



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY  
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NO REPLY BEHIND IT

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24 Jun 09

MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST  
COMMANDER, NAVY MEDICINE WEST  
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA  
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

Subj: PERSONNEL ROTATION POLICY

Ref: (a) NAVMED Policy 08-002 of 4 Jan 08  
(b) CNO WASHINGTON DC 061631Z Jan 08 (NAVADMIN 002/08)  
(c) CNO WASHINGTON DC 051201Z Jun 08 (NAVADMIN 160/08)

1. This memorandum supersedes reference (a) and provides updated policy and responsibilities for the deployment of Navy Medicine personnel under Navy Individual Augmentation Manpower Management (IAMM). Reference (b) includes Health Services Augmentation Personnel (HSAP) in the definition of Individual Augmentation (IA). This policy pertains to all personnel within Budget Submission Office-18 (BSO-18).
2. The intent of reference (c) is to ensure that all Sailors selected for IA assignment received, at a minimum 60-days notification, as measured from the date IA orders are written to the identified member's first interim stop (I-stop) report date. However, operational need may result in some Sailors receiving less than 60-day notification.
3. The intent remains to ensure every Sailor has equal opportunity to deploy within their skill set and, ideally, not more than once during a normal 36 month shore tour. "Deployment" is defined as 150 or more consecutive days away from homeport or assigned duty station.
4. All Regional Commanders shall ensure:
  - a. Region and Medical Treatment Facility (MTF) Plans Operations Military Intelligence (POMI) Readiness Officers are sufficiently trained to manage the Expeditionary Medicine Platform Augmentation Readiness and Training System (EMPARTS) and Individual Personnel Tempo (ITEMPO) for their respective commands so that every Sailor's deployment history is accurately entered into these database systems. This information is used in the management of BSO-18 augmentees and the decision to deploy any Sailor.
  - b. Individual Augmentation (IA) candidates have been onboard for at least 90 days before reporting to first interim stop (I-stop).
  - c. Volunteers for IA assignment are given first priority to deploy.
  - d. Sailors with previous deployments, from either BSO-18 or other BSOs, meet the following deployment to dwell ratio objectives to the maximum extent possible. The Navy Medicine deployment to dwell objective for the Active Component is one to greater than or

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equal to two (1:2) (i.e., 150 days deployed equals 300 days in dwell) and for Reserve Component a mobilized to demobilized ratio of one to greater than or equal to five (1:5) (i.e., 150 days deployed equals 750 days in dwell). Deployment begins at the first I-stop report date and ends upon member's return to parent command.

e. Sailors nominated for an IA deployment have transfer, retirement, release from active duty or separation dates at least three months beyond the projected month of return from deployment.

f. Adherence to this rotation policy. In cases where a command must deploy a Sailor or a Sailor volunteers to deploy outside the guidelines of this policy, the command must receive written approval from the Regional Commander. This authority cannot be delegated. Regional Commanders must make every effort to stay within the guidelines of the above stated dwell time and will only approve an exception after exhausting every effort to fill the requirement with a qualified Sailor. If a selected Sailor is in dwell, no exception can be granted if the dwell ratio is less than one to one (1:1) (i.e., 150 days deployed equals 150 days in dwell) at first I-stop report date.

5. Regional Commanders must disseminate and implement this rotation policy to sustain our medical capability to respond to the Long War. This rotation policy will ensure Operating Tempo (OPTEMPO) of individual Sailors is managed while providing Operational Commanders the required forces.

6. Points of contact are CDR James LeTexier at James.Letexier@med.navy.mil or (202) 762-3429; LCDR Paul Pruden at Paul.Pruden@med.navy.mil or (202) 762-3695 and HMCS (SW/AW) Maria Fernandez-Guidry at Maria.Fernandez-Guidry@med.navy.mil or (202) 762-3426.



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