



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

BUMEDINST 5450.174B  
BUMED-N12  
24 Jul 2024

BUMED INSTRUCTION 5450.174B

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS FOR BUDGET SUBMITTING OFFICE 18  
ACTIVITIES

Ref: (a) OPNAVINST 5400.44B  
(b) OPNAVINST 1000.16L  
(c) U.S. Navy Regulations, 1990  
(d) OPNAVINST 5450.357

1. Purpose. To provide updated policy and guidance to commands under the control of the Chief, Bureau of Medicine and Surgery (BUMED) for mission, functions, and tasks (MFT) instructions, per references (a) through (d).
2. Cancellation. BUMEDINST 5450.174A.
3. Scope and Applicability. Applies to all budget submitting office (BSO) 18 commands.
4. Policy. All MFT word document templates will be maintained by the Director, Total Force Manpower and Personnel (BUMED-N1), published on the Manpower Plans and Business Policy (BUMED-N12) SharePoint site, and provided to commanders, commanding officers (CO), and officers in charge (OIC). Commanders, COs, and OICs will adhere to the rules and procedures promulgated on the BUMED-N12 SharePoint site and will ensure MFTs conform to the new 8-year compliance plan. Any deviations from the provided templates will require strong justification in a command's request. Submission of all changes to MFTs will be sent through the Enterprise Tasking Management System (ETMS) to BUMED N-12 for review, processing and submission to Chief, BUMED for signature authority. Each shore activity's MFT requirements can be found in reference (a), section 2, paragraph 131, subparagraphs 131a and b.
5. Action
  - a. Echelon 3 Shore Activity Commanders must:
    - (1) Track, review, and submit draft MFTs (for themselves and their subordinate activities) via ETMS every 8 years or when the MFT needs to be modified. The activity is required to publish the revised MFT within 90 days after Chief, BUMED has approved the activity's request to modify the MFT statement.
    - (2) Ensure an MFT is published within 90 days after the Chief of Naval Operations has approved the establishment of a new command.

6. Responsibilities

- a. Chief, BUMED (BUMED-N00). The signature authority for approving MFTs for all BSO-18 commands.
- b. Director, Manpower Plans and Business Policy (BUMED-N12). Responsible for tracking, reviewing, processing, and publishing BSO-18 commands' MFTs.
- c. Commanders, COs, and OICs. In addition to the responsibilities outlined in reference (c); responsible for reviewing and updating the command's MFT every 8 years and submitting changes as necessary. Deviating from the standard MFT documents will need justification in the request. Additionally, this allows for activities to incorporate local nuances into their MFT such as local memorandum of agreement (MOA) or memorandum of understanding (MOU).

7. BUMED Point of Contact. BUMED-N12 can be contacted via e-mail at [usn.ncr.bumedfchva.mbx.manpower-policy@health.mil](mailto:usn.ncr.bumedfchva.mbx.manpower-policy@health.mil). Copies of signed MFTs can be found on the BUMED-N12 SharePoint at: <https://esportal.med.navy.mil/bumed/m1/N12/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fbumed%2Fm1%2FN12%2FShared%20Documents%2FMissions%2C%20Functions%2C%20and%20Task%20%28MFT%29&FolderCTID=0x012000A889798340E414498C236CD79AE03B3A&View=%7BDAEC2561%2D0E55%2D45D8%2DA7BE%2D8B0B744A6510%7D>.

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-N1 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.

10. Information Management Control. The reports required in subparagraph 5a(1) and 6c, are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7p.



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/>