DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 5420.26
BUMED-M09B4
7 Sep 2010

BUMED INSTRUCTION 5420.26

From: Chief, Bureau of Medicine and Surgery
To: All BUMED Headquarters Personnel

Subj: CHARTERING OF TEAMS AND WORKGROUPS

Encl: (1) Charter Process Flow Chart
(2) Chartered Team Workgroup Appointment Letter Template
(3) Team Appointment Letter Example
(4) Charter Approval Template
(5) Charter Close-Out Template

1. Purpose. To publish procedures for chartering Bureau of Medicine and Surgery (BUMED) executive-level teams or workgroups. This BUMED notice will formalize the processes and procedures associated with: (1) planning, writing and approving charters; (2) managing, reporting and documenting progress; and (3) completing and closing-out activities of BUMED chartered groups.

2. Background. Chartered teams or workgroups are formally constituted by senior leadership (Chief, Deputy Chief, Chief of Staff (COS), Code Deputy Chiefs, and Force Master Chief). They have become the accepted method for accomplishing executive-level, enterprise-wide initiatives and projects. Formalization of procedures for conducting chartered activities will improve efficiency and effectiveness of BUMED Headquarters (HQ) operations. The Charters purpose will be aligned with a Navy Medicine strategic plan goal.

3. Application. This notice applies to BUMED Charters signed by BUMED senior leadership sponsors. Typically, charters are required to establish formal responsibility for complex, multidisciplinary initiatives, requiring participation from BUMED Codes, Navy Medicine (NAVMED) Regions, Chief of Naval Operations (OPNAV) N-Codes, other Department of Defense (DoD) activities, or other governmental organizations.

4. Program Guidance. Sound action officer staffing practices are required for charter initiation and approval. Accepted project management practices are to be employed by team or workgroup leaders for timely conduct and accomplishment of charter objectives and close-out. This BUMED notice does not cover these staffing and management principles. Enclosures (1) through (5) contain descriptions of the process and templates and examples for key documents.

5. Responsibilities

a. Sponsor (Chief, Deputy Chief, COS, Code Deputy Chiefs, and Force Master Chief) is responsible for initiating requests for charter development, providing overall direction, approving charters which may include funding requirements that have been coordinated in advance with BUMED-M83 and BUMED-M85, receiving periodic progress reports, accepting/modifying/ rejecting recommendations, and approving close-outs. In general, DSG will sign enterprise-wide

charters and the COS will sign charters that are BUMED HQ-wide in scope. Other sponsors may sign Code-specific charters and Strategic Plan Goal Champions may sign charters supporting Strategic Plan Goals and Objectives.

b. Team or workgroup leaders are responsible for supervising charter development (using Enterprise Knowledge Management (eKM)), identifying specific associated funding requirements, and planning and managing day-to-day activities to accomplish charter objectives. This includes planning and presenting updates and preparing final recommendations to the sponsor team/workgroup for close-out, using the charter close out process provided in enclosure (5). A key component will be determining and communicating the time commitment for team members. Team or workgroup leaders will submit requests for facilitation and Continuous Process Improvement (CPI)/Lean Six Sigma (LSS) support to Director, Office of Strategy Management (OSM) BUMED-M09B4.

c. Team or workgroup members will work under the direction of the team or workgroup leaders. Team or workgroup members may be designated by position or by name. If members are by name, coordination from the member's supervisor and organization should be obtained prior to charter approval. If members are by position, team or workgroup leaders will request organizations nominate members via eKM.

d. COS will review charters for Deputy Chief, BUMED signature to ensure overall strategic alignment.

e. OSM (M09B4) will work with sponsor and team or workgroup leader to develop the charter, prior to submission to the COS. OSM will keep one electronic copy of the signed charter, and will track and document team or workgroup progress.

f. Secretariat (M09B3) will review the charter package prior to submission to the sponsor for approval and close-out, archive signed charters and use eKM to track charter activities.

g. Legal Affairs (M09B9) will review the charter to ensure the Federal Advisor Committee Act does not apply.

h. Ad-Hoc Members and subject matter experts will participate as directed by the team or workgroup leader.

