



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

IN REPLY REFER TO
BUMEDINST 5450.1H
BUMED-M4
27 Apr 2012

BUMED INSTRUCTION 5450.1H

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL MEDICAL LOGISTICS
COMMAND

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/11U228503 of 17 May 2011
(b) BUMEDINST 5450.165B
(c) SECNAV Manual 5210.1 of Jan 2012

Encl: (1) Mission, Functions, and Tasks of Naval Medical Logistics Command
(2) Acronyms

1. Purpose. To publish the functions and tasks of Naval Medical Logistics Command (NAVMEDLOGCOM) under the mission established by references (a) and (b).
2. Cancellation. BUMEDINST 5450.1G.
3. Scope. Applies to NAVMEDLOGCOM.
4. Status and Command Relationships. NAVMEDLOGCOM is a shore activity in an active status under a commanding officer.

a. Command:

Commanding Officer
Naval Medical Logistics Command
693 Neiman Street
Fort Detrick, MD 21702-5015

(SNDL: FH4) (UIC: 62645)
(PLA: NAVMEDLOGCOM FORT DETRICK MD)
(Activity Code: 4174-025)

b. Echelon of Command:

- 1 - Chief of Naval Operations
- 2 - Chief, Bureau of Medicine and Surgery
- 3 - Commanding Officer, Naval Medical Logistics Command

c. Area Coordination: Chief, Bureau of Medicine and Surgery

5. Commanded, Tenant, Supported, and Supporting Activities and Detachments

a. Immediate Superior in command of: Navy Expeditionary Medical Support Command (NEMSCOM), Naval Ophthalmic Support and Training Activity (NOSTRA), and Naval Medical Logistics Command (NAVMEDLOGCOM) Detachment, Pirmasens, Germany.

b. Receives support from the following: BUMED and the Navy Medicine Support Command in accordance with reference (b).

6. Action. Addressee must:

a. Ensure performance of the specific mission, functions, and tasks assigned in enclosure (1).

b. Advise the Chief, Bureau of Medicine and Surgery of any recommended modifications to enclosure (1), in accordance with reference (b).

c. Enclosure (2) is a list of acronyms used in this instruction.

7. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference (c).



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**MISSION, FUNCTIONS, AND TASKS OF
NAVAL MEDICAL LOGISTICS COMMAND**

1. Purpose. To issue the mission, functions, and tasks of the Naval Medical Logistics Command (NAVMEDLOGCOM) in support of the mission established by OPNAVNOTE 5400, Ser DNS-33/11U228503 of 17 May 2011.

2. Mission. Provide, coordinate, and execute health care services acquisition and contracting for all Bureau of Medicine and Surgery (BUMED) activities; direct, manage, and control logistics support systems under BUMED during peacetime and contingency conditions; coordinate the supply of medical and dental materiel management and logistic support to the Operating Forces and shore activities; make available centralized program management, planning, and control of all resources necessary to design, procure and maintain life cycle management of Expeditionary Medical Facilities; assist with other offices, commands and agencies on medical materiel and logistic support matters; and to perform other tasks as directed.

3. Functions and Tasks

a. Exercise command and control over subordinate commands (Naval Ophthalmic Support and Training Activity and Navy Expeditionary Medical Support Command) and Naval Medical Logistics Command Detachment, Pirmasens, Germany.

b. Provide, coordinate, and execute healthcare services acquisition and contracting for all BUMED activities; direct, manage, and control logistics support systems under BUMED during peacetime and contingency conditions.

c. Coordinate the supply of medical and dental materiel management and logistic support to the Operating Forces and shore activities.

d. Make available centralized program management, planning and control of all resources necessary to design, procure, and maintain life cycle management of Expeditionary Medical Facilities.

e. Provide guidance to BUMED, Fleet, and Operating Forces in the following areas:

(1) Legal Counsel

(a) Advise on business and commercial law issues.

(b) Furnish opinions and representation on matters relating to healthcare services and equipment contracts and administrative law.

(c) Serve as contract law advisor.

