee performs

substantially beyond these expectations on a regular and continuing basis. The significant contributions being recognized must be specifically identified. Accomplishments may include, but are not limited to;

- (1) Exceptional project or program management;
- (2) Individual work that results in a high-quality product or service to a customer, or

(3) Other high quality performance significantly above what is expected at the "Acceptable" level and consistently sustained over a period of time. Performance awards should be submitted at the end of the performance rating period and will be reviewed by the Performance Awards Review Board (PARB) as stated in reference (e). Each code will hold its own Performance Awards Review Board.

b. On-the-Spot Award. "Special Act" or "Service" awards that, through streamlined procedures, are designed to quickly recognize and provide immediate reinforcement of one-time achievements by employees that have resulted in service of an exceptionally high quality or quantity. On-the-Spot awards range from \$25 to \$750, commensurate with the nature of the service or act being recognized. Each BUMED M-code Deputy Chief/Chief of Staff for Bureau of Medicine and Surgery (BUMED) M09B staff has approval authority to grant (one) On-the-Spot cash award for an individual employee during the yearly rating period (1 October through 30 September). On-the-Spot cash awards that exceed the limitation for a yearly rating period will be processed through the BUMED Awards Board. Each code will receive an annual awards budget based on the number of civilian personnel onboard on 1 October. On-the-Spot awards are required to have a Standard Form (SF) 52, Request for Personnel Action (this applies to all On-the-Spot award whether they are approved at the BUMED M-code Deputy Chief level/Chief of Staff for BUMED-M09B staff or are processed through the BUMED Awards Board). The appropriate award amount is determined based on the tangible and intangible benefits scales in enclosures (1) and (2).

c. Special Act Award. This award may be used to recognize a group or individual effort for one-time, non-recurring contributions, and may be given at any time. Special Act Awards range to a maximum of \$25,000. Chief, BUMED is approval authority up to \$10,000 per individual cash award, Secretary of the Navy (SECNAV) is the approval authority for individual cash awards from \$10,000 to \$25,000, and individual cash awards for more than \$25,000 are approved/endorsed by SECNAV, the Department of Defense (DoD), and Office of Personnel Management. Each BUMED M-code has approval authority to grant one Special Act award up to \$2,500 for an individual employee during the yearly rating period (1 October through 30 September), the Chief of Staff has approval authority to grant up to \$5,000 for an individual employee during the yearly rating period (1 October through 30 September). The appropriate award amount is determined based on the tangible and intangible benefits scales in enclosures (1) and (2). All Special Act awards above BUMED M-code Deputy Chief and Chief of Staff approval authority will be processed through the BUMED Awards Board.

d. Time-Off Award. Time-Off awards are an alternate and/or additional means of recognizing the superior accomplishments or achievements of employees with other than cash or honorary awards.

(1) Criteria. Decisions to grant time-off awards shall be based upon the same criteria or circumstances for any other incentive award. Supervisors and managers shall fully consider wage costs and productivity loss when recommending time-off awards and shall ensure that the amount of time-off recommended as an award is commensurate with the individual's contribution or accomplishment. Enclosure (3) contains an award scale for determining time-off awards. Examples of achievements that may be considered for a time-off award:

- (a) High-level performance.
- (b) Making a high-quality contribution involving a difficult or important project or assignment.
- (c) Displaying special initiative and skill in completing an assignment or project before the deadline.
- (d) Using initiative and creativity in making improvements in a product, activity, program, or service.
- (e) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.
- (f) Accomplishing a specific, one-time or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

(2) Limitations on Time-Off Awards

(a) Each BUMED M-code Deputy Chief/Chief of Staff for BUMED-M09B staff will have approval authority to grant no more than 2 days of time off to an individual employee during the yearly rating period (1 October through 30 September). Time-Off awards exceeding the limitation of 2 days off for a yearly rating period will be processed through the BUMED Awards Board. The total amount of time-off that may be granted to any individual in any one yearly rating period is 80 hours. For part-time employees or those with an uncommon tour of duty, the total time that may be granted during any calendar year is the average number of hours of work generally worked during a pay period.

