



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

IN REPLY REFER TO  
BUMEDINST 5216.17  
BUMED-M09B3  
19 Mar 2013

BUMED INSTRUCTION 5216.17

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY'S ENTERPRISE KNOWLEDGE  
MANAGEMENT BUSINESS RULES

Ref: (a) SECNAV M-5216.5 of 1 Mar 2010  
(b) BUMEDINST 5216.15  
(c) SECNAVINST 5730.5J

Encl: (1) Bureau of Medicine and Surgery Enterprise Knowledge Management Business  
Rules

1. Purpose. The purpose of Enterprise Knowledge Management (eKM) is to serve as the Bureau of Medicine and Surgery (BUMED) enterprise information management system designed to document, record, retrieve, assign action, coordinate, share information, and regulate all official incoming communication transacted between BUMED Headquarters (HQ), any external Government or private sector agency, and particularly within Budget Submitting Office (BSO) 18. References (a) through (c) provide amplifying guidance.

2. Background. eKM is a U.S. Pacific Fleet (PACFLT) owned and managed public-key infrastructure (PKI) enabled Web-based suite of software applications devoted to strengthening teams and streamlining workflow by placing secure, immediate access to essential, interrelated information at the fingertips of everyone in an organization. In 2004, BUMED began using eKM for workflow management and the use has expanded throughout Navy Medicine to become the primary means to request/share information between BUMED HQ and Navy Medicine Echelon 3 and below activities. eKM is available at: <https://ekm.nmci.navy.mil/eKM3/default.aspx>.

3. Scope. This instruction applies to all Navy Medicine activities assigned to BSO-18.

4. Definitions

a. BUMED Front Office. BUMED Front Office includes the offices of the Chief, Deputy Chief, and Chief of Staff, BUMED.

b. External Activities. External activities are any command or organization not assigned to BUMED HQ Staff.

c. Formal Communication. Formal communication is official written correspondence, in the form of letters, memoranda for, e-mail (requesting action), naval message, policy, plans, technical information, data, comment, opinion, position, decision paper, information paper, point

paper, recommendation, briefing document, memoranda of understanding or agreement, inspection or audit report, or assessment pertaining to any aspect of the mission of Navy Medicine or its subordinate commands.

d. **Informal Communication.** Informal communication is e-mail and telephone call or verbal request for action from internal BUMED codes or external agencies.

e. **Incoming Communication.** Incoming communications can be either formal or informal and may be in the form of letters, memoranda, e-mail, naval message, policy, plans, technical information, data, comment, opinion, position, decision paper, information paper, point paper, recommendation, briefing document, memoranda of understanding or agreement, inspection or audit report, assessment, telephone call, or verbal requests.

f. **Outgoing Communication.** Outgoing communication is any outgoing written correspondence from a BUMED activity and include but are not limited to letters, memoranda, e-mails (either requesting information or responding to requests for information), and naval message.

g. **Tasking Authority.** Tasking Authority is an agency, activity, or BUMED Code originating the request for information.

## 5. Roles and Responsibilities

a. The Director, BUMED Secretariat (BUMED-M09B3) is responsible for establishing policy and providing oversight and guidance in the use of eKM.

b. The Deputy Director, BUMED-M09B3 serves as the BUMED eKM Program and Correspondence Manager and shall:

(1) Serve as BUMED's Representative to PACFLT staff on all matters relating to eKM.

(2) Serve as BUMED's entry point on requests for information from Department of Defense, TRICARE Management Activity, Joint Chiefs of Staff, Secretary of the Navy, Chief of Naval Operations, other Services, BSO-18 activities, and other activities outside BUMED HQ.

(3) Ensure requests for information, data, or action directed to Navy Medicine activities are entered in eKM, assigned to the appropriate action office/activity, monitored, and responded to by the assigned due date.

