



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

BUMEDINST 5450.181A
BUMED-N1
20 Aug 2026

BUMED INSTRUCTION 5450.181A

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY MEDICINE READINESS AND
TRAINING COMMAND FORT BELVOIR, VIRGINIA

Ref: (a) BUMEDINST 5450.174B
(b) BUMEDINST 6320.104
(c) OPNAVINST 1000.16L
(d) OPNAVINST 3120.32D
(e) OPNAVINST 6400.1D

Encl: (1) Functions and Tasks of Navy Medicine Readiness and Training Command Fort
Belvoir, Virginia
(2) Defense Health Agency and Military Treatment Facility Directorates

1. Purpose. To publish the mission, functions and tasks of Navy Medicine Readiness and Training Command NAVMEDREADTRNCMD Fort Belvoir, Virginia (VA) and subordinate units under the mission established by references (a) through (e) and enclosures (1) and (2).

2. Cancellation. BUMEDINST 5450.181.

3. Mission. Maximize warfighter performance through optimized medical readiness tailored to operational requirements; enhance the readiness of the medical force to sustain expeditionary medical capability; train and develop the Navy Medicine force.

4. Command Hierarchy. NAVMEDREADTRNCMD FT BELVOIR VA is a shore activity in an active operating status under a commanding officer (CO).

a. Command

Commanding Officer
Navy Medicine Readiness and Training Command Fort Belvoir
9300 DeWitt Loop
Fort Belvoir, VA 22060-0000

(SNDL: FH24 (UIC: 68920))

(PLA: NAVMEDREADTRNCMD FT BELVOIR VA)

b. Echelon

- (1) Echelon 1: Chief of Naval Operations
- (2) Echelon 2: Chief, Bureau of Medicine and Surgery (BUMED)
- (3) Echelon 3: Commander, Naval Medical Forces Atlantic
- (4) Echelon 4: CO, NAVMEDREADTRNCMD FT BELVOIR VA

c. Immediate Superior in Command of: None.

d. Area Coordination:

- (1) Area Coordinator: Garrison Commander, Fort Belvoir Army base
- (2) Regional Coordinator: Commandant, Naval District Washington

e. Office of the Chief of Naval Operations (OPNAV) Resource Sponsor

(1) Director, Military Personnel Plans and Policy (OPNAV N13), Chief of Navy Reserve (OPNAV N095), and Expeditionary Health Branch (OPNAV N4L4)

(2) Activity-level aggregation of estimated manpower cost: Military Personnel Navy: \$45.22 million

5. Supporting relationships

a. Administrative Support:

- (1) Expeditionary Medical Unit TWO (UIC: 4103B)
- (2) Expeditionary Medical Ship THREE (UIC: 4464B)
- (3) Expeditionary Medical Facility Mike Detachment Fort Belvoir (UIC: 4408B)
- (4) Navy Medicine Training Element Fort Belvoir (UIC: 4434B)

b. Operational Control: None

c. Additional Duty (To): None

d. Additional Duty (From): None

e. Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU)

(1) MOA between Alexander T. Augusta Military Medical Center (ATAMMC) and NAVMEDREADTRNCMD FT BELVOIR VA to provide information management (IM) and information technology (IT) hardware, software, and network support to NAVMEDREADTRNCMD FT BELVOIR VA.

(2) MOA between U.S. Army Fort Belvoir Garrison and NAVMEDREADTRNCMD FT BELVOIR VA to provide base operation support and services. Provides support to NAVMEDREADTRNCMD FT BELVOIR VA:

- (a) Physical security
- (b) Custodial services
- (c) Refuse collection and disposal services
- (d) Conduct routine and emergency maintenance and repair
- (e) Provide electricity, natural gas, water, and sewer
- (f) Provide pest management services

6. Obligations to external entities: None.

7. Action. The CO, NAVMEDREADTRNCMD FT BELVOIR VA will ensure performance of the functions and tasks in enclosure (1) and forward recommended changes via the chain of command to Commander, Naval Medical Forces Atlantic, per reference (a).

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 found on the 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 Office of the Chief of Naval Operations (OPNAV) Records Management Program (DNS-16).

9. Review and Effective Date. Per OPNAVINST 5215.17A, Manpower Plans and Business Policy (BUMED-N12) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of War (DoW), 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. Reports required in this instruction are exempt from reports control per Secretary of the Navy (SECNAV) Manual 5214.1 of December 2005, part IV, subparagraph 7k.

A handwritten signature in black ink, appearing to read "M. Case".

M. CASE
Acting

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/>

FUNCTIONS AND TASKS OF NAVY MEDICINE READINESS AND TRAINING
COMMAND FORT BELVOIR, VIRGINIA

1. Key Functions. Subparagraphs 1a through 1o identify key functions of NAVMEDREADTRNCMD FORT BELVOIR VA within its area of responsibility (AOR).