(b) The maximum amount of time-off that may be granted to an individual for a single contribution is 40 hours. For part-time employees or those with an uncommon tour of duty, the maximum award for a single contribution is one-half the maximum amount of time that would be granted during the year.

27 May 2014

(c) Time-off granted as an award must be scheduled and used within 1 year after the effective date of the award. Any unused amount remaining after that time will be forfeited without further compensation to the employee.

(d) A time-off award does not convert to cash under any circumstances.

(e) Time-off awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave.

(f) To ensure equity and fairness, time-off awards granted to employees on flexible, compressed, or alternative work schedules may determine "1 workday" to be greater than 8 hours.

(g) Time-off Awards shall be documented using BUMED 12451/3, Time-Off Awards Program certificate which is prepared by the BUMED Military and Civilian Awards Specialist.

(h) Portability. A time-off award shall not be transferred between DoD components. If an employee is transferring to another DoD activity or outside DoD, the employee should be allowed to use the award prior to the transfer. Managers and supervisors should make every effort to ensure the employee is able to use the time-off award before he or she leaves the component. A time-off award can be transferred within the DON; however, it must be scheduled and used within 1 year after the effective date of the award.

e. Honorary Awards. Honorary awards provide additional means to recognize an employee's overall value to the organization. They provide an opportunity to acknowledge valuable contributions made, and may reflect contributions made over a period of months or years. Honorary recognition may be in addition to or instead of monetary or time off recognition. Honorary awards are not to be used as a retirement award or when a member is leaving an organization. Honorary awards are meant to recognize sustained performance and should be given throughout an employee's career. If a significant accomplishment occurs close to retirement, it may be acceptable to present it at retirement.

(1) Distinguished Civilian Service Award. This award is the highest honorary award the SECNAV can confer on a DON civilian employee. The award is granted only to those employees who have given distinguished and/or extraordinary service to the DON. Approved nominations will be forwarded to the DON Awards Review Panel (DARP) for final review and approval. The achievements or service must be truly exceptional when measured against the position requirements of the individual, and should far exceed the contributions and service of others with comparable responsibilities. This award should be reserved for contributions that are so unusual and/or significant that recognition at the SECNAV level is deserved. Additional indicators include using:

(a) A pattern of long-term, sustained high performance as evidenced by the nominee having previously received high honorary awards (e.g., DON Superior Civilian Service Award and/or DON Meritorious Civilian Service Award, or similar awards or honors).

27 May 2014

- (b) Career achievements that are recognized throughout DON.
- (c) Indications of innovative leadership of highly successful programs or projects that have impacted beyond the nominee's activity or Command.
- (d) Accomplishments/achievements that have had, at a minimum, DON-wide impact.
- (e) Scientific or technical advances or suggestions of significant value.
- (f) Accomplishments that show unusual management abilities, innovative thinking, and/or outstanding leadership that benefits the DON.
- (g) Responsibility for major cost savings, reductions, or avoidance.
- (h) Exceptional cooperative efforts with other Navy offices, Federal agencies, or the private sector.
- (i) Unusual acts of heroism beyond the call of duty.

(2) Superior Civilian Service Award. This award is the second highest honorary award in the DON. The same criteria in paragraph 3e(1)(a) through (i) will be used for granting this award, however, the contribution, while exceptional in value, would be narrower in scope or impact (e.g., accomplishment that is significant and has far-reaching major Command-wide/Navy Medicine wide impact.) *This award should not be used as a retirement award.*

(3) Meritorious Civilian Service Award. This award is the third highest honorary award in the DON. The same criteria in paragraph 3e(1)(a) through (i) will be used for granting this award, however, the contributions, while high in value, are more limited in scope/impact (e.g., accomplishment should be significant and have far-reaching impact, but less than the Superior Civilian Service Award). *This award should not be used as a retirement award.*

(4) Distinguished Civilian Medal for Valor. This award is the highest honorary award the SECNAV can confer upon DON civilian employees for valor. Approved nominations are reviewed by the DARP. No more than one medal per person may be authorized for multiple acts of heroism resulting from the same incident. The award may be granted posthumously and, when so awarded, may be presented to a representative to be determined by the deceased member's family. Eligible employees are those whose unselfish acts meet all of the following criteria:

- (a) Distinguished, extraordinary, and unusual acts of heroism beyond the call of duty.
- (b) The individual must have exhibited extreme courage and conscious acts of sacrifice, risk to personal safety, or determination in facing significant and grave danger in a perilous situation.

