



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

IN REPLY REFER TO
BUMEDINST 5351.1C
BUMED-M09B1

JUN 22 2015

BUMED INSTRUCTION 5351.1C

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: COMMAND ORIENTATION PROGRAM

Ref: (a) OPNAVINST 1740.3C

Encl: (1) Command Orientation Topics - Navy Pride and
Professionalism

1. Purpose. To issue revised policy and guidance regarding the Command Orientation Program (Command-O) at Bureau of Medicine and Surgery (BUMED) Headquarters.

2. Cancellation. BUMEDINST 5351.1B CH-1. This instruction is a complete revision and should be reviewed in its entirety.

3. Discussion

a. The introduction of a member into a new command can have a significant impact on the future performance of the individual. Factors which improve morale and foster esprit de corps between the command and the new member include command history, command mission and structure, as well as realistic job expectations.

b. Members transferring to a new command face personal and family needs, anxiety over the unknown demands, and professional challenges of the new environment. The Command-O, along with the Sponsor Program, is designed to help in the successful transition of new staff members into productive members of the command.

4. Applicability. Command-O sessions, offered once each month, shall be attended by all newly assigned, military and civilian, personnel within 30 days of reporting. BUMED Detachments within the Capital Region will attend Command-O sessions at BUMED Headquarters. All other detachments will complete the requirement via Video Teleconference (VTC) or a local command whenever a Memorandum of Understanding (MOU) is in place.

5. Responsibilities

a. Chief of Staff, Directors, Deputy Directors, Corps Chiefs/Directors, and Special Assistants shall:

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(1) Ensure the information in this instruction is widely publicized, emphasizing mandatory attendance at Command-O sessions for all newly reporting personnel.

(2) Facilitate the availability of Subject Matter Experts (SME) in the topics presented at each Command-O session.

(3) Ensure all newly reporting personnel are scheduled and afforded time to attend the first Command-O session immediately following the member's report date.

b. Headquarters Administrative Services (BUMED-M09B11) shall:

(1) Ensure an informative Command-O session is conducted and meets or exceeds the requirements of reference (a).

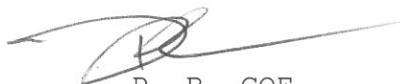
(2) Facilitate and coordinate the Command-O by providing an approved program format and a published Command-O schedule of events.

(3) Provide audiovisual support, schedule newly reporting staff, and document attendance.

(4) Coordinate with the various SMEs to present their specific topics at each Command-O session.

c. Command Training Team. Coordinates and presents a Navy Pride and Professionalism workshop on a monthly basis. This training shall follow the half day Command-O Session.

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



P. B. COE
Chief of Staff

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COMMAND ORIENTATION TOPICS

- Welcome & Opening remarks
- Chief of Staff
- Command Master Chief
- Command Managed Equal Opportunity
- Public Affairs
- Educational Service Officer
- Sexual Assault Prevention and Response Program
- Pastoral Care
- Security and Communications
- Support Services
- Safety/Operation Risk Management
- Secretariat
- Defense Travel System
- Drug and Alcohol Prevention (DAPA)
- Navy Ombudsman
- Health Promotions
- Tobacco Cessation
- Staff Judge Advocate

NAVY PRIDE and PROFESSIONALISM

- Navy Core Values
- Decision Making
- Conflict & Communication Management
- Mentoring
- Diversity
- Equal Opportunity
- Violent Crimes & Suicide Awareness
- Military Etiquette and Courtesy
- Uniform Wear
- Navy Family Readiness