6. Funding. BUMED HQ (BUMED-M85) will provide funding support for BUMED HQ sponsored teams and workgroups (to include participation by subordinate commands' personnel when required) whose charters specifically identified associated funding requirements that were approved by the charter sponsor at the time the charter was granted. Team or workgroup leaders will work with BUMED-M85 to establish budget requirements prior to submission of charter. For approved charters without associated funding requirements at the time of approval team leaders must submit requests as unfunded requirements. Team or workgroup leaders should

coordinate with BUMED-M85 about availability of contract funding for team or workgroup administrative support.

7. Action. All BUMED HQ personnel will comply with the processes and use templates contained in enclosures (2) through (5).

A. M. Robinson, Jr.

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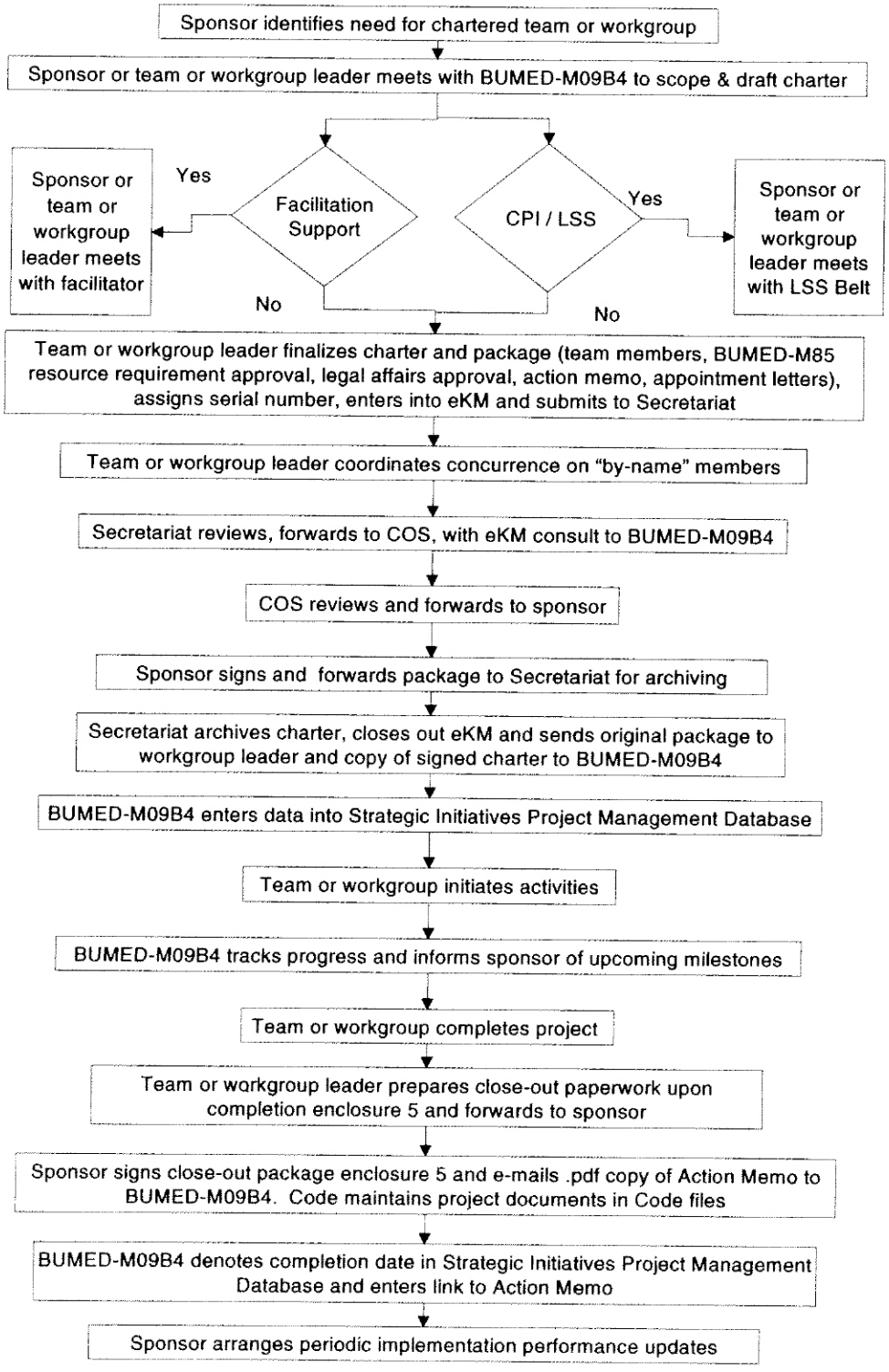
http://www.med.navy.mil//directives/Pages/BUMEDDirectives.aspx

