



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

BUMEDINST 1410.1
BUMED-N01C
28 Mar 2024

BUMED INSTRUCTION 1410.1

From: Chief, Bureau of Medicine and Surgery

Subj: MILESTONE QUALIFICATION PROGRAM FOR ACTIVE COMPONENT
MEDICAL DEPARTMENT OFFICERS

Ref: (a) Navy Leader Development Framework of May 2019 (NOTAL)

Encl: (1) Commanding Officer's Letter of Recommendation for Career Milestone Screening
Application Template

1. Purpose. To provide application guidance for active component career milestone screening.
2. Scope and Applicability. This instruction applies to all Navy Medicine (NAVMED) activities and NAVMED personnel who desire assignment to NAVMED career milestone billets.
3. Background. Officer communities may designate a limited number of billets as milestone billets that represent positions of leadership analogous to command. Similar to the command screening process, milestone screening identifies individuals whose records indicate they possess the leadership abilities required to successfully execute the duties associated with NAVMED career milestone billets. A list of NAVMED career milestone billets as designated by Surgeon General (SG) of the Navy, can be found on the NAVMED's executive medicine Web site on the Bureau of Medicine and Surgery (BUMED) SharePoint site at: <https://esportal.med.navy.mil/bumed/m00/m00c/pages/executive-medicine.aspx>. Career milestone billets require specialized healthcare leadership expertise, experience, and a documented career progression that prepares an officer for the duties and responsibilities associated with these positions. Such opportunities include officer in charge (OIC), director for administration (DFA), chief nursing officer, chief medical officer (CMO) or operational surgeon (OS), and director for dental services (DDS).

4. Milestone Billet Eligibility

- a. Experience. Personnel interested in milestone billets must:

- (1) Have a documented track record of success in leadership and non-leadership positions.

- (2) Have a pattern of successful progression of experience within a medical treatment facility (MTF), Navy Medicine Readiness and Training Command (NAVMEDREAD-TRNCMD), dental treatment facility, or non-MTF (i.e., other support functions), or operational tours with increasing scope of accountability and responsibility.

b. Knowledge, Skills, Attributes, and Outcomes. Per reference (a), Chief of Naval Operations expects Navy commanders and captains to be inspirational leaders who infuse Navy Core Values into a command culture; sees absolute ownership of your assigned mission; remain above reproach; generate trust through action; and leave no room for complacency. Additionally, NAVMED leaders and career milestone billet applicants must:

- (1) Have a comprehensive understanding of the NAVMED enterprise as it relates to the operational mission.
- (2) Have a firm foundation and understanding of business principles and practices.
- (3) Have the ability to function successfully in a complex matrix organization.
- (4) Have the ability to communicate effectively in public and private forums; and possess an understanding of strategic and risk communications.
- (5) Have the ability to provide timely and constructive feedback utilizing established civilian and military personnel evaluation systems.
- (6) Epitomize our Navy Core Values, military bearing, and physical fitness.
- (7) Develop subordinates and value diversity.
- (8) Understand and support broader organizational goals.
- (9) Have a knowledge and understanding of clinical privileging, quality improvement, and safety principles and practices, as applicable.

c. Additional Requirements. Expectation is that selectees must:

- (1) Be universally assignable and able to meet permanent change of station parameters. Rare exceptions may be considered but must be communicated during the application process. Officers that are unsure if they meet permanent change of station parameters for the current fiscal year career milestone assignment should discuss with their detailer prior to applying.
- (2) Successfully meet physical fitness assessment standards. No failures in either category within the last three cycles.
- (3) Actively participating in active cohort, have a confirmed seat for, or have completed Quality and Safety Leadership Academy (QSLA) by the end of their tour.

5. Criteria for Selection to Milestone Billets

a. Career milestone selectees must:

- (1) Be able to simultaneously manage multiple tasks and prioritize.
- (2) Understand key administrative programs including, but not limited to, civilian personnel, military manpower, patient administration and managed care, health information management, logistics and supply chain, and facility management.
- (3) Demonstrate sound decision-making ability, skill to interact successfully with personnel at all levels of the organization and be a leader and mentor.
- (4) Demonstrate evidence of lifelong learning (i.e., professional affiliation, service schools, additional qualification designators). Special consideration will be given to candidates who have completed Joint Professional Military Education, but it is not required.

b. OIC must:

- (1) Be in or selected for the grade of O-5 or O-6. O-4s will be considered if their application receives an endorsement from their respective corps chief. Your corps chiefs Office will be responsible for flag endorsements of lieutenant commanders.
- (2) Have a diversity of assignments such as MTF, NAVMEDREADTRNCMD, fleet, staff, overseas, or recruiting. For MTF or NAVMEDREADTRNCMD positions, a minimum of one MTF or NAVMEDREADTRNCMD tour within the last 5 years is preferred. Demonstrated progression in leadership assignments should include, at a minimum, department head experience. Staff officer and operational experience is desired; success in challenging environments (operational and staff) will prepare applicants for managing complex issues and multiple tasks. Ideal candidates will have previous assignment in the type of command which they are applying.
- (3) For dental specific assignments, must have successfully completed a middle or senior level management assignment at an MTF, NAVMEDREADTRNCMD, or dental battalion.