- a. Provides medical force assets to optimize health, performance, and resilience of operational forces (e.g., sports medicine and rehabilitation therapy clinics, community engagement, and other forward-leaning total force health optimization programs).
- b. Analyzes and adjusts medical force structure and productivity to meet the tailored medical readiness needs of the operational units.
- c. Serves as communication platform between CO, line medical assets, and Navy Medicine leadership.
- d. Utilizes IT, research, and analytics to optimize decision making and readiness (e.g., virtual medical centers, etc.).
- e. Provides support for established installations and tenant command medical readiness, care, and field support requirements. Acts as a critical link for communication and tracking of the health readiness of installation, tenant, and area command needs. Provides additional support to emerging requirements of installation, tenant, and area commands based on mutual agreement and higher-level authority or direction.
- f. Ensures medical force clinical currency and competency.
- g. Ensures expeditionary medicine (EXMED) system medical currency and competency.
- h. Coordinates clinical currency and force sustainment support to the operational medical force, including non-clinical skills and specialties.
- i. Tracks and reports medical force readiness status to higher echelon authorities.
- j. Manages requests for forces as directed by the Surgeon General of the Navy, who also performs the duties of Chief, BUMED, via chain of command.
- k. Provides institutional, financial, and personnel support for graduate professional health education programs and medical professional activities.
- l. Negotiates MOU with partner institutions to facilitate mission needs and CO's intent.
- m. Provides and coordinates information and contingency taskings with associated Defense Health Agency (DHA) military medical treatment facilities (MTF).

n. Coordinates disaster preparedness exercises (e.g., for natural and medical disasters; chemical, biological, radiological, nuclear, and high explosives response; hostile or terrorist actions) and command participation in support of local area exercises.

o. Ensures comprehensive medical readiness and resilience of the force through the management of the complete warfighter readiness lifecycle. This encompasses the oversight of the full scope of policy defined Service medical readiness programs, including but not limited to individual medical readiness, Service waivers, periodic and deployment related health assessments, suitability screenings for Sailors, Marines and their dependents, warfighter brain health, and the Medical Evaluation Board and Disability Evaluation System procedures. This authority extends to the support of all personnel, as needed, for whom the command holds medical cognizance, as defined in reference (b). The DHA, as a combat support agency supports execution of these requirements, but the NAVMEDREADTRNCMD has ultimate Service authority and responsibility for ensuring execution, oversight, and reporting.

2. Functions and Tasks

a. Command Suite. Comprised of a CO, executive officer, and senior enlisted leader. Responsible and accountable for all aspects of the command. Ensures the effective and efficient performance of the functions and operations per U.S. Navy Regulations, the Manual of the Medical Department, and other directives issued by competent authority. Serves as primary medical point of contact for all commands aligned to the installation. Ensures readiness of all medical personnel and provides oversight of medical readiness of the personnel within the AOR.

b. Special Assistants. These functions and tasks are performed by individuals with direct access to and supporting the CO. The CO may elect to devote a full-time equivalent in performance of the tasks and responsibilities or may designate the roles listed in subparagraphs 2b(1) through 2b(14) be performed as an additional or collateral duty by NAVMEDREAD-TRNCMD FORT BELVOIR VA personnel. In addition to the positions listed in subparagraphs 2b(1) through 2b(14), program managers appointed or hired by the CO to coordinate and manage programs required by either the BUMED Medical Inspector General, such as safety manager, command managed equal opportunity officer, etc., are presumed to be special assistants unless classified otherwise by instruction or higher authority.

(1) Command Legal Officer. Provides legal opinions and counsel at the request of the CO. Coordinates command legal actions to include line-of-duty investigations, Judge Advocate Manual investigations, and command reviews. Assists in special courts martial, summary courts martial, and administrative boards and provides legal assistance to staff on matters to include wills, laws, statutes of Virginia, marriage, divorce, child support, and custody.

(2) Public Affairs Officer. Serves as the primary communications advisor to command leadership and administers the public affairs program aligned with CO's intent. Develops strategic communication strategies, manages media relations and crisis communications, supports community outreach, and engages audiences with internal and external communications.

Coordinates with security and antiterrorism elements of the NAVMEDREADTRNCMD FORT BELVOIR VA and similar resources, especially regarding intentional and inadvertent information release concerns and operations security. Supervises content production and digital media, to include the preparation, editing, and final review of information for release and management of Web and social media platforms. Coordinates photographic coverage of historical, newsworthy and community-building events at NAVMEDREADTRNCMD FORT BELVOIR VA.