- (d) Provide consultation and legal opinions.
- (e) Research legal precedents and interpret and apply statutes, directives, and legal decisions.
- (f) Advise contracting and procurement personnel on contract law issues.
- (g) Participate in contract negotiation and analyze proposals.
- (h) Prepare contract clauses and review contracts preparatory to contract solicitation.

(2) Acquisition Management

- (a) Serves as the Lead Contracting Executive (LCE), exercising limited Head of Contracting Activity (HCA) functions for BUMED. Establishes contracting policy for BSO-18. Manages BSO-18 procurement business practices, resources, and metrics.
- (b) Responsible for acquisition of equipment, supplies, and services.
- (c) Act as functional expert for all acquisition management issues.
- (d) Provide acquisition assistance and oversight, supplement Naval Supply Systems Command (NAVSUP) Procurement Performance Management Assessment Program (PPMAP) teams and establish policies and procedures for all BUMED activities with procurement authority.
- (e) Make recommendations on acquisition strategies and provide contracting support, to include all phases of the contracting process, contract management, and administration.
- (f) Provide on-site review and acquisition assistance to contracting activities.
- (g) Interpret procurement regulations, procedures, and policies.
- (h) Investigate and recommend authority change requests from BUMED activities to the commanding officer and to NAVSUP. Develop strategies and provide final recommendation to NAVSUP 02 for implementation.
- (i) Develop acquisition planning and procurement strategies that uniquely fit NAVMEDLOGCOM's customers' individual requirements. Provide acquisition guidance to BUMED activities concerning development of statements of work (SOWs), acquisition plans, lease vs. purchase analysis, justifications for other than full and open competition, market surveys, unsolicited proposals, ratification actions, and all other requirements of acquisition regulations and policies. Provide regulatory guidance and best practice recommendations.

(j) Provide contracting support for direct healthcare support procured under both personal and non-personal services contracts. Solicitations include clauses and provisions to ensure best value and protection for the Government.

(k) Provide acquisition guidance as requested to BUMED activities to assist them in Small Business issues.

(l) Provide continuous acquisition on post-award contract administration actions. Develop and issue modifications to contracts, resolve payment issues, and conclude acquisitions with final closeout of contracts. Act as the liaison between the vendor, the BUMED activity, and the payment office.

(m) Conduct Contracting Officer's Representative (COR) training.

(3) Medical Equipment and Logistics

(a) Represent, coordinate, and communicate Navy Medicine's logistics policies.

(b) Serve as technical support and management of equipment programs having naval-wide medical and dental applications.

(c) Develop and manage medical and dental equipment specifications, repair parts, provisioning and maintenance systems.

(d) Provide biomedical engineering technical support and assistance for all equipment procurement and programs.

(e) Serve as the Navy medical service Field Operating Agency (FOA) in all matters pertaining to the various Medical/Pharmaceutical Prime Vendor, Shelf-Life Extension Program (SLEP), and Vaccine Programs.

(f) Represent Naval Medicine's logistics functional position, requirements, and sustainability to the following Program Offices: SLEP and Vaccines.

(g) Provide biomedical engineering and technical support to Naval activities. Execute the Test and Evaluation Program.

(h) Manage the budget development and execution of Navy Medicine's Other Procurement, Navy (OPN) and Other Procurement, Defense Health Plan (OP, DHP) Programs, and maintain the Master Investment Equipment Inventory for Naval medical activities.

(i) Manage Naval diagnostic radiographic system deployments and the Acceptance Inspection Program. Serve as the Executive Secretary of the Naval Diagnostic Imaging and Radiotherapy Board (NAVDIRB).

(j) Coordinate centrally managed contract requirements and distribution of vaccines with the United States Army Medical Materiel Agency (USAMMA), BUMED, and the Office of the Chief of Naval Operations (OPNAV).

(k) Serve as the FOA with other Naval and Department of Defense (DoD) components on multi-service medical logistics and medical material standardization issues.

(4) Operational Forces Support

(a) Manage U.S. Fleet Forces Command and BUMED-directed programs in support of Naval Operating Forces worldwide. These programs include Authorized Medical Allowance List (AMAL) and Authorized Dental Allowance List (ADAL) management; procurement support for Shipboard Equipment Replacement Program (SERP), and Medical Support Equipment (MSE) technology insertion and technology refresh programs to Naval Operating Forces.