c. DFA must:

- (1) Be a Medical Service Corps (MSC) officer and in or selected for the grade of O-5 or O-6. O-4s will be considered if their application receives an endorsement from the MSC Chief. Your corps chiefs' office will be responsible for flag endorsements of lieutenant commanders.
- (2) Have a diversity of assignments such as MTF, NAVMEDREADTRNCMD, fleet, staff, overseas, or recruiting. For MTF or NAVMEDREADTRNCMD positions, a minimum of

one MTF or NAVMEDREADTRNCMD tour within the last 5 years is preferred. Demonstrated progression in leadership assignments should include, at a minimum, department head experience. Staff officer and operational experience is desired; success in challenging environments (operational and staff) will prepare applicants for managing complex issues and multiple tasks.

d. Chief Nursing Officer must:

(1) Be a Nurse Corps officer as a senior O-5 (with demonstrated leadership experience), selected for O-6, or O-6.

(2) Demonstrate progression in leadership roles (department head, assistant director, OIC). Successfully completed MTF or NAVMEDREADTRNCMD middle or senior level management assignments.

(3) Have experience in leading the development of nursing professionals. Possess thorough knowledge of fundamentals, theories, principles, and practices of quality improvement methodologies.

(4) Have familiarity with principles of healthcare management, biostatistics, and military and civilian healthcare financial management.

(5) Have familiarity with regulatory and accreditation standards.

(6) Have knowledge of high reliability principles and implications of standards for quality care and quality measurement.

e. CMO or Operational Surgeon must:

(1) Be a Medical Corps officer and be in or selected for the grade of O-5 or O-6.

(2) Have board certification in respective specialty.

(3) Demonstrate progression in leadership roles (department head, assistant or associate director, OIC, or operational assignments). Successfully completed MTF or NAVMEDREADTRNCMD middle or senior level management assignments.

(4) Have experience in leading the development of medical professionals. Possess thorough knowledge of fundamentals, theories, principles, and practices of quality improvement methodologies.

(5) Have familiarity with principles of healthcare management, biostatistics, and military and civilian healthcare financial management.

(6) Have familiarity with regulatory and accreditation standards.

(7) Have knowledge of high reliability principles and implications of standards for quality care and quality measurement.

f. DDS must:

(1) Be a Dental Corps officer and be in or selected for the grade of O-5 or O-6. O-4s will be considered if their application receives an endorsement from the Dental Corps Chief. Your corps chiefs office will be responsible for flag endorsements of lieutenant commanders.

(2) Demonstrate progression in leadership roles (department head, assistant director, OIC) and successfully completed MTF or NAVMEDREADTRNCMD or dental battalion middle or senior level management assignments.

(3) Have experience in leading development of dental professionals. Possess thorough knowledge of fundamentals, theories, principles, and practices of quality improvement methodologies.

(4) Have familiarity with regulatory and accreditation standards.

(5) Have knowledge of high reliability principles and implications of standards for quality care and quality measurement.

6. Application Process

a. Officers desiring to be considered for the current fiscal year career milestone screening board must submit the information in subparagraphs 6b(1) through 6b(3) of this instruction before the designated deadline.

b. Banked officers are required to submit the requirements listed in subparagraphs 6b(1) through 6b(3) of this instruction before the designated deadline.

(1) NAVMED 1410/1 Bureau of Medicine and Surgery Career Milestone Screening Application.

(2) Commanding officer letter of recommendation for all career milestone billets.

(3) Curriculum vitae and biography.

c. Only applicants that submit a screening package prior to the submission deadline will be eligible for screening.

d. Applications must be submitted via the portal located on NAVMED's executive medicine website on the BUMED SharePoint site at:

<https://esportal.med.navy.mil/bumed/m00/m00c/pages/executive-medicine.aspx>.

e. Applications must be received no later than 15 June. Incomplete or late applications will not be considered by the board.

7. Medical Department Career Milestone Screening Board

a. PERS-4415 serves as the Career Milestone Screening Board sponsor.

b. Banked officers will not be required to be rescreened in this board. Banked officers who have successfully screened and submitted an application for the current fiscal year opportunities will be considered.

c. Applicants who successfully screen may be considered for assignment to any career milestone OIC, DFA, chief nursing officer, CMO, or OS, and DDS for which they are eligible. Consideration will be given for the categories selected on the application; however, if slated, the assignment will be based on the "needs of the Navy." Officers who apply for career milestone screening should do so with this in mind and be willing to accept the position for which they are slated.

d. Applicants who successfully screen will be assigned the Additional Qualification Designation (AQD) Milestone Eligible 68O. Applicants with the Milestone Eligible 68O AQD are milestone eligible and considered banked.

e. Those officers who do not successfully screen are encouraged to contact their detailer for counseling and guidance.

f. Following the release of the Milestone Screening Board, PERS-4415 will enter the AQD Milestone Eligible code 68O into each officer's record that successfully screened. If any officer is de-screened, PERS 4415 will remove the Milestone Eligible code 68O.

g. At the successful completion of a Milestone assignment, officers will notify PERS-4415 to ensure that the Milestone Qualified 68P AQD is added to their record.

