



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

IN REPLY REFER TO  
BUMEDINST 5420.27  
BUMED-M09B4  
12 Oct 2011

BUMED INSTRUCTION 5420.27

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE CORPORATE EXECUTIVE BOARD

Ref: (a) SECNAV M-5210.1 of November 2007

1. Purpose. To announce the Navy Medicine Corporate Executive Board (CEB), its membership, and the business process rules.
2. Scope and Applicability. Applies to all activities of the CEB and its membership.
3. Background. The CEB is Navy Medicine's senior advisory body providing strategy, policy, resources, and performance recommendations to the Chief, Bureau of Medicine and Surgery (BUMED) (CB) and the Deputy Chief, BUMED (DCB). The CEB meets on a regularly-scheduled basis as outlined below; its members include senior leadership from across navy medicine.
4. CEB Membership

Deputy Chief, BUMED	Chair
Commander, Navy Medicine East	Member
Commander, Navy Medicine West	Member
Commander, Navy Medicine National Capital Area	Member
Commander, Navy Medicine Support Command	Member
Deputy Chief, Total Force (M1)	Member
Deputy Chief, Medical Operations (M3/5)	Member
Deputy Chief, Installations and Logistics (M4)	Member
Command Information Officer (M6)	Member
Deputy Chief, Resource Management/Comptroller (M8)	Member
Deputy Chief, Wounded, Ill & Injured (M9)	Member
Force Master Chief (M00F)	Member
Medical Inspector General (M00IG)	Member
Director Medical Resources, Plans & Policy (N931)	Member
The Medical Officer of the Marine Corps (TMO)	Member
Fleet Surgeon, U.S. Fleet Forces Command	Member
BUMED Chief of Staff	Member

CEB Membership (Continued)

Executive Assistant (EA) to the Chief, BUMED	Attendee
EA to the Deputy Chief, BUMED	Attendee
Special Assistant Medical-Legal Affairs (M00J)	Attendee
Director, Office of Strategy Management (M09B4)	Attendee
Chaplain of Navy Medicine (M00G)	Attendee
Chiefs of Staff, Navy Medicine Regions	Attendee

5. Meetings. Meetings are held on the first and third Tuesday of each month from 1000 to 1130 or as arranged by the DCB's office.

6. CEB Process Rules

a. CEB calendar, invitations, and read ahead distribution are administered by the DCB's office.

b. The CEB agenda is coordinated by the DCB's office in collaboration with Office of Strategy Management (OSM). OSM will coordinate, publish, distribute, and update an annual CEB meeting schedule and agenda to ensure timely preparation, submission, and presentation of materials to the CEB.

c. Presentations will be succinct, yet inclusive of all issues. Read ahead materials must be received in advance to ensure familiarity with material and to facilitate dialogue among CEB members. Any controversial or unique issues shall be worked off line to ensure resolution prior to the CEB presentation.

(1) Presentations generally will be kept to 7 slides maximum and no more than 15 minutes (includes comments, questions, and decisions). Additional information must be moved to the back of slide deck as "back-ups."

(2) The first slide shall identify the presentation as "Informational" or "Decisional." If it is a decisional brief, the question to be answered by the CEB must be stated on the second slide.

(3) All acronyms will be spelled out the first time they are used.

(4) All presentations shall be provided to the DCB's office by 0800 the Thursday prior to the Tuesday CEB; except for the quarterly strategy reviews described below.

d. Lean Six Sigma briefs must include:

(1) Return of investment information, with supporting data.

(2) Project closeout recommendation, with supporting data.

(3) Proposals for sustaining the gain, if appropriate.

e. Spotlight Metrics are a standing agenda item at each CEB. Presentations for Spotlight Metrics are also due to the DCB's office by 0800 the Thursday prior to the Tuesday CEB.

f. CEB Strategy Reviews occur on a quarterly basis. Presentations are due to OSM by noon on the Wednesday prior to the CEB quarterly Strategy Review meeting. This allows for read-aheads prior to a DCB's pre-brief for this meeting. Specific Strategy Review dates are published on a bi-annual basis by OSM.

7. Records Management. A convenience copy of all CEB information will be maintained on the BUMED M09B SharePoint Site. A DCB staff member will serve as the recorder for all CEB meetings. BUMED-M09B4 shall maintain the official paper records per reference (a).

  
A. M. ROBINSON, JR.

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