(3) Emergency Management and Defense Support to Civil Authorities. Coordinates disaster preparedness exercises (e.g., natural and medical disasters; chemical, biological, radiological, nuclear, and high explosives response; hostile or terrorist actions) and command participation in support of local area exercises. Represents the CO in planning, deployment training, implementation, and executions of tools for Defense Support to Civil Authorities.

(4) Comptroller. Naval Medical Forces Atlantic led.

(a) Resource Management. Naval Medical Forces Atlantic oversees financial and business operations of the NAVMEDREADTRNCMD FORT BELVOIR VA through budget, accounting, and performance, analysis, and evaluation divisions. Advises the CO on issues pertaining to financial management, business operations, and financial data. Maintains accounting systems including appropriation, civilian payroll preparation, travel processing. Maintains the official appropriation accounting records for the command ensuring general ledger accounting is performed within the guidelines of the DoW financial management regulations. Formulates and executes the command's expense operating budget.

(b) Planning, Analysis, and Execution. Responsible for managing and coordinating the collection, input, and transmission of the command's Medical Expense and Performance Reporting System data. Provides guidance and reporting to the command to ensure consistent recording, accurate accumulation, and timely submission of workload and man-hour reports. The data quality program is responsible for reporting the CO's data quality statement, which emphasizes timeliness, correctness, completeness, relevance, and accessibility of data.

(c) MOU and Support Agreements Office. Central coordinating function to review MOUs and support agreements (internal and external, reimbursable and non-reimbursable) between NAVMEDREADTRNCMD FORT BELVOIR VA, Navy Medicine Readiness and Training Units, MTFs, and other agencies. Provides in-depth technical advice and recommends approval or disapproval of renewal agreements. Works with accounting and budget to ensure reimbursement methodology and accounting requirements are correctly articulated within the reimbursable agreements. Adheres to statutory requirements for non-reimbursable agreements requiring Institutional Review Board, Navy Assurance, and data sharing involving personally identifiable information and health information. Provides technical assistance and coordination of cross-agency and cross-organization sharing agreements.

(d) Readiness Workload Collection. Within performance, analysis, and evaluation, Alexander T. Augusta Military Medical Center (ATAMMC) coordinates with human resources and other NAVMEDREADTRNCMD FORT BELVOIR VA to ensure usage of G-codes to capture readiness related time resource allocation, capturing readiness-related workload and cost pools. Transmits civilian time and attendance data per Defense Finance and Accounting System regulations.

(5) Pastoral Service. Serves as the direct advisor to the CO on all matters pertaining to religious, moral, ethical, and personal concerns of command staff, while maintaining confidentiality. Manages and facilitates the Command Religious Program across all NAVMEDREADTRNCMD FORT BELVOIR VA, ATAMMC, and EXMED platforms in support of warfighter resiliency and spiritual readiness. Offers confidential spiritual care, religious and non-religious, to all command staff and their dependents, patients, and their families. Oversees the U.S. Navy Chaplain Corps Advanced Education Pastoral Care Residency program.

(6) Command Security Manager. Manages the command's personnel, information, and industrial security program as the CO's direct representative and has cognizance of all command information, personnel, and industrial security functions and ensures that the security program is coordinated and inclusive of all requirements per Department of the Navy policy. NAVMED-READTRNCMD FORT BELVOIR VA will implement the personnel, information, industrial, and operations security programs. Ensures that personnel security investigations, clearances, and access is properly vetted and recorded by coordinating clearance adjudication with DoW Central Adjudication Facility and related entities. Ensure proper handling of classified materials, safeguarding classified, and controlled unclassified information released to industry, and denying adversaries access to critical information.

(7) Command Career Counselor. Serves as principal advisor to the CO and command master chief on enlisted career development. Plans, develops, and implements career information programs and policies for Naval Medical Forces Atlantic, incorporating relevant guidance from Navy Personnel Command, BUMED, and Naval Medical Forces Atlantic. Provides on-site analysis and evaluation of subordinate command programs, ensuring rating and staffing requirements. Oversees retention and attrition management programs. Reviews and analyzes local application(s) of regional career development and transition assistance programs.

(8) Sexual Assault Prevention and Response Point of Contact. Serves as principal advisor to the CO on sexual assault prevention and response initiatives. Provides statistical data on sexual assault cases to Naval Medical Forces Atlantic and other regional command elements, as appropriate.

(9) Command Managed Equal Opportunity (CMEO) Program Manager. Serves as the principal advisor to the CO as command climate specialist and CMEO Officer on all matters pertaining to military equal opportunity.

(10) Inspector General Compliance Coordinator. Tracks compliance with Navy and BUMEDs Medical Inspector General's office inspection programs. Coordinates related external visits to NAVMEDREADTRNCMD FORT BELVOIR VA and handles hotline complaints and other command inquiries as directed.

