



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

BUMEDINST 5420.13E
BUMED-N01C5
20 Feb 2025

BUMED INSTRUCTION 5420.13E

From: Chief, Bureau of Medicine and Surgery

Subj: ENLISTED TECHNICAL LEADER PROGRAM

Encl: (1) Bureau of Medicine and Surgery Mission and Functions of Medical Department
Enlisted Technical Leaders
(2) Enlisted Technical Leader Selection Criteria and Processes
(3) Sample Quarterly Report
(4) Sample Curriculum Vitae

1. Purpose. To provide guidelines for the mission, function, responsibilities, and selection criteria for the Navy Medicine Enlisted Technical Leader (ETL) Program. This is a complete revision and must be read in its entirety.

2. Cancellation. BUMEDINST 5420.13D.

3. Scope and Applicability. This instruction applies to budget submitting office (BSO) 18 activities and all ships and stations having Navy medical department personnel assigned. Within statutory, regulatory, and policy constraints, the Chief, Bureau of Medicine and Surgery (BUMED-N00) via the Director, Hospital Corps (BUMED-N01C5) delegates the necessary authority to the ETLs to accomplish their mission. This authority is limited to providing advice and recommendations on enlisted technical, career, and training matters within their respective Navy enlisted classification (NEC) to decision-making entities within the Department of Defense. Decision-making entities include, but are not limited to, BUMED; Navy Personnel Command; Headquarters, United States Marine Corps; Interservice Training Review Organization; the Defense Medical Standardization Board; ad hoc policy formulation or execution work groups; and other higher echelon commands as necessary and related to function. Relative to this authority is access to information and direct liaison with commands and offices involved.

4. Background. Experienced enlisted personnel often assist upper echelon management with their technical expertise. Experts in each NEC play a vital role in strategic planning and provide deck plate information required for resolving issues and implementing appropriate policy. To harness this pool of talent, and to ensure that the enlisted perspective is represented, BUMED has developed and implemented the ETL Program. The ETL is an advisory position only and is not intended to dilute primary, legal, or regulatory responsibilities of the Navy's command structure. ETLs receive direction from and report to the BUMED-N00 via BUMED-N01C5. They must

also work in concert with the specialty leader(s) representing corresponding officer medical specialties. The ETLs are highly encouraged to deal directly with Service members in their NEC and any other authority outside their normal chain of command on issues pertaining to their field; however, ETLs must keep their commanding officers apprised of their activities.

5. Responsibilities

a. BUMED-N00. Will designate and appoint, in writing, two ETLs for each NEC within the Hospital Corps.

b. BUMED-N01C5

(1) Must screen candidates for selection as ETL.

(2) Must provide direction, monitor, and periodically update the ETL mission and function as required.

(3) Must inform the appropriate commanding officer of an ETL's exceptional performance for personal award and performance evaluation considerations.

(4) Must maintain and publish a quarterly ETL directory.

c. Commanders, Commanding Officers, and Officers in Charge must:

(1) Provide command endorsement on ETL nomination packages. Endorsement should include a statement on the member's potential as an ETL, ability to communicate in both oral and written form, and compliance with Navy physical readiness standards.

(2) Provide necessary travel funds to ETLs assigned to their commands. Travel requirements may involve participation in working groups, job duty task analysis, curriculum reviews, resource requirement analysis, and conferences.

(3) Provide administrative support as needed to the ETL. This support includes access to common means of communication and supportive hardware.

(4) Notify BUMED-N01C5 if an ETL appointment warrants termination or if support is withdrawn for reasons deemed detrimental to the program or the command.

d. ETLs must:

(1) Accomplish the mission and functions outlined in enclosure (1) and maintain the qualification criteria shown in enclosure (2).

(2) Submit quarterly summary reports of activities to BUMED-N01C5 following the format in enclosure (3) as prescribed by the Hospital Corps planners. Provide a copy of the summary report to the commanding officer, appropriate officer specialty leader, and the Hospital Corpsman enlisted community manager. Submit all reports to usn.ncr.bumedfchva.mbx.hm-planner@health.mil however, if e-mail is not available, then traditional mail is appropriate.

(3) Maintain current curriculum vitae per enclosure (4).

(4) Maintain an updated list of subject matter experts (SME) within the NEC.

(5) Ensure SMEs provide adequate and timely support for assigned projects and workgroups.

