



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

Canc: Nov 2021  
IN REPLY REFER TO  
BUMEDNOTE 5450  
BUMED-M1  
12 Nov 2020

BUMED NOTICE 5450

From: Chief, Bureau of Medicine and Surgery

Subj: BUDGET SUBMITTING OFFICE 18 MISSION, FUNCTIONS, AND TASKS  
COMPLIANCE PLAN

Ref: (a) BUMEDINST 5450.174  
(b) OPNAVINST 5400.44A  
(c) OPNAVINST 1000.16L

1. Purpose. To implement references (a) through (c) by providing a compliance plan of the required mission, functions, and tasks (MFT) documents for budget submitting office (BSO) 18 activities to meet the required 3-year review mandate.
2. Scope and Applicability. This notice applies to all BSO-18 activities with the title of commander, commanding officer (CO), or officer in charge (OIC).
3. Background. Each shore activity as noted in the scope requires an MFT instruction that must be reviewed every 3 years or within 90 days upon approval of the initial establishment of a new command or when the activities' MFT requires alteration.
4. Action
  - a. Bureau of Medicine and Surgery (BUMED) Director, Manpower Plans and Business Policy (BUMED-M12) must:
    - (1) Review and process for signature the echelon 3 and all subordinate MFTs for change requests as delineated in the 3-year MFT compliance plan located at <https://es.med.navy.mil/bumed/m1/m12/Pages/default.aspx?RootFolder=%2Fbumed%2Fm1%2Fm12%2FShared%20Documents%2FMissions%2C%20Functions%2C%20and%20Task%20%28MFT%29&FolderCTID=0x012000A889798340E414498C236CD79AE03B3A&View={A95BE6A8-352C-457A-89BA-A6E2402A7556}>
    - (2) Send BSO-18 subordinate activity MFTs to the echelon 3 commanders for engagement with the activities and BUMED-M12 to accomplish a review for requested changes via the Navy tasker system.
    - (3) Forward appropriate correspondence for BSO-18 activity MFTs to Chief, BUMED for approval.

(4) Publish approved MFT instructions on the BUMED-M12 SharePoint site, and provide to echelon 3 commanders for distribution to the appropriate subordinate official in charge.

b. Echelon 3 Commanders must:

(1) Review the echelon 3 MFT and submit instruction requests for changes or renewal as appropriate via the Navy tasker system.


(2) Review echelon 4 and below MFT requests for changes or renewal. Provide concurrence or make changes as appropriate via the Navy tasker system.

c. Echelon 4 and below Commanders, Commanding Officers, and Officers in Charge must review their cognizant MFT instruction and submit requests for changes or renewal as appropriate via the Navy tasker system.

5. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

  
G. D. SHAFFER  
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Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web site, <http://www.med.navy.mil/directives/Pages/BUMEDNotes.aspx>