



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

Canc: May 2017
IN REPLY REFER TO
BUMEDNOTE 1410
BUMED-M09
19 May 2016

BUMED NOTICE 1410

From: Chief, Bureau of Medicine and Surgery

Subj: ACTIVE COMPONENT CAREER MILESTONE POSITIONS – APPLICATION PROCEDURES FISCAL YEAR 2017

Ref: (a) BUMED ltr 1301 Ser M00C/14UNM00C10007 of 16 Mar 2015 (NOTAL)
(b) The Navy Leadership Development Strategy of 31 Jan 2013 (NOTAL)

Encl: (1) Letter of Recommendation for Career Milestone Billet Screening Application

1. Purpose. To identify career milestone billets and the leadership qualities and fitness required to succeed, to provide application procedures for fiscal year (FY) 2017 Navy Medicine Active Component career milestone positions per references (a) and (b), to provide information about the Career Milestone Screening Board, to provide a template for the letter of recommendation at enclosure (1), and to provide the application deadline of 1 July 2016.

2. Scope. This notice applies to all Navy Medicine activities and Navy Medicine personnel that desire to be considered for assignment to Navy Medicine career milestone billets.

3. Background. Officer communities may designate a limited number of billets as milestone billets that represent positions of leadership analogous to command. Similar to the command screening process, milestone screening identifies individuals whose records indicate that they possess the leadership abilities required to successfully execute the duties associated with Navy Medicine career milestone billets. Chief, Bureau of Medicine and Surgery has designated certain Navy Medicine billets as career milestone billets, per reference (a). Career milestone billets include commander (O-5) and captain (O-6), officer in charge (OIC), Director for Administration (DFA), Senior Nurse Executive (SNE), and Chief Medical Officer (CMO) opportunities that require specialized health care leadership expertise, experience, and a documented career progression that prepares an officer for the duties and responsibilities associated with these positions.

4. Milestone Billet Required Qualities/Criteria

a. Experience

(1) Documented track record of success in leadership and non-leadership positions.

(2) A pattern of successful progression of experience within a medical treatment facility (MTF) or dental treatment facility, and/or non-MTF (e.g., other support functions), and/or operational tours with increasing scope of accountability and responsibility.

b. Knowledge/Skills/Attributes/Outcomes. As outlined in reference (b), the Chief of Naval Operations expects Navy commanders and captains to be inspirational leaders who infuse Navy core values into a command culture; are the moral arbiter for the command; exercise discernment and acts both boldly and prudently; embrace authority, responsibility, accountability, and are command leaders. Additionally, Navy Medicine leaders and career milestone billet applicants will:

(1) Have a comprehensive understanding of the Navy Medicine enterprise in relationship to the operational mission.

(2) Have a firm foundation and understanding of business principles and practices.

(3) Have the ability to function successfully in a complex matrix organization.

(4) Have the ability to communicate effectively in public and private forums. Possess an understanding of strategic and risk communications.

(5) Have the ability to provide timely and constructive feedback utilizing established civilian and military personnel evaluation systems.

(6) Be the role model in Navy core values, military bearing, and physical fitness.

(7) Develop subordinates and value diversity.

(8) Understand and support broader organizational goals.

(9) Have a knowledge and understanding of clinical privileging, quality improvement, and patient safety principles and practices, as applicable.

c. Additional requirements. Expectation is that selectees will:

(1) Be universally assignable and able to meet permanent change of station (PCS) parameters. Rare exceptions may be considered. Officers that are unsure if they meet PCS parameters for a FY 2017 career milestone assignment should discuss with their Detailer prior to submitting an application.

(2) Meet body composition assessment and physical fitness assessment standards. No failures in either category within the last four cycles.

5. Criteria for Selection to Milestone Billets

a. OIC

(1) Officer must be in the grade of commander (O-5), or selected for commander; captain (O-6), or selected for captain. Lieutenant commanders (O-4) will be considered, if their application includes an endorsement from their respective Corps Chief.

(2) Must have a diversity of assignments, such as MTF, fleet, staff, overseas, or recruiting. For MTF positions, a minimum of one MTF tour, preferably within the last 5 years. Demonstrated progression in leadership assignments should include at a minimum department head experience. Staff officer and operational experience is desired; success in challenging environments (operational and staff) will prepare applicants for managing complex issues and multiple tasks.

(3) Must be able to manage multiple tasks simultaneously and know how to prioritize. Must understand key administrative programs to include civilian personnel, military manpower, patient administration/managed care, health information management, logistics/supply chain, and facility management. Applicants should demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(4) Possess a post-baccalaureate degree (i.e., master's degree or higher).

(5) Demonstrate evidence of lifelong learning (i.e., professional affiliation, Service schools, additional qualification designators (AQD)).

b. DFA

(1) Officer must be a Medical Service Corps (MSC) officer in the grade of commander (O-5), or selected for commander; captain (O-6), or selected for captain. Lieutenant commanders (O-4) will be considered, if their application includes an endorsement from the MSC Corps Chief.

(2) Must have a diversity of assignments, such as MTF, fleet, staff, overseas, or recruiting. For MTF positions, a minimum of one MTF tour, preferably within the last 5 years. Demonstrated progression in leadership assignments should include at a minimum department head experience. Staff officer and operational experience is desired; success in challenging environments (operational and staff) will prepare applicants for managing complex issues and multiple tasks.

