



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

BUMEDINST 2620.2A
BUMED-N6
12 Dec 2023

BUMED INSTRUCTION 2620.2A

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY NEXT GENERATION ENTERPRISE
NETWORK SERVICES DELIVERY PROGRAM

Ref: (a) OPNAV ltr 6000 N093/20UM000013 of 22 Jul 2020 (NOTAL)
(b) BUMEDINST 3301.3B

Encl: (1) Next Generation Enterprise Network Services Delivery Program Information Sheet

1. Purpose. This instruction establishes Bureau of Medicine and Surgery (BUMED) Next Generation Enterprise Network (NGEN) Services Delivery Program policy, assigns responsibilities, and outlines procedures for provisioning and management of accounts and key services. Service offerings include but are not limited to Secret Internet Protocol Router Network (SIPRNet), and Non-Classified Internet Protocol Router Network (NIPRNet) seats and access, network infrastructure services, secured peripheral, and communication devices.

2. Cancellation. BUMEDINST 2620.2.

3. Scope and Applicability. This instruction is applicable to all budget submitting office (BSO) 18 activities.

4. Background. Per reference (a), the Surgeon General of the Navy (OPNAV N093) directed BUMED and the Commanders of the Naval Medical Forces to establish a crisis action capability in support of Platforms Priority. Tasks promulgated in reference (a) included assessing requirements for SIPRNet access for all commands to ensure readily available access and submitting appropriate funding documents to initiate the acquisition of services. Director, Communications and Information Systems (BUMED-N6) was appointed as the Office of Primary Responsibility (OPR) and assigned responsibility for management of SIPRNet access. With increased demand, changes in scope, and release of reference (b), functional needs evolved from provision and management of SIPRNet access to include a broader array of NGEN services. Enclosure (1) provides information for requesting and obtaining NGEN accounts and services.

5. Policy

a. The program maintains oversight, manages services, and ensures accountability and compliance of access via accounts or terminals.

b. Commands should submit all account and service requests through the BUMED NGEN services delivery portal.

c. Commands should be responsible for Defense Information Systems Agency (DISA) Storefront orders for DoD Mobility Classified Capability – Secret (DMCC-S), which will be funded by BUMED.

6. Roles and Responsibilities

a. BUMED-N6 will:

(1) Manage, oversee, and sustain BUMED NGEN Services Delivery Program.

(2) Appoint BUMED Lead Customer Technical Representative (CTR).

b. Budget, Operations, and Stakeholder Services (BUMED-N62) will:

(1) Collect, assess, and submit program funding requirements for the BUMED NGEN program.

(2) Collaborate with Director, Resource Management (BUMED-N8) to ensure funding for BUMED NGEN Service-related IT expenditures (i.e., seats, accounts, site surveys, etc.).

c. BUMED Lead CTR will:

(1) Manage and oversee the BUMED NGEN Services Delivery Program to include administrative and financial tasks, account and service management, and communication with internal and external stakeholders.

(2) Collaborate with BUMED-N62 to conduct final review of task orders for accuracy and alignment with approved and funded order justifications.

(3) Monitor and track program services utilizing Navy Marine Corps Intranet (NMCI) Enterprise Service Tools (NEST) reports.

(4) Provide program direction, guidance, issue escalation, and resolution.

(5) Collaborate with the BUMED Deputy CTR, and regional Assistant Customer Technical Representatives (ACTR) in support of the BUMED NGEN Services Delivery Program.

(6) Ensure compliance of the program within DoD and DON requirements, e.g., verify and validate completion of annual SIPRNet and ACTR training requirements.

c. BUMED Deputy CTR will:

(1) Support and assist the Lead CTR with oversight and ensure compliance of program administrative and financial tasks, account and service management, and communication management.

(2) Communicate directives, guidance, program updates, and resolutions from the BUMED Lead CTR to the regional ACTRs.

(3) Escalate issues, communicate recommendations, questions, and concerns from the regional ACTRs to the BUMED Lead CTR.

d. BUMED-N8 will:

(1) Review and approve BUMED NGEN Services Delivery Program funding requirements.

(2) Collaborate with BUMED-N6 for BUMED NGEN Services Delivery Program funding requirements.

e. Commanders, Naval Medical Forces Atlantic, Naval Medical Forces Pacific, and Naval Medical Forces Support Command will:

(1) Appoint a regional ACTR.

(2) Ensure all NGEN account and service requests are submitted through the BUMED NGEN Services Delivery Portal.

f. Regional ACTRs will:

(1) Collaborate with the BUMED CTRs on all program initiatives.

(2) Attend all ACTR training sessions and meetings scheduled by the BUMED CTRs.

(3) Ensure compliance with this instruction, and local security policy and procedures.

(4) Execute administrative tasks, manage assets, accounts, and services on the NMCI Enterprise Tool (NET).

(5) Collect program requirements and submit to the BUMED CTRs.

(6) Verify and validate account requests utilizing the BUMED NGEN Services Delivery Portal.

(7) Coordinate regional NGEN program activities with respective echelon 3 commands.

(8) Coordinate work schedule and leave with respective echelon 3 commands.

7. 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.

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N6 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. Forms and Information Management Control

a. Forms. DD 2875 System Authorization Access Request (SAAR) is available at:

https://www.esd.whs.mil/Directives/forms/dd2500_2999/DD2875/

b. Information Management Control. Reports required in subparagraphs 4b, 5be(2), 5bf(5), and enclosure 1 of this instruction are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.



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/>

Next Generation Enterprise Network Services Delivery Program Information Sheet

1. This information will assist in successfully requesting and obtaining NGEN accounts and services. All requests must be submitted through the BUMED NGEN Services Delivery Portal. Detailed information can be viewed at <https://esportal.med.navy.mil/bumed/m6/Pages/N63-Services-Portal.aspx>.

a. NMCI SIPRNet Account Requests. Requirements must be submitted upon requesting an account.

(1) Complete the DD 2875 System Authorization Access Request (SAAR), Parts 1 through 3, approved by their supervisor, Information System Security Manager (ISSM), and Security Manager. The DD 2875 must be completed in its entirety and digitally signed to authenticate the source and integrity of the document. An incomplete form will delay account access and requires a new request to be submitted. End users should coordinate with supervisors for sufficient justification statement in Part 2, section 13 of DD 2875.

(2) Sign the NMCI User Agreement Form. The user agreement outlines security violations, privacy expectations, and information protection responsibilities. Violating this agreement can result in disciplinary action, criminal charges, or dismissal.

(3) Certificates of completion for trainings listed in subparagraphs 1a(3)(a) through 1a(3)(e) are required prior to submitting an initial account request, and then annually thereafter:

(a) Department of Defense Cyber Awareness Challenge. Failure to complete will lead to account deactivation.

(b) Annual Security Refresher Course.

(c) Threat Course, or the Joint Staffer Insider Threat Awareness Course.

(d) Derivative Classification Course.

(e) North Atlantic Treaty Organization Security Briefing. The submitted North Atlantic Treaty Organization certificate of attendance must be signed and dated by the end user and the briefing command security manager, or appointed manager.

b. BUMED NGEN Services and Products. Detailed information and request requirements for services and products are available on the BUMED NGEN Services Delivery Portal.

2. Questions may be sent to the Lead CTR at e-mail address: usn.ncr.bumedfchva.mbx.navy-medicine-lead-ctr@health.mil.