8. Descreening Process for Officers with Milestone Qualified 68P and Milestone Eligible 68O AQDs

a. Descreening is the process of removing AQD codes based on performance in the position that qualifies the officer for that AQD. Officers who do not successfully screen (i.e., pass the milestone screening board) cannot be descreened as they have not been awarded an AQD and therefore it cannot be removed.

b. Process

(1) Regional NAVMED commanders when made aware of declining performance of a milestone slated officer will be required to notify the officer's corps chief for review of their AQD(s).

(2) Corps chiefs, corps chief deputies, regional commanders, and regional deputy commanders will be responsible for reviewing the performance of the officer and to determine if the officer is fit to serve in milestone or command assignments in the future. To make this determination they will review:

(a) Officer's military record, specifically the most recent performance evaluations.

(b) Investigation findings, reports, and related supporting documents, if any.

(c) Recommendations from the officer's immediate chain of command.

(d) Written statements from the officer being considered, if submitted. The statements from the officer being considered will only speak to their motivations to continue to serve in leadership positions in the future. Letters will be addressed to their regional NAVMED commander and corps chief.

(3) Corps chiefs will recommend:

(a) Permanent removal of the AQD(s) with no reinstatement.

(b) Removal of AQD(s). After a non-milestone tour, the officer will require corps chief's approval to reinstate AQD. If approved, the officer will apply as a screened (banked) officer. If not approved, the officer will need to reapply as an unscreened officer.

(c) Officer retains their AQD(s) and can apply for milestone during the next milestone slating cycle. Officer will apply as a screened officer.

(4) Deputy SG will be the first reviewer of the recommendation from the corps chief and will make final recommendation to the SG.

(5) SG will make final determination on the removal of AQD(s).

(6) Officer will receive determination letter. PERS 4415 will receive copy of determination letter and take appropriate action.

9. Process for Officers Who Refuse milestone assignments. When an officer has been screened for milestone but refuse their milestone assignment, the following procedures apply:

a. An officer indicating refusal of their milestone assignment will be required to meet with their deputy corps chiefs to discuss and review their assignment.

b. After review with their deputy corps chief and a determination is made to pursue a refusal of their milestone assignment, the officer will be required to submit an official request to the SG.

c. The official request will be routed through their deputy corps chief, corps chief and Deputy SG. Corps chiefs will provide recommendation to Deputy SG.

d. Deputy SG will review the corps chiefs' recommendation and make a final recommendation to the SG.

e. SG will make final determination on whether the refusal of a milestone assignment will be granted and the need for the removal of AQD(s). If removal of AQD(s) is determined, then the descreening procedures in paragraph 8 apply.

f. Officer will receive the SG determination letter. PERS-4415 will receive copy of determination letter and take appropriate action.

g. Officers who refuse their assignment will be subject to the needs of the Navy for future orders that are required to fulfill remaining obligated service. Officers who voluntarily refuse their assignment will be voluntarily resigning their AQDs and will have to apply in the future as an unscreened officer.

10. Records Management

a. Records created as a result of this instruction, 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 instruction 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.

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11. Forms. The NAVMED 1410/1 Bureau of Medicine and Surgery Career Milestone Screening Application is available at <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.



D. K. VIA

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives>

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COMMANDING OFFICER'S LETTER OF RECOMMENDATION FOR
CAREER MILESTONE SCREENING APPLICATION TEMPLATE
(command letterhead)

1410
Ser/
Date

From: Commanding Officer, (insert command name)

To: President, Medical Department Career Milestone Screening Board

Subj: LETTER OF RECOMMENDATION FOR CAREER MILESTONE SCREENING
IN CASE OF CAPTAIN JANE DOE, MEDICAL SERVICE CORPS, UNITED
STATES NAVY

1. [Commanding officer's certification]. This officer served as _____. I personally observed this officer's performance in this capacity.
2. [Commanding officer's justification]. Briefly describe the officer's performance while in your command and potential for leadership in milestone billet positions.
3. [Commanding officer's verification]. I certify that the candidate is within body composition assessment standards with no failures within the last six PFA cycles; or has not had medical waivers for two consecutive PFA cycles.
3. [Commanding officer's endorsement]. I give my _____ recommendation that RANK _____ be selected for assignment for an [insert position title] career milestone position in Navy Medicine.

(commanding officer's signature)

Copy to:
Member

Enclosure (1)