



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

BUMEDINST 5450.258
BUMED-N1
22 Aug 2025

BUMED INSTRUCTION 5450.258

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL MEDICAL LEADER AND
PROFESSIONAL DEVELOPMENT COMMAND

Ref: (a) BUMEDINST 5450.174B
(b) OPNAVINST 3104.1B

Encl: (1) Functions and Tasks of Naval Medical Leader and Professional Development
Command

1. Purpose. To define the mission, functions, and tasks of Naval Medical Leader and Professional Development Command (NAVMEDLEADPRODEVCMO) as prescribed by mission defined in references (a) and (b) and enclosure (1).
2. Cancellation. NMETCINST 5450.3A.
3. Mission. To preserve the force by generating and developing Navy Medicine Enterprise leaders and their professional careers.
4. Command Hierarchy. NAVMEDLEADPRODEVCMO is a shore activity in an active status under a commanding officer.
 - a. Command

Commanding Officer
Naval Medical Leader and Professional Development Command
8901 Wisconsin Ave
Bethesda, Maryland 20889-5611

(SNDL: FH28) (UIC: 0622A)
(PLA: NAVMEDLEADPRODEVCMO BETHESDA MD)
(Activity Code: 4170-200)
 - 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 Development Command (NAVMEDFORDEVCOM)

(4) Echelon 4: Commanding Officer, NAVMEDLEADPRODEVCOM

c. Immediate Superior in Command of:

(1) Naval Postgraduate Dental School (NPDS) (Unit Identification Code (UIC): 0608A)

(2) NPDS Residents (UIC: 47006)

(3) Tri-Service Optician School (TOPS) (UIC: 4279A)

(4) Navy Medical Support Detachment Bethesda (UIC: 6699D)

d. Area Coordination

(1) Commander, Naval Support Activity Bethesda

(2) Regional Coordination: Commandant, Naval District Washington

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: \$32.44 million

(b) Civilian Personnel: \$5.10 million

(c) Contractor Personnel: \$1.17 million

5. Supporting relationships. NAVMEDLEADPRODEVCOM maintains over 200 support agreements annually, specifically training affiliation agreements to address training gaps and establish training programs to provide health care education and training programs for Navy Medicine personnel.

6. Obligations to external entities. Overseas Diplomacy – NAVMEDLEADPRODEVCOM 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, and

which assist 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. NAVMEDLEADPRODEVCMDCMD will execute the assigned mission, functions, and tasks. NAVMEDLEADPRODEVCMDCMD 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 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.


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 LEADER AND PROFESSIONAL
DEVELOPMENT COMMAND

1. Functions. NAVMEDLEADPRODEVCMDCMD is responsible for the provision of Title 10 support for Navy Medicine students and staff personnel. NAVMEDLEADPRODEVCMDCMD will perform the functions listed in subparagraphs 1a through 1c:

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NAVMEDLEADPRODEVCMDCMD and issue such internal instructions, regulations, orders, and notices as are required for the efficient organization and administration of the command in support of the mission assigned.

b. Coordinate with other units with assigned Navy Medicine personnel that are aligned under NAVMEDLEADPRODEVCMDCMD area of responsibility. Perform centralized student management, training support, and other functions as needed.

c. Exercise management control and oversight for management support programs and functional areas inherent to a Navy Medicine shore activity. This task should include, but is not limited to, traffic and recreational safety, internal reviews, drug and alcohol programs, family advocacy, safety and occupational health, sexual assault prevention and response, victim witness assistance program, equal employment opportunity, voting assistance, command managed equal opportunity, ethics and standards of conduct of government employees, physical readiness, casualty assistance calls officer, suicide prevention, and other similar management programs.

2. Tasks

a. Operations Management

(1) Manage command facility issues as liaison to public works department.

(2) Manage command transportation assets and coordinate transportation of students with the Naval Support Activity Bethesda and Walter Reed National Military Medical Center (WRNMMC) transportation departments.

(3) Serve as a primary liaison with the WRNMMC building manager and Naval Facilities Engineering Systems Command representatives regarding the periodic maintenance, special project management, trouble ticket submission, and overall command facility management.

b. Human Resources

(1) Advise on all matters pertaining to manpower, human resources, hiring actions, furloughs, civilian awards and incentives, Family and Medical Leave Act, sick and disabled veteran's leave, telework procedures and guidance, and perform such other duties as directed with support from NAVMEDFORDEVCMDCMD Total Force Manpower (N1).