(c) The act of valor must be related to his or her Government employment (e.g., act occurs on the job or while employee is in a duty status; involves a military member or civilian DON employee, is related to the mission of the DON; the reputation of the DON is enhanced).

(d) The public interest is served.

(e) Nominations must be well documented. Newspaper reports, police reports, or other contemporaneous accounts of the acts must be submitted where possible.

(5) Superior Civilian Medal of Valor. This award is the second highest honorary award for valor and recognizes acts of valor that do not meet the criteria in paragraph 3e(4)(a) through (e). This award may be granted posthumously and, when so awarded, may be presented to a representative to be determined by the deceased member's family. It may be granted for:

(a) Unusual acts of heroism beyond the call of duty.

(b) The individual must have exhibited courage, sacrifice, and risk or clear presence of mind in assisting others in an emergency situation.

(c) While the individual voluntarily places himself or herself in danger, the level and degree of danger or risk is not as extreme as the Distinguished Civilian Medal for Valor.

(d) The act of heroism may be related to his or her Government employment, but this is not a requirement.

(e) As a result of the act, the reputation of the DON is enhanced or the public interest is served.

(f) The employee may be in a duty status or non-duty status when the heroic action is performed.

4. Processing. All award packages will be submitted to BUMED-M09B14 for review and processing.

a. On-the-Spot awards. Submit an SF 52 Form and Citation. Enclosures (4) through (7) are provided as examples. Note: Block 6 "Action Authorized By" on SF 52 form should have the BUMED M-code Deputy Chief's signature block. Awards for BUMED-M09B staff will have the Chief of Staff's signature block in block 6.

b. Special Act awards. Submit an SF 52, Summary of Achievements, and Citation. Enclosures (4) through (7) are provided as examples. Special Act awards approved at the BUMED M-code Deputy Chief level, block 6 "Action Authorized By" will have the BUMED M-code Deputy Chief's signature block. Awards for BUMED-M09B staff will have the Chief of Staff's signature block in block 6. Special Act awards above the BUMED M-code Deputy Chief's approval level, block 6 "Action Authorized By" will have the Chief of Staff's signature

27 May 2014

block in block 6 and (will not) be signed by the Chief of Staff until the award as been reviewed and approved by the BUMED Awards Board. The Awards Program Manager will obtain the Chief of Staff's signature once the award has been reviewed and approved by the BUMED Awards Board.

c. Time-Off awards. Submit an SF 52 and Summary of Achievements. Enclosures (4) through (6) are provided as examples. Time-Off awards approved at the BUMED M-code Deputy Chief level, block 6 "Action Authorized By" will have the BUMED M-code Deputy Chief's signature block. Awards for BUMED-M09B staff will have the Chief of Staff's signature block in block 6. Time-Off awards above the BUMED M-code Deputy Chief's approval level, block 6 "Action Authorized By" will have the Chief of Staff's signature block in block 6 and (will not) be signed by the Chief of Staff until the award as been reviewed and approved by the BUMED Awards Board. The Awards Program Manager will obtain the Chief of Staff's signature once the award has been reviewed and approved by the BUMED Awards Board. The Awards Program Manager will prepare a Time-Off Certificate for all Time-Off awards.

d. Honorary Awards. The SF 52 is not required. Nomination packages for Honorary Awards shall be submitted using a BUMED 5216/20, Package Coversheet routed through the Deputy Chief of the specific BUMED M-code. Nomination packages must include biographical data, basis for nomination, and citation. Enclosures (5) through (7) are provided as examples.

