



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

BUMEDINST 5450.253  
BUMED-N1  
23 Jul 2025

BUMED INSTRUCTION 5450.253

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL MEDICAL READINESS  
LOGISTICS COMMAND

Ref: (a) NMRLC MOU and Support Agreement Listing (NOTAL)  
(b) NMRLC NORA MOU and Support Agreement Listing (NOTAL)  
(c) BUMEDINST 5450.174B

Encl: (1) Functions and Tasks of Naval Medical Readiness Logistics Command

1. Purpose. To define the mission, functions, and tasks of Naval Medical Readiness Logistics Command (NAVMEDREDLOGCOM WILLIAMSBURG VA) as prescribed by mission defined in references (a) through (c) and enclosure (1).

2. Cancellation. BUMEDINST 5450.173.

3. Mission. Develop, acquire, produce, field, sustain, and provide enduring lifecycle support of medical materiel solutions to the Fleet, Fleet Marine Force, and Joint Forces in high end competition, crisis, and combat; design, build, and maintain medical materiel solutions configured in medical capability sets for employment by ready, trained, equipped, and certified medical forces in support of exercises and real-world operations; and enable the delivery of a ready medical force in support of the Fleet, Fleet Marine Force, and the Joint Force by delivering medical materiel solutions to maximize the readiness of operational and medical forces for deployment operations.

4. Command Hierarchy. NAVMEDREDLOGCOM WILLIAMSBURG VA is a shore activity in an active status under a commanding officer.

a. Command

Commanding Officer  
Naval Medical Readiness Logistics Command  
564 Sanda Avenue  
Williamsburg, Virginia 23185-5830

(SNDL: FH4) (UIC: 68610)  
(PLA: NAVMEDREDLOGCOM WILLIAMSBURG VA)  
(Activity Code: 4174-025)

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: Commanding Officer, Naval Medical Readiness Logistics Command

c. Immediate Superior in Command of: Not applicable.

d. Area Coordination. Commanding Officer, Naval Weapons Station, Yorktown, Virginia.

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: \$12.84 million

(b) Reserve Personnel Navy: \$460 thousand

(c) Civilian Personnel: \$25.2 million

5. Supporting relationships: References (a) and (b) lists all support agreements and memorandum of understanding.

6. Obligations to external entities: See references (a) and (b).

7. Action. NAVMEDREDLOGCOM WILLIAMSBURG VA will execute the assigned mission, functions, and tasks. NAVMEDREDLOGCOM WILLIAMSBURG VA will update this directive every 8 years.

8. Records Management


a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of

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the Navy Assistant for Administration, 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, BUMED-N12 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



R. FREEDMAN  
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 NAVAL MEDICAL READINESS  
LOGISTICS COMMAND

1. Functions and Tasks

a. Exercise command and control over subordinate commands NAVMEDREDLOGCOM WILLIAMSBURG VA Detachment Fort Detrick, NAVMEDREDLOGCOM WILLIAMSBURG VA Detachment Kaiserslautern, NAVMEDREDLOGCOM WILLIAMSBURG VA Detachment Naval Expeditionary Medical Command Atlantic, NAVMEDREDLOGCOM WILLIAMSBURG VA Detachment Expeditionary Medical Logistics Unit, and NAVMEDREDLOGCOM WILLIAMSBURG VA Naval Ophthalmic Readiness Activity.

b. Coordinate the materiel and logistics efforts of BUMED activities by providing guidance, logistical support, technical appraisals of requirements and procedures, and recommending courses of action.

c. Make available centralized program management, planning, and control of all resources necessary to design, procure, and maintain life cycle management of Expeditionary Medical (EXMED) facilities.

d. Provide guidance to BUMED, Fleet, and Operating Forces as listed in subparagraphs (1) through (8):

(1) Naval Ophthalmic Readiness Activity Optical Fabrication Enterprise (OFE)

(a) Serve as the executive agent over all Military Health System (MHS) optical fabrication as directed by the Surgeon General of the Navy and the Commanding Officer, NAVMEDREDLOGCOM WILLIAMSBURG VA.

(b) Provide administrative oversight to the MHS OFE on a global level.

(c) Executes the Navy OFE program to include operations within nine Navy optical fabrication lab detachments around the world.

(d) Provide the “Sight to Fight” by sustaining combat power of the total force with timely delivery of high-quality eyewear enhancing force health protection and warfighter readiness worldwide.

(e) Support operational, contingency, and humanitarian missions across the globe, and provide optical support to other government agencies as directed.

(f) Act in consultation with or on behalf of other services and key stakeholders in support of MHS OFE program requirements and goals.

