



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

BUMEDINST 5450.262
BUMED-N1
4 Mar 2026

BUMED INSTRUCTION 5450.262

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY MEDICINE TRAINING SUPPORT
COMMAND FORT SAM HOUSTON, TEXAS

Ref: (a) OPNAVINST 6400.1D
(b) BUMEDINST 5450.174B

Encl: (1) Functions and Tasks of Navy Medicine Training Support Command

1. Purpose. To define the mission, functions, and tasks of Navy Medicine Training Support Command (NAVMEDTRASUPCMD) as prescribed by mission defined in references (a) and (b) and enclosure (1).

2. Cancellation. NMFSCINST 5450.3A.

3. Mission. To provide centralized student management, leadership, information technology, infrastructure oversight, and training support of the following locations for units and learning sites as assigned: various locations onboard Fort Sam Houston, Texas; Portsmouth, Virginia; San Diego, California; and Camp Lejeune, North Carolina. Provide Title 10 support for Navy Medicine (NAVMED) personnel in the Joint Base San Antonio (JBSA) area as assigned by NAVMED.

4. Command Hierarchy. NAVMEDTRASUPCMD is a shore activity in an active status under a commanding officer.

a. Command

Commanding Officer
Navy Medicine Training Support Command
2931 Harney Path, Building 903
JBSA Fort Sam Houston, Texas 78234-7674

(SNDL: FH23) (Unit Identification Code (UIC): 41620)
(PLA: NAVMEDTRASUPCMD FORT SAM HOUSTON TX)

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, NAVMEDTRASUPCMD

c. Immediate Superior in Command of:

- (1) NAVMEDTRASUPCMD Navy Enlisted Training Element (UIC: 48868)
- (2) NAVMEDTRASUPCMD Rotational Element (UIC: 4121A)
- (3) NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment Portsmouth (UIC: 50128)
- (4) NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment San Diego (UIC: 50129)
- (5) NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment Camp Lejeune (UIC: 36126)
- (6) San Antonio Uniformed Services Health Education Consortium (UIC: 3948S)

d. Area Coordination:

- (1) Commander, 502d Air Base Wing and JBSA, Texas
- (2) Commander, Navy Region Southeast, Jacksonville, Florida

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: \$50.5 million
 - (b) Civilian Personnel: \$750,000

(c) Contractor Personnel: \$112,000

5. Supporting relationships. Relationships of a special, continuing nature including administrative control and operational control.

a. Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU)

(1) MOA-Army and Air Force Exchange Service will provide support to NAVMEDTRASUPCMD with wireless internet support. Air Force Exchange Service should provide all equipment, technology, support, etc., necessary to supply NAVMEDTRASUPCMD with Wi-Fi service for the purpose of distance learning in buildings 1475, Jaenke Hall, and 1749, Fralish Hall. The Boingo internet company will provide at least 10Mbps per device and NAVMEDTRASUPCMD will pay for the service provided.

(2) MOUs

(a) Navy Medicine Readiness and Training Command (NAVMEDREADTRNCMD) San Diego will provide support to NAVMEDTRASUPCMD and NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment San Diego phase II training program with support services. NAVMEDREADTRNCMD San Diego should provide support with clinical training for phase II student clinical rotations. This includes arrangements for administrative services, chaplain services, Sexual Assault Prevention and Response Program, network computer support services, and health services for phase II students to treat patients for clinical rotations.

(b) Navy Medicine Operational Training Command (NAVMEDOPTRACMD) and NAVMEDOPTRACMD Detachment Surface Warfare Medical Institute will provide support to NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment San Diego phase II training program. NAVMEDOPTRACMD and NAVMEDOPTRACMD Detachment Surface Warfare Medical Institute should provide support to NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment San Diego with urinalysis collection services and drug and alcohol deterrence services for all active duty personnel assigned.

(c) U.S. Army Medical Center of Excellence and Brooke Army Medical Center agree to provide support to NAVMEDTRASUPCMD training and education of Navy physician assistants in general surgery, physician assistants in emergency medicine, and physician assistants in orthopedic surgery in the Army-Baylor Doctor of Science in physician assistant studies programs. The purpose is to provide mutual supporting means for qualifying U.S. Navy trainees to attend and complete U.S. Army-Baylor Doctor of Science degree programs that advance clinical and doctoral research expertise in the practice of general surgery, emergency medicine, and orthopedic surgery.

(d) Brooke Army Medical Center Pastoral Program director agrees to provide support to NAVMEDTRASUPCMD chaplain with professional training and clinical skills to better serve Service members and their family members. The purpose is to provide chaplain candidates with

professional development of clinical skills to better serve Service members and family members at various echelons of unit types. The program will provide and include counseling, group work, and other spiritual care support training deemed appropriate by the program director for all chaplain residents.

(e) Defense Medical Readiness Training Institute (DMRTI) Master Training Specialist (MTS) program where NAVMEDTRASUPCMD agrees to provide support and allow Sailors attached to DMRTI to participate in the NAVMEDTRASUPCMD MTS program. Service members must meet the requirement for enrollment and completion of the MTS qualifications per local and BUMED directives. NAVMEDTRASUPCMD will provide administrative oversight for DMRTI personnel with serialized MTS enrollment, administer MTS written examinations, provide board members for MTS oral boards, and provide MTS medallions or MTS certificates for DMRTI qualified personnel.

(f) Bon Secours Health Systems Incorporated agree to support NAVMEDTRASUPCMD and NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment Portsmouth with training spaces and preceptors for clinical rotations with our phase II site clinical rotations. Bon Secours Health Systems Incorporated should provide clinical training classrooms, conference rooms, offices, and storage for phase II student clinical rotations. This includes arranging schedules for facilities, schedules for preceptors, and granting phase II students with administrative privileges to treat patients for clinical rotations.

(g) NAVMEDREADTRNCMD Portsmouth will provide support to NAVMEDTRASUPCMD and NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment Portsmouth phase II training program with support services. NAVMEDREADTRNCMD Portsmouth should provide support with clinical training for phase II student clinical rotations. This includes arrangements for administrative services, chaplain services, Sexual Assault Prevention and Response Program, network computer support services, and health services for phase II students to treat patients for clinical rotations.

(h) NAVMEDREADTRNCMD Portsmouth will provide support to NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment Portsmouth Phase II training program with urinalysis collection services and drug and alcohol deterrence services for all active duty personnel assigned.

(i) NAVMEDREADTRNCMD Camp Lejeune will provide support to NAVMEDTRASUPCMD and NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment Camp Lejeune phase II training program with support services. NAVMEDREADTRNCMD Camp Lejeune should provide support with clinical training for phase II student clinical rotations. This includes arrangements for administrative services, chaplain services, Sexual Assault Prevention and Response Program, network computer support services, and health services for phase II students to treat patients for clinical rotations.

(j) NAVMEDREADTRNCMD Camp Lejeune will provide support to NAVMEDTRASUPCMD Navy Enlisted Training Element Detachment Camp Lejeune phase II training program with urinalysis collection services and drug and alcohol deterrence services for all active duty personnel assigned.

(k) NAVMEDTRASUPCMD will provide support to all Navy active duty Service members assigned to Defense Health Agency (DHA) in the local San Antonio, Texas area with urinalysis collection services and drug and alcohol deterrence services.

(l) Wilford Hall Ambulatory Surgical Center will provide allowance for NAVMEDTRASUPCMD Service members to receive mammograph technician sustainment opportunities at their facility. NAVMEDTRASUPCMD will supply a trained mammography technologist to the mammography department to assist with patient examinations. The purpose is to provide NAVMEDTRASUPCMD mammograph technologist the opportunity and ability to maintain sustainment skills training by assisting with patient exams at Wilford Hall Ambulatory Surgical Center. This allows the technologists to maintain critical patient skills, maintain credentialing requirements, and support Wilford Hall Ambulatory Surgical Center patients.

(m) Navy Medicine Readiness and Training Unit San Antonio will provide support to NAVMEDTRASUPCMD independent duty corpsman to continue sustainment training, certification, supervision, and employment of independent duty corpsmen as described in reference (a).

(n) American Public University System will provide support to NAVMEDTRASUPCMD trainees to participate in a 16-week Master of Science in Nursing (MSN) practicum or internship program. U.S. Navy trainees will receive an MSN practical field experience relevant to their nursing designator and subspecialty codes. It is further understood and acknowledged that a practicum experience is necessary for the trainees to complete the American Public University System MSN program academic curriculum.

6. Obligations to external entities:

a. Inter-Service Support Agreements

(1) Medical Center of Excellence

(2) DHA Pharmacy and Therapeutics Section

7. Action. NAVMEDTRASUPCMD will execute the assigned mission, functions, and tasks. NAVMEDTRASUPCMD 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 War, 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 enclosure (1) of this instruction are exempt from reports control per SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7k.



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 TRAINING SUPPORT COMMAND

1. Functions. Responsible for the provision of Title 10 support for NAVMED students and staff personnel, NAVMEDTRASUPCMD should perform the functions listed in subparagraphs 1a through 1r.

a. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of NAVMEDTRASUPCMD 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. Develop, maintain, and exercise comprehensive plans for anti-terrorism, force protection, facility physical security, emergency management, and continuity of operations. Maintain close liaison with Naval Medical Forces Development Command and the local commands with NAVMED members assigned and that are aligned to NAVMEDTRASUPCMD for Title 10 support, as well as other commanders as they may be designated for emergent matters.

c. Coordinate as applicable with Medical Education and Training Campus (METC), and commands or units with NAVMED personnel aligned under NAVMEDTRASUPCMD area of responsibility (AOR). Perform centralized student management and training support for METC and others as designated.

d. Exercise management control, oversight for management support programs, and functional areas inherent to NAVMED shore activity. This task should include, but may not be 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, standards of conduct of government employees, physical readiness, casualty assistance calls officer, suicide prevention, and other similar management programs.

e. Provide command career counseling services, education service officer, command sponsor program, retention management, and Navy specific training and development programs (e.g., enlisted leadership development, career development boards, Sailor 360) to all those assigned and for other NAVMED personnel in the San Antonio area as indicated in MOU or MOA.

f. Manage incident reporting per NAVMED protocol to include incidents of those NAVMED personnel assigned or covered under MOU or MOA.

g. Comply with Naval Medical Forces Development Command safety and occupational health, traffic and recreational off duty safety programs, and manage Enterprise Safety Applications Management Systems for the command AOR.

- h. Support Naval Medical Forces Development Command public affairs officer and community outreach programs that promote NAVMED community standings and are aligned with NAVMED and Naval Medical Forces Development Command strategic messaging. Provide information to JBSA public affairs officer to assist with media relations and other information requested for base activities.
- i. Refer personnel needing assistance with criminal-related problems to the cognizant Defense Service Office; refer personnel with personal legal problems to the nearest Armed Forces Legal Assistance Office according to assistance needed.
- j. Provide support to the Navy Medicine Inspector General as directed by Naval Medical Forces Development Command Medical Inspector General.
- k. Perform local command evaluation functions associated with the applicable Managers' Internal Control Program and audit programs as directed by Resource Management (Naval Medical Forces Development Command -N8) to ensure AOR compliance with all command management functions.
- l. Provide religious ministry services for designated staff and student personnel.
- m. Provide student support to those assigned to attend METC and others in the JBSA AOR as assigned or indicated by the MOU.
- n. Provide student management to include the overall accountability, administration, and supervision of students. Work directly with METC regarding student issues that arise during period of instruction. Coordinate student appointments for medical, dental, and legal matters to minimize period of instruction interruption. Provide medical liaison function with Brooke Army Medical Center, Brooke Army Medical Center branch clinics, and other medical entities for medical boards, limited duty, and other medical needs of the students.
- o. Manage an accountable and efficient Transient Monitoring Division for students awaiting disposition (e.g., orders, medical hold, legal hold, "C" school).
- p. Execute Navy Military Training under Education and Training (Naval Medical Force Development Command -N7) per the guidelines for students and others assigned within the AOR to include coordinating shared duty responsibilities requirements, shortfalls, excesses, deficiencies, and report to Naval Medical Forces Development Command and JBSA as indicated in the MOU and base operating protocols. Log and track issues through mitigation.
- q. Provide barracks management to include barracks occupancy, tracking of maintenance work orders, minor repairs, and maintain optimum utilization of all assigned facilities under the guidance of Facilities and Environmental Naval Medical Forces Development Command -N41). Identify facilities support requirements, shortfalls, excesses, deficiencies, and report to Naval

Medical Forces Development Command and JBSA as indicated in MOU and base operating protocols. Log and track issues through mitigation. Ensure Naval Medical Forces Development Command-N41 is informed of all significant issues.

r. Manage the Hospital Corpsman Advanced Technical Field program to prepare prospective candidates for a rigorous physical fitness program necessary to meet the needs of joint service requirements and other activities as directed by the Chief of Naval Operations and the Commandant of the Marine Corps.

2. Tasks

a. Exercise administrative command and control of assigned tasks to ensure effective and efficient execution to support command readiness, capability effectiveness, and mission performance. Carry out all regulations, instructions, and directives as required for the efficient organization and administration of the command.

b. Leverage cross functional teams as a key mechanism for organizational efficiency to support Bureau of Medicine and Surgery and the Fleet by providing basically trained medical personnel for employment in support of assigned missions across military operations.

c. Provide administration support for civilian and military personnel matters, awards, contingency planning, enforcement of the U.S. Navy Regulations, and command policies, and perform other requirements as directed.

d. Implement anti-terrorism and force protection standards, policies, programs, and training across command activities. Establish additional anti-terrorism and force protection measures with collaboration with JBSA activities that may be required to safeguard personnel and property.

e. Manage student activities and provision of instructional staff in the delivery of curriculums for Hospital Corpsman Basic "A" School, Advanced Medical Technical ("C" School) phases I and II, and specific officer programs within the greater San Antonio area to include NAVMEDTRASUPCMD's Navy Enlisted Training Element Detachments in San Diego, California; Portsmouth, Virginia; and Camp Lejeune, North Carolina.

f. Identify and provide NAVMED service requirements and ensure command programs are developed, implemented, delivered, and management of curriculum are in compliance with established Inter-Service Training Review Organization processes in collaboration between METC, DHA, and fellow Services.

g. Maintain implemented requirements for graduate education consistent with current professional standards of practice. Maintain programmatic and institutional accreditation standards, college credit for NAVMED training courses, ethical standards, and guidelines for established curriculum.

- h. Provide methodology to delivering quality educational services in support of all command staff and promoting professional development through education and training.
- i. Manage Navy-specific readiness, training, and career development of students while maintaining good order and discipline and world-wide assignability. Provide administrative oversight and professional assistance for effective accountability management of Sailor development, physical readiness, medical readiness, limited duty, and Physical Evaluation Board requirements for all assigned staff and students.
- j. Provide administrative oversight to include professional and technical assistance for effective and efficient management of command business operations. This support will align across the command and subordinate commands to include special assistants (i.e., public affairs, judge advocate general, command religious programs, command career counselors, safety officer, and security manager).
- k. Coordinate, advise, and execute funds for the assigned mission, functions, and tasks. Ensure the resource management processes are fully audited and compliant. Ensure all supply systems and requisitioning are optimized to meet training requirements in an efficient and fiscally responsible manner.
- l. Maintain a healthy unit strength for all UICs under NAVMEDTRASUPCMD and ensure the activity manning document is aligned to support all command mission requirements.
- m. Liaison with Transaction Service Centers for requirements related to the receipt, transfer, or separation of all enlisted and officer personnel. Perform student control functions responsible for maintaining accountability of all students assigned to the command.
- n. Provide operations that align with the good order and discipline of all staff and students assigned to the command through various initiatives.
- o. Provide comprehensive administration, support, and management for all command Information Management Information Technology to include automated information systems, integration and automation processes, life cycle management, and telecommunications facilities and services.
- p. Coordinate the maintenance and management of command facilities, bachelor enlisted quarters, and facility support contracts through collaboration of responsibilities listed in subparagraphs 2p(1) and 2p(2).
 - (1) Coordinate with 502d Civil Engineer Group for scheduled grounds maintenance, upkeep, and supervise all matters related to environmental controls and recycling.

(2) Oversee the condition of inspections, repairs, self-help, and monitoring rehab, construction, and preventive maintenance of all command grounds and facilities and report any major facility issues to Naval Medical Forces Development Command -N41 Facilities Manager.

q. Provide screening and training of candidates for entry into search and rescue medical technician, fleet marine force reconnaissance corpsman, special amphibious reconnaissance corpsman, and medical deep sea diving medical technician fields. Emphasis will be placed on achieving a competitive passing score on the physical screening test and exposure to relevant pipeline conditioning for each prospective special operations program.