(11) Urinalysis and Alcohol Detection Device Program. Maintains cognizance and oversight of the command's urinalysis and alcohol detection testing programs.

(12) Drug and Alcohol Program Advisor. Responsible to the CO for implementing the Navy Alcohol and Drug Program. Conducts onboard administrative screenings directed by the CO, coordinates or assists in conducting command awareness education, assists in monitoring aftercare, prepares required reports and correspondence, and serves as the command's self-referral agent.

(13) Senior Corps Representatives. Serve as Corps' subject matter expert and facilitate related issues. Actively engage in regular meetings with Naval Medical Forces Atlantic and BUMED to discuss Corps direction and goals. Provides counsel to the CO and works with key stakeholders regarding practice, competency, education, training, and manpower issues, as needed. Provides advice and counsel regarding career development of Corps personnel assigned to the command to ensure readiness and skills sustainment in support of a ready medical force.

(14) Chief Medical Officer. Serves as the principal advisor to the CO for all aspects of clinical quality and patient safety related to non-MTF, readiness-related healthcare operations.

c. Directorate for Administration. Led by the milestone-slated Director for Administration, the directorate is responsible to the CO for administrative matters related to human capital and total force management in support of NAVMEDREADTRNCMD FORT BELVOIR VA, EXMEDs, and supported command stakeholders. Administers relevant Navy command programs included within command inspection areas of review by the Navy Inspector General. Executes the CO's intent via oversight and technical assistance for the effective and efficient management of military and administrative operations of NAVMEDREADTRNCMD FORT BELVOIR VA. Coordinates and directs policies and procedures related to NAVMEDREADTRNCMD FORT BELVOIR VA administration. Manages the preparation, tasking, and response process from higher authority to subordinate units.

(1) Human Resources. Analyzes work processes and identifies the right number and mix of staff to provide directorate operations and services. Provides manpower to authorized billets to support NAVMEDREADTRNCMD FORT BELVOIR VA, and its subordinate units.

(a) Manpower. Assists in planning, analyzing, and monitoring of manpower assets for directorates within NAVMEDREADTRNCMD FORT BELVOIR VA, and its subordinate commands. Interprets and analyzes manpower directives to ensure compliance and consistency.

1. Provides consultation and professional guidance to subordinate commands on various manpower reports and systems, such as the activity manpower document and the Total Force Manpower Management System.

2. Coordinates with Naval Medical Forces Atlantic for execution of manpower requests and human resource system resolution.

3. Prioritizes manpower requirements based on readiness and mission requirements, and personnel executability. Translates authorizations into a demand signal for personnel, training, and education processes.

4. Under the direction of higher authority, manages organizational design efforts for the command. Serves as the single point for organizational reporting.

(b) Personnel. Provides administrative and program support essential to the direction and operational readiness of military and civilian personnel programs.

1. Fulfills duties of Command Pay and Personnel Administrator. Administers the command's special pays program for NAVMEDREADTRNCMD FORT BELVOIR VA staff and serves as unit pay and personnel administrator. Ensures all aspects of pay and personnel support are accomplished through coordination with staff and Transaction Service Center and familiarity with relevant directives and manuals.

2. Provides consultation and guidance on military and civilian personnel issues to include retention, advancement, retirement, staffing and assignments, compensation management (civilian), career management, and performance management.

3. Tracks and manages personnel data within information systems including the Defense Medical Human Resources System – internet (DMHRSi), Individual Augment Portal, Defense Civilian Personnel Data System, Personnel Security Program, and other human resource systems as required.

4. Coordinates with Naval Medical Forces Atlantic for execution of manpower requests and human resource system resolution and ensures “Fit-to-Fill” policies are executed and reports metrics to higher authority, as required.

5. Liaises with Naval Medical Forces Atlantic, DHA, and other higher authorities on civilian and military personnel requests and human resource system issue resolution, as directed.

6. Administers the Navy military and civilian command awards programs, in conjunction with the CO and necessary delegates, including the awards board, equal employment opportunity and CMEO representative(s), public affairs, etc., as directed.

7. Ensures oversight and execution of Decedent Affairs and Personnel Casualty Reporting responsibilities are carried out, per applicable service instructions.

(2) Logistics. ATAMMC led, NAVMEDREADTRNCMD FORT BELVOIR VA provides personnel support. Provides logistical management support, coordination, oversight, and direction to NAVMEDREADTRNCMD FORT BELVOIR VA supported activities in collaboration with ATAMMC with line of accounting provided by Naval Medical Forces Atlantic. Provides functional guidance and assessment of military and other logistical materiel systems used. Provides oversight and direction to NAVMEDREADTRNCMD FORT BELVOIR VA -supported activities on medical logistics support systems, contractual agreements, information architecture, and technologies necessary to perform their mission. Reviews and validates user requirements to include training system availability to reflect changing Fleet requirements. Ensures any major change requirements are reflected in the appropriate contracting vehicles and are included in budget models for out-of-year planning purposes. Coordinates operations and maintenance and other procurements equipment budget submissions.

