



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

BUMEDINST 5450.193A
BUMED-N1
20 Aug 2026

BUMED INSTRUCTION 5450.193A

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY MEDICINE READINESS AND
TRAINING COMMAND CAMP LEJEUNE, NORTH CAROLINA

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 Camp
Lejeune, North Carolina
(2) Defense Health Agency and Military Treatment Facility Directorates and
Organizational Codes

1. Purpose. To publish the mission, functions and tasks of Navy Medicine Readiness and Training Command Camp Lejeune, North Carolina (NAVMEDREADTRNCMD CAMP LEJEUNE NC) and subordinate units under the mission established by references (a) through (e) and enclosures (1) and (2). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 5450.193.

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 CAMP LEJEUNE NC is a shore activity in an active operating status under a commander.

a. Command

Commander
Navy Medicine Readiness and Training Command Camp Lejeune
100 Brewster Boulevard
Camp Lejeune, North Carolina 28547-2538

(SNDL: FH24) (Unit Identification Code (UIC): 68093)
(PLA: NAVMEDREADTRNCMD CAMP LEJEUNE NC)

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: Commander, NAVMEDREADTRNCMD CAMP LEJEUNE NC

c. Immediate Superior in Command of: Expeditionary Medical Facility (EMF) Kilo (UIC: 40210)

d. Area Coordination

- (1) Commanding General, Marine Corps Installation East
- (2) Commanding General, 2D Marine Expeditionary Force

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.

(a) Military Personnel Navy: \$78.76 million.

(b) Reserve Personnel Navy: \$ 16.31 million.

(c) Civilian Personnel: \$6.9 million.

5. Supporting Relationships

a. Administrative Support

- (1) Expeditionary Medical Unit (EMU) Four (UIC: 4107B)
- (2) Expeditionary Resuscitative Surgical System (ERSS) Team 10 (UIC: 4109B)
- (3) Blood Donor Center Camp Lejeune, North Carolina (UIC: 4305A)

(4) ERSS Team 11 (UIC: 4357B)

(5) ERSS Team 12 (UIC: 4358B)

(6) NAVMEDREADTRNCMD CAMP LEJEUNE Detachment School of Infantry Camp Geiger (UIC: 46105)

(7) Navy Medicine Training Element Camp Lejeune (UIC: 48457)

b. Operational Control: None.

c. Additional Duty (To): None.

d. Additional Duty (From): 2nd Medical Battalion (UIC: 42412)

(1) Director, Health Service or Program (1) from 2nd Medical Battalion (UIC: 42412)

(2) General Surgeon (1) from 2nd Medical Battalion (UIC: 42412)

(3) Anesthesiologist (1) from 2nd Medical Battalion (UIC: 42412)

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

(1) MOU between Chief, BUMED and NAVMEDREADTRNCMD CAMP LEJEUNE NC to perform urinalysis and sexual assault prevention and response for BUMED personnel working remotely in the Camp Lejeune vicinity.

(2) MOA between NAVMEDREADTRNCMD CAMP LEJEUNE NC, Naval Medical Center Camp Lejeune, and Naval Medical Readiness Logistics Command Detachment Naval Ophthalmic Readiness Activity, Yorktown, Virginia to establish terms and expectations of all parties and to define the functions and responsibilities of each activity to include administrative support, information technology (IT) support, facility space, manning, and personnel functions.

(3) MOU between NAVMEDREADTRNCMD CAMP LEJEUNE NC and the Naval Medical Leader and Professional Development Command, Bethesda, Maryland for administrative support to Hospital Corpsman Dental Hygiene Program.

(4) MOA between NAVMEDREADTRNCMD CAMP LEJEUNE NC, on behalf of EMF Kilo and Center for Security Forces Headquarters on behalf of Center for Security Forces Learning Site Camp Lejeune for the purpose of storing small arms.

6. Obligations to external entities. MOU between Commanding Officer, U.S. Army Medical Center of Excellence and NAVMEDREADTRNCMD CAMP LEJEUNE NC for the U.S. Navy Physician Assistant Graduate Program.

7. Action. The Commander, NAVMEDREADTRNCMD CAMP LEJEUNE NC 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.secnave.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 the 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 manual 5214.1 of December 2005, part IV, subparagraph 7k.



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 CAMP LEJEUNE, NORTH CAROLINA

1. Key Functions. Subparagraphs 1a through 1o identify key functions of NAVMEDREAD-TRNCMD CAMP LEJEUNE NC 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, Connected Corpsmen in the Community, 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 operational units.
 - c. Serves as communication platform between commander, 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 installation 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) systems 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 via the chain of command.
 - k. Provides institutional, financial, and personnel support for the education of medical professionals and medical professional activities.
 - l. Negotiates MOU with partner institutions to facilitate mission needs and commander’s intent.

m. Provides and coordinate information and contingency taskings with associated Defense Health Agency (DHA) military medical treatment facilities (MTF).

n. Coordinates disaster preparedness exercises for a variety of potential events, including natural disasters, medical emergencies, and responses to chemical, biological, radiological, nuclear, and high-explosive incidents, as well as hostile or terrorist actions. Also coordinates 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 commander, executive officer, and command master chief. 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. The commander also serves as Director, Naval Medical Center Camp Lejeune under the administration and management of the DHA.

b. EMF Kilo. NAVMEDREADTRNCMD CAMP LEJEUNE NC provides the necessary medical training, certifications, and readiness exercises to ensure the personnel assigned to EMF Kilo are qualified to perform their duties. NAVMEDREADTRNCMD CAMP LEJEUNE NC acts as a readiness and training command for EMF Kilo, ensuring its personnel are medically prepared and qualified for deployment.

c. Special Assistants. These functions and tasks are performed by individuals with direct access to and support the commander. The commander may elect to devote a full-time equivalent in the performance of the tasks and responsibilities or may designate the roles listed in subparagraphs 2c(1) through 2c(14) of this enclosure be performed as an additional or collateral duty by NAVMEDREADTRNCMD CAMP LEJEUNE NC personnel. In addition to the positions listed in subparagraphs 2c(1) through 2c(14) of this enclosure, program managers

appointed or hired by the commander to coordinate and manage programs required by either the Navy or Navy Medicine's Inspector General (IG), such as safety manager, command managed equal opportunity (CMEO) 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 commander; 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; provides legal assistance to staff and patients on matters to include wills, laws, statutes of North Carolina, 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 with the commander's intent. Develops strategic and crisis communication strategies, manages media relations, supports community outreach, and engages internal and external audiences. Coordinates with security and antiterrorism elements of the NAVMEDREADTRNCMD CAMP LEJEUNE NC 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 NAVMEDREAD-TRNCMD web and social media platforms. Coordinate photographic coverage of historical, newsworthy and community-building events at NAVMEDREADTRNCMD CAMP LEJEUNE NC.

(3) Director, Strategy and Operations. Serves as the principal advisor and subject matter expert to the commander by providing consultation, advice, and executive expertise, ensuring continuity of healthcare operations, quality healthcare, consistency of purpose, and stable strategy between the executive team leadership transitions in a highly visible medical center and healthcare system. Responsible for organizational strategy and alignment efforts, and integrating various healthcare initiatives from multiple directorates and departments into cohesive, long-range elements of BUMED's and DHA's plans for healthcare delivery in the NAVMEDREADTRNCMD CAMP LEJEUNE NC AOR.

(4) Comptroller

(a) Resource Management. Oversees financial and business operations of NAVMEDREADTRNCMD CAMP LEJEUNE NC. Advises the commander on issues pertaining to financial management, business operations, and financial data. Maintains accounting systems including appropriation, civilian payroll preparation, and 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) Budget. Measures the execution of funds within operating targets on a daily basis, provides financial information to managers throughout the command relating to the status of funds executed, and funds documents for purchases made throughout the command.

(c) Accounting. Coordinates and supervises the use of all financial resources within the command. Obligation of funds for specified programs and allocations is tracked monthly to ensure execution of the annual financial plan is timely and valid. Accounting is responsible for allotment and expense operating budget accounting, civilian payroll, timekeeping, the Uniform Business Office, and maintains accounting records and reports for the command.

(d) Program Analysis and Evaluation. 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 commander's data quality statement, which emphasizes timeliness, correctness, completeness, relevance, and accessibility of data.

(e) MOU and Support Agreements Office. Provides central coordinating function to review MOUs and support agreements (internal and external, reimbursable and non-reimbursable) between NAVMEDREADTRNCMD CAMP LEJEUNE NC, 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 protected health information. Provides technical assistance and coordination of cross-agency and cross-organization sharing agreements.