CHARTER PROCESS FLOW CHART



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Chartered Team Workgroup Appointment Letter Template

DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
SSIC
Tracking Number

NAME OF TEAM OR WORKGROUP

1. Purpose. Brief summary of the outcome/end-state the chartered team or workgroup will accomplish. Link to Strategic Plan Goal/Objective.

2. Background. Succinct summary of factors/issues leading to problem that requires formation of chartered team or workgroup.

3. Scope. Listing of activities under the responsibility of the chartered team or workgroup. Recommend identification of activities not within team or workgroup's responsibility. Bullet format preferred.

4. Deliverables. List the specific products for which the chartered team or workgroup is responsible to achieve the end state. This may be in bullet format and should include delivery dates where applicable.

5. Metrics. List the measures that will be used to determine if end state is successful or effective.

6. Milestones. List the key events in the life of the team or workgroup that will require sponsor updates and the targeted dates. This may include deliverable due dates from 4. (above).

7. Membership

Team Member	Role and Responsibility

Team members may be designated by name or by position (See 5.c. in BUMEDINST 5420.26 of _____).

Enclosure (2)

NAME OF TEAM OR WORKGROUP

8. Meetings, Records & Timelines. Description of when meetings are held, applicability of virtual conferencing, requirement for minutes and reporting schedule to sponsor.

9. Facilitation, Process Improvement Tools and Support. If facilitation or Continuous Process Improvement tools and techniques are required, a facilitator, Lean Six Sigma Black or Green Belt may be included as an Ad-Hoc member.

Signature Block of Sponsor

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Team Appointment Letter Example

DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
6000
Ser (Code Specific)

From: (Position of Team or Workgroup Sponsor)
To: Rank Xxxxxx Yxxx, Corps, USN or Name of Civilian

Subj: APPOINTMENT TO (NAME OF TEAM OR WORKGROUP)

Encl: (1) Charter

1. The (name of Team or Workgroup) is chartered to (state purpose). You have been selected as Team or Workgroup leader, effective (date of charter).

2. The charter (enclosure (1)) further describes the Team or Workgroup. Activities will continue until terminated by (position of sponsor).

3. (Name and rank of sponsor) is Team or Workgroup Sponsor and can be reached at (phone) or e-mail.

Signature Block of Sponsor

Charter Approval Template

ACTION MEMO

Month, date, year

MEMORANDUM FOR (TEAM OR WORKGROUP SPONSOR)

FROM: Team or Workgroup Leader

SUBJECT: Chartering of (Name of Chartered Group)

- TAB A – Charter
- TAB B – Background

RECOMMENDATION: Sponsor signs TAB A.

Approved: _____ Disapproved: _____

COORDINATION: TAB C

ATTACHMENTS:
As stated

Prepared By: Name, Code, Phone

Copy to:
M09B4

Charter Close-Out Template

ACTION MEMO

Month, date, year

MEMORANDUM FOR (TEAM OR WORKGROUP SPONSOR)

FROM: Team or Workgroup Leader

SUBJECT: (Name of Chartered Group) Close-Out

- TAB A – Final Working Group Brief and Report
- TAB B – Follow-Up Activities
- TAB C – Charter (Tasking Document)
- TAB D – Team or workgroup Members
- TAB E – Back-Up Documents (as determined by Team or Workgroup Leader)

RECOMMENDATION: Sponsor approves and signs.

Approved: _____ Disapproved: _____

COORDINATION: TAB F

ATTACHMENTS:
As stated

Prepared By: Name, Code, Phone

Copy to:
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