



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

BUMEDINST 5450.256  
BUMED-N1  
18 Sep 2025

BUMED INSTRUCTION 5450.256

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY MEDICINE OPERATIONAL TRAINING COMMAND DETACHMENT, SURFACE WARFARE MEDICAL INSTITUTE

Ref: (a) BUMEDINST 5450.174B

Encl: (1) Functions and Tasks of Navy Medicine Operational Training Command Detachment, Surface Warfare Medical Institute  
(2) List of Support Agreement Relationships

1. Purpose. To define the mission, functions, and tasks of Navy Medicine Operational Training Command Detachment, Surface Warfare Medical Institute (NAVMEDOPTRACMD DET SURFWARMEDINST) as prescribed by mission defined in reference (a) and enclosures (1) and (2).
2. Cancellation. NMOTCINST 5450.7.
3. Mission. Trains and develops surface warfare drug and alcohol counselors, and physician assistant professionals to ensure optimal warfighter readiness, resilience, and sustainability.
4. Command Hierarchy. NAVMEDOPTRACMD DET SURFWARMEDINST is a shore activity in an active status under an officer in charge.

a. Command

Officer in Charge  
Navy Medicine Operational Training Command Detachment,  
Surface Warfare Medical Institute  
34101 Farenholt Avenue  
San Diego, California 92134-5291

(SNDL: C52E) (UIC: 31380)  
(PLA: NAVMEDOPTRACMD DET SURFWARMEDINST SAN DIEGO CA)

b. Echelon

- (1) Echelon 1: Chief of Naval Operations
- (2) Echelon 2: Chief, Bureau of Medicine and Surgery
- (3) Echelon 3: Commander, Naval Medical Forces Development Command
- (4) Echelon 4: Commanding Officer, Navy Medicine Operational Training Command (NAVMEDOPTRACMD)
- (5) Echelon 5: Officer in Charge, NAVMEDOPTRACMD DET SURFWARMEDINST

c. Immediate Superior in Command: Not applicable.

d. Area Coordination

- (1) Commander, Navy Region Southwest
- (2) Commanding Officer, Naval Base San Diego, California
- (3) Commanding Officer, Naval Base Point Loma, California

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

- (1) Director, Military Personnel Plans and Policy (OPNAV N13) and Expeditionary Health Branch (OPNAV N4L4)
- (2) Activity-level aggregation of estimated manpower cost.
  - (a) Military Personnel Navy: \$7.48 million.
  - (b) Civilian Personnel: \$1.45 million.
  - (c) Contractor Personnel: \$1.45 million.

5. Supporting relationships. Support agreements and training affiliation agreements are listed in enclosure (2).

6. Obligations to external entities. Overseas Diplomacy – NAVMEDOPTRACMD DET SURFWARMEDINST serves as an effective instrument of U.S. foreign policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals. Assists individual naval personnel and their families to work effectively, live with

dignity and satisfaction, and function as positive representatives of the Navy and the United States while overseas.

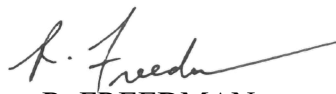
7. Action. NAVMEDOPTRACMD DET SURFWARMEDINST will execute the assigned mission, functions, and tasks. NAVMEDOPTRACMD DET SURFWARMEDINST will update this directive every 8 years.

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 the Navy Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the 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 Defense (DoD), 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 NAVY MEDICINE OPERATIONAL TRAINING  
COMMAND DETACHMENT, SURFACE WARFARE MEDICAL INSTITUTE

1. Functions

a. Develop and deliver training in surface warfare and dive medicine. Enhance the readiness, effectiveness, and resilience of Navy medical personnel by providing high-fidelity, realistic medical simulation training to ensure that healthcare teams are fully prepared to deliver high-quality care in dynamic and high-pressure environments, improving outcomes and saving lives in combat, non-combat, and humanitarian missions.

b. Develop, deliver, and administer the Surface Force and Deep-Sea Diving Independent Duty Corpsman (IDC) Schools and provide force development of IDCs through initial and refresher training courses.

c. Develop and deliver courses of instruction for the force development of hospital corpsmen and medical department officers assigned or enroute to operational assignments, meeting the needs of the operational Fleet forces.

d. Provide training, administration, and support for Navy Phase II of the Interservice Physician Assistant Program in agreement with the U.S. Army Medical Department Center & School.

e. Manage the Navy Drug and Alcohol Counselor School, which provides force development of Navy drug and alcohol counselors. The school grants, reviews, and removes certifications of Navy military and civilian drug and alcohol counselor interns and certified providers.