(4) Ensure all requests for information from BUMED's Chief, Deputy Chief, or Chief of Staff are entered into eKM, assigned to the appropriate action office, monitored, and responded to by the assigned due date.

(5) Coordinate extension request on external and BUMED Front Office taskers.

(6) Coordinate with Tasking Authority on extension request for internal BUMED HQ Taskers.

(7) Publish a weekly report of active action/informational taskers not later than the first workday of every week to BUMED Front Office, BUMED Codes, Navy Medicine Regions, Navy Medicine Information Systems Support Activity (NAVMISSA), Naval Medical Logistics Command (NMLC), Naval Medical Research Center (NMRC), Navy and Marine Corps Public Health Center (NMCPHC), and Navy Medicine Education Training Command (NMETC).

(8) Publish a Late Rate Report not later than the second work day of every week to BUMED Front Office, BUMED Codes, Navy Medicine Regions, NAVMISSA, NMLC, NMRC, NMCPHC, and NMETC.

(9) Maintain the official record copy of correspondence signed by Chief, Deputy Chief, and Chief of Staff, BUMED.

(10) Ensure requests from members of the House of Representatives or U.S. Senate are entered into eKM, assigned to the appropriate action office/activity, monitored, and responded to by the assigned due date.

c. Deputy Chiefs, BUMED Headquarter Codes shall:

(1) Designate a primary and alternate eKM Manager to serve for their respective Code.

(2) Ensure taskers assigned to their area of responsibility are routed to appropriate action office.

(3) Ensure collaboration with subject matter experts within their Code, BUMED HQ, and external organizations to ensure a concise and thorough product.

(4) Ensure responses to taskers are prepared in compliance with guidance provide in the eKM tasker and per reference (a).

(5) Ensure action taskers are completed by the assigned due date.

(6) Ensure requests for extension on taskers being tracked by BUMED-M09B3 are submitted to BUMED-M09B3 when a determination has been made that the assigned due date will not be met.

(7) Ensure requests for information, data, and action directed to Navy Medicine activities are entered in eKM and reviewed by the Deputy Chief prior to submission to BUMED-M09B3. This review authority may be delegated to the Assistant Deputy Chief, or respective code Executive Assistant.

(8) Ensure correspondence/taskers requiring review by Chief, Deputy Chief, or Chief of Staff, BUMED are entered into eKM prior to routing to BUMED-M09B3.

(9) Establish the coordination due date and make notification through eKM using an eKM Consult and the “saved comment” feature.

d. Senior Deputy, Office of the Corps Chiefs shall:

(1) Designate a primary and alternate eKM Manager.

(2) Ensure taskers assigned to their area of responsibility are routed to appropriate action office within the Corp Chief’s office.

(3) Ensure collaboration with subject matter experts within the Office of the Corps Chief, BUMED HQ, and external organizations to ensure a concise and thorough product.

(4) Ensure responses to taskers are prepared in compliance with guidance provide in the eKM tasker and per reference (a).

(5) Ensure action taskers are completed by the assigned due date.

(6) Ensure requests for extension on taskers being tracked by BUMED-M09B3 are submitted to BUMED-M09B3 when a determination has been made that the assigned due date will not be met.

(7) Ensure requests for information, data, and action directed to Navy Medicine activities are entered in eKM and reviewed by the Corp Chief prior to submission to BUMED-M09B3. This review authority may be delegated to the Deputy Corp Chief or Executive Assistant.

(8) Ensure correspondence/taskers requiring review by the Chief, Deputy Chief, or Chief of Staff, BUMED are entered into eKM prior to routing to BUMED-M09B3.

(9) Establish the coordination due date and make notification through eKM using an eKM Consult and the “saved comment” feature.

(10) Ensure all Specialty Leaders obtain and maintain an eKM account.

e. BUMED Special Assistants shall:

(1) Designate a primary and alternate eKM Manager.

(2) Ensure taskers assigned to their area of responsibility are prepared per reference (a).

