



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY MEDICAL LOGISTICS COMMAND**  
**693 NEIMAN STREET**  
**FORT DETRICK, MARYLAND 21702-5022**

AMML-CG

21 October 2020

MEMORANDUM FOR First Line O-6 Department of Defense (DoD) Commanders or Directors of DoD Healthcare Technology Management Warrant Officers, Enlisted personnel, and DoD Civilians

SUBJECT: U.S. Army Medical Logistics Command (AMLC) Healthcare Technology Management (HTM) Dean Ohlsen Award of Excellence

1. Purpose. DoD HTM professionals do an excellent job planning, obtaining, and maintaining medical devices, equipment, consumables, and services in support of our nations Warfighters. HTM professionals provide essential functions for the effective, efficient delivery of healthcare support as well as overall readiness throughout the DoD. The AMLC seeks to honor and distinguish warrant officers, enlisted personnel, and civilian professionals throughout the DoD HTM community through encouraging and recognizing outstanding contributions.
2. Scope and Applicability. The HTM Dean Ohlsen Award of Excellence will be presented annually to three selected candidates, one for each of the three achievement categories: warrant officer, enlisted, and DoD civilian. The individual receiving the award will epitomize technical professionalism and excellence through contributions to the DoD HTM community. Candidate achievements must occur within the prescribed timeframe of the award announcement.
3. Policy
  - a. Annually, AMLC will select award recipients from eligible DoD HTM community nominees, in recognition of their significant contributions to the field of healthcare technology.
  - b. Qualified personnel, actively working in the area of HTM, may be nominated in accordance with this instruction. Individuals who received an award within the last 3 years cannot be nominated for recognition under the same achievement category.
  - c. HTM Award of Excellence recognition does not disqualify candidates from being considered for other DoD awards. The awards program review board will examine all nomination submissions and recommend candidates for consideration and final endorsement by the approving official.
  - d. Upon conclusion of the award-selection process, notifications will be sent to all commands and agencies identifying selected award recipients. Each award recipient will be recognized during the annual AMLC HTM appreciation program. Award recognitions will include a personalized flag officer letter, an AMLC coin, and a token of appreciation. A wall plaque recognizing award recipients will be prominently displayed within the AMLC Headquarters.

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#### 4. Responsibilities

a. The 670A Consultant will review and select, in writing, the board chairman, board recorder, and board-member committee associates and oversee the HTM awards program administration. Board-member constituents may include senior personnel, to include CW5 staff COMPOs 1 and 3, 670A consultant, AMLC CCWO, Office of The Surgeon General (OTSG), 68A Senior Enlisted Advisor, and senior DoD civilian associates. Board members are not eligible to receive an HTM Award of Excellence recognition.

b. The HTM awards review board will be minimally comprised of four committee members. Each award achievement category will be represented by at least one board member. The board chairman will contact senior representatives to solicit recommendations identifying the most qualified board members for the each award category. The board chairman is not a voting member, unless situations occur to determine the final awardee. The board will convene annually to evaluate nominations and recommend prospective award candidates for selection consideration by the approving official using an HTM award score sheet, which will be filed for five years IAW AR 25-400-2. The approving official for all official correspondence is the AMLC Commander.

5. Dean Ohlsen Award of Excellence Achievement Categories. The following achievement categories will recognize individuals whose contributions have significantly supported DoD and AMLC HTM mission objectives. Nominees must promote innovative ideas and concepts that resulted in substantial and quantifiable actions and benefits to improve the HTM profession. Nominees may be involved in any or all phases of DoD medical logistics supporting HTM activities. Nominees will be scored on factors including, but not limited to, leadership and management ability, technical expertise, organizational support and responsiveness, equipment life cycle and cost savings, procedural enhancements, and readiness effort auditing.

a. *Warrant Officer Achievement Category* - This category recognizes technical professionalism and excellence through documented HTM community contributions. Category eligibility extends to all 670A warrant officer grades actively working in the area of HTM.

b. *Enlisted Achievement Category* - This category recognizes technical professionalism and excellence through documented HTM community contributions. Category eligibility extends to all enlisted personnel grades actively working in the area of HTM.

c. *DoD Civilian Achievement Category* - This category recognizes technical professionalism and excellence through documented HTM community contributions. Category eligibility extends to all DoD civilian occupational groups actively working in the area of HTM.

6. Nomination Packet. All complete nomination packages MUST be received by the AMLC Awards Program Review Board no later than close of business **31 March 2021**.

a. Candidate nomination submissions must be results oriented, focused on performance, mission accomplishment, team building, and leadership. Consideration should be given to

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factors, such as awards and recognitions received, significant individual HTM-community accomplishments, and materiel and cost savings. Process and procedural enhancements, command and career community involvement, and innovative problem solving should be considered.

b. Other factors such as job performance, management ability, responsibility, acceptance, technical acumen, unusual job assignments, job effectiveness, unique job achievements, organizational responsiveness, or support to deployment operations should be considered. Nomination packet submissions must clearly state the nominee's applicable achievement category and be signed by a nominating officer (first line O-6 Commanders or Directors). Refer to enclosure for a sample award nomination packet.

c. Nomination packet must be complete upon arrival for consideration. Incomplete packets will be returned via e-mail to the nominating officer. If returned for incomplete submission, the packet will be marked ineligible for the submitted calendar year-award.