(a) Procurement. Manages the procurement, storage, and shipping of collateral equipment required as part of facilities construction or renovation. Tracks budget of collateral equipment required as part of facilities construction or renovation in coordination with Navy Region Health Facility Planning Projects Officer and Resource Management. Manages and supervises the appropriate use of government purchase card accounts for assigned personnel.

(b) Equipment Management. Coordinates the collateral equipment requirements, budget estimates, and procurement strategies for all new construction and existing facility major modernization projects within the NAVMEDREADTRNCMD FORT BELVOIR VA AOR. Reviews and coordinates the BUMED triennial equipment inventory.

(c) Materiel Management. Plans, administers, directs, and controls all aspects of supply, contracting, and equipment management within NAVMEDREADTRNCMD FORT BELVOIR VA.

(3) Operations Management. ATAMMC led; NAVMEDREADTRNCMD FORT BELVOIR VA provides personnel support.

(a) Operations Management. Provides administrative management support services for effective, efficient command operations including mail distribution, transportation, and quarterdeck operations within NAVMEDREADTRNCMD FORT BELVOIR VA.

(b) Security. Liaises with U.S. Army Fort Belvoir Garrison to implement NAVMEDREADTRNCMD FORT BELVOIR VA Physical Security Program. Provides technical support and oversight of NAVMEDREADTRNCMD FORT BELVOIR VA and subordinate units' physical security, anti-terrorism and force protection, insider threat program, and other policies and guidance for the protection of military personnel, facilities, and equipment within the NAVMEDREADTRNCMD FORT BELVOIR VA against terrorist and active attacker acts. Coordinates installation access and safety with related offices, to include command pass coordinator, command personnel security manager, command safety office, installation emergency response, and watch-standers, as applicable.

(4) IM. ATAMMC led; NAVMEDREADTRNCMD FORT BELVOIR VA provides personnel support. Executes IM and IT policies and programs for the NAVMEDREADTRNCMD FORT BELVOIR VA and its supported activities. Acts as a liaison between subordinate commands, Operational Medical Forces within the AOR, Reserve forces, and IM and IT regional representatives. Oversees the identification, development, and governance submission of Navy medical readiness IM and IT requirements within the AOR. Ensures cyberspace IT and cybersecurity workforce core workforce training, certification, education, and management requirements are identified and tracked within the AOR per Department of the Navy direction. Ensures the NAVMEDREADTRNCMD FORT BELVOIR VA IT service requirements are identified and maintained according to the DoW information and technology standards and needs.

(5) Facility Management. U.S. Army Fort Belvoir Garrison led; NAVMEDREADTRNCMD FORT BELVOIR VA representative manages facility lifecycle management and modernization, sustainment, and restoration program. Conducts, analyses, and produces documentation to support military construction planning, design, programming, and funding. Provides guidance and consultation for facilities management proposals and recommends funding for special projects, including flexible space requirements and installation in coordination with DHA.

(6) Patient Administration. ATAMMC led; NAVMEDREADTRNCMD FORT BELVOIR VA provides personnel support. Provides administrative oversight, coordination, and support for clinical operations within the facility. Functions include inpatient and outpatient administration, transcription service, medical records processing, tumor registry, admissions, dispositions, medical evaluation boards, medical cognizance oversight, the Secretariat Designee Program, decedent affairs, birth registration, eligibility determination, aero-medical evacuation administration, vital statistics reporting, and coding. The decedent affairs eligibility officer is responsible for the overall management of the decedent affairs program including staff training, patient and family member counseling, military funeral management, and contracting representative for mortuary and funeral services. Acts as operational medical forces liaison and arranges for medical evacuation. Directs and manages the medical evaluation board process, temporary disability retired list, and temporary limited duty administration for military members.

(7) Food Management. ATAMMC led; NAVMEDREADTRNCMD FORT BELVOIR VA provides personnel support. Coordinates the Medical Food Service Program including nutrition management. Responsible for organizing and implementing all related functions per the provisions of applicable references and other regulations, as issued by competent authority. Performs food production activities and service of meals to inpatients and dining room patrons; plans menus; oversees programs for security, safety, sanitation, food conservation, and equipment maintenance. Coordinates all food and non-food procurement, receipt, storage, inventories, and issue.