(3) Collaboration with subject matter experts with in BUMED HQ, and external organizations to ensure a concise and thorough response or product is prepared.

(4) Ensure action taskers are completed by the assigned due date.

(5) Ensure requests for extension on taskers being tracked by BUMED-M09B3 are submitted to BUMED-M09B3 when a determination has been made that the assigned due date will not be met.

(6) Ensure requests for information, data, or action directed to Navy Medicine activities are entered in eKM prior to submission to BUMED-M09B3.

(7) Ensure correspondence/taskers requiring review by Chief, Deputy Chief, or Chief of Staff, BUMED are entered into eKM prior to routing to BUMED-M09B3.

(8) Establish the coordination due date and make notification through eKM using an eKM Consult and the "saved comment" feature.

f. BUMED Headquarters Staff shall:

(1) Obtain and maintain an eKM account while assigned to BUMED HQ. The eKM account will be provided during the newly arriving staff members check-in process.

(2) Contact the BUMED eKM Program Manager prior to transferring to a different position within BUMED HQ or detaching from BUMED HQ to ensure their eKM profile is accurate.

(3) Ensure correspondence/taskers requiring review by Chief, Deputy Chief, or Chief of Staff, BUMED are entered into eKM and routed through their chain of command prior to routing to BUMED-M09B3.

(4) Ensure requests for information, data, or action from Navy Medicine Activities are entered in eKM prior to routing through the chain of command.

(5) Assume responsibility for all eKM taskers they have been assigned as the action officer.

(6) Collaborate with subject matter experts within their Code, BUMED HQ, and external activities to ensure a concise and thorough response or product are prepared.

(7) Ensure responses to taskers are prepared in compliance with guidance provide in the eKM tasker and per reference (a).

(8) Ensure action taskers are completed by the assigned due date.

(9) Ensure requests for extensions on taskers being tracked by BUMED-M09B3 are submitted via their chain of command, to BUMED-M09B3 when a determination has been made that the assigned due date will not be met.

(10) Ensure requests for information or informational correspondence directed to Navy Medicine activities are prepared in eKM and routed through their chain of command prior to submission to BUMED-M09B3.

g. Navy Medicine Regions, NAVMISSA, NMLC, NMRC, NMCPHC, and NMETC shall

(1) Designate a primary and alternate eKM Manager.

(2) Ensure taskers assigned to their area of responsibility are routed to appropriate action office or subordinate command.

(3) Collaborate with subject matter experts internal to and external to their activity to ensure a concise and thorough response or product is prepared.

(4) Ensure responses to tasker are prepared in compliance with guidance provide in the eKM tasker and per reference (a).

(5) Ensure action taskers are completed by the assigned due date.

(6) Ensure requests for extension on taskers being tracked by BUMED-M09B3 are submitted to BUMED-M09B3 when a determination has been made that the assigned due date will not be met.

(7) Ensure correspondence/taskers requiring review by BUMED are entered into eKM prior to routing to BUMED-M09B.

h. Navy Medicine Echelon 4 and below activities shall:

(1) Designate a primary and alternate eKM Manger.

(2) Ensure taskers assigned to their area of responsibility are routed to the appropriate action office.

(3) Collaborate with subject matter experts internal to their activity and outside their activity to ensure a concise and thorough response or product is prepared.

(4) Ensure responses to tasker are prepared in compliance with guidance provide in the eKM tasker and per reference (a).

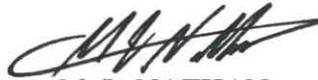
(5) Ensure action taskers are completed by the assigned due date.

(6) Ensure requests for extension on taskers being tracked by BUMED are submitted to their respective Navy Medicine Region when a determination has been made that the assigned due date will not be met.

(7) Ensure correspondence/taskers requiring review by BUMED are entered into eKM prior to routing to their respective Navy Medicine Region.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of Jan 2012.