(f) Readiness Workload Collection. Coordinates with human resources and other NAVMEDREADTRNCMD CAMP LEJEUNE NC elements to ensure usage of G-codes for 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) Occupational Safety Officer. Coordinates the accomplishment of the objectives of the Naval Occupational Safety and Health Program. Provides technical support including promotion of safety training and education in support of the operational and readiness mission. Maintains required data on accident investigation, analysis, reporting, hazard identification and control, proper use of personal protective equipment, safety instruction, and occupational safety and health surveys. Maintains familiarity with operational risk management.

(6) Pastoral Service. Serves as the direct advisor to the commander 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 CAMP LEJEUNE NC, MTFs, 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.

(7) Quality Management. Serves as principal advisor to the commander for all aspects of clinical quality and patient safety related to non-NAVMEDREADTRNCMD, readiness-related healthcare operations. Includes medical staff services, healthcare risk management, patient safety program, accreditation and compliance, performance improvement, and command evaluation office.

(8) Command Career Counselor. Serves as principal advisor to the commander and command master chief on enlisted career development. Implements career information and development programs and policies per Naval Medical Forces Atlantic. Oversees retention and attrition management programs. Reviews and analyzes local applications of regional career development and transition assistance programs.

(9) Sexual Assault Prevention and Response Point of Contact. Serves as principal advisor to the commander 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.

(10) CMEO Program Manager. Serves as the principal advisor to the commander as command climate specialist and CMEO officer on all matters pertaining to military equal opportunity.

(11) IG Compliance Coordinator. Tracks compliance with Navy and BUMED's Medical IG's office inspection programs. Coordinates related external visits to NAVMEDREADTRNCMD CAMP LEJEUNE NC and handles hotline complaints and other command inquiries as directed.

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

(13) Drug and Alcohol Program Advisor. Responsible to the commander for implementing the Navy Alcohol and Drug Program. Conducts onboard administrative screenings directed by the commander, 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.

(14) 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 commander 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.

d. Director for Administration. Led by the milestone-slated Director for Administration; the director is responsible to the commander for administrative matters related to human capital and total force management in support of NAVMEDREADTRNCMD CAMP LEJEUNE NC, EXMEDs, and supported command stakeholders. Administers relevant Navy command programs included within command inspection areas of review by the Navy IG. Executes the commander's intent via oversight and technical assistance for the effective and efficient management of military and administrative operations of the NAVMEDREADTRNCMD CAMP LEJEUNE NC. Coordinates and directs policies and procedures related to NAVMEDREADTRNCMD CAMP LEJEUNE NC 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 (billets and positions) and personnel (people) support to NAVMEDREADTRNCMD CAMP LEJEUNE NC and its subordinate units.

(a) Manpower. Assists in planning, analyzing, and monitoring of manpower assets for directorates within NAVMEDREADTRNCMD CAMP LEJEUNE NC and 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 (TFMMS).

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; and 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 CAMP LEJEUNE NC personnel and serves as unit pay and personnel administrator. Ensures all aspects of pay and personnel support are accomplished through coordination with staff and personnel support detachment 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 commander 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. Provides logistical management support, coordination, oversight, and direction to NAVMEDREADTRNCMD CAMP LEJEUNE NC supported activities in collaboration with DHA. Provides functional guidance and assessment of military and other logistical materiel systems used. Provides oversight and direction to NAVMEDREAD-TRNCMD CAMP LEJEUNE NC-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 officers 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 CAMP LEJEUNE NC 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 CAMP LEJEUNE NC.

(3) Operations Management

(a) Operations Management. Provides administrative management support services for effective, efficient command operations including the communications center, mail distribution, transportation, and Quarterdeck operations within NAVMEDREADTRNCMD CAMP LEJEUNE NC.

(b) Security. Implements NAVMEDREADTRNCMD CAMP LEJEUNE NC physical security program. Provides technical support and oversight of NAVMEDREADTRNCMD CAMP LEJEUNE NC 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 CAMP LEJEUNE NC 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) IT. Executes information management (IM) and IT policies and programs for NAVMEDREADTRNCMD CAMP LEJEUNE NC and supported activities. Acts as liaison between subordinate commands, operational medical forces within 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 CAMP LEJEUNE NC IT service requirements are identified and maintained according to the DoW technology and information standards and needs.