(8) Plans, Operations, and Medical Intelligence. Manages oversight of force knowledge, skills, and abilities (KSA) sustainment pertaining to level of clinical competency related to workload, NAVMEDREADTRNCMD FORT BELVOIR VA requirements and Service-specific functions (e.g., medical boards), military-required and specified training (e.g., firefighting and rifle training), and EXMED training for clinical and non-clinical skills to meet the requirements of EXMEDs. Encompasses all components of individual readiness to include medical and physical fitness, training, administrative, personal, and family readiness. Communicates requirements and deficiencies to the human resources department to address staffing assignments. Communicates the overall individual readiness of personnel to operational EXMED leadership, whether billeted (EXMED facility) or locally nominative (e.g., EXMED units, casualty receiving treatment ship, etc.). Oversees completion of operational readiness training requirements for assigned personnel consistent with current Naval Training Systems Plans (e.g., advance trauma life support, tactical combat casualty care, trauma nurse core course; en route care; weapons qualifications; chemical, biological, radiological, nuclear, explosives, etc.) in coordination with other NAVMEDREADTRNCMD FORT BELVOIR VA office elements. Manages operational readiness training libraries and portfolios. In coordination with the Surgeon General of the Navy, and the human resources or personnel office, facilitates the operational currency and competency requirements of EXMEDs aligned to NAVMEDREADTRNCMD FORT BELVOIR VA. Communicates the overall operational readiness of medical personnel to EXMED and NAVMEDREADTRNCMD FORT BELVOIR VA.

(a) Platform Management. Serves as the critical linkage between the NAVMEDREADTRNCMD FORT BELVOIR VA's deployable forces and BUMED, associated MTFs, U.S. Fleet Forces Command and supported combatant commanders across the globe via the regional chain of command. This program provides liaison functions to supported commands through the execution of the Navy Medicine Augmentation Program (NMAP) training, preparation, deployment, and support cycle. Coordinates training dates, MTF participation, message traffic, and logistical issues associated with NMAP. Conducts readiness reviews of sourcing commands to verify NMAP readiness and overall program conformity. Reviews, validates, and determines the sourcing and tasks as appropriate for all military temporary support requests within the NAVMEDREADTRNCMD FORT BELVOIR VA.

(b) Readiness Reporting. Executes readiness reporting for all operational units assigned to NAVMEDREADTRNCMD FORT BELVOIR VA. Ensures staff are adequately trained in Expeditionary Medicine Platform Augment, Readiness, and Training System

(EMPARTS) and the Defense Readiness Reporting System. Ensure members are assigned to EXMEDS and receive notification of readiness and training requirements. Tracks the CO's assessments for each operational unit within NAVMEDREADTRNCMD FORT BELVOIR VA to ensure they are updated and approved by the unit's CO monthly. Continually monitors EMPARTS to ensure data accuracy and EXMED assignments. Reports discrepancies to the Surgeon General of the Navy via Naval Medical Forces Atlantic as needed. Performs operational readiness evaluations of EXMEDs in coordination with Naval Medical Forces Atlantic readiness and training elements.

(c) Partnership Integration. Liaison function, in coordination with the DHA, in the establishment of joint partnerships between NAVMEDREADTRNCMD FORT BELVOIR VA, DHA, and other organizations and facilities (e.g., other MTFs, Department of Veterans Affairs, civilian hospitals, community facilities) to maximize readiness of medical personnel and maintain experience required for clinical and non-clinical KSAs. NAVMEDREADTRNCMD FORT BELVOIR VA evaluates the training readiness needs of their assets and reviews cooperative agreements to provide sharing and understanding in support of readiness.

(9) Reserve Program. Oversees and manages Reserve resources to ensure their readiness and effectiveness as a vital component of BUMED. In coordination with external and internal stakeholders, the Reserve Program develops and implements strategic plans, manages financial resources, and oversees training requirements to align with organizational goals. The Reserve Program coordinates responses to crises and emergencies as a key liaison between reserve units and the command. Additionally, the Reserve Program communicates the value and contributions of reserve resources to stakeholders, which is critical to ensuring these assets are a capable and effective force that supports the command's mission and operations worldwide.

d. KSA Management. The Surgeon General of the Navy approved a two-directorate structure for NAVMEDREADTRNCMDs and Navy Medicine Readiness and Training Units to describe Navy Medicine readiness functions outside of healthcare delivery, consisting of a Directorate of Administration and an EXMED Directorate. However, integration with DHA healthcare operations and validating the uniformed functional requirement to maintain a skilled and ready medical force is paramount. Therefore, the remaining directorates and healthcare functions are integrated with DHA MTF operations and are found in enclosure (2) of this mission functions, and tasks document. Standard organizational codes utilized will encompass the NAVMED-READTRNCMD directors as well as MTF unique nomenclature.

DEFENSE HEALTH AGENCY AND MILITARY TREATMENT FACILITY
DIRECTORATES

1. Directorates and healthcare functions listed in paragraphs 2 through 10 are integrated with DHA MTF operations. Standard organizational codes utilized will encompass the NAVMEDREADTRNCMD directors as well as MTF unique nomenclature.

2. Directorate for Nursing Services. Led by the milestone-slotted chief nursing officer. Oversees nursing practice in inpatient medical, surgical, and maternal-child areas. All areas are responsible for providing patient care, teaching and evaluating nursing staff, and ensuring care is provided per policies and procedures. Navy personnel are assigned to this directorate to ensure their clinical competency and KSA attainment in support of their EXMED assignments or their community's normal sea-shore rotation. The directorate includes:

- a. Critical Care Nursing including Intensive Care Unit
- b. Maternal-Child Nursing
 - (1) Obstetrics and Gynecology (OBGYN) Inpatient (IP) Ward Labor and Delivery
 - (2) OBGYN IP Ward Postpartum
- c. Medical-Surgical IP Nursing
 - (1) Medicine IP Ward
 - (2) Surgical IP Ward
 - (3) Oncology IP Ward
- d. Mental Health IP

3. Directorate for Medical Services. Oversees the delivery of medical services, including primary and specialty care, to eligible beneficiaries. The directorate ensures care is provided per hospital policy and standards, and oversees medical education programs, including the Patient Centered Medical Home teams. Navy personnel are assigned to this directorate to ensure their clinical competency and KSA attainment in support of their EXMED assignment or their community's normal sea-shore rotation. Primary care teams ensure garrison access to care for active-duty Service members and their families to ensure Service medical readiness requirements are met. The directorate includes several departments and clinics, providing services such as:

- a. Cardiology
- b. Dermatology

- c. Emergency Medicine to include Patient Transportation
- d. Family Medicine to include Family Medicine Med Home
- e. Gastroenterology
- f. Hematology and Oncology
- g. Internal Medicine
 - (1) Allergy
 - (2) Endocrinology
 - (3) Infectious Disease
- h. Neurology
- i. Pediatrics
 - (1) Pediatric Subspecialties
 - (2) Adolescent Medicine
- j. Pulmonary
- k. Optometry

4. Directorate for Surgical Services. These departments provide safe and reliable medical and surgical care, perform surgeries, and train personnel. Navy personnel are assigned to this directorate to ensure their clinical competency and KSA attainment in support of their EXMED assignment or their community's normal sea-shore rotation. These departments also come together in a cross-functional team to support the trauma program medical director, responsible for the ongoing development, growth and oversight and authority of the trauma program. Oversees various surgical departments, including:

- a. Anesthesiology
- b. General Surgery
- c. OBGYN
- d. Ophthalmology

- e. Otorhinolaryngology
- f. Orthopedic Surgery including Podiatry
- g. Main Operating Room
 - (1) Sterile Processing Division
 - (2) Post-Anesthesia Care Unit
- h. Urology
- i. Plastic Surgery

5. Directorate for Clinical Support Services. Oversees various clinical support departments while ensuring accreditation. These departments work together to provide efficient and effective clinical support services to patients and staff providers. These departments provide diagnostic services, manage medications, offer therapy and rehabilitation, and operate imaging services to support patient care. Navy personnel are assigned to this directorate to ensure their clinical competency and KSA attainment in support of their EXMED assignment or their community's normal sea-shore rotation. Clinical support functions also ensure garrison access to care for active-duty Service members and their dependents, when available, to ensure Service medical readiness requirements are met. The directorate includes:

- a. Laboratory and Clinical Pathology Department
- b. Pharmacy Department
- c. Physical Therapy Department
- d. Radiology Department including Nuclear Medicine and Breast Health
- e. DoW Military Blood Program

6. Directorate for Public Health. Coordinates and directs prevention services and related functions to maintain operational readiness and prevent disease and injury. The directorate aims to prevent disease and injury, promote healthy lifestyles, and ensure a safe and healthy environment for active-duty and Federal employees. Navy personnel are assigned to this directorate to ensure their clinical competency and KSA attainment in support of their EXMED assignment or their community's normal sea-shore rotation. The majority of service lines in this directorate are considered military essential and ensure Navy readiness and installation that support requirements are met. The directorate includes:

- a. Wellness
- b. Occupational Medicine
- c. Preventive Medicine
- d. Environmental Health

7. Directorate for Mental Health. The mission of the directorate is providing optimal outpatient mental health care, substance use related treatment, and care for traumatic brain injuries. Navy personnel are assigned to this directorate to ensure their clinical competency and KSA attainment in support of their EXMED assignment or their community's normal sea-shore rotation. Additionally, mental health is considered a military essential service line in support of operational readiness for Navy personnel. Oversees the delivery of mental health services and substance abuse rehabilitation programs, including:

- a. Substance Abuse Rehabilitation Program
- b. Psychology

8. Directorate for Health Care Business. The directorate aims to optimize healthcare delivery and ensure efficient use of resources within the TRICARE and MTF networks. Navy personnel are assigned to the Directorate for Health Care Business to ensure garrison access to care for active-duty Service members and their dependents, when available, are meeting established timelines and requirements. Ensures quality healthcare operations, including:

- a. TRICARE Operations
- b. Utilization Management
- c. Case Management
- d. Patient Relations

9. Directorate for Professional Education. Is responsible for tracking compliance with training programs, providing direction for ongoing growth and development, and managing education services. Manages education services including needs analysis, development, implementation, and evaluation. The directorate includes:

- a. Graduate Medical Education (GME). Ensures continued accreditation and smooth operations of the GME program, including clinical training programs. GME is considered a military essential requirement, and Navy personnel are assigned as core faculty and instructors,

program directors, and technical teaching faculty and instructors to ensure force development pipelines of Navy medical department personnel are maintained to meet community inventory requirements.

(1) GME Support. NAVMEDREADTRNCMD FORT BELVOIR VA established residency program and maintains full accreditation by the Accreditation Council for Graduate Medical Education (ACGME) and other governing and oversight bodies.

(2) Program Director. Billeted position is responsible for the operation of the program, as well as governing and carrying out the activities required for graduate medical education. The program director must meet the qualifications as specified in the ACGME.

(3) Research and Research Integrity. Collateral duties of active-duty officers assigned to hospital-MTFs affiliated with NAVMEDREADTRNCMD to oversee the conduct of research and scholarly activity.

(4) Medical Student Support. Program coordinators and assistant program coordinators for all programs, in sufficient numbers as determined by the ACGME who directly report to the program director and provide necessary administrative support for the operation of the program.

(5) Space, Funding, and MOU Management. The identified functions and tasks are additional, important areas to be managed within the GME Program. Space requirements include continuity clinic space with appropriate office space for faculty, residents, rotating medical students and direct residency support staff as well as faculty offices for required advising, resident counseling and clinic precept and any necessary call rooms. Space is required for keeping the training records of program graduates for 60 years after graduation from the program. Funding and budget requirements necessary to provide required program elements are supported must be tracked and managed appropriately. MOUs must be maintained and supported to ensure training rotations which occur outside of the command are conducted with the appropriate legal authorization and protection.

b. Staff Education and Training. Supports education and training programs and efforts for command staff, to include continuing health education, staff development, Medical Library, Crew's Library, medical visual information and graphics, and facilitation of resource sharing across commands (e.g., training, equipment, simulation, instructor support). Assists in the coordination of the full array of resuscitative medicine courses. May serve in a supporting relationship with MTF for such training requirements (e.g., basic life support, advance life support, pediatric advance life support, etc.). Where training opportunities exist but are controlled by outside entities (e.g., en-route care course, medical regulation course, etc.), serves as ongoing point-of-contact and disseminates information to NAVMEDREADTRNCMD FORT BELVOIR VA members on how to register for courses held at distributed training sites. The directorate provides high-quality education and training to assigned personnel and supported activities, ensuring they are competent and ready to deliver patient care in a variety of settings.

The education of health professionals is considered a military essential requirement, and Navy personnel are assigned as core faculty and instructors, program directors, and technical teaching faculty and instructors to ensure force development pipelines of Navy medical department personnel are maintained to meet community inventory requirements.

(1) Coordinates scheduling, monitors completion, and reports status of required military training for medical personnel (e.g., general military training). NAVMEDREADTRNCMD FORT BELVOIR VA is responsible for service-specific training requirements, to include staff compliance with professional medical requirements and credentials specific to the Navy.

(2) Procures, maintains, and manages medical training supplies and equipment allocated to supporting NAVMEDREADTRNCMD FORT BELVOIR VA readiness, education, and training requirements.

(3) Maintains and sustains a training cadre to support NAVMEDREADTRNCMD FORT BELVOIR VA operational readiness requirements in conjunction with other elements of the NAVMEDREADTRNCMD FORT BELVOIR VA structure for tracking, coordination, etc.

(4) Coordinates with other elements of the NAVMEDREADTRNCMD FORT BELVOIR VA (e.g., expeditionary medicine, etc.) to support the command's training exercise and employment plan.

(5) Collects, processes, and maintains actionable library of lessons learned to support improved corporate knowledge, in partnership with other NAVMEDREADTRNCMD FORT BELVOIR VA elements.

(6) Professional Military Education. Provides and implements a centralized training plan for continuous professional military education, including:

- (a) Developing and maintaining an understanding of EXMED capability
- (b) Promoting specific Service courses and tracking personnel development