7. Forms. The BUMED 5216/20 (Rev. 03/2013), Bureau of Medicine and Surgery Package Cover Sheet is available electronically at: <https://navalforms.daps.dla.mil/web/public/home>.



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

BUREAU OF MEDICINE AND SURGERY  
ENTERPRISE KNOWLEDGE MANAGEMENT BUSINESS RULES

1. Enterprise Knowledge Management (eKM) Business Rules. The Bureau of Medicine and Surgery (BUMED) and Budget Submitting Office (BSO) 18 staff members are not authorized to respond to informal requests for action from external agencies. Requests for action shall be requested in writing (i.e., formal tasker, memoranda, letter, e-mail, etc.) and managed per the business rules established herein. Informal exchange of information with an external agency must be characterized as such to the requestor. It is not meant for use or publication as BUMED policy, position, or status.

a. Tasking Authorities

(1) Chief, Deputy Chief, Chief of Staff (COS), and Assistant Chief of Staff (ACOS). BUMED may task BUMED Codes or Navy Medicine Regions with action items. All requests for action will be entered into eKM and the tasking managed by BUMED-M09B3 from initial tasking until closure.

(2) BUMED Codes, Special Assistants, and Office of the Corps Chief

(a) Are authorized to task action items to:

1. Staff within their respective codes
2. Codes within BUMED Headquarters.
3. External Navy Medicine activities for which they have direct oversight of the daily functions and operations. These requests must be submitted in eKM and forwarded to BUMED-M09B3 for release to the appropriate activity.

(b) Shall obtain permission from BUMED COS via BUMED-M09B3 for requests that require action by Navy Medicine activities they do not have direct oversight of the daily functions and operations.

b. Routing of Correspondence for Signature. All correspondence being routed for signature shall be entered into eKM by the originating action officer.

(1) Correspondence to be signed by the Chief, BUMED shall be routed via BUMED-M09B3, COS; and Deputy Chief, BUMED with the exception of certain legal and Corps Chief matters.

(2) Correspondence to be signed by the Deputy Chief, BUMED shall be routed via BUMED-M09B3, and COS, with the exception of certain legal and Corps Chief matters.

(3) Correspondence to be signed "By direction" is governed by reference (a) and (b).

c. Action taskers assigned by the BUMED Secretariat (BUMED-M09B3) shall be governed by the following:

(1) Action tracking numbers assigned by BUMED-M09B3 shall be changed by a BUMED-M09B3 staff member.

(2) Due dates shall be changed by a BUMED-M09B3 staff member.

(3) eKM action taskers being tracked by BUMED-M09B3 shall be closed by a BUMED-M09B3 staff member.

d. Due Dates. Due dates are assigned to ensure the response is provided to the requesting activity by the requested date. They are assigned as follows:

(1) Routine action taskers are due within 10 workings days from the date the action tasker is assigned. Note: Acton taskers requiring extensive research should be given additional time if at all possible.

(2) Based on the Tasking Authorities requirements.

(3) If the tasker is destined for the Chief, Deputy Chief, or COS of BUMED, BUMED-M09B3 will take this into consideration when establishing due dates and build in 5 working days to allow for review by the BUMED Front Office.

(4) Congressional correspondence shall be assigned a due date not to exceed 5 working days from the date of receipt per reference (c).

(5) If an assigned due date cannot be met, the action officer shall immediately submit a request for an extension.

e. Extensions of Due Dates. Action Officers who cannot meet the assigned due dates shall immediately submit an extension request via eKM as follows:

(1) Extension requests for Action Taskers assigned by BUMED-M09B3 shall be submitted via the chain of command to BUMED-M09B3. BUMED-M09B3 Staff will contact the requesting agency for an extension and notify all concerned of outcome via an eKM Consult using the "saved comment" feature. The request shall contain the following:

(a) Reason for extension

(b) Projected date the Action Tasker will be completed.