(g) Execute the Department of Defense OFE program per applicable guidance, policies, and requirements through leveraging the Optical Fabrication Advisory Board as outlined in the MHS OFE Concept of Operations, MHS OFE Memorandum of Understanding, Ophthalmic Readiness Services - AR 40–63 | SECNAVINST 6810.1 | AFI 44–117, and other vision readiness related policies.

(h) Coordinate the capabilities of the Army and Navy optical fabrication assets in support of global operations to include contingency operations.

(i) Coordinate personnel support and provide optical manufacturing equipment to individual readiness training missions, humanitarian assistance missions, and exercises.

(j) Perform outreach to meet operational forces requirements in advance of platform augmentation or deployments in Fleet concentration areas.

(k) Act as the OFE's point of contact for government and civilian agencies having interest in the enterprise programs.

(l) Support OFE research or requirements with other strategic partners (e.g. Naval Air Systems Command, Naval Medical Research Unit, and Program Executive Office Soldier).

(m) Fulfill advisory role in research on optical products to improve vision and safety of active duty and develop specialty eyewear for military special needs and requirements.

(n) Provide customer service and optical subject matter expertise consultation globally for all MHS optical ordering activities, Naval Ophthalmic Readiness Activity optical fabrication lab detachments, Army optical fabrication labs, and individual beneficiaries.

(o) Provision the OFE fiscally via the program objective memorandum cycle. Prepare OFE budget and budget execution reports as required.

(p) Develop and facilitate the OFE equipment life-cycle maintenance, replacement, and program management activities.

(q) Facilitate infrastructure management, support, and resources for the benefit of the OFE program.

(r) Coordinate automation and information technology support activities for the OFE program. Oversee and manage lab management system support for all optical fabrication labs.

(s) Coordinate functional and integrated product team input to strategically manage the Defense Health Agency Optical Dispensing and Ordering System.

(t) Perform duties of a program management office for the Defense Optical Fabrication Enterprise Management System through functional and information technology framework support.

(2) EXMED Logistics

(a) Develop and maintain systems to evaluate and monitor materiel stowing for pre-production, production or kitting, and rapid deployment of EXMED System Family of Systems (FoS).

(b) Perform quality assurance checks and enforce compliance with kitting EXMED FoS to standards.

(c) Incorporate material changes from approved allowance change requests to EXMED sets.

(d) Validate and ensure database integrity for EXMEDs operations.

(e) Develop and implement a quality assurance surveillance plan to measure contractor performance against performance standards.

(f) Perform final equipment and material validation, ensuring a quality product is provided to the warfighter.

(g) Develop pre-production plan identifying action items to ensure maximum materiel availability or readiness and provide assessment to stakeholders prior to the start of the build.

(h) Analyze material requirements versus material availability to determine shortfalls and notify acquisition staff on any identified disparities.

(i) Perform pre-production activities to assign material from stock to EXMED sets in preparation of upcoming production or kitting.

(j) Ensure EXMED platform sets are properly stowed within the warehouses to support more efficient production or kitting processes.

(k) Develop production or kitting plan for each EXMED in alignment with published production schedule or timelines.

(l) Execute production or kitting of EXMED sets.

(m) Platform stow kitted EXMED sets (post-production) to support sustainment or maintenance operations and rapid deployment functions.

(n) Conduct and coordinate limited technical inspections for outgoing and incoming EXMED sets related to deployments, rotations, or exercises.

(o) Perform downloads and reconstitution (re-kitting) efforts for returned or rotated EXMED sets.

(p) Conduct oversight and perform actions for forward maintenance and sustainment of EXMEDs pre-positioned in theater ensuring readiness goals are achieved and data accuracy for readiness reporting.

(q) Provide oversight of EXMED logistics units and coordinate forward sustainment activities.

(r) Develop and provide leadership with performance metrics on all responsible areas.

(3) Operations

(a) Execute initial receipt and acceptance inspection for biomedical equipment.

(b) Execute preventative and corrective maintenance and calibration of biomedical equipment for EXMED FoS.

(c) Identify excess or unserviceable material and equipment.

(d) Properly dispose of excess and unserviceable material.

(e) Perform shelf-life and hazardous material management and oversight ensuring all rules and regulations are followed.

(f) Perform sustainment operations locally by replacing expired or expiring material, performing and coordinating shelf-life extensions, and maintenance of biomedical equipment.

(g) Coordinate efforts related to local sustainment operations with EXMED logistics directorate as equipment is maintained and expired or expiring material is replaced or extended.