(5) Facility Management. Manages NAVMEDREADTRNCMD CAMP LEJEUNE NC 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. Provides administrative oversight, coordination, and support for clinical operations within the facility. Functions include inpatient and outpatient administration, medical records processing, tumor registry, admissions, dispositions, medical evaluation boards, medical cognizance oversight, the Secretarial 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. Directs and manages the medical evaluation board process, temporary disability retired list, and temporary limited duty administration for military members. Acts as operational medical forces liaison; coordinates and tracks inter-theater and Fleet patient movement of active duty Service members into NAVMEDREADTRNCMD CAMP LEJEUNE NC. Tracks and facilitates, in collaboration with case management, the care of all active duty Service members transferred to and from or admitted to NAVMEDREADTRNCMD CAMP LEJEUNE NC or civilian facilities. Serves as the lead and interfaces with the medical department representatives of the operational forces at Camp Lejeune, North Carolina and Marine Corps Air Station New River.

(7) Food and Nutrition Management. Manages efforts aimed at supporting recovery, maintaining health, optimizing performance of Service members and patients assigned to NAVMEDREADTRNCMD CAMP LEJEUNE NC. Functions include foodservice operations and clinical nutrition.

(a) Foodservice Operations. Operates the kitchen, ward patient distribution system, and the dining room. Prepares and serves meals, ensuring that proper safeguards are taken in the preparation and handling of all food items to prevent foodborne illness. Responsible for providing all administrative support, management, and efficient operation and utilization of the command's bachelor enlisted quarters.

(b) Clinical Nutrition. Consults with staff medical and dental officers in the planning medical nutrition therapy for both inpatients and outpatients. Closely monitors the preparation and service of regular and modified diets to inpatients as prescribed by the clinical staff, and screens patients for nutrition risk. Records of dietary histories of patients are documented, such as those with food allergies and those unable to accept a regular diet program. Participates in clinical ward rounds and conferences, records observations and information pertinent to dietetic treatment in the medical record and approves the command menu for nutritional adequacy. Operates a nutrition clinic within the outpatient service to counsel patients concerning normal

and modified nutrition care plans as well as encouraging patients to participate in planning their own normal or modified programs. Conducts training, monitors diet aids, and provides nutrition classes to external facilities, as requested.

e. EXMED Directorate. Led by the milestone-slotted EXMED director. Maintains focus on monitoring and maximizing the readiness of the medical force, to include proactive management of EXMED and individual readiness, continual oversight and coordination by the plans, operations, and medical intelligence office, and proactive integration with force development, unit leadership, and MTF placements.

(1) 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 CAMP LEJEUNE NC 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. Includes individual readiness, including 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 (e.g., EMF, EMU, ERSS) or locally nominative (e.g., EMU, ERSS, 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; enroute care; weapons qualifications; chemical, biological, radiological, nuclear, explosives; etc.) in coordination with other NAVMEDREADTRNCMD CAMP LEJEUNE NC office elements (e.g., EMF Kilo, Directorate for Professional Education, Directorate for Administration, etc.). 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 CAMP LEJEUNE NC. Communicates the overall operational readiness of medical personnel to EXMED commanders.

(a) Platform Management. Serves as the critical linkage between the NAVMEDREADTRNCMD's deployable forces and BUMED, associated MTFs, U.S. Fleet Forces Command and supported combatant commanders across the globe via Naval Medical Forces Atlantic. This program provides liaison function to supported commands through for 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 CAMP LEJEUNE NC.

(b) Readiness Reporting. Executes readiness reporting for all operational units assigned to the NAVMEDREADTRNCMD CAMP LEJEUNE NC. Ensures staff are adequately

trained in Expeditionary Medicine Platform Augment, Readiness, and Training System (EMPARTS) and the Medical Readiness Reporting System (MRRS). Ensures all members are assigned to EXMEDs and receive notification of readiness and training requirements. Monitors EXMED readiness scores and collaborates with BUMED via the regional command for EMPARTS and DMHRSi needs and EXMED management to resolve any discrepancies. Tracks the commander's assessments for each operational unit within the NAVMEDREADTRNCMD to ensure they are updated and approved by the unit's commander monthly. Continually monitors EMPARTS to ensure data accuracy and EXMED assignments. Reports discrepancies to Chief, BUMED 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 CAMP LEJEUNE NC, 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 CAMP LEJEUNE NC will evaluate the training readiness needs of their assets and review cooperative agreements to provide sharing and understanding in support of readiness.

(2) Reserve Program Director (RPD). The RPD 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 RPD develops and implements strategic plans, manages financial resources, and oversees training requirements to align with organizational goals. The RPD coordinates responses to crises and emergencies as a key liaison between Reserve units and the command. Additionally, the RPD communicates the value and contributions of Reserve resources to stakeholders, which is critical in ensuring these assets are a capable and effective force that supports the command's mission and operations worldwide.

f. KSA Management. The Surgeon General of the Navy approved a two-directorate structure for NAVMEDREADTRNCMDs co-located with Naval Medical Centers 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 are found in enclosure (2) of this mission, functions, and tasks document. Standard organizational codes utilized will encompass the NAVMEDREADTRNCMD directors as well as MTF unique nomenclature.