5. Approval. All cash awards in excess of \$2,500 for an individual and Time-Off award in excess of 2 days off will be reviewed by the BUMED Awards Board. Final determination of level of award will be recommended by the BUMED Awards Board commensurate with enclosures (1) through (3) and presented to the Chief of Staff for final approval.

6. Forms

a. SF 52 (7/91), Request for Personnel Action is available electronically at:
<http://www.gsa.gov/portal/forms/download/115514>.

b. The following forms are found electronically via the Navy Medicine Web site:
<http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.

(1) BUMED 12451/4 (Rev. 09-2008) Time-Off Awards Program

(2) BUMED 5216/20 (Rev. 03-2013), Package Coversheet.



M. L. NATHAN

Distribution is electronic only via the Navy Medicine Web site at:
<http://navymedicine.med.navy.mil/default.cfm?seltab=directives>

SCALE OF AWARD AMOUNTS BASED ON TANGIBLE BENEFITS

BENEFITS Estimated First-Year Benefits	AWARD Amount of Award to Employee
Up to \$10,000 in benefits	10% of the benefits
Between \$10,001 and \$100,000 in benefits	\$1,000 Plus 3% to 10% of benefits over \$10,000
More than \$100,000 in benefits	\$3,700 to \$10,000 for the first \$100,000 in benefits. Plus 0.5% to 1.0% of benefits above \$100,000
	For all individual awards of more than \$25,000, Presidential approval is required. Recommendation is reviewed and concurrence required by the DARP, the SECNAV, the SECDEF, and the OPM.

SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	<p align="center"><u>LIMITED</u></p> <p>Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.</p>	<p align="center"><u>EXTENDED</u></p> <p>Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.</p>	<p align="center"><u>BROAD</u></p> <p>Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.</p>	<p align="center"><u>GENERAL</u></p> <p>Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.</p>
<p><u>MODERATE</u> Change or modification of an operating principle or procedure with limited use or impact.</p>	\$25 - \$500	\$501 - \$750	\$751 - \$1,000	\$1,001 - \$1,500
<p><u>SUBSTANTIAL</u> Substantial change or modification of procedures. Important improvements to the value of a product, activity, program, or service to the public.</p>	\$501 - \$750	\$751 - \$1,000	\$1,001 - 1,500	\$1,501 - \$3,150
<p><u>HIGH</u> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.</p>	\$751 - \$1,000	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300
<p><u>EXCEPTIONAL</u> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.</p>	\$1,001 - \$1,500	\$1,501 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

SCALE OF TIME-OFF AWARDS

1. **Moderate Value to Organization: 1 to 10 hours**

a. A contribution to a product, activity, program or service to the public, which is of sufficient value to merit formal recognition.

b. Beneficial change or modification of operating principles or procedures.

2. **Substantial Value to Organization: 11 to 20 Hours**

a. An important contribution to the value of a product, activity, program or service to the public.

b. Significant change or modification of operating principles or procedures.

3. **High Value to Organization: 21 to 30 Hours**

a. A highly significant contribution to the value of a product, activity, program or service to the public.

b. Complete revision of operating principles or procedures, with considerable impact.

4. **Exceptional Value to Organization: 31 to 40 Hours**

a. A superior contribution to the quality of a critical product, activity, program or service to the public.

b. Initiation of a new principle or major procedure, with significant impact.

BLOCK-BY-BLOCK INSTRUCTIONS FOR COMPLETING SF-52

PART A

1. **Action Requested:** Enter type of action i.e., On-the Spot Award, Time-Off, etc...
2. **Request Number:** Leave Blank.
3. **For Additional Info Call:** Enter POC information.
4. **Proposed Effective Date:** Type in "ASAP"
5. **Action Requested By:** For awards at the approval level of the "BUMED M-code Deputy Chief/Chief of Staff for BUMED-M09B staff" enter the originator's name and information. If the award is above the approval level of "BUMED M-code Deputy Chief/Chief of Staff for BUMED-M09B staff" type in the signature block for the "BUMED M-code Deputy Chief," for BUMED-M09B staff type in the Deputy Chief of Staff's signature block.
6. **Action Authorized By:** Awards approved at the "BUMED M-code Deputy Chief/Chief of Staff for BUMED-M09B staff" level type in the "BUMED M-code Deputy Chief/Chief of Staff for M09B staff" signature block. Awards approved above the level of "BUMED M-code Deputy Chief/Chief of Staff for M09B staff" type in the Chief of Staff's signature block. Note: BUMED-M09B staff will always have the "Chief of Staff's" signature block in block 6.

PART B

1. **Name:** Type in Employee's Name (Last, First, Middle).
2. **Social Security Number:** Leave Blank.
3. **Date of Birth:** Type in Employee's date of birth (0/0/0000).
4. **Effective Date:** Enter date if applicable or type in "ASAP"
5. **Blocks 5A through 5F – Leave Blank.**
6. **Blocks 6A through 6F – Leave Blank.**
7. **FROM: POSITION & PD #:** Type in Employee's position title and PD #
8. **Pay Plan:** Type in Employee's pay plan i.e., GS etc.
9. **Occ. Code:** Type in Employee's series i.e., 318, 340, 301 etc.
10. **GRADE or LEVEL:** GS 12 etc.

PART B (Continued)

11. **STEP or RATE:** Leave Blank.
12. **TOTAL SALARY:** Type in Employee's total salary i.e., \$47,576 (if you don't have it contact payroll and obtain the information).
- 12A. **Blocks 12A through 12D – Leave Blank.**
13. **PAY BASIS:** Type in Employee's pay basis, most will be "PA" but verify this with payroll.
14. **NAME & LOCATION OF POSITION'S ORGANIZATION:**
Bureau of Medicine and Surgery
Member's Department
7700 Arlington Boulevard
Falls Church, VA 22042
15. **TO: POSITION TITLE & PD #:** Type in the same information that you typed in Block # 7 unless this is a position and PD change.
16. **PAY PLAN:** Type in the same information that you typed in Block #8 unless this is a position and PD change.
17. **OCC. CODE:** Type in the same information that you typed in Block #9 unless this is a position and PD change.
18. **GRADE or LEVEL:** Leave Blank.
19. **STEP or RATE:** Leave Blank
20. **TOTAL SALARY/AWARD:** If the award is for cash then you will type in the amount of the cash award you are requesting. If the award is for time off then you will enter the amount of hours you are requesting.
21. **PAY BASIS:** Type in the same information you have in Block #13.
22. **NAME AND LOCATION OF POSITION'S ORGANIZATION:** Type in the same information you typed in Block #14.
23. **Blocks 23 through 51 and Part C through E – Leave Blank.**
24. **REMARKS:** Self-explanatory.

SAMPLE FORMAT FOR SUBMITTING HONORARY AWARDS
(Meritorious Civilian, Superior Civilian, etc.)

Nomination of
(Name)
for the
Department of the Navy
Meritorious Civilian Service Award

I. Biographical Data

A. General Information

Name
Date of Birth
Job Title, Pay Plan, & Occupation Code
Organization and Location

B. Education

Year
Degree
School
Major Field

C. Significant Employment – (List in reverse chronological order beginning with present).

D. Significant Prior Awards – (List in reverse chronological order beginning with most recent).

E. Significant Publications – during past 10 years (List in reverse chronological order beginning with the most recent publication).

F. Current Membership – in professional or scientific societies, civic organizations, etc.

II. Basis for Nomination (not to exceed 3 pages)

A. Summary of Achievement – must only include achievements during the meritorious period of the award submission. List achievements in bullet format. When writing the bullets for an award you want to convey to the reader what an outstanding employee you have. The reader needs to understand the value this employee brings to the command and that their performance is above and beyond their normal duties. Many times the writer falls short because they have not conveyed this to the reader. Do not write for the sake of volume. Be direct and concise and provide pertinent details i.e., dollars saved etc.

B. Additional Facts – and consideration pertinent to the nomination (include examples of personal qualities of the nominee which made the achievement possible). If these achievements were not adequately described in the Summary of Achievement.