(2) Extension requests for Action Taskers not assigned by BUMED-M09B3 shall be submitted via the chain of command to the Tasking Authority.

f. Reassigning Taskers.

(1) A tasker assigned incorrectly from the Secretariat to an action office shall be reviewed and returned to the Secretariat for reassignment to another action office the same day or within 48 hours of the original assignment in eKM, unless circumstances beyond control prevented timelier notification.

(2) Reassignments that fall outside 24 to 48 hours shall be negotiated between the Executive Assistant (EA) or Administrative Officer (AO) of the original lead action office and the receiving action office EA or AO. The agreement shall be documented in the Comments Box of the eKM tasker by the original lead EA or AO, who shall submit a consult to BUMED-M09B3 Secretariat and the receiving EA or AO, using the “save comments” feature.

g. Metrics. A “late rate” metric will be calculated weekly for each action office and presented as a 10-week trend line. The late rate per week is the percent of Action Entries assigned to an action office that are overdue as of Saturday of the previous week.

h. Templates. Correspondence templates are writeable document formats found in the Document tab of eKM, which is available at: <https://ekm.nmci.navy.mil/eKM3/default.aspx>. These templates are required formats for responding to action taskers. The template formats are governed by reference (a), available at: <http://doni.dpas.dla.mil/SECNAV%20Manuals1/5216.5.pdf>

i. Directives.

(1) All instructions and other issuances shall be assigned to an action office for development or revision via eKM, and subsequently assigned to BUMED-M09B3 (Directives Branch) for analysis and final preparation for signature. The Lead action office shall coordinate and manage all directive developmental activity using the “Attention To” feature of eKM. Coordinating offices shall document comments in the Comments Box. Upon receipt of all comments and preparation of the smooth draft by the Single Digit of the sponsor of the issuance, the Lead action office/sponsor shall upload the following into eKM:

(a) BUMED Package Cover Sheet (BUMED 5216/20) with clearance ladder initials and dates

(b) Action Memo

(c) TAB A, Revised Issuance

(d) TAB B, Current Issuance

(e) TAB C, References

(f) TAB D, All other supporting documentation, when necessary

(g) TAB E, Coordination Page

(2) Notify Secretariat through a comment/consult that all reviews have been completed and that a hard copy will be delivered to the Secretariat for analysis. Upon completion of analysis, BUMED-M09B3 (Directives Branch) shall notify BUMED M00JA (Legal EA) and M00J-SJA via eKM that the final version of the issuance is ready for legal review. Legal shall provide the results of the legal review to BUMED-M09B3 (Directives Branch) via eKM.

2. eKM Action Entry – Creating an eKM Tasker

a. Subject Line. Is a short description of the action. Use primary, key words to facilitate research by subject.

b. Action Number

(1) Shall be assigned by BUMED-M09B3 for BUMED-controlled correspondence and shall be an official BUMED serial number.

(2) Shall be assigned by Chief of Naval Operations Staff as a document control number (DCN) for HQWeb correspondence.

(3) Shall be assigned by an internal BUMED code for code-specific actions or leave the field blank and allow eKM to generate a sequential action tasker number.

c. Description. Shall contain the following elements:

(1) Background: Provide the information on what activity is requesting the information and what the request is asking BUMED to do. For example: Chief of Naval Operations is requesting BUMED review draft policy concerning TRICARE for Life.

(2) Action: A complete description of what action is required will be placed in this section. Do not make the action officer try to guess what is required. For example: M3 review draft Assistant Secretary of Defense (Health Affairs) policy memo and provide comments on attached comment matrix or review draft policy on TRICARE for Life and prepare draft response for signature by Chief of Naval Operations to Assistant Secretary of Defense (Health Affairs).

(3) Deliverable: Describe what products must be prepared by the Action Office. For example: Prepare Comment Matrix loaded into eKM. Prepare draft response for signature by the Chief of Naval Operations to Assistant Secretary of Defense (Health Affairs).