DEFENSE HEALTH AGENCY AND MILITARY TREATMENT FACILITY
DIRECTORATES AND ORGANIZATIONAL CODES

1. Directorates and healthcare functions listed in paragraphs 2 through 11 of this enclosure are integrated with DHA military 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 under 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

(1) Intensive Care Unit

(2) Stepdown

b. Maternal-Child Nursing

(1) Obstetrics and Gynecology (OBGYN) Inpatient Ward Labor and Delivery

(2) OBGYN Ward Postpartum

(3) Neonatal Intensive Care Unit

c. Multi-Service Ward

d. Mental Health

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
- d. Family Medicine
- e. Gastroenterology
- f. Internal Medicine
 - (1) Allergy
 - (2) Infectious Disease
- g. Neurology
- h. Pediatrics
- i. Pulmonary
- j. Early Intervention Services

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, includes Post Anesthesia Care Unit
- b. Oral Surgery
- c. General Surgery
- d. OBGYN
- e. Otorhinolaryngology
- f. Ophthalmology
- g. Orthopedic Surgery, includes Podiatry

- h. Main Operating Room
 - (1) Post Anesthesia Care Unit
 - (2) Sterile Processing Division
- i. Urology
- j. Ambulatory Procedure Unit

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
- 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. Industrial Hygiene
- c. Occupational Medicine

- d. Occupational Audiology
- e. Environmental Health
- f. Preventive Medicine

7. Directorate for Dental Services. Led by the milestone-slated chief dental officer. Oversees and tracks readiness of general and specialty dental care, including routine and emergency examinations, dental prophylaxis, comprehensive dentistry, endodontics, periodontics, and prosthodontics associated with deployability, assignability or employability. The directorate offers a wide range of dental services to meet patient needs. 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. In addition to mission readiness, the directorate supports the Advanced Education in General Dentistry Residency Postgraduate Year 1 as well as credentialing tours for first year dentists not participating in a Postgraduate Year 1. Provides a range of general and specialty dental care, including:

- a. General Dentistry
- b. Dental Specialties
- c. Dental Lab

8. 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 and U.S. Marine Corps personnel. Oversees the delivery of mental health services and substance abuse rehabilitation programs, including:

- a. Mental Health
- b. Substance Abuse Rehabilitation Program
- c. Traumatic Brain Injury

9. 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 this directorate 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

10. Directorate for Professional Education. This directorate 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) and Graduate Dental Education (GDE). Ensures continued accreditation and smooth operations of the GME and GDE program, including clinical training programs. GME and GDE are 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. Provides oversight for accreditation and liaison to DHA. Providing:

(1) GME Support. NAVMEDREADTRNCMD CAMP LEJEUNE NC established residency program(s), fellowship program(s), phase two clinical training for Dental Corps, Medical Service Corps (interservice physician assistant program and emergency medicine physician assistant program), Nurse Corps, and hospital corpsmen (as assigned), and maintain full accreditation by the Accreditation Council for Graduate Medical Education (ACGME) and other governing and oversight bodies, including the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA).

(2) GDE Support. Oversees 1 year of post-graduate training in dentistry program, necessary to strengthen clinical practice and ready graduates for practice in an operational environment. Ensures requirements from Commission on Dental Accreditation are met and provide monetary support for required American Board of General Dentistry board testing.

(3) The Designated Institutional Official (DIO). Responsible for the oversight of all residency training programs. The liaison between the ACGME and the board of directors to fulfill institutional requirements to maintain institutional accreditation. The DIO must meet the qualifications as specified by DHA. The DIO is also the chair of the GME committee.

(4) Program Directors. Billeted positions are responsible for the operation of all programs, as well as governing and carrying out the activities required for GME. The program directors must meet the qualifications as specified in the ACGME and ARC-PA program-specific requirements.

(5) 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.

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

(7) 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, 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., enroute care course, medical regulation course, etc.), serves as ongoing point of contact and disseminates information to NAVMEDREADTRNCMD CAMP LEJEUNE NC 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 CAMP LEJEUNE NC 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 CAMP LEJEUNE NC readiness, education, and training requirements.

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

(4) Coordinates with other elements of the NAVMEDREADTRNCMD CAMP LEJEUNE NC (e.g., EXMED, 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 CAMP LEJEUNE NC 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.

c. Clinical Investigations. Promotes research activities and clinical investigations at all levels in the organization through formal and informal education programs.

(1) Animal Research

(2) Human subjects' projects

(3) Research publication support

d. Bioskills and Simulation Training. Coordinates all multidisciplinary healthcare simulation-based training required to support professional education, pre-deployment training, clinical sustainment, research, patient safety, and process improvement initiatives. Provides integrated healthcare simulation training as applies to ACGME and ARC-PA requirements, and MTF-centered, operationally focused training for multidisciplinary providers located within the command and from operational units in the region.

e. Corpsman Clinical Practicum Program. Program provides Navy hospital corpsmen enrolled in "C" School clinical experiences to augment their didactic programs. The practicums include clinical rotations for advanced pharmacy technologists, advanced laboratory technologists, and advanced x-ray technologists.

f. Independent Duty Corpsman (IDC) Program. Manages IDC program to include identifying and capitalizing on IDC competencies in the deployed environment, authorizing IDCs to provide patient care within their scope of practice without direct supervision and ensuring IDCs work within established formularies and scopes of practice.

11. Directorate of Branch Clinics. Oversee all activities at the branch health clinics that care for active duty and eligible beneficiaries in the local area as well as provide readiness, duty determinations, and other coordinated support for Service members at remote or Reserve duty stations of medical cognizance. Provides primary care and immunization services for dependent family members of active duty Service members and retirees. This directorate includes:

a. Medical Readiness Center

b. Camp Geiger Branch Medical Clinic. Provides primary health care and sick call services to active duty personnel assigned to the School of Infantry, Advanced Infantry Training School, and Explosive Ordnance Division.

(1) Administrative Department

(2) Laboratory

(3) Radiology

(4) Pharmacy

(5) Mental Health Department

(6) Medical Readiness Department

(7) Primary Care Department

(8) Audiology Department

c. Camp Johnson Branch Medical Clinic. Provides primary health care and sick-call services to active duty personnel assigned to the Marine Corps Service Support Schools, Field Medical Training Battalion, and the Staff Non-Commissioned Officer Academy.

(1) Administrative Department

(2) Laboratory

(3) Radiology

(4) Pharmacy

(5) Medical Readiness Department

(6) Primary Care Department

d. Wayne M. Caron Marine Centered Medical Home. Provides primary health care and sick-call services to Courthouse Bay area schools and commands, including: Marine Corps Engineer School, Weapons Training Battalion, U.S. Coast Guard, Special Missions Training Center and Assault Amphibious Battalion.

(1) Administrative Department

(2) Laboratory

(3) Radiology

(4) Pharmacy

(5) Mental Health Department

(6) Medical Readiness Department

(7) Primary Care Department

(8) Audiology Department

(9) Medical Support for Field Operations

e. Hadnot Point Marine Centered Medical Home. Provides primary health care to 2d Marine Division. Tenant commands include: 6th Regiment, Headquarters Battery, 10th Regiment, 2d Light Armored Recon Battalion. Marine Corps Installation East Brig and Marine Corps Installation East Headquarters and Support Battalion also receive care at Hadnot Point.

(1) Administrative Department

(2) Laboratory

(3) Radiology

(4) Pharmacy

(5) Mental Health Department

(6) Medical Readiness Department

(7) Primary Care Department

f. Wallace Creek Marine Centered Medical Home. Provides primary health care to 2d Marine Division and Marine Intelligence Group.

(1) Administrative Department

(2) Laboratory

(3) Radiology

(4) Pharmacy

(5) Mental Health Department

(6) Medical Readiness Department

(7) Primary Care Department

g. New River Marine Centered Medical Home and the Branch Medical Clinic. Provides primary health care services to active duty personnel assigned to 2d Marine Aircraft Wing.

(1) Administrative Department

(2) Optometry

(3) Flight Medicine

(4) Medical Readiness Department

(5) Primary Care Department

(6) Audiology Department

h. Brig Medical. Provides 24-hour sick call services for Marines and Sailors confined to the Marine Corps Installations-East Regional Brig. The staff also provide routine confinement physicals, immunizations, and surveillance of special quarters inmates.

i. Branch Medical Clinic Mainside. Provides deployment health, automated neuropsychological assessment metrics, and optometry services for Marine Corps Base Camp Lejeune and Marine Corps Air Station New River.