7. Action. Electronic submission is required for nomination packets to the HTM Awards Program Review Board by email or mail at the following address:

a. Email: [usarmy\\_detrick.medcom-usamma.mbx.m2pa@mail.mil](mailto:usarmy_detrick.medcom-usamma.mbx.m2pa@mail.mil), SUBJECT: 2021 HTM Award of Excellence Packet.

b. Mail, when access to digital resources are not available:  
US Army Medical Logistics Command  
ATTN: HTM Awards Review Board/M2PA  
693 Neiman Street  
Fort Detrick MD 21702.

8. Records Management. Records created as a result of this instruction (regardless of format or media) must be maintained and dispositioned in accordance with AR 25-400-2, the Army Records Information Management System (ARIMS).

9. Review and Effective Date. The AMLC Medical Maintenance Policies and Analysis (M2PA) directorate will review this instruction annually to ensure applicability. This instruction will remain in effect for 10 years and reissued, if applicable. In the event this instruction is no longer required, it will be cancelled.

10. Release Authority and Distribution. This instruction is cleared for public release and is available at <https://www.milsuite.mil/book/groups/m2pa>.

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11. The point of contact for this memorandum is the 670A Consultant to the Surgeon General, CW5 Wendell Johnson at [wendell.johnson1.mil@mail.mil](mailto:wendell.johnson1.mil@mail.mil) or 910-570-6459.

2 Encls

1. Sample Award Nomination Packet
2. Dean Ohlsen Biography

MICHAEL B. LALOR  
Brigadier General, U.S. Army  
Commanding



SAMPLE AWARD NOMINATION PACKET TEMPLATE  
**DEPARTMENT OF THE ARMY**  
 COMMAND  
 ADDRESS  
 CITY, STATE, ZIP

OFFICE SYMBOL

DATE

## MEMORANDUM FOR RECORD

SUBJECT: Nomination for Calendar Year 2021, Army Medical Logistics Command Healthcare Technology Management Awards Program

1. Award Achievement Category: [Enter achievement category (warrant officer, enlisted, or civilian)].
2. Name of Award Nominee: [Enter name with rank and title/duty position].
3. Introduction: [Enter background overview information about nominee].
4. Nomination Justification: State detailed accomplishments for applicable achievement category for accomplishments during the period of **1 Jan 19 – 31 Dec 20**. (NOTE: Because of the inaugural presentation of this award, this is the only year that a two-year performance period will be evaluated.) Grading criteria used by the HTM Awards Board will be based on demonstrated performance for each of the below listed categories.
  - 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. Process/Procedure Enhancements: [Enter supporting text].
  - f. Readiness-Effort Audit Contributions: [Enter supporting text].
5. Summary/Recommendation: [Enter recommendation summary citation].
6. Nominator: [Enter name, contact number, e-mail, and mailing address for potential award].

Signature Block of Commanding Officer

BIOGRAPHY, DEAN R. OHLSEN, SGM (Ret)  
Medical Service Corps  
United States Army

Dean R. Ohlsen launched his Army career in 1953 attending Basic Training at Camp Pickett, Va.

During his first 12-years of service, he performed the duties of Company Aidman (MOS 3666) contributing to the medical-mission success of Fitzsimons General Hospital, Aurora, CO; Letterman Army Medical Center, San Francisco, CA, and the 5<sup>th</sup> General Hospital in Bad Cannstatt, Germany.

From 1958 to 1965, Dean served as a Physical Reconditioning Technician (MOS 3284) performing duties at the 60<sup>th</sup> Station Hospital, Chinon, France and Letterman Army Medical Center.

In 1965, Dean's occupational interests turned toward medical maintenance. As a student of the Medical Equipment Maintenance Basic Course located at Fitzsimons General Hospital, Dean successfully graduated to become a Medical Equipment Repairer (MOS 35G). His continued service led to multiple support assignments to include the Korean Military Advisory Group (Detachment R), Taegu Air Base, Korea and Military Assistance Team Vietnam (MACV) 102 located in Saigon, Vietnam.

In 1979, Dean was assigned as senior maintenance-branch noncommissioned officer for the US Army Health Services Command Headquarters, Property Management Division located in San Antonio, Texas. Dean's 30-year enlistment culminated with the completion of his final tour of duty at Fort Sam Houston, Texas in August 1983 where he retired at rank of Sergeant Major. In 1984, Dean undertook a new career challenge within the Army Medical Civilian Corps assuming the duties of maintenance branch Equipment Specialist (Series 1670) for the US Army Health Services Command Headquarters, Property Management Division. Following this, he transitioned to US Army Medical Command (MEDCOM) Headquarters, San Antonio, Texas in support of the Equipment Management Branch, Operations Management Division. Through combined Military and Civilian service, SGM (Ret.) Dean Ohlsen provided over 60-years of honorable, dedicated service to the US Army and the national defense interests of the United States. Before officially retiring as Maintenance Management Specialist, G4-MEDCOM Logistics, Dean was appropriately recognized on 05 March 2014 for his extensive Military and Civilian service accomplishments in a special ceremony held in his honor at MEDCOM Headquarters. In this forum, Dean was presented a one-star note and coin by Brigadier General John L. Poppe, Deputy Chief of Staff for Support, MEDCOM and Chief, US Army Veterinary Corps. He additionally received a two-star note and recognition coin from Mr. Gregg Stevens, Chief, Army Medical Department (AMEDD) Civilian Corps acknowledging his lifetime achievements.