(4) Cleared by: A description of who can sign or approve the response. For example: Response can be cleared by Deputy Chief, M3.

(5) Lead: List all Leads for action: If multiple leads list them all. Do not use NAVMED Regions or All BUMED Codes; list each Region or Code individually.

(6) Coordination: List all codes that will have coordination. If multiple codes have coordination, then list them individually. Do not use All BUMED Codes or NAVMED Regions.

(7) External Lead: If BUMED has coordination on the overall tasker ensure you provide the Code who has the overall action. For example: N-135F has overall lead on this tasker. (See N135F phone listing in Files Tab.)

(8) External Coordination

(a) If BUMED has lead on the tasker and coordination will be provided from external activities list them. For example: USFF, N-135, N8, and N4 have coordination on this tasker. (See USFF, N135, N8, and N4 phone listing in Files Tab.)

(b) If BUMED doesn't have overall lead on tasker, list the other external activities that have coordination. For example: CNO has tasked USFF, N135, and N4 for coordination.

(9) Point of Contact: Provide the point of contact information here. This is extremely important when sending taskers for the Code. For example: Brian Young, M09B3, (703) 681-8989 or [Brian.Young@med.navy.mil](mailto:Brian.Young@med.navy.mil).

(10) Due Date: Enter the date the deliverable is due.

d. Color-Code Assessment. Defined as the status of action relative to the due date. Color-codes are monitored and updated daily by the Secretariat and shall be changed only by the Secretariat. Color-code definitions are:

BLUE – Due in more than 5 business days.

YELLOW – Due within 5 business days.

RED – Overdue.

GREEN – Information Only.

PURPLE – In Front Office.

e. Attention To

(1) This feature identifies action officers and authorizing/clearance officials expected to develop, coordinate, manage, review, or approve the final response. BUMED-M09B3 initiates development of the "Attention To" ladder when making an Action Entry. Lead EA or AO shall further assign internal and external action officers and authorizing/clearance officials to the ladder as necessary to completely staff the action. The action officer in BOLD letters indicates

who has the tasker. To notify and forward the tasker to the next action officer, the current action officer ADVANCES the action to the next action officer by clicking the Advance Button.

(2) The eKM business process also allows the Coordination EA/AO to upload input into eKM as an attachment and send a comment/consult to the Lead EA/AO informing the Lead they have provided coordination. No hard copy changes hands. Lead EA/AO is responsible for ensuring all coordinating offices respond, ensuring the final response is prepared, and a signature-ready package (hard copy) is provided to the BUMED-M09B3.

f. Comment/Consult. This is the most versatile and useful eKM feature. A Consult is a comment for which an eKM generated e-mail will be sent to recipients you specify. Initial comments are entered by the BUMED-M09B3. The first comment is a copy of the original information from the “Description” box copied to the Comment box to ensure a permanent record. New Comments are added by clicking the “Comment/Consult” button. There are two kinds of Comment/Consults:

(1) Permanent Comments. These Comments are not editable once submitted into eKM and are entered to permanently document status and action taken, provide coordinating comments, or requests for extensions are some examples. NOTE: No automatic notification is made to any person via eKM e-mail when a Comment/Consult is created. The person entering the comment is responsible for choosing who will receive the comment. Always Consult BUMED-M09B3, also Consult the code EA of the person who provided supporting documentation or is a stakeholder based on subject matter and state the action expected or information they need to know. Proofread and spell check your entry. You can use the words “comment” and “consult” interchangeably. When entering comments, identify your office code and the office or person you are addressing the comment/consult to:

For example: M00J (Legal) consult to M09B3 (Secretariat):  
M3 (Health Care Ops) comments to M4 (Logistics):  
Corps Chief (MSC) consult to Directives (Ms. Berry):

(2) Blind Copy Comments. Comments can be sent to anyone in eKM without becoming permanent by unchecking the “save comments” box.

g. Selecting Individuals to Receive the Comment/Consult

- (a) Click the ADD button. It is on the right side of the Consult List box.
- (b) Enter the person’s last name only.
- (c) Click the “GO” button. A list of names will appear to choose from. If it is a common last name that produces 30-some similar last names to choose from, narrow the search: type the last name, followed by the first name. Then click the “GO” button again.
- (d) Click in the box next to the name you want to receive your Comment/Consult.