(h) Execute inventory functions for operating materials and supplies and personal property ensuring compliance with inventory regulations.

(i) Provide required inventory documentation for assertion within required timeframes.

(j) Perform property management of operating materials and supplies and personal property.

(k) Conduct initial material stowing operations after receipts are processed by logistics directorate receiving staff.

(l) Develop warehouse stowing plan and coordinate initial material stowing operations with EXMED logistics directorate to support platform stowing, production, sustainment, maintenance, and rapid deployment objectives.

(m) Validate and ensure database integrity for all responsible areas.

(n) Develop and provide leadership with performance metrics on all responsible areas.

(4) Design

(a) Conduct authorized medical allowance list reviews or medical design updates.

(b) Provide configuration change proposals and EXMED weighting for readiness and reporting.

(c) Conduct market research.

(d) Cross Service coordination and design validation.

(e) Container and shelter management.

(f) Design for local activation of site specific EXMEDs.

(g) Subject matter expert for training and EXMED set-up.

(h) Table of allowance development and management.

(i) Manage the maintenance and procurement of Civil Engineering Support Equipment (CESE).

(j) EXMED Facility Activation Team readiness and training.

(k) Management of facilities to include prepositioned sites overseas (Korea, Okinawa).

(l) Management of all buildings under NAVMEDREDLOGCOM WILLIAMSBURG VA to include overseas pre-positioning warehouses.

(m) Manage the CESE of all assets for EXMEDs program to include pre-positioned assets.



(n) Monitor the contractor in the maintenance of all civil engineering equipment to include vehicles, generators, toolkits and more.

(o) Responsible for phased replacement and procurement of new CESE and civil engineering equipment.

(p) Manage table of allowances for EXMEDs and assist with Naval Expeditionary Warfighting Development Center training.

(q) Maintain EXMED Facility Activation Team readiness to activate EXMED facility when required.

(r) Coordinate overseas site visits (annually) to include annual Financial Improvement and Audit Readiness inventories.

(s) Boots on ground movement of EXMEDs assets to pre-positioned sites.

(t) Assist with the cycling or replacement of material pre-positioned overseas.

(5) Logistics

(a) Conduct analysis and identify material shortfalls for EXMED sets.

(b) Execute acquisition of material or equipment for EXMED sets and command operations.

(c) Develop and manage stock record cards for material and equipment.

(d) Track or expedite material acquisitions to meet published production schedule timelines and sustainment or maintenance goals or timeframes.

(e) Provide status updates on material acquisition and funding execution.

(f) Perform actions to reduce or eliminate aged orders.

(g) Maintain acquisition records for audit purposes.

(h) Execute receiving functions for material meeting required timeframes.

(i) Take prompt action to resolve frustrated receipts of material.

(j) Coordinate with operations directorate for smooth and timely turnover of received material for stowage.

- (k) Maintain receipt records for audit purposes.
- (l) Perform transportation functions for daily operations as well as EXMED deployment.
- (m) Coordinate with U.S. Transportation Command and commercial carries to efficiently and cost effectively transport EXMED material worldwide.
- (n) Coordinate with EXMED logistics directorate to ensure all proper transportation and turnover documentation is generated and delivered or returned.
- (o) Coordinate with operations directorate staff to ensure that hazardous material is properly packaged and ready for shipment.
- (p) Install active radio frequency identification devices as required by instruction for outgoing outside continental U.S. shipments.
- (q) Ensure cold chain material is packaged per established cold chain protocols for proper transportation.
- (r) Obtain and monitor tracking information for shipped material providing updates to leadership.
- (s) Provide Defense Medical Logistics Standard Support (DMLSS) and Accountable Property System of Record (APSR) training to staff or contractors.
- (t) Provide DMLSS and APSR access.
- (u) Perform DMLSS and APSR administration functions troubleshooting identified issues, monitoring user actions to ensure proper use and coordination with external entities of database issues.
- (v) Provide reports to leadership to support monitoring and metrics development on areas of operations.
- (w) Coordinate with financial directorate on funding input into DMLSS and APSR.
- (x) Lead development or modification of performance work statements and independent Government cost estimates for program requiring contractor support.
- (y) Coordinate with contracting officer on solicitation and award of new contracts and supports Technical Evaluation Board requirements for contract award.

(z) Prepare and submit reports on contractor performance to the contracting officer meeting required submission timeframes.

(6) NAVMEDREDLOGCOM WILLIAMSBURG VA Detachment Kaiserslautern

(a) Provide medical logistics support and training to the Joint Force and Department of State customers located in U.S. European Command, U.S. Africa Command, and U.S. Central Command area of operations.