2. Training Functions

a. Develop and maintain a detachment long-range training plan.

b. Execute and maintain compliance of training requirements, policies, and programs to meet force development and operational readiness requirements.

c. Manage and coordinate periodic course reviews to ensure the compliance with and maintenance of training programs, campus administration, and schoolhouse management. Ensure that training requirements are met for college credit and degree-granting requirements, including institutional and programmatic accreditation readiness for the Uniformed Services University, College of Allied Health Services, and Council on Occupational Education.

d. Execute and manage course development and revision processes, including identifying significant issues related to detachment training programs, collecting feedback, and reviewing training analysis data to ensure that proper documentation is annotated on the course audit trail.

Additionally, conduct evaluations of instructors to ensure continuous process improvement and staff development.

e. Advise on the adequacy of training programs and facilities. Develop and revise lesson plans, trainee guides, test items, and instructional media materials as needed. Provide input for training requirement reviews and job duty tasks analysis. Draft training project plans, course training task lists, learning objectives, curriculum outline of instructions, and training course control documents. Ensure that applicable studies, such as front-end analysis and business case analysis, are conducted.

f. Identify and provide solutions for issues related to training deficiencies, constraints, and critical resource requirements associated with NAVMEDOPTRACMD DET SURFWARMEDINST education and training programs.

g. Develop and coordinate support agreements for medical training and clinical practice opportunities to ensure currency and proficiency levels to meet operational medical force development requirements.

h. Provide student support, as assigned by NAVMEDOPTRACMD, to meet the training requirements of the Navy and other services, international students under the Military Assistance Program and foreign military sales and selected civilian personnel of DoD and non-DoD activities.

i. Provide student management, to include the control, administration, and supervision of students. Conduct proactive student control. Maintain an effective schoolhouse check-in and out process. Generate course master schedules to meet training requirements. Perform quota control, assisting in reserving seats in Enterprise Navy Training Reservation System and classing up students efficiently. Coordinate with NAVMEDOPTRACMD for any assistance required. Liaise with outside activities, to include Regional Support Centers, Legal, Medical, Dental, Navy Personnel Command Enlisted Placement Management detailers and other training commands concerning student issues.

j. Maintain all required student data in Corporate Enterprise Training Activity Resource System (CeTARS).

k. Coordinate and liaise with Naval Education and Training Security Assistance Field Activity as needed or required in support of international military students attending NAVMEDOPTRACMD DET SURFWARMEDINST delivered training programs.

l. Conduct surveillance of approved curriculum through ongoing informal course reviews, formal course reviews, annual safety and utilization reviews, and training requirements reviews, ensuring content meets with relevant Fleet requirements. Assist in maintaining enlisted Navy Enlisted Classification and officer specialty in-service training, manage curriculum changes and

revisions as required, and ensure eligible courses receive American Council on Education evaluations in support of occupational education accreditation retention.

m. Function as the course curriculum model manager responsible for developing, revising, and maintaining assigned courses of instruction. Assure course development per the plan, analyze, design, develop, implement, and evaluate model. Maintain course materials per NAVMEDOPTRACMD. Ensure all required course data is accurately recorded in the Corporate Enterprise Training Activity Resource System . Courses will be assigned and approved by Navy Medical Forces Development Command as curriculum control authority.

### 3. Inter- and Intra-Command Support Tasks

a. Maintain currency with Fleet requirements. Ensure close coordination with the appropriate type of command (e.g., Surface Pacific, etc.), systems commands, both Navy and Marine Corps and other agencies, to be responsive to dynamic Fleet training needs. Identify new training requirements and current training areas to improve upon.

b. Coordinate with NAVMEDOPTRACMD to assist with information technology support, including resource identification, electronic classrooms, and training network utilization. Use knowledge management concepts and tools to continue to improve training operations and effectiveness.

