



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

BUMEDINST 5450.228A
BUMED-N1
10 Sep 2026

BUMED INSTRUCTION 5450.228A

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY MEDICINE READINESS AND
TRAINING COMMAND PEARL HARBOR, HAWAII

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
Pearl Harbor, Hawaii
(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 (NAVMEDREADTRNCMD) Pearl Harbor, Hawaii (HI) 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 5450.228.

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 (NAVMED) Force.

4. Command Hierarchy. NAVMEDREADTRNCMD PEARL HARBOR HI is a shore activity in an active operating status under a commanding officer (CO).

a. Command

Commanding Officer
Navy Medicine Readiness and Training Command Pearl Harbor
480 Central Avenue
Pearl Harbor, Hawaii 96860-4908

(SNDL: FH24) (UIC: 68098)
(PLA: NAVMEDREADTRNCMD PEARL HARBOR HI)

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 Pacific
- (4) Echelon 4: CO, NAVMEDREADTRNCMD PEARL HARBOR HI

c. Area Coordination

- (1) Commander, Naval Medical Forces Pacific
- (2) Commander, Joint Base Pearl Harbor-Hickam

d. 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: \$35.40 million.

(b) Civilian Personnel: \$3.18 million.

5. Supporting Relationships

- a. Administrative Support: None.
- b. Operational Control: None
- c. Additional Duty (To): None.
- d. Additional Duty (From): None.

6. Obligations to External Entities

a. Memorandum of Understanding (MOU) to support the urinalysis testing program for the Defense Prisoners of War and Missing in Action Accounting Agency Pearl Harbor.

b. MOU to support the urinalysis testing program for the Navy Talent Acquisition Group Pacific.

7. Action. The CO, NAVMEDREADTRNCMD PEARL HARBOR HI 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 Pacific 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 located 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 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 PEARL HARBOR, HAWAII

1. Key Functions. Subparagraphs 1a through 1o identify key functions of NAVMEDREAD-TRNCMD PEARL HARBOR HI 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 NAVMED leadership.
- d. Utilizes information technology (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) 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 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 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. When directed, the CO may also serve as Director of Naval Health Clinic Hawaii under the management and administration of DHA.

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 of enclosure (1) to be performed as an additional or collateral duty by NAVMEDREADTRNCMD PEARL HARBOR HI personnel. In addition to the positions listed in subparagraphs 2b(1) through 2b of enclosure (1), program managers appointed or hired by the CO to coordinate and manage programs required by either the BUMED Medical Inspector General (IG), such as safety manager, healthcare resolutions, 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 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 and patients on matters to include wills, laws, statutes of Hawaii, 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 PEARL HARBOR HI 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 PEARL HARBOR HI.

(3) Comptroller

(a) Resource Management. Oversees financial and business operations of NAVMEDREADTRNCMD PEARL HARBOR HI. Advises the CO 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) 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.

(e) MOU and Support Agreements Office. Central coordinating function to review MOUs and support agreements (internal and external, reimbursable and non-reimbursable) between NAVMEDREADTRNCMD PEARL HARBOR HI, Navy Medicine Readiness and Training Units (NAVMEDREADTRNUNIT), 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.

(f) Readiness Workload Collection. Coordinates with human resources and other NAVMEDREADTRNCMD PEARL HARBOR HI 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.

(4) 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.

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

(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 Pacific, incorporating relevant guidance from Navy Personnel Command, BUMED, and Naval Medical Forces Pacific. 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 Pacific and other regional command elements, as appropriate.

(9) 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) IG Compliance Coordinator. Tracks compliance with Navy and BUMEDs Medical IG's office inspection programs. Coordinates related external visits to NAVMEDREAD-TRNCMD PEARL HARBOR HI 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 Pacific 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.

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 PEARL HARBOR HI, EXMEDs, and supported command stakeholders. Administers relevant Navy command programs included within command inspection areas of review by the Navy IG. Executes the CO's intent via oversight and technical assistance for the effective and efficient management of military and administrative operations of NAVMEDREADTRNCMD PEARL HARBOR HI. Coordinates and directs policies and procedures related to NAVMEDREADTRNCMD PEARL HARBOR HI 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 PEARL HARBOR HI, and its subordinate units.

(a) Manpower. Assists in planning, analyzing, and monitoring of manpower assets for directorates within NAVMEDREADTRNCMD PEARL HARBOR HI, 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 Pacific 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 PEARL HARBOR HI 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 Pacific 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 Pacific, 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. Provides logistical management support, coordination, oversight, and direction to NAVMEDREADTRNCMD PEARL HARBOR HI 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 PEARL HARBOR HI-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-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 PEARL HARBOR HI 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 PEARL HARBOR HI.

(3) Operations Management

(a) Operations Management. Provides administrative management support services for effective, efficient command operations including mail distribution, transportation, and Quarterdeck operations within NAVMEDREADTRNCMD PEARL HARBOR HI.

(b) Security. Implements NAVMEDREADTRNCMD PEARL HARBOR HI Physical Security Program. Provides technical support and oversight of NAVMEDREAD-TRNCMD PEARL HARBOR HI 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 PEARL HARBOR HI 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) Information Management (IM). Executes IM and IT policies and programs for the NAVMEDREADTRNCMD PEARL HARBOR HI 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 following Department of the Navy direction. Ensures the NAVMEDREADTRNCMD PEARL HARBOR HI IT service requirements are identified and maintained according to the DoW information and technology standards and needs.

(5) Facility Management. Manages NAVMEDREADTRNCMD PEARL HARBOR HI and NAVMEDREADTRNUNIT 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, 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) 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 PEARL HARBOR HI 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; enroute care; weapons qualifications; chemical, biological, radiological, nuclear, explosives, etc.) in coordination with other NAVMEDREADTRNCMD PEARL HARBOR HI office elements (e.g., Directorate for Administration departments, NAVMEDREADTRNUNIT directors, 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 NAVMED-READTRNCMD PEARL HARBOR HI. Communicates the overall operational readiness of medical personnel to EXMED and NAVMEDREADTRNCMD PEARL HARBOR HI CO.

(a) Platform Management. Serves as the critical linkage between the NAVMED-READTRNCMD PEARL HARBOR HI's deployable forces and BUMED, associated MTFs, U.S. Fleet Forces Command, and supported combatant COs across the globe via the regional chain of command. This program provides liaison function to supported commands through the execution of the Navy Medical 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 PEARL HARBOR HI.

(b) Readiness Reporting. Executes readiness reporting for all operational units assigned to NAVMEDREADTRNCMD PEARL HARBOR HI. 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 PEARL HARBOR HI 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 Pacific as needed. Performs operational readiness evaluations of EXMEDs in coordination with Naval Medical Forces Pacific readiness and training elements.

(c) Partnership Integration. Liaison function, in coordination with the DHA, in the establishment of joint partnerships between NAVMEDREADTRNCMD PEARL HARBOR HI, 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 PEARL HARBOR HI evaluates the training readiness needs of their assets and reviews cooperative agreements to provide sharing and understanding in support of readiness.

(8) Reserve Program. The Reserve Program Department 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 Department develops and implements strategic plans, manages financial resources, and oversees training requirements to align with organizational goals. The Reserve Program Department coordinates responses to crises and emergencies as a key liaison between reserve units, and the command. Additionally, the Reserve Program Department 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 five specific NAVMEDREADTRNCMDs and NAVMEDREADTRNUNITs to describe NAVMED readiness functions outside of healthcare delivery, consisting of a Directorate of Administration and an EXMED Directorate. The remaining NAVMEDREADTRNCMDs and NAVMEDREADTRNUNITs will consist of one directorate. However, the 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 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 9 are integrated with DHA MTF operations. Standard organizational codes utilized will encompass the NAVMEDREADTRNCMD directors as well as MTF unique nomenclature.

2. Directorate for Health Services. Oversees the delivery of medical services, including primary and specialty care, to eligible beneficiaries. Ensures care is provided per hospital policy and standards. A wide range of specialty medicine care is provided to active duty Service members, TRICARE dependents, and veterans with primacy placed on active duty access to 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. Inclusion of the veteran population provides a wide spectrum of pathology which supports maintenance of clinical competency and KSAs. The directorate includes several departments and clinics, providing services such as:

- a. Optometry
- b. Family Medicine
- c. Pediatrics
- d. Medical Readiness Center

3. 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

4. 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. Preventive Medicine
- f. Immunization
- g. Environmental Health

5. 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. Mental Health
- b. Substance Abuse Rehabilitation Program

6. 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

7. Directorate for Dental Services. Led by the milestone-slotted chief dental officer, the directorate is responsible to the CO for the provision of dental care to eligible beneficiaries. 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.

a. General Dentistry Department

b. Dental Specialties

8. Directorate for Professional Education. The 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. 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, Advanced Life Support, Pediatric Advanced Life Support, etc.). Where training opportunities exist but are controlled to outside entities (e.g., En-route Care Course, Medical Regulation Course, etc.), serves as ongoing point of contact and disseminates information to NAVMEDREADTRNCMD PEARL HARBOR HI 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 PEARL HARBOR HI 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 PEARL HARBOR HI readiness, education, and training requirements.

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

(4) Coordinates with other elements of the NAVMEDREADTRNCMD PEARL HARBOR HI (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 PEARL HARBOR HI elements.

(6) Training for Non-Medical Personnel. Assist installation units in the facilitation and provision of tactical combat casualty care capability for all combatants training in order to enhance the ability of all active duty Service members to contribute to their unit's ability to maintain lethality. Supports development and execution of this training by reviewing and revising, as required, based on changes in operating environments and adversary capabilities.

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

(1) Developing and maintaining an understanding of EXMED capability.

(2) Promoting specific Service courses and tracking personnel development.

(3) Independent Duty Corpsman Program Management.

9. 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. General Dentistry

c. NAVMEDREADTRNCMD PEARL HARBOR HI Detachment Kaneohe Bay

(1) Administration Department

(2) Flight Medicine Department

(3) Primary Care Department

(4) Ancillary Services Department (to include Laboratory, Radiology, Pharmacy, and Optometry services)

d. NAVMEDREADTRNCMD PEARL HARBOR HI Detachment Wahiawa

(1) Administration Department

(2) Primary Care Department

(3) Dental Care Department

(4) Ancillary Services Department (to include Laboratory and Pharmacy services)