(b) Ensure Navy needs are being met by U.S. Army Medical Materiel Center (USAMMC)-Europe and to ensure the Navy's point of view and interests are understood and accommodated in any tactical or strategic support and operational planning ongoing at USAMMC-Europe.

(c) Responsible for oversight, analysis, and planning of USAMMC-Europe medical logistics support to all theater Navy medical units, and serve as primary U.S. European Command, U.S. Central Command, and U.S. Africa Command point of contact for Navy medical logistics policies, procedures, tactics, and strategies established and implemented by BUMED and NAVMEDREDLOGCOM WILLIAMSBURG VA.

(d) Serve as the Navy medical logistics representatives to U.S. FIFTH Fleet and U.S. SIXTH Fleet, U.S. Fleet Forces Command, and the type commanders.

(e) Use available resources to optimize the medical material supply chain for all supported Navy and Marine Corps medical units (both fixed facilities and deployed medical units).

(f) Assist with on-site customer assistance visits to all supported Navy medical units on an as needed basis or aiding in mission requirements.

(g) Serves as the customer point of contact for all USAMMC-Europe divisions.

(h) Assist customers and provide support in the requisitioning process.

(i) Create and modify sales orders in support of customers' requirements.

(j) Conduct research and provide sourcing, pricing, and materiel and equipment availability information to customers to inform their procurement needs.

(k) Receive, process, and monitor routine, Priority Designator 02 (urgent and emergent), and Priority Designator 03 (life and death) requisitions.

(l) Develop and implement marketing strategies, policies, and procedures that will expand USAMMC-Europe's customer base and lead to superior customer satisfaction.

(m) Schedule and conduct customer support workshops.

(n) Perform investigations and action on all Standard Forms 364 and supply discrepancy reports submitted by customers.

(7) NAVMEDREDLOGCOM WILLIAMSBURG VA Detachment Naval Expeditionary Medical Command Atlantic

(a) Function as unit deployment cell and provide administrative support for the deployment of EXMED personnel, as well as issuance and maintenance of protective gear issue, chemical, biological, radiological, nuclear, explosives, and weapons.

(b) Assists EXMED teams in generating deployment orders, travel requirements, special pays, and ensuring training requirements necessary for deployment are conducted.

(c) Review medical screening forms of deployers for accuracy and completion. Process medical waivers through appropriate authority.

(d) Coordinate mobilizations and demobilizations in connection with operational deployment of naval medical and dental personnel. Provide oversight of all phases of the unit deployment process.

(e) Assist deployers in generating and processing pay start and stop letters for special pays.

(f) Identify theater entry and other combatant command specific trainings for deployers and ensure completion.

(8) NAVMEDREDLOGCOM WILLIAMSBURG VA EXMED Logistics Unit

(a) Provides forward logistical, administrative, and life-cycle management support to EXMEDs units deployed or assigned to an area of operations.

(b) Execute the listed sustainment functions in subparagraphs 1d(8)(b)1 through 1d(8)(b)16 as the force element in theater.

1. Logistical support.

2. Shipping.

3. Order and receiving or storage.

4. Pharmaceutical management.

5. Forward and field-level maintenance requirements and forward calibration of all EXMEDs.

6. Equipment management.

7. Training and support.

8. EXMED Facility Activation Team augmentation.

9. Administration and reporting.

10. Contract performance monitoring.

11. Disposition of materiel in theater.

12. Cold chain management.

13. Hazardous materiel management.

14. Transportation of materiel and arrangement for retrograde as necessary.

15. Coordinate sterilization of surgical sets and instruments.

16. Maintain local knowledge and relationships with the supporting Theater Lead Agent for Medical Materiel, Fleet Logistics Center, and other logistics agencies.

(c) Serves as the key intermediate depot and logistical hub for all such units, interfacing directly with units and task forces and liaising with service, joint, combined, and civilian logistical support units in the area.

(d) Deliver EXMED logistics support capabilities in support of combatant commanders, combined Joint Task Force commanders, Navy component commanders, or other Service and functional component commanders based on requirements and in support of the national military strategy.

(e) Coordinate with forward logistics capabilities to provide health service combat service support during missions providing combat, security, stability, transition, reconstruction operations, humanitarian assistance and disaster recovery operations, and defense support to civil authorities.

(f) Sustain medical assets within a theater of operations by providing administrative, maintenance, resupply, logistical and coordinating support directly to and between Naval Expeditionary Health Service Support and other theater medical assets.

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(g) Supports Navy, Marine Corps, and Joint Forces in an expeditionary environment (ashore or afloat).