(2) Promote the command's mission of operational readiness using critical fill lists, maintaining organizational charts and ensuring manning (particularly critical manning) is staffed properly with coordination through NAVMEDFORDEVCMDCMD-N1.

c. Information Management and Technology

(1) Provide comprehensive support and management for all command automated information systems, integration and automation processes, Information Management and Technology life cycle management, and telecommunications facilities and services with support from NAVMEDFORDEVCMDCMD-N6 directorate.

(2) Develop communication plans and programs, configure management of the command's communication systems, and coordinate communication management plans, programs, and projects within the organization, the command, and various external organizations.

(3) Collaborate with the Defense Health Agency (DHA) J6 to ensure all required authority to operate and cybersecurity requirements are met to function on DHA network infrastructure.

d. Material Management

(1) Ensure the accomplishment of timely ordering and receipt of equipment, texts, periodicals, contractual services, educational services, and materials with support from NAVMEDFORDEVCMDCMD Logistics (N42).

(2) Responsible for receipt, inspection, certification, and distribution of materials and services for the command. Produce obligation and procurement documents (requests for contractual procurement, purchase orders, delivery orders, and modifications) citing accounting and appropriation data for the procurement of materials and services.

(3) Coordinate the provision of contractual and routine maintenance, emergency repair, and leasing of office equipment. Process requirements and equipment custody records of all personal for surveyed, transferred, loaned, and onboard equipment. Assign and document equipment control numbers for all command personal property.

e. Resource Management

(1) Advise the commanding officer on all matters pertinent to management, disbursement, and allocation of funds and is responsible as the allotment administrator for all appropriations for which NAVMEDLEADPRODEVCMDCMD holds the financial management responsibility.

(2) Discuss budget requirements, submit plans, and provide reports of funding management with support from NAVMEDFORDEVCMDCMD Comptroller (N8).

(3) Ensure resource management processes are fully audit compliant, which include but are not limited to, budget execution and funds control, accounting, travel, civilian pay, and financial system access.

(4) Provide oversight to the integrated risk management program.

(5) Provide oversight of all command reimbursable and non-reimbursable support agreements in coordination with respective program managers to include memorandums of agreement, memorandums of understanding, and training affiliation agreements.

f. NPDS

(1) NPDS is a force generator for the Navy Dental Corps and cornerstone for the postgraduate dental pipeline. The NPDS has a tri-partite mission to include developing operationally oriented dental specialists to meet quality healthcare lines of effort to support warfighter readiness; provide continuing education and provide tertiary dental specialty support for WRNMMC and the National Capital Region market. The NPDS' graduate dental education knowledge, skills, and abilities establishment and sustainment mission is to continue to train military dental specialists with the requisite skill sets necessary to practice combat and peacetime dentistry.

(2) The NPDS supports seven postgraduate residency programs which are accredited by the Commission on Dental Accreditation. These residency programs include:

(a) Comprehensive Dentistry

(b) Endodontics

(c) Periodontics

(d) Prosthodontics

(e) Maxillofacial Prosthetics

(f) Oral and Maxillofacial Pathology

(g) Orofacial Pain

(3) NPDS will provide ancillary services to include:

(a) Conduct scholarly inquiries, clinical investigations, and research in support of the postgraduate dental programs.

(b) Develop, manage, and provide onsite and distributive learning continuing dental education.

(c) Deliver Joint Commission accredited dental health care at the WRNMMC.

(d) Provide forensic postmortem identification examination services.

(e) Serve on the Presidential Dental Support Team.

(f) Support Uniform Services University of Health Sciences with basic dental skills instruction to medical students.

g. Officer Programs

(1) Provide oversight of the NAVMED Graduate Medical Education residency programs.

(2) Collaboratively develop and execute the NAVMED graduate education training plans for the Nurse Corps, Medical Corps, Dental Corps, and Medical Service Corps.

(3) Manage and collaboratively coordinate the Joint Service Graduate Medical Education Selection Board for the Medical Corps, and the Navy Medicine Duty Under Instruction (DUINS) selection boards for Nurse Corps, Dental Corps, and Medical Service Corps.

(4) Manage, fund, and track Navy Medicine members who participate in DUINS, Full Time Out-of-Service Program, Full Time In-Service Program, and other Federal institutions.

(5) Manage commissioning programs for Navy and Marine Corps enlisted personnel to include Medical Service Corps In-Service Procurement Program and the Medical Enlisted Commissioning Program.

(6) Manage delivery orders to support BUMED Health Professions Scholarship Programs.

(7) Manage and administer accredited continuing education programs (Graduate Medical Education, Continuing Medical Education, Continuing Education Unit, and Continuing Nursing Education) in support of joint and Navy Medicine facilities, including management of allowances for non-Budget Submitting Office 18 medical staff continuing education.

(8) Administer medical certification, board fees, and travel allowances.