III. Citation

Prepare a proposed citation in Times Roman font, 12 pitch, no longer than 22 lines, highlighting the significance of the individual's achievements.

SAMPLE SUMMARY OF ACHIEVEMENTS

Mr. John Doe is strongly recommended for the _____ Award for his exceptional performance while serving as Director, Financial Division, Bureau of Medicine and Surgery, Falls Church, Virginia from March 2009 to May 2014. Mr. Doe performed all duties and responsibilities of his position with outstanding professionalism, diligence, and total dedication to excellence. He consistently performed at a superior level and made significant contributions to the successful accomplishment of Navy Medicine's mission, goals, and objectives. His many noteworthy achievements include the following:

- Guided the transition of medical resources from the Navy Department accounts to the Defense Health Program appropriation. His efforts were instrumental in establishing policies, procedures, and fiduciary controls for this major initiative.
- Spearheaded the creation of budget substructures that aligned Navy sub-activity groups to program elements and budget activity groups in the Defense Health Program. This initiative greatly improved the comparability of Navy Medicine's budget and financial data with Army, Air Force, and Department of Defense organizations.
- Designed, developed, and implemented innovative automated system solutions for budget formulation and financial planning. His efforts enabled Navy Medicine to move from a hard-wired interface system to a web-based thin client application, preserving full capability and expanded functionality.
- Instrumental in developing new methods of managing private sector care resources. Provided significant input to the development of policy and guidance to institutionalize the Next Generation of TRICARE Contracts financial process, incentives for cost control, and to simplify the determination of contract financial outcomes.
- Successfully created organizational balance by effectively using civilian, military, and contractor human resources to accomplish the mission. His leadership enhanced professional competencies by recruiting and staffing the best managers available and carefully structuring individual development plans for all staff.
- Successfully mentored new financial managers both personally and in formal training programs. Sponsored high potential employees in the Secretary of the Navy Fellowship Program, Defense Leadership and Management Program, and other graduate-level educational programs. The results of his efforts were evident in the fact that many of these employees now occupy senior leadership positions throughout Navy Medicine, the Department of the Navy, the Department of Defense, and other non-defense Federal agencies.

Mr. Doe's contributions to the successful mission accomplishment of Navy Medicine are truly outstanding. His achievements and dedication to duty reflect credit upon himself and are in keeping with the highest standards of the Civil Service. He is most deserving to be recognized with the _____ Award.

SAMPLE CITATION

The Chief, Bureau of Medicine and Surgery takes pleasure in presenting the Meritorious Civilian Service Award, Superior Civilian Service Award, On-the-Spot Award, etc... to

(NO ACRONYMS)

MR. JOHN R. DOE

for services as set forth in the following

CITATION:

For superior service while serving as Lead Contract Surveillance Representative, Materiel Management Department, Directorate for Administration, Bureau of Medicine and Surgery, Falls Church, Virginia from March 2009 to May 2014. Mr. Doe was directly responsible for the largest emergency and acute care contract in the Navy, overseeing more than one third of the personnel at the Command, never missing an issue that could impede patient care. He continually ensured the Command received the services needed through persistence and skillful negotiations. He was the catalyst for an in depth analysis of health care contracting initiatives that identified available dollars to support our fiscally constrained resources. He was solely responsible for opening the Naval Hospital Camp Lejeune Henderson Family Medicine Clinic which provided convenient care for beneficiaries living in outlying areas of Jacksonville and Onslow County. He negotiated the lease, was responsible for supplies and equipment, and ensured proper staffing with the old clinic closing one day and the new clinic opening the next. He was extremely instrumental in the department receiving zero discrepancies for all Joint Commission and Inspector General Inspections throughout his tenure. His guidance and assistance in the procurement of health care services set the foundation for technically sound and financially viable contracts. Mr. Doe is considered the Bureau of Medicine and Surgery expert on health care services contracts. On behalf of the Command, the Navy Medical Department, and the United States Department of the Navy, I extend my sincere appreciation for a job well done.

M. L. NATHAN
Vice Admiral, Medical Corps
United States Navy
Chief, Bureau of Medicine and Surgery