(3) Must be able to manage multiple tasks simultaneously and know how to prioritize. Must understand key administrative programs to include civilian personnel, military manpower,

patient administration/managed care, health information management, logistics/supply chain, and facility management. Applicants should demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(4) Possess a post-baccalaureate degree (i.e., master's degree or higher).

(5) Demonstrate evidence of lifelong learning (i.e., professional affiliation, Service schools, AQD).

c. SNE Criteria

(1) Officer must be a Nurse Corps officer in the grade of captain (O-6), or selected for captain.

(2) Demonstrated progression in leadership roles (department head, assistant director, OIC). Successful MTF middle or senior level management assignments.

(3) Must be able to manage multiple tasks simultaneously and know how to prioritize. Must understand key administrative programs to include civilian personnel, military manpower, patient administration/managed care, health information management, logistics/supply chain, and facility management. Applicants should demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(4) Demonstrate evidence of lifelong learning (i.e., professional affiliation, Service schools, AQDs).

(5) Possess a post-baccalaureate degree (i.e., master's degree).

d. CMO Criteria

(1) Officer must be a Medical Corps officer in the grade of commander (O-5), or selected for commander; captain (O-6), or selected for captain.

(2) Demonstrated progression in leadership roles (department head, assistant director, OIC). Successfully completed MTF middle or senior level management assignments.

(3) Must be able to manage multiple tasks simultaneously and know how to prioritize. Must understand key administrative programs to include civilian personnel, military manpower, patient administration/managed care, health information management, logistics/supply chain, and facility management. Applicants should demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(4) Demonstrated evidence of lifelong learning (i.e., professional affiliation, Service schools, AQDs).

(5) Experience in leading development of medical professionals. Possess thorough knowledge of fundamentals, theories, principles and practices of quality improvement methodologies.

(6) Familiarity with principles of health care management, biostatistics, and military and civilian health care financial management.

(7) Familiarity with regulatory and accreditation standards.

(8) Knowledge of principles and implications of standards for quality of care and quality measurement.

6. Application Process

a. Officers desiring to be screened for the upcoming year must submit an application before the deadline. Incomplete and/or late applications will not be considered by the board. Application packages must be received at Commander, Navy Personnel Command (NAVPERSCOM) (PERS-4415) no later than 1 July 2016 and must contain the following documents:

(1) NAVMED 1410/1, Bureau of Medicine and Surgery Career Milestone Billet Screening Application, fully completed.

(2) Letter of recommendation from the commanding officer for all career milestone billet applicants. Use the template in enclosure (1).

(3) Fitness Report – copy of most recent fitness report unless it is already contained in the officer's official military record (Official military records can be viewed on Bureau of Naval Personnel online at: <https://www.bol.navy.mil/>). Officers must ensure that all personally identifiable information (PII) (i.e., social security number) is redacted.

(4) Curriculum vitae and biography.

(5) Official military photo.

b. Only applicants that submit a screening package prior to the submission deadline will be eligible for screening.

c. The preferred method for submitting an application is by e-mail with scanned copies of signed documents attached. E-mail should be sent encrypted to protect PII. Applications will also be accepted via mail or fax (signed copies only) when another more secure means is not possible. The appropriate address and fax number can be found on the NAVMED 1410/1.

7. Medical Department Career Milestone Screening Board

a. NAVPERSCOM (PERS-4415) serves as the Career Milestone Screening Board sponsor.

b. Applicants who successfully screen are considered eligible for assignment to any career milestone OIC, DFA, SNE, or CMO position. Consideration will be given for the categories selected on the application; however, if slated, will be assigned based on the "Needs of the Navy." Officers who apply for career milestone screening should do so with this in mind, and be willing to accept the position for which they are slated.

c. The number of personnel screened for OIC, DFA, SNE, and CMO will be limited to two times the anticipated number of FY 2017 opportunities.

d. Screening for career milestone positions is valid for 1 year only. Applicants who do not successfully screen, or who screen but are not assigned position in a particular cycle, may reapply in subsequent years if they meet screening criteria. Those officers who do not successfully screen are encouraged to contact their Detailer for counseling and guidance.

8. Records. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1 of January 2012.

9. Forms. NAVMED 1410/1, Bureau of Medicine and Surgery Career Milestone Screening Application is available at: <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.


C. FORREST FAISON III

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

BUMEDNOTE 1410
19 May 2016

LETTER OF RECOMMENDATION FOR
CAREER MILESTONE BILLET SCREENING APPLICATION

1410
Ser 00/
Date

From: Commanding Officer, (insert command name)
To: President, Fiscal Year 2017 Medical Department Career Milestone Billet
Screening Board
Via: Member, CDR Jane Doe, MSC, USN

Subj: LETTER OF RECOMMENDATION FOR CAREER MILESTONE BILLET
SCREENING IN CASE OF CDR JANE DOE, MSC, USN

1. **Commanding officer's certification.** This officer served as _____. I personally observed his/her performance in this capacity.
2. **Commanding officer's justification.** Briefly describe the officer's performance while in your command and potential for leadership in milestone billet positions.
3. **Commanding officer's endorsement.** I give my _____ recommendation that CAPT _____ be selected for assignment for a OIC/DFA/SNE/CMO Career Milestone Position in Navy Medicine.
4. The member must provide all documents to the President of the Screening Board.

Commanding officer's signature

Enclosure (1)