(b) Provide outfitting and procurement support to shipbuilding Program Executive Officers (PEOs) in the development and management of medical and dental equipment specifications, repair parts, and provisioning and maintenance systems for Naval Operating Forces.

(c) Provide biomedical engineering technical support and assistance for all Navy Operating Forces equipment procurement programs.

(d) Serve as the program manager for the management and acquisition of Operational Forces medical and dental equipment.

(e) Serve as policy and operational consultative partner and innovative technical expert in Class VIII logistics and supply methods to Fleet Health Domain, Board of Directors with direct support to Commander, U.S. Fleet Forces Command and Commander, U.S. Pacific Fleet Surgeon Staff and all major type commanders.

(f) Serve the DoD medical logistics community through consultative and collaborative relationships with Defense Logistics Agency (DLA) Troop Support, Defense Supply Command Philadelphia (DSCP), NAVSUP, Military Service Partners, and commercial industry to provide strategic, operational, and tactical logistics solutions to Naval Operating Forces.

(g) Manage the AMAL/ADAL for Naval Operational Forces.

(h) Serve as the Program Acquisition Resource Manager (PARM) for coordinating initial outfitting of new construction ships, in-service ships, and ships undergoing overhaul in accordance with direction from shipbuilding PEOs.

(i) Serve as In-service Engineering Agent (ISEA) and Technical Support Activity (TSA) for Integrated Logistics Support (ILS) and life cycle management issues affecting shipboard medical and dental equipment installation.

(j) Provide biomedical engineering and technical support for medical and dental equipment outfitting for new construction ships, ships undergoing overhaul, and acquisition of Fleet medical and dental equipment.

(5) Logistics Business Systems

(a) Coordinate, communicate, and represent the Naval Medical Department's logistics input, position, and policies pertaining to logistical and financial system support. Designated as the functional proponent for the Defense Medical Logistics Standard Support (DMLSS), Standard Procurement System (SPS), and Wide Area Workflow (WAWF) programs.

(b) Represent and make recommendations on Navy Medicine's behalf for all logistics matters pertaining to the integration of logistics systems into naval activities, and functionality applicable to DMLSS, SPS, and WAWF solutions for the Fleet, Fleet Marine Force, Expeditionary Medical, and hospital automated information systems.

(c) Serve as the program manager for DMLSS, SPS, and WAWF. BUMED's liaison for the SPS, WAWF, and DMLSS PEO Council. Responsible for the development and coordination of strategic plans and implementation of changes as they relate to these systems.

(d) Serve as the senior service representative to DLA Troop Support and DLA for medical logistics information management/information technology (IM/IT) and electronic-cataloging (ECAT) matters and is the member of various Tri-Service IM/IT committees.

(e) Provide DMLSS Tier 1, 3, and 4 and SPS help desk support 24 hours a day, 7 days a week to Navy Medicine activities in order to resolve functional and/or technical related issues.

(f) Develop, test, and deploy upgrades for DMLSS and related logistics business systems.

(g) Manage the electronic end-to-end (e2e) business system integrations; manage database and system administration; test application and software; coordinate and deliver end-user training; provide onsite customer support; and serve as the project manager for SPS.

(h) As the WAWF Program Manager, provide functional resource support for invoice certification processes, security model setup, contract modifications, and coordination with the Defense Finance and Accounting Service (DFAS) and vendors to resolve activity specific issues.

(i) Collect, analyze, and report Navy Medicine Enterprise Medical Logistics Metrics. Based on data analysis and trends, recommend corrective courses of action. Identify, track, and report best practices.

(6) Healthcare Services Strategies

(a) Develop, implement, evaluate, and support health service acquisition strategies.

(b) Review and evaluate BUMED healthcare strategy and policy direction within the guidelines established by law, regulation, and higher authority.

(c) Provide program support for naval medical and dental activities, DoD, and other customers for healthcare services acquisitions.

(d) Assist BUMED and field activities in identifying the advantages and disadvantages of acquisition strategies to satisfy identified requirements for healthcare services.