### 4. Manpower, Personnel, and Administration

a. Manage military, civilian, and contractor personnel and requirements with assistance from NAVMEDOPTRACMD as required. Coordinate with NAVMEDOPTRACMD to initiate changes to the activity manpower document. Liaise with detailers and specialty leaders and coordinate with NAVMEDOPTRACMD as necessary for liaison with placement regarding military manpower matters.

b. Conduct civilian support actions, to include hiring manager and supervisory actions, reassignment, nominations for civilian awards, and performance evaluations. Coordinate with NAVMEDOPTRACMD for all civilian matters including human resources, equal employment opportunity, and hiring actions.

c. Liaison with the NAVMEDOPTRACMD contracting officer representative and contract specialist for issues with assigned contractor personnel as applicable.

d. Provide command pay and personnel administration support for assigned staff and students.

5. Logistics Management

a. Manage command inventory of material and equipment assets assigned to NAVMEDOPTRACMD DET SURFWARMEDINST in coordination with NAVMEDOPTRACMD.

b. Assist NAVMEDOPTRACMD with contract support. Help perform quality assurance and monitoring of contracting efforts regarding performance, timelines, budget, and regulatory constraints. Provide feedback to NAVMEDOPTRACMD contracting officer representatives on any issues to ensure the U.S. Government receives quality products and services at a competitive price.

c. Assist in training acquisition and integration management. Manage inventory and configuration control for training equipment. Assure trainer maintenance and overhaul program management, maintain and repair simulators, technical training equipment training aids, devices, and other items.

d. Perform supply support in coordination with NAVMEDOPTRACMD. Ensure necessary production and printing of instructional materials.

e. Perform facilities management for assigned facilities and report maintenance and repair issues to installation public works department in coordination with NAVMEDOPTRACMD. Assign building managers for NAVMEDOPTRACMD DET SURFWARMEDINST facilities per NAVMEDOPTRACMD policy. Interface with public works department includes management and upkeep of government vehicles.

6. Resource Management

a. Conduct requirements review justification and forecast the annual budget. Execute the annual operating targets by optimally managing resources to accomplish the mission.

b. Request required funding realignments from NAVMEDOPTRACMD comptroller to ensure optimal usage of allocated funding.

c. Conduct short and long-range planning to facilitate delivery of the required training demand signal. Conduct requirements and resource data analysis to determine current and future resource requirements. Assist in the completion of the annual spending plan and help identify and prepare program objective memorandum issues and documents.

7. Perform other tasks as directed by NAVMEDOPTRACMD.

LIST OF SUPPORT AGREEMENT RELATIONSHIPS

1. Memorandums of Agreement

a. Memorandums of agreement between NAVMEDOPTRACMD DET SURFWARMEDINST and Navy Medicine Readiness and Training Command San Diego (NAVMEDREADTRNCMD SAN DIEGO CA).

(1) NAVMEDOPTRACMD DET SURFWARMEDINST provides mandatory drug testing requirements for urinalysis program coordinators and urinalysis program assistants.

(2) NAVMEDREADTRNCMD SAN DIEGO CA supports clinical rotations for IDC and Interservice Physician Assistant Program students.

(3) NAVMEDREADTRNCMD SAN DIEGO CA supports Bioskills and Simulation Training Center cadaver services.

(4) NAVMEDREADTRNCMD SAN DIEGO CA provides joint space utilization in Building 500 at Naval Base Point Loma.

b. NAVMEDOPTRACMD DET SURFWARMEDINST provides support to Navy Medicine Training Support Command, Navy Enlisted Training Element Detachment San Diego with urinalysis collection services, alcohol detection device implementation, and information technology services.

c. NAVMEDOPTRACMD DET SURFWARMEDINST receives support from Commander, Naval Surface Forces, U.S. Pacific Fleet for IDC student clinical rotations.

d. NAVMEDOPTRACMD DET SURFWARMEDINST receives support from Navy Medicine Readiness and Training Command Twentynine Palms for IDC and Interservice Physician Assistant Program student clinical rotations.

2. Inter-Service Support Agreements. Inter-Service Support Agreements with U.S. Army Medical Department Center of Excellence & School for delivery and management of Navy Phase II of Interservice Physician Assistant Program.

3. Training Affiliation Agreements (TAA)

a. TAA with Scripps Mercy Hospital, San Diego for Interservice Physician Assistant Program student clinical rotations.

b. TAA with Alpha Project San Diego for Navy Drug and Counselor School student clinical rotations.