(6) Keep BUMED-N01C5 fully informed of important activities within each technical field. In most cases, communication will be made through the Hospital Corps planners; however, in emergent cases where the planners or the Deputy Director, Hospital Corps are unavailable, direct liaison with BUMED-N01C5 is authorized.

(7) Maintain all related files for record keeping purposes. Each ETL must maintain a turnover binder with standard operating procedures for the succeeding ETL to ensure continuity and health of the program.

(8) Establish and maintain a platform to disseminate information to respective community. This webpage will be utilized to disseminate information pertaining to the community of practice. This role may be delegated to a SME; however, ultimate responsibility for the content on the webpage will remain with the ETL.

e. SMEs must:

(1) Be seasoned personnel who hold the NEC and may be called upon for additional advice and perspective when needed. SMEs are not appointed by BUMED-N01C5 and will be used only as needed. Any funding requirements for personnel designated as a SME will be provided by the organization who is requesting SME input.

(2) Maintain regular contact with the current ETL and provide a written summary within 5 working days after attending any NEC work group.

6. 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 DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnnav.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 OPNAV Records Management Program (DNS-16).

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N01C5 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.

8. Information Collection Management. The quarterly summary reports required by subparagraph 5d are assigned report control symbol OPNAV 5420-12.



D. K. VIA

Releasability and distribution:

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

BUREAU OF MEDICINE AND SURGERY
MISSION AND FUNCTIONS OF MEDICAL DEPARTMENT
ENLISTED TECHNICAL LEADERS

1. Mission. The mission of the ETL program is to provide technical advice to Chief, BUMED via BUMED-N01C5, on matters relating to particular medical and dental NEC codes.
2. Functions. The ETL, under the direction of BUMED must:
 - a. Act as the focal point and advocate for constituents within the NEC represented.
 - b. Provide representation for the NEC in professional forums.
 - c. Provide advice regarding NEC specific proposals, projects, and programs.
 - d. Provide advice regarding education and training issues.
 - e. Act as the primary liaison between SMEs and BUMED as well as other agency inquiries.
 - f. Maintain a forum for sending and exchanging information within their represented community.
 - g. Act as a conduit for communications between the community and BUMED-N01C5.
 - h. Coordinate with the appropriate officer specialty leader(s) in handling issues and projects that affect policy or administration of the NEC.
 - i. Recommend changes for consideration to billet file, catalog of Navy training courses, and NEOCS manual, as required.

ENLISTED TECHNICAL LEADER
SELECTION CRITERIA AND PROCESSES

1. General. Two ETLs must be appointed for each NEC. In the case of an advanced and basic field for the same NEC, the ETL must be selected from the advanced NEC unless waived in writing by BUMED-N01C5.

2. Criteria. ETLs must:

- a. Be in paygrades E-5 through E-8 with broad experience in their respective NEC.
- b. Be assigned primary duties requiring active practice in their assigned NEC.
- c. Possess current certification or license, if required, for the NEC.
- d. Have no record of non-judicial punishment, courts-martial, or civilian convictions in the past 36 months.
- e. Maintain physical readiness standards per OPNAVINST 6110.1.

3. Length of Term. ETLs are generally appointed for a 3-year term or until their projected rotation date, end of obligated service, or they are deployed and unable to serve in the capacity of ETL. A 1-year extension may be granted if requested by the individual and endorsed by the Service member's commanding officer to whom assigned during the extended period.

4. Termination of Appointment. An appointment may be terminated before term expiration for the following reasons:

- a. Failure to maintain any stated selection criteria.
- b. Reassignment to a billet requiring performance of primary duties outside the NEC or technical field.
- c. Change in appointment 6 months before discharge, PCS, transfer to the Fleet Reserve, or promotion to E-9.
- d. Reasons that detract from the incumbent's satisfactory performance of ETL duties, such as a lack of active interest, personal difficulties, additional duties, protracted absences due to temporary additional duty, training, hospitalization, etc., or withdrawal of command support.
- e. Reasons for voluntary or involuntary termination of duty must be validated by the member's commanding officer or the hospital corps planner before BUMED-N01C5 makes a final recommendation to BUMED-N00.

5. Application Package

- a. Submit an application letter to BUMED-N01C5 via the local commanding officer.
 - b. A copy of the application letter should be sent to the officer specialty leader of the corresponding community, if applicable.
 - c. A curriculum vitae based on information in enclosure (4) to include copies of performance evaluations for the past 3 years and Physical Readiness Information Management System (PRIMS) data.
 - d. If the applicant is applying for a currently filled position, forward a copy of the application package to the incumbent for endorsement.
6. Successors. At least 6 months prior to the expiration of the incumbents' term, ETLs must submit no more than three qualified successor application packages to BUMED-N01C5 via the appropriate officer specialty leader(s).
7. Selection. BUMED-N00 will make the selection and issue the appropriate appointment letters. Copies of the appointment letter must be forwarded to the ETL's commanding officer and the appropriate officer specialty leader(s).

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SAMPLE QUARTERLY REPORT

From: Enlisted Technical Leader (NEC XXXX) Command Information, Command Address
To: Chief, Bureau of Medicine and Surgery (BUMED-N008)

Subj: SUMMARY REPORT OF ACTIVITIES FOR JANUARY TO MARCH 2024

Ref: (a) BUMEDINST 5420.13E

1. Per reference (a), I submit the information listed in subparagraphs 1a through 1b:

a. Issues:

(1) Issue 1

(a) Discussion

(b) Recommendation

(2) Issue 2

(a) Discussion

(b) Recommendation

(3) Issue 3

(a) Discussion

(b) Recommendation

(4) Current pipeline inventory for the Community: 33 in pipeline.

(5) HM [XXXX]: Number Billets Authorized:	46
Inventory:	29
Manning Percent:	63
Distributable Inventory Percentage:	70

HM [XXXX]: Number Billets Authorized:	118
Inventory:	52
Manning Percent:	44
Distributable Inventory Percentage:	70

Enclosure (3)

Subj: SUMMARY REPORT OF ACTIVITIES FOR JANUARY TO MARCH 2024

b. Recruitment and Retention efforts:

- (1) Seminars
- (2) Conferences
- (3) Meetings

2. Future plans and pending actions to be taken by the ETL or the knowledge managers. This area should also include who the action officer is for a particular issue. If there is an instruction or proposal which has been sent up the chain of command, please include which command it is currently with and who the point of contact is at that command.

I. M. ROBOCHIEF

Copy to:
CO, [unit assigned]
Specialty Leader
BUPERS-325
NMETLC

SAMPLE CURRICULUM VITAE

CONTACT INFORMATION

HMC(SW/FMF/AW/SS/DV/PJ) Eye M. Robochief

Command address:

Command telephone:

Official e-mail:

Alternate contact:

Projected Rotation Date:

Report date:

Date of rank:

High Year Tenure:

Active Duty Start Date:

U.S. NAVY EMPLOYMENT HISTORY

Present. Senior Enlisted Leader (SEL) Nursing Services, Walter Reed National Military Medical Center, Bethesda, Maryland

October 2013 – October 2016. SEL, Nursing Services, Naval Hospital Rota, Spain

September 2012 – September 2013. Deployed to Afghanistan as an individual augmentee

March 2012 – September 2012. SEL, U.S. Forces Iraq

February 2009 – February 2012. Physical Therapy Technician, USS NEVERDOCK

January 2007 – January 2009. Physical Therapy Technician, Naval Hospital Yokosuka, Japan

June 2005 – June 2007. Physical Therapy Technician, Naval Hospital Camp Lejeune

November 2002 – November 2004. General Duty Corpsman, USS ALWAYSOUT

December 1999 – November 2002. General Duty Corpsman, Naval Hospital Camp Pendleton

PROFESSIONAL QUALIFICATIONS

May 2015. Executive Medical Department Enlisted Course, Bethesda, Maryland

December 2012. Earned Enlisted Aviation Warfare Specialist Insignia

December 2012. Command Training Team course

December 2004 – June 2005. Physical Therapy Technician “C” School

July 2003. Earned Enlisted Surface Warfare Specialist Insignia

June 1999 – December 1999. Hospital Corpsman “A” School, NSHS San Diego, CA

NECs

October 2012 – 90N1 IA GWOT

June 2007 – (8466) Physical Therapy Technician

October 1999 – (0000) Hospital Corpsman “A” School

AWARDS

Navy Cross (1)
Bronze Star (1)
Joint Service Commendation Medal (2)
Combat Action Ribbon
Good Conduct Medal (4)
Southwest Asia Service Medal
GWOT Expeditionary Medal
GWOT Service Medal
NATO Medal
Afghanistan Campaign Medal

SIGNIFICANT CONTRIBUTIONS TO THE TECHNICAL COMMUNITY

Please include only achievements which have directly impacted the community. Achievements must be verifiable.