(e) Collaborate with acquisition management personnel on acquisition planning and forecasting and advise Naval medical and dental activities on best methods for acquiring specific healthcare services.

(f) Develop comprehensive SOWs for personal services contracts and Statements of Objectives (SOO) or Performance Work Statements (PWS) for non-personal healthcare services contracts.

(g) Perform analysis and market research and provide cost projections and Independent Government Cost Estimates (IGCE) for each healthcare delivery alternative to justify appropriate selection of an alternative.

(h) Assume responsibility for delivery of the complete procurement package (e.g., approved SOW/SOO/PWS, IGCE, funding document, and as applicable, source selection technical evaluation factors and acquisition strategy document) on behalf of the requiring activity to the contracting office to initiate request for healthcare services procurement.

(i) Chair evaluations of technical proposals submitted in response to major solicitations for healthcare services. Draft reports of findings and review the results of evaluations conducted by field activities.

(j) Participate and assist contracting authorities in determination of procurement actions (e.g., cost/technical trade-offs and contract award decisions) and provide liaison with contracting offices on healthcare services contracting issues.

(k) Provide ongoing technical assistance to CORs and advise on proper preparation of contract administration documentation, including Contract Discrepancy Reports (CDRs).

(l) Develop contract administration plans, performance evaluation plans, Quality Assurance Surveillance Manuals, and other documentation as necessary (e.g., Incentive Award Manuals) to guide the daily monitoring and surveillance activities of CORs and the review activities of Performance Evaluation Boards.

(m) Provide training on healthcare contracting issues for personnel across the BSO enterprise (e.g., medical and dental treatment facilities, etc.) through COR training and various courses at the Navy Medicine Professional Development Center (e.g., Financial and Materiel Management Training Course (FMMTC), Advanced Medical Department Officer Course (AMDOC), and Patient Administration Course (PAC)).

(n) Provide input to automated tracking systems and maintain the Healthcare Contracts Database (HCD) to follow and report health care contract performance data and costs for BUMED and other customers.

f. Serve as BUMED-M46, Logistics Execution, BUMED Property Management Officer and Executive Program Manager, Fleet Hospital, and Expeditionary Medical Logistics Program.

ACRONYMS

ADAL	Authorized Dental Allowance List
AMAL	Authorized Medical Allowance List
AMDOC	Advanced Medical Department Officer Course
BUMED	Bureau of Medicine and Surgery
BSO-18	Budget Submitting Offices
CDR	Contract Discrepancy Report
COR	Contracting Officer's Representative
DFAS	Defense Finance and Accounting Service
DLA	Defense Logistics Agency
DMLSS	Defense Medical Logistics Standard Support
DoD	Department of Defense
DSCP	Defense Supply Command Philadelphia
ECAT	Electronic-Cataloging
FMMTC	Financial and Materiel Management Training Course
FOA	Field Operating Agency
HCD	Healthcare Contracts Database
IGCE	Independent Government Cost Estimates
ILS	Integrated Logistics Support
IM/IT	Information Management/Information Technology
ISEA	In-service Engineering Agent
MSE	Medical Support Equipment
NAVDIRB	Naval Diagnostic Imaging and Radiotherapy Board
NAVMEDLOGCOM	Naval Medical Logistics Command
NAVSUP	Naval Supply Systems Command
NEMSCOM	Navy Expeditionary Medical Support Command
NOSTRA	Naval Ophthalmic Support and Training Activity
OP, DHP	Other Procurement, Defense Health Plan
OPN	Other Procurement, Navy
OPNAV	Office of the Chief of Naval Operations
PAC	Patient Administration Course
PARM	Program Acquisition Resource Manager
PEO	Program Executive Officers
PPMAP	Procurement Performance Management Assessment Program
PWS	Performance Work Statements
SERP	Shipboard Equipment Replacement Program
SLEP	Shelf-Life Extension Program
SOO	Statements of Objectives
SOW	Statements of Work
SPS	Standard Procurement System
TSA	Technical Support Activity
USAMMA	United States Army Medical Materiel Agency
WAWF	Wide Area Workflow