(e) Repeat this process until all recipients have been selected.

(f) Click the “DONE” Button. When you are ready, click the “ACCEPT” button.

(g) When a consult is submitted, every person and community you selected will receive an e-mail notifying them they have a consult to review for action or information or reminder. A consult can also be used to request coordination or to further socialize or staff an action item.

h. Sharing. The “Sharing” tab is initially populated by BUMED-M09B3. The purpose is to designate which BUMED/BSO 18 communities will have visibility of the tasker. Persons or communities included in the initial consult by the BUMED-M09B3 will have permanent visibility of the action item.

i. History. The “History” tab automatically records every action performed in eKM, including creation of comments/consults and editing. It records the author’s name and date.

j. Attachments. This feature is used to upload all tasking documents, working versions of documents (if relevant), final response documents, references, enclosures/attachments, action memo, coordination page, and any other supporting documentation.

### 3. eKM Action Entry – Closing an eKM Tasker

a. In all cases, the lead action office is responsible for entering comments in eKM that appropriately close out each tasker. The action that closes out a tasker can vary based on whether it was a review that required no formal reply or whether it required a formal signed reply:

(1) Signature Not Required. If a signature is not required on a request for review, enter appropriate comments into the eKM tasker by identifying your office code and the office code or name of the person you are sending the comments to, and add your comments.

(2) Signature Required. If signature is required, prepare a package for signature based on the information below. If the signature package is less complex or more complex, adjust the number of TABs as necessary. In all cases, a hard copy of the document to be signed and supporting documentation shall be assembled in a presentation folder (double pocket folder) for signature by any of the following: Chief, BUMED, Deputy Chief, BUMED; or COS. Provide the final electronic version of the documents either within eKM on the Files Tab or by CD that will make up the signature package below:

(a) BUMED Package Cover Sheet (BUMED 5216/20) with clearance ladder initials and dates

(b) Action Memo

(c) TAB A, Proposed response or information forwarding for review/approval.

- (d) TAB B, Incoming request
- (e) TAB C, References
- (f) TAB D, Supporting documentation
- (g) TAB E, Coordination Page

b. After signature has been obtained, upload into eKM all final documents from the signature package (Package Cover Sheet with initials and dates in the clearance ladder, Action Memo, TAB A proposed reply, TAB B incoming request, TAB C references, TAB D supporting documentation, TAB E coordination page). After signature, the Lead action office shall provide a copy of the following in the eKM "Files" tab:

- (1) Signed response
- (2) Action memo
- (3) BUMED Package Cover Sheet (BUMED 5216/20)
- (4) All material contained in the tasker package under the supporting TABs.

c. The Lead action office shall notify the Secretariat and stakeholders by consulting them via eKM that action has been completed: Example of a "saved" eKM entry in the Comments Box:

M00J to Secretariat: M00J action was completed by CH, BUMED ltr of 16 February 2013 to The Honorable \_\_\_\_\_. Copy uploaded to eKM.

4. Command Announcements (Information-Sharing). Command-wide announcements will be shared with BUMED headquarters (HQ) staff (all communities) by listing the announcement in the News tab of eKM. An ALL COMMAND announcement via eKM will follow the same business rules as an ALL BUMED announcement by e-mail. Only the Assistant Chief of Staff (ACOS), Director for Administration (DFA) personnel, and HQ Comptroller are authorized to use this function. The HQ Administration Leading Petty Officer is the point of contact for ALL COMMAND announcements via eKM and ALL BUMED announcements via e-mail.