(9) Manage special program nursing training contracts such as perioperative registered nurse, perinatal orientation and education, and critical care nurse orientation programs.

(10) Organize and facilitate DUINS selection boards in support of Navy Personnel Command.

(11) Provide oversight of the Navy Dental Hygiene Program.

h. Professional Development

(1) Supervise the implementation of professional development courses to include Patient Administration course; Financial and Material Management Training course; Plans, Operations and Medical Intelligence course; Military Tropical Medicine course; and Interagency Institute for Federal Healthcare Executives course.

(2) Appoint members of academic review boards as necessary and directed.

(3) Supervise and direct the planning and coordination of all matters related to the implementation of all professional development courses and the evaluation of education and training programs. Assesses and evaluates faculty development with support from NAVMEDFORDEVCOMD Education and Training (N7).

(4) Manage the Hemodialysis Technician "C" School in Portsmouth, Virginia.

i. Leader Development Programs

(1) Responsible for the execution of the Navy Medicine leader development initiatives in alignment with the direction of the Chief of Naval Operations and the Surgeon General of the Navy.

(2) Serve as the chair of the Surgeon General's Navy Medicine Leader Development Advisory Council.

(3) Coordinate with the Naval Leadership and Ethics Center, Navy Medicine Reserve, and other stakeholders on the execution of leader development initiatives for Navy Medicine assets.

(4) Supervise the implementation of leadership development courses to include Navy Medicine 101, Enlisted Leader Development Continuum courses, Basic Readiness Officer Course, Division Officer Leadership course, Advanced Readiness Officer course, Executive Medical Department Enlisted course, and Advanced Medical Department Enlisted course.

(5) Facilitate the predictive index for Navy Medicine activities.

(6) Provide administrative oversight of the Navy Medicine Joint Medical Executive Skills Program.

j. Visual Information Programs

(1) Plan, control, staff, manage, and execute all aspects of visual information (VI) programs in support of the Navy's medical, dental, and readiness imaging mission requirements. Operate four distinctive business units: project officers; media production; medical graphic arts; and medical photography.

(2) Per reference (b), VI is an essential information resource and a supporting capability for strategic communications, for commanders and the public affairs community. VI activities are typically assigned within the public affairs staff at the headquarters level. Navy Medicine VI will be coordinated with Public Affairs and Outreach (BUMED-N01P) for the oversight, direction, and control of the VI program.

(3) Responsible for the Budget Submitting Office 18 VI Management Office, which serves as the approval authority for BUMED VI programs and VI equipment management.

(4) Serve as a Navy Medicine representative to U.S. Navy Office of Information for Navy Medicine VI matters, ensuring all aspects of the BUMED VI programs are per OPNAV instructions. Also, serves as member of the Navy and DoD VI Strategic Planning Committees.

k. TOPS

(1) Provide formal optical training to Army Optical Laboratory Specialist (68H) and Navy Hospital Corpsman Optician (L19A) students to include, but not limited to: optical math, geometrical optics, ophthalmic lens design, optical functions, spectacle fabrication, mechanical optics, equipment maintenance and repair laboratory apprenticeship, anatomy and physiology, clinical procedures, and clinic apprenticeship.

(2) Review and approve all aspects of training and program curriculum review. Convene academic and disciplinary review boards as indicated by student performance.

(3) Serve as the administrative liaison between NAVMEDLEADPRODEVCMO and:

(a) Naval Ophthalmic Readiness Activity Detachment

(b) DoD Optical Fabrication Advisory Board Enterprise

(c) Bravo Company, 264th Medical Battalion – Joint Base San Antonio (JBSA)-Fort Sam Houston, Texas

(d) 32nd Medical Brigade – JBSA-Fort Sam Houston, Texas

(e) Medical Center of Excellence – JBSA-Fort Sam Houston, Texas

(f) Uniformed Services University, College of Allied Health Sciences – JBSA-Fort Sam Houston, Texas

(g) Commission of the Council on Occupational Education

(h) The Commission on Opticianry Accreditation

(i) National Federation of Opticianry School

(4) Coordinates academic apprenticeships with Naval Ophthalmic Readiness Activity and DHA – Tidewater Clinics located at:

(a) 633rd Medical Group – Langley Air Force Base, Virginia

(b) MacDonald Army Health Center – Fort Eustis, Virginia

(c) Naval Medical Center Sewell's Point – Naval Station Norfolk, Virginia

(5) Manages support agreements with DHA – Tidewater Region, Naval Medical Readiness Logistics Command, and Naval Weapons Station Yorktown, Virginia.

(6) Chairs TOPS Opticianry Advisory Board.