



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

BUMEDINST 6240.10E
BUMED-N4
9 Jun 2026

BUMED INSTRUCTION 6240.10E

From: Chief, Bureau of Medicine and Surgery

Subj: DEPARTMENT OF THE NAVY MEDICAL DRINKING WATER PROGRAM

Ref: (a) NAVMED P-5010-5
(b) OPNAV M-5090.1 of June 2021
(c) CNIC M-5090.1B
(d) CNICINST 5090.6A of July 2024
(e) CNICINST 5090.7 of Feb 2024
(f) MCO 5090.2
(g) DoD Instruction 4715.05 of 1 November 2013
(h) DoD Manual 4715.05, Volume 3, Overseas Environmental Baseline Guidance
Document: Water, 29 June 2020
(i) 42 USC
(j) 40 CFR
(k) NAVMED P-5010-6
(l) BUMEDINST 6240.12A
(m) NAVMED P-5010-10
(n) Army Regulation 40-657
(o) EPA 816-R-23-002, Environmental Protection Agency Revised Public Notification
Handbook, March 2023

Encl: (1) Definitions
(2) Region Preventive Medicine Authority Appointment Letter Template
(3) Installation Preventive Medicine Authority Appointment Letter Template

1. Purpose. To update and provide guidance and assign roles and responsibilities for medical personnel in the Department of the Navy (DON) Drinking Water Programs per references (a) through (o). This instruction is a complete revision and should be reviewed in its entirety.
2. Cancellation. BUMEDINST 6240.10D.
3. Scope and Applicability. This instruction applies to all DON medical personnel.

4. Roles and Responsibilities

a. Chief, Navy Bureau of Medicine and Surgery (BUMED) must:

(1) Per references (a) through (f), provide public health advice and consultative services to Commander, Navy Installations Command (CNIC); Commander, Marine Corps Installations Command; Commanding Officer (CO), Naval Facilities Engineering Systems Command for Navy and Marine Corps installations in the United States and its territories, and installation properties outside the United States regarding drinking water quality exceedances and concerns.

(2) Formulate and disseminate Navy Medicine policy and guidance related to drinking water quality and medical surveillance of drinking water ashore and afloat.

(3) Provide direct public health advice and representation to CNIC and the CNIC Water Quality Oversight Council (WQOC), Executive Committee.

b. Commander, Naval Medical Forces Development Command (NAVMEDFORDEVCMD) must:

(1) Maintain the formal Catalog of Navy Training Courses (CANTRAC) to include the Navy Drinking Water Program Preventive Medicine Authority (PMA) course (B-322-1073), which addresses medical roles and responsibilities for providing public health advice and consultation on drinking water quality.

(2) For purposes of course curriculum management, NAVMEDFORDEVCMD will be the course curriculum authority and will collaborate with Navy and Marine Corps Force Health Protection Command (NAVMCFORHLTHPRTCMD) subject matter experts (SME). The PMA training course will follow all education and training management processes.

c. Commander, NAVMCFORHLTHPRTCMD must:

(1) Assign SMEs to provide public health advice and consultation for water quality concerns, formal public health risk assessments (PHRA), and risk communication support as requested or required per reference (b).

(2) Appoint two SMEs to serve as the NAVMCFORHLTHPRTCMD representatives to the CNIC WQOC staff.

(3) Maintain and update references (a) and (k) through (m).

(4) Act as course curriculum model manager to deliver and update CANTRAC course B-322-1073 as required by current education and training processes. A minimum of four classes a year will be offered. The course offerings will be held in the east coast, west coast, EURAFCENT, and Far East areas of responsibility (AOR).

(5) Appoint drinking water SME(s) to the Navy's sanitary survey inspection teams as the lead medical assessor acting as a representative for BUMED, per reference (b).

(6) As the executive agent for the Defense Occupational and Environmental Health Readiness System (DOEHRS), and per reference (l), provide DOEHRS-Environmental Health (EH) initial and sustainment training, and ongoing technical support to ensure drinking water system surveillance data is entered correctly and in a timely manner.

(7) Provide public health advice and consultative services to CNIC HQ, Naval Sea Systems Command (NAVSEA), Military Sealift Command (MSC) and Navy commands ashore and afloat for drinking water quality to include risk assessment and risk communication, review of drinking water sampling and compliance data; public health assistance on preparation of consumer confidence reports and public notifications; health-related recommendations when water does not meet U.S. water quality standards; consultations in the event of an exceedance of a maximum contaminant level (MCL), action level (AL), health advisory (HA) level, or other promulgated drinking water quality standard as directed in reference (b).

(8) Per reference (d), in coordination with Naval Medical Forces, CNIC Regions, N45 and installation environmental directors, review and approve Lead in Priority Areas (LIPA) notification letters to be sent to parents and staff, and coordinate response to any LIPA exceedances with installation PMAs, Naval Medical Forces, CNIC Regions, N45 and installation environmental director.

d. Commander, Naval Medical Forces Atlantic and Naval Medical Forces Pacific will:

(1) Provide direct drinking water program oversight for all Navy and Marine Corps installations within their respective AOR.

(2) Appoint, in writing, preventive medicine representatives (i.e., Environmental Health Officer, Preventive Medicine Officer, or an Occupational and Environmental Medicine Officer) to serve as the PMA on the applicable Overseas Navy Regional Water Quality Board (RWQB) within their AOR. The Navy Medicine Region PMA must be a liaison, and provide direct support to the installation PMAs within their AOR. Enclosure (2) provides a fillable Region PMA Appointment Letter template. If the appointee has not completed the Navy Drinking Water Program PMA course (B-322-1073) within the last 3 years, the appointee must successfully complete the training within 6 months of assignment and maintain a thorough knowledge of references (a) through (o).

(3) Ensure the senior environmental health officer (EHO) at Naval Medical Forces Atlantic and Naval Medical Forces Pacific serve as the Regional PMA overseeing medical drinking water programs at all installations in the United States and territories in their respective AOR. Additionally, they will serve as the PMA on all regional drinking water committees (RDWC) within their AOR.

(4) Audit or conduct assessments of installation medical drinking water programs within the AOR every 3 years. When possible, inspections should be performed in conjunction with Safety and Occupational Health Management Evaluations (SOHME), preferably 12 to 18 months prior to Navy drinking water sanitary surveys.

(5) Ensure regional drinking water PMAs monitor the timely correction of Navy Medicine discrepancies noted on all CNIC sanitary surveys.

e. Navy Region PMA must:

(1) Provide public health advice and consultation to the applicable Naval Medical Forces commanders on health aspects of drinking water quality per references (a) through (f). Serve as a member of the RWQB or RDWC per references (a) through (f).

(2) Advise designated regional public works, environmental, and installation stakeholders on health aspects of drinking water public notifications and assist with risk communication as needed. Review all draft public notices prior to public release.

(3) Participate in regional conference calls within designated Navy region.

(4) Participate in all meetings concerning drinking water programs for the applicable RWQB or RDWC within their AOR. They must be a liaison for, and provide direct support to the installation PMAs within their AOR. If the appointee has not completed the Navy Drinking Water Program PMA course (B-322-1073) within the last 3 years, the appointee must successfully complete the training within 6 months of assignment and maintain a thorough knowledge of references (a) through (o). Region PMAs are strongly encouraged to complete the formal Public Health Risk Communication Workshop offered by NAVMCFORHLTHPRTCMD. For health risk communication information, refer to <https://www.med.navy.mil/Navy-and-Marine-Corps-Force-Health-Protection-Command/Environmental-Health/Environmental-Programs/Risk-Communication/>.

(5) Ensure Navy Medicine discrepancies noted on the Tri-annual CNIC sanitary survey are corrected or have courses of action (COA) documented within 90 calendar days.

f. Commanding Officers Navy Medicine Readiness and Training Command and Officers in Charge Navy Medicine Readiness and Training Unit must:

(1) Appoint, in writing, a preventive medicine representative (i.e., EHO, preventive medicine officer, preventive medicine technician or independent duty corpsman) to serve as the installation PMA. Enclosure (3) provides a fillable Installation PMA appointment letter template. The template is also available for download at <https://www.med.navy.mil/Navy-and-Marine-Corps-Force-Health-Protection-Command/Environmental-Health/Environmental-Programs/Drinking-Water-Programs/>.

(2) Provide situational reports concerning drinking water quality concerns to the NAVMCFORHLTHPRTCMD and the appropriate Navy Medical Forces (Atlantic or Pacific) Region.

g. Installation PMA must:

(1) Provide public health advice and consultation and risk communication assistance to the installation commanding officer (ICO) and Navy Facilities Command (NAVFAC) public works department on health aspects of drinking water quality and other uses of water such as water reuse per references (a) through (f).

(2) Immediately advise the ICO when water consumption may present health risks, to include recommending alternate water sources for human ingestion when indicated. Provide immediate situational reports to the applicable Navy Medical Forces Region and NAVMCFORHLTHPRTCMD, per reference (b). The ICO has final authority and ultimate responsibility for drinking water quality. The PMA does not have the authority to declare water fit for human consumption (FFHC), per reference (b).

(3) Per reference (o), review all installation drinking water public notifications (PN) to ensure that required health risk information is included. Reference (o) is available at <https://www.med.navy.mil/Navy-and-Marine-Corps-Force-Health-Protection-Command/Environmental-Health/Environmental-Programs/Drinking-Water-Programs/>. The PMA must also review the installation's annual consumer confidence reports (CCRs). After review forward to NAVMCFORHLTHPRTCMD via e-mail: dha.hampton-roads.DHA-Pub-Health.list.nmcfhpc-drinkingwater@health.mil for final review prior to dissemination.

(4) Request drinking water compliance laboratory reports from NAVFAC Public Works to assess any potential health risk in a timely manner. In the event of an exceedance of an MCL, AL, health advisory, or other promulgated drinking water standard, ICOs are required to consult with the PMA who then consults immediately with the NMCFHPC. The PMA must share all medical surveillance data monthly with NAVFAC Public Works. PMA must contact NAVFAC Public Works immediately if medical surveillance results reveal any abnormalities.

(5) Be an active member of the Installation Drinking Water Committee (IDWC), per reference (e) for installations in CONUS and territories, or Installation Water Quality Board (IWQB) per reference (c) for overseas installations as a public health advisor to the ICO to ensure timely decisions on all public health issues related to drinking water.

(6) Notify NAVMCFORHLTHPRTCMD immediately or no later than 24 hours in the event of an exceedance of a drinking water MCL, AL, HA, or other issued drinking water quality standards or water main breaks in the U.S. and overseas, per reference (b). The notification should include a timeline of events, what is occurring, and the plan of action being implemented by the installation.

(7) Develop, maintain, and execute a public health drinking water surveillance plan, per reference (a).

(8) Develop and maintain a drinking water standard operation procedure (SOP) manual using the NAVMCFORHLTHPRTCMD standard template. The SOP should be reviewed annually and updated as required.

(9) Per reference (d), review and revise (if needed) LIPA sampling plans, draft notification letters and sampling data. Ensure that LIPA notification letters follow the established, CNIC-approved templates. Forward LIPA notification letters to NAVMCFOR-HLTHPRTCMD for final review prior to public affairs officers (PAO) sending to parents and staff.

(10) Complete the Navy Drinking Water Program PMA course (B-322-1073) within 6 months of assignment and maintain a thorough knowledge of references (a) through (o). The PMA CANTRAC training certificate is valid for a maximum of 4 years. At the end of the 4-year period, recertification is required. Installation PMAs are strongly encouraged to complete formal Public Health Risk Communication Workshop offered by NAVMCFORHLTHPRTCMD at <https://www.med.navy.mil/Navy-and-Marine-Corps-Force-Health-Protection-Command/Environmental-Health/Environmental-Programs/Risk-Communication/>.

(11) Enter drinking water program medical surveillance data in the Defense Occupational and Environmental Health Readiness System-Industrial Hygiene Environmental Health (DOEHRS-IH EH) within 3 working days of sampling event, per reference (l). Authorized preventive medicine staff must conduct quality assurance (QA) on DOEHRS-IH EH entries within 7 working days of the entry.

(12) Actively participate in Navy, Marine Corps, Environmental Protection Agency, or state agency drinking water sanitary surveys involving their installation.

5. Definitions. Terms used in this instruction are defined in enclosure (1).

6. Regulations and Policy

a. Per reference (b), CNIC is the executive agent for drinking water quality matters for all Navy shore facilities and installations worldwide, and as such, serves as the single point of contact for water systems that provide drinking water to installation personnel. BUMED and NAVMCFORHLTHPRTCMD serve in an advisory public health role.

b. It is DON policy that all Navy and Marine Corps public water systems be operated and maintained to comply with Federal and State laws and regulations, as well as Department of War (DOW) and DON policy. References (g), (h), (i), sections 300f through 300j, and (j), sections 141 through 144 and 146 establish drinking water laws and regulations for the United States and

its territories. The Navy's Overseas Drinking Water (ODW) program is promulgated by reference (c). Reference (g), Environmental Final Governing Standards (FGS) have been established for installations outside the continental United States (OCONUS) that are operated or controlled by the U.S. Navy (or another DOW entity). When Environmental FGS have not been established for OCONUS DOW installations, refer to reference (h), for the drinking water quality standards.

c. Per references (b), (c), (f), and (j), installations are required to execute a compliance monitoring program using certified laboratories. Laboratory accreditation and methodology certification must be in compliance with reference (b). Only water quality data from accredited laboratories using certified methodologies outlined in references (b) and (c) will be used by the PMA when rendering an assessment to help the ICO determine whether a drinking water supply is FFHC.

d. Afloat requirements are guided by reference (k) and applicable type commander medical procedures instructions provide specific guidance for medical surveillance of the ship's water system, including the requirement for periodic halogen residual and coliform bacteria testing by the ship's medical department. Vessels needing technical assistance for drinking water quality health concerns should contact the cognizant group, squadron or type commander and NAVMCFORHLTHPRTCMD. Contact NAVMCFORHLTHPRTCMD via e-mail at dha.hampton-roads.DHA-Pub-Health.list.nmcfhpc-drinkingwater@health.mil for afloat water quality training information.

e. Field requirements are guided by reference (m) which provides general instructions and detailed technical guidance and recommendations for the sanitary control and public health surveillance of land-based field water supplies. It establishes military field water standards applicable to drinking water, including short- and long-term Tri-Service field water quality standards.

f. Other water source requirements (i.e., bottled water, bulk water, vending machines): All DOW bottled water sources must be approved per reference (n) which provides a worldwide directory listing of approved bottled water manufacturers. Reference (m) incorporates the requirements of the Food and Drug Administration model food code.

7. Public Notification

a. Per references (b) and (f), an installation CO is responsible for advising all consumers via public notification alerts when a water quality standard is not met. All Navy and Marine Corps installations are required to report such drinking water discrepancies to their Region commanders per references (b) and (f).

b. Upon discovering an exceedance of primary drinking water MCLs, AL, or a drinking water issue, (such as a water-main break) with the potential to threaten public health, the installation must determine the proper response to the exceedance, to include public notification, per references (c), (e), and (j), sections 141.201 through 141.211. Reference (o) provides technical guidance for preparing public notifications, including mandatory health effects language.

c. Per reference (b), BUMED is required to provide public health advice and consultation in the preparation of draft public notifications prepared by public works. Accordingly, the installation PMA, under the direction of the regional PMA, NAVMCFORHLTHPRTCMD, and Public Health and Safety (BUMED-N44), will provide such assistance.

8. PHRA

a. A PHRA is a scientifically defensible process conducted by a multidisciplinary team of SMEs at NAVMCFORHLTHPRTCMD. It uses a weight of evidence approach and typically includes hazard identification and characterization, toxicity assessment, exposure assessment, and risk characterization.

b. Per reference (b), in the event of an exceedance of an MCL, AL, HA level, or other promulgated drinking water standard, Navy installations must consult with the installation PMA who will notify NAVMCFORHLTHPRTCMD as soon as possible, but NLT 24 hours, and copy the regional PMA prior to advising the IWQB or IDWC as applicable. Examples of situations where the PMA would consult with NAVMCFORHLTHPRTCMD include, but are not limited to, contamination of the installation drinking water systems by unregulated substances (i.e., no MCL established) or where the ICO has determined the drinking water is not FFHC and requests an evaluation for other consumptive uses (i.e., cooking, food preparation, oral hygiene, dishwashing, bathing, showering, hand washing).

c. As is the practice for water systems in the United States, PHRAs should be infrequent and are interim assessments not intended to delay or defer maintenance or repair to drinking water systems for purposes of compliance with applicable regulations and delivering water that is FFHC.

d. A PHRA is not necessary for every instance of an installation drinking water violation requiring the ICO to issue a public notification (i.e., MCLs, treatment techniques, monitoring and testing, etc.). Follow public notification procedures, per references (b), (f), and (o).

e. The PHRA will be based on submission of valid installation compliance monitoring and other data (i.e., certified laboratory results), as specified by NAVMCFORHLTHPRTCMD to include the installation's plan of action to address the violation.

9. 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 found on 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).

10. Review and Effective Date. Per OPNAVINST 5215.17A, Fleet Support and Logistics (BUMED-N4) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, 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 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.

11. Information and Management Control. The reports required in subparagraphs 4c, 4f(2), 4g(2), 8a, and enclosure (1), paragraphs 12 and 14 are exempt from reports control per SECNAV M-5214.1 of December 2005, part IV, subparagraphs 7j and 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>

DEFINITIONS

1. Acute Health Effect. An immediate (i.e., within hours or days) adverse health effect that may result from exposure to certain drinking water contaminants (i.e., pathogens).
2. Certified Laboratory. Per references (b), (f), (g), and (l), installations are required to execute a compliance monitoring program using certified laboratories. Laboratory accreditation and methodology certification must comply with references (b) and (f). Only water quality data from accredited laboratories using certified methodologies outlined in references (b) and (f) must be used by the medical authority when rendering an opinion regarding whether a drinking water supply is FFHC.
3. FGS. Country-specific substantive provisions, which typically include technical limitations on effluent, discharges, etc., or specific management practices with which DOW command must comply. FGS are developed using the Overseas Environmental Baseline Guidance Document (OEBGD), unless the OEBGD is inconsistent with applicable Host Nation environmental standards or standards under applicable international agreements, and these other applicable standards provide more protection to human health and the environment. In the case of inconsistency, the more protective standard is normally used to establish the FGS unless a specific international agreement with the Host Nation establishes a different standard applicable to U.S. installations and commands.
4. FFHC. Water that is safe for drinking, cooking, bathing, showering, dishwashing, and maintaining oral hygiene.
5. IDWC. Per reference (e), each installation commanding officer of installations in CONUS and U.S. Territory locations must establish and chair an IDWC. Standing members are the installation public works officer, the installation environmental programs director, installation public works department utilities and facilities sustainment representatives, the installation PMA, the operator in responsible charge for treatment and distribution, the installation public affairs officer, and installation housing (N9). The IDWC will conduct routine business to ensure program compliance, communication to stakeholders, and reporting to the RDWC and CNIC HQ.
6. IWQB. Overseas installations will establish an IWQB. Standing members are the public works officer, the installation environmental program manager (lead point of contact) and representatives from all applicable installation public works business lines (utilities and facilities and environmental), the operator in responsible charge for treatment and distribution, a representative from local PMA, and the installation public affairs office. These are required members only; other ad hoc members may be added as needed. The IWQB will be chaired by the installation CO, not a designee. The IWQB manages the Installation Drinking Water Program and reports to the RWQB for all drinking water matters.

7. Medical Treatment Facility. A medical treatment facility is any fixed facility of the DOW that is outside of a deployed environment and used primarily for health care; and any other location used for purposes of providing health care services as designated by the Secretary of War.
8. OEBGD. A set of objective criteria and management practices the DOW develops, per reference (h), to protect human health and the environment, per Executive Order 12088 available at <http://www.archives.gov/federal-register/codification/executive-order/12088.html>.
9. Public Health Surveillance of Drinking Water Quality. The ongoing, systematic collection, analysis, and interpretation of installation water quality data performed to protect public health. Medical surveillance of drinking water is complimentary to the water quality compliance function of public works or water supplier. It does not remove or replace the responsibility of public works or water supplier to ensure that a water supply meets compliance monitoring requirements to confirm water quality standards are maintained. It includes an installation written drinking water surveillance plan, per the guidance found in appendix A of reference (a).
10. Public Notification. A required advisory for a public water system to be distributed to affected consumers when the water system has violated an MCL, preventive medicine, or other regulations. The notice advises consumers what precautions, if any, that should be taken to protect their health. Mandatory health effects language per reference (n), must be included in a public notification.
11. PMA. The EHO, preventive medicine officer, occupational and environmental medicine physician, preventive medicine technician, or independent duty corpsman assigned in writing who is to provide drinking water public health advice and consultation. At overseas locations, they are members of the IWQB and RWQB who provide drinking water quality public health advice and consultation. At CONUS and U.S. territory locations, they are members of the IDWC, providing drinking water quality public health advice and consultation.
12. Region Drinking Water Committee (RDWC). Per reference (e), each Navy region that oversees installations in CONUS and U.S. Territory locations must establish and chair a RDWC. Standing members are the regional N4 and N45, all applicable Naval Facilities Engineering Command (NAVFAC) public works business lines (utilities and facilities and environmental), Navy Medicine region PMA, region public affairs officer, region counsel and Region Fleet and Family Readiness. The RDWC conducts routine business to ensure program compliance, communication to stakeholders, and reporting to CNIC HQ.
13. RWQB. Each Navy region overseas or with overseas installations must establish a Navy RWQB. The RWQB will be chaired by the regional commander (not a designee). Standing members are the regional N4 and N45, representatives from the region N45 environmental office, all applicable Naval Facilities Engineering Command (NAVFAC) public works business lines (utilities and facilities and environmental), Navy Medicine region PMA, region public

affairs, and region counsel. These are required members only; other ad hoc members may be added as needed. The RWQB oversees installation programs and ensures compliance and consistency but does not have program primacy. The RWQB reports to the WQOC for all drinking water matters.

14. Sanitary Survey. An on-site inspection of the water sources, facilities, equipment, operation, maintenance, and medical surveillance program of the public water system, for the purpose of evaluating the adequacy of all elements for producing, monitoring, and distributing safe drinking water.

15. Water Quality Oversight Council (WQOC). The Navy WQOC is the overall governing body for the overseas ashore drinking water program and reports on a regular basis to the Navy Executive Agent, CNIC. The CNIC-N4, Director of Facilities and Environmental, permanently chairs the WQOC. Standing members include representatives from CNIC and NAVFAC Headquarters Environmental and Facilities and Public Works, BUMED Headquarters, NAVMCFORHLTHPRTCMD, NAVFAC Atlantic and Pacific, and NAVFAC Engineering and Expeditionary Warfare Center. The WQOC convenes on a regular basis, determines overseas drinking water overarching policies, makes associated decisions and actions, and enforces policy requirements under the direction of the Navy Executive Agent for overseas drinking water ashore.

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9 Jun 2026

Regional PMA Appointment Letter Template

Please Note: A Fillable form version of this letter template is available for download at the NAVMCFORHLTHPRTCMD Web site, <https://www.med.navy.mil/Navy-and-Marine-Corps-Force-Health-Protection-Command/Environmental-Health/Environmental-Programs/Drinking-Water-Program>

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DD Mmm YYYY

From: Commander, Naval Medical Forces (Atlantic or Pacific)

To: Lieutenant Commander James Doe, MSC, USN

Subj: APPOINTMENT AS PREVENTIVE MEDICINE AUTHORITY FOR THE NAME OF
NAVY REGION WATER QUALITY BOARD

Ref: (a) BUMEDINST 6240.10
(b) NAVMED P-5010-5
(c) OPNAV M-5090.1
(d) MCO 5090.2
(e) EPA Public Notification Handbook, EPA 816-R-23-002
(f) CNIC M-5090.1A

1. Per reference (a), you are appointed as the Preventive Medicine Authority (PMA) for XZY Region Water Quality Board. This appointment encompasses PMA Drinking Water Program support to Insert name of region supporting.

2. As the Regional PMA, you will:

a. Provide public health advice and consultation to the applicable Navy Medicine commanders on health aspects of drinking water quality as set forth in references (a) through (d) and (f).

b. Advise designated regional public works, environmental, and installation stakeholders on health aspects of drinking water public notifications and assist with risk communication as needed. Review all draft public notices prior to public release per reference (c) and (e).

c. Participate in the Navy's drinking water Environmental Protection Agency Sanitary Surveys and regional conference calls within designated Navy Region.

d. Complete the Navy Drinking Water Program PMA course (B-322-1073) within 6 months of assignment and maintain a thorough knowledge of references (a) through (f). The PMA

Enclosure (2)

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Subj: APPOINTMENT AS PREVENTIVE MEDICINE AUTHORITY FOR THE NAME OF
NAVY REGION WATER QUALITY BOARD

CANTRAC training certificate is valid for a maximum of 4 years. At the end of the 4-year period, recertification is required.

3. This appointment will remain in effect until a superseding letter is issued or the appointment is cancelled.

[commanding officer]

Copy to:
NAVMEDFