



**DEPARTMENT OF THE NAVY**

BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-7300

Canc: Apr 2010  
IN REPLY REFER TO

BUMEDNOTE 1020  
BUMED-M09B11  
20 Nov 2009

BUMED NOTICE 1020

From: Chief, Bureau of Medicine and Surgery  
To: All BUMED Military Staff

Subj: UNIFORM AND PERSONNEL INSPECTION

Ref: (a) NAVPERS 15665I, Uniform Regulations

Encl: (1) Formation Plan

1. Purpose. To announce the uniform and personnel inspection for the Bureau of Medicine and Surgery (BUMED) military staff.

2. General

a. The Chief of Staff (M09B) or the Deputy Chief for Medical Operations (M3/5) will conduct a personnel and uniform inspection of the BUMED military staff. The inspection will be held in the Rotunda, Building 2 on Thursday, 10 December 2009. Due to size limitations of the Rotunda, the inspection will be conducted in two increments. The first increment will commence at 0730 with Enlisted staff members assigned to BUMED and officer personnel assigned to: Chief, BUMED Staff (M00), Vice Chief, BUMED (M09), Special Assistant for Wounded, Ill, and Injured (M00WII), M09B, and Installations and Logistics (M4). The second increment will commence at 0830 with all officer personnel assigned to: Total Force (M1), M3/5, Information Management/Information Technology (M6), and Resource Management (M8). All personnel present on the compound shall be inspected.

b. Uniform will be:

(1) Officers/Chief Petty Officers (CPOs)

(a) Male: Service Dress Blues, Ribbons, Name Tag, and Combination Cover.

(b) Female: Service Dress Blues (Slacks), Ribbons, Name Tag, Oxfords, and Combination Cover.

(2) E6 and below:

(a) Male: Service Dress Blues, Ribbons, Name Tag, and Cover.

(b) Female: Service Dress Blues (Slacks), Ribbons, Name Tag, Oxfords, and Combination Cover.

3. Tasks

a. Command Inspection Coordinator. HMC Michele Wade will serve as the Command Inspection Coordinator.

b. Deputy Chiefs, M3/5 and M6; Special Assistant M00WII; and Command Master Chief. Assign personnel as outlined in paragraph 4a(3) below.

c. Facilities

(1) Clear the Rotunda and immediate adjoining hallway to the Quarterdeck of all furnishings and all other unnecessary gears by 1630 on 9 December 2009.

(2) Return furnishings to the Rotunda as soon as the inspection is complete or by 1630 on 10 December 2009.

d. Administrative Services (M09B11)

(1) Prepare a roster to be used during the inspection, with the following minimum information and columns: rank/rate, name, office code, and comment.

(2) Coordinate with Deputy Chiefs, M3/5, and M6; Special Assistant M00WII; and Command Master Chief regarding assignment of Company Commanders, Company CPOs, Alternate Inspecting Officers, and Recorders.

4. Information

a. Formation

(1) The inspection will be a battalion on line with two Companies.

(2) Each Company will consist of at least five ranks. During the first increment assigned officers shall fall into the first company and all enlisted personnel shall fall into the second company. During the second increment each company will consist of at least five ranks, evenly disbursed as outlined in paragraph 4a(3) below.

(3) Companies will consist of the following:

(a) First Company, first increment: M00, M09, M09B, M4, M00WII  
Company Commander: To be assigned by the Special Assistant, M00WII  
Company CPO: To be assigned by Command Master Chief

(b) Second Company, first increment: All Enlisted staff members assigned to BUMED  
Company Commander: To be assigned by M09B  
Company CPO: To be assigned by Command Master Chief

(c) First Company, second increment: M3/5  
Company Commander: To be assigned by Deputy Chief, M3/5  
Company CPO: To be assigned by Command Master Chief

(d) Second Company, second increment: M1, M6, and M8  
Company Commander: To be assigned by Deputy Chief, M6  
Company CPO: To be assigned by Command Master Chief

(4) Assignment of personnel:

(a) Special Assistant, M00WII will assign a Company Commander to lead First Company, first increment.

(b) M09B will assign a Company Commander to lead Second Company, first increment.

(c) Deputy Chief, M3/5 will assign a Company Commander to lead First Company, second increment.

(d) Deputy Chief, M6 will assign a Company Commander to lead Second Company, second increment.

(e) Command Master Chief will assign a Company Chief for the first and second increments.

(f) Command Master Chief will assign two enlisted staff members as Recorders to assist Inspecting Officers during the first and second increments.

(5) All Codes will provide muster roster of all available staff members to the Command Inspection Coordinator and M09B11 by close of business Thursday, 3 December 2009.

(6) Deputy Directors will ensure all available personnel report for inspection.

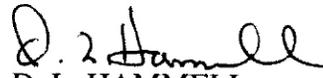
(7) Inspection Schedule

(a) Increment 1

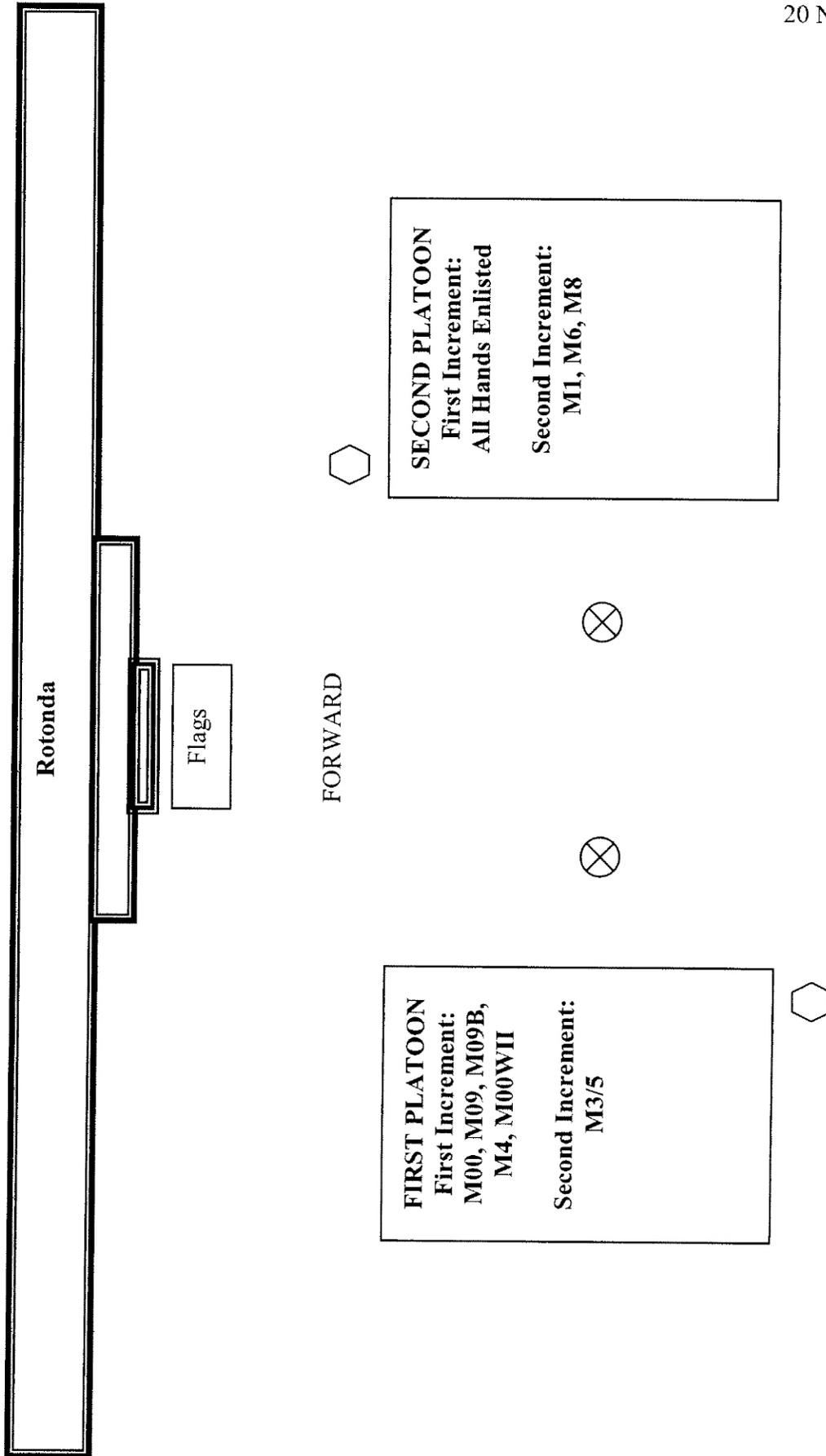
0715 Staff members report for duty  
0720 Company formation in Rotunda, Building 2  
0730 Commence personnel inspection  
0755 Personnel inspection ends  
0800 Personnel fallout and carry out the Plan of the Day

(b) Increment 2

- 0815 Staff members report for duty
- 0820 Company formation in Rotunda, Building 2
- 0830 Commence personnel inspection
- 0855 Personnel inspection ends
- 0900 Personnel fallout and carry out the Plan of the Day

  
D. L. HAMMELL  
Chief of Staff  
Acting

Distribution is electronic only via the navy medicine Web site at:  
<http://www.med.navy.mil/bumed/directives/Pages/BUMEDDirectives.aspx>



⊗ Platoon Commander  
⬡ Platoon Chief