



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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IN REPLY REFER TO
BUMEDINST 5420.23A
BUMED-M3
9 Feb 2021

BUMED INSTRUCTION 5420.23A

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE REPRESENTATIVES FOR NORTH ATLANTIC TREATY ORGANIZATION

Ref: (a) Terms of Reference between the United States Representative to the Committee of the Chiefs of Medical Services in NATO (COMEDS) and the United States Lead Agents to COMEDS Working Groups and Panels for Organization, Responsibilities, and Management of COMEDS Requirements of 11 Dec 2018
(b) CJCSI 2700.01G of 11 Feb 2019
(c) NATO AAP-03(K), Directive for the Production, Maintenance and Management of NATO Standardization Documents of 28 February 2018
(d) OPNAVINST 5711.95E

Encl: (1) North Atlantic Treaty Organization Representative Selection Criteria and Process

1. Purpose. To provide the mission, functions, selection criteria, and responsibilities for the Bureau of Medicine and Surgery (BUMED) North Atlantic Treaty Organization (NATO) working group (WG) and expert panel representatives. This instruction is a complete revision and must be reviewed in its entirety.

2. Cancellation. BUMEDINST 5420.23.

3. Scope and Applicability. This instruction applies to all appointed NATO WG and expert panel representatives.

4. Background

a. The NATO Military Committee established the Committee of the COMEDS to advise the Military Committee on medical matters affecting NATO. Through WGs and expert panels, COMEDS serves as the coordinating authority for all military medical matters and is responsible for the development of military medical policy, as well as advising the Military Committee on the strategic aspects of operational military medical support, military medical interoperability, and cooperation in medically related matters.

b. References (a) and (b) assign the U.S. Navy Medical Department, Head of Delegation (HOD) responsibility for the WGs, panels, and committees listed here:

(1) Military Medical Training Working Group

(2) Emergency Medical Panel

(3) Medical Naval Panel

c. Reference (a) is available at <https://esportal.med.navy.mil/bumed/rh/SiteCollection/Documents/Pages/PolicyDoctrine/ToR%20for%20Organization%20Responsibilities%20and%20Management%20of%20COMEDS.pdf>.

d. The U.S. Navy Medical Department provides representatives for WGs:

(1) Aeromedical WG

(2) Submarine Escape and Rescue WG

(3) Underwater Diving WG

5. Policy. All delegates representing BUMED within the construct of NATO expert panels and WGs can only perform under official appointment by the U.S. Navy Surgeon General via Chief, BUMED. Representatives are delegated the authority to accomplish their missions within statutory, regulatory, and policy constraints. NATO representatives are authorized to establish direct liaison with WG and expert panel members; professional organizations, societies, and associations; naval organizations; other Services; and Federal agencies. Reference (b) provides guidance for international military agreements, responsibilities, lead agencies, staffing procedures, and ratifications procedures.

6. Status and Command Relationships. The Joint Staff Surgeon is responsible for multinational Joint doctrine for casualty prevention and care, force health protection, and medical training. The Joint Staff Surgeon is the U.S. representative to the NATO COMEDS; the office oversees medical standardization within the NATO Alliance. The Joint Staff Surgeon exercises oversight of Services activities associated with participation in NATO WG and panels.

a. All personnel assigned as HOD represent the U.S. position to NATO, and as such, are to exercise diligence in forming said positions.

b. Assignment to expert panels or WGs are recognized as a collateral duty. Representatives who are secondary to a designated U.S. lead agent or HOD, must receive direction from the appointee assigned to that specific WG.

c. NATO representatives must keep Director, Fleet Programs (BUMED-M35) and their commanding officers informed of pertinent WG activities.

7. Roles and Responsibilities

a. Assistant Deputy Chief, Medical Operations (BUMED-M3B) must:

(1) Assign Director, Fleet Programs, BUMED-M35, as BUMED NATO coordinator to oversee NATO related activities and functions.

(2) Prepare and coordinate routing of an appointment letter assigning the approved nomination, as the Navy Medicine Representative for NATO WG and expert panels, to be signed by the Surgeon General of the Navy.

(3) Budget and provide travel funds for NATO travel, and ensure distribution to the appropriate command.

b. BUMED NATO Coordinator, BUMED-M35 must:

(1) Coordinate with the Corps Chiefs office (BUMED-M00C) in the nomination and appointment of new NATO WG or expert panel committee representative.

(2) Coordinate with the Joint Staff Surgeon General office, per reference (a).

(3) Coordinate with the specialty leaders for nomination of a new NATO appointee.

(4) Coordinate travel requests with appointed representatives and BUMED-M3B.

c. Appointed Representatives must:

(1) Meet the selection criteria in enclosure (1).

(2) Review references (a) through (d) for specific HOD roles, responsibilities, and functions.

(3) Maintain proficiency in specialty area.

(4) Participate in NATO WG or expert panel throughout the year.

(5) Provide technical and expert guidance to NATO WG or expert panel.

(6) Coordinate activities with the appropriate specialty, community leaders, subject matter experts, and enlisted technical leaders on matters outside of the NATO representative's area of expertise.

(7) Coordinate with other Services and agencies with WG or expert panel activities.

(8) Serve as custodian of NATO assigned Standardized Agreements and Allied Joint Publications.

(9) Coordinate with the Naval Warfare Development Command regarding NATO assigned doctrine.

(10) Provide a WG or expert panel trip report to the BUMED NATO coordinator upon travel completion, per reference (a).

(11) Provide meeting minutes from formal WG and expert panel meetings to BUMED for report to the Surgeon General and Joint Staff Surgeon.

(12) Maintain documentation of their NATO WG or expert panel via the BUMED SharePoint site at <https://esportal.med.navy.mil/bumed/rh/Pages/PolicyDoctrine.aspx>.

(13) Develop and maintain documentation relating to their specific expert panel, WG, or committee, and pass them to their successors.

(14) If a NATO representative will be unavailable for greater than 6 months, a new appointee must be assigned.

8. 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.

9. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-M3 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, 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.

10. Information Collection Management. The reports required in subparagraphs 7c(10) and 7c(11) of this instruction, are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, paragraph 7k.



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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>

NORTH ATLANTIC TREATY ORGANIZATION REPRESENTATIVE
SELECTION CRITERIA AND PROCESS

1. General. Per references (a) and (b), one representative HOD should be appointed for each NATO WG or expert panel for which the U.S. Navy is lead agent and the Surgeon General is the office of primary responsibility.

- a. A new representative must be appointed prior to the departure of the current representative.
- b. The nomination must be endorsed by the member's command.

2. Selection Criteria

a. The WG HODs listed are positional:

- (1) Aeromedical – Branch Head, Aerospace Medicine
- (2) Underwater Diving Medical – Branch Head, Undersea Medicine and Radiation Health
- (3) Submarine Escape and Rescue Working Group Medical Panel – Force Medical Officer, Command Submarine Force U.S. Pacific Fleet
- (4) Medical Naval Panel – Branch Head, Surface Medicine
- (5) Emergency Medicine – Emergency Medicine Specialty Leader

b. The Military Medical Training Working Group – HOD will be the Assistant Deputy Chief, Training and Education (BUMED-M7) or BUMED-M7 designee.

3. NATO Representatives must:

- a. Maintain current credential requirements.
- b. Be available to be appointed to serve for 3 years, which may be extended by the Surgeon General upon the recommendation of BUMED-M3B and endorsement of the Office of the Corps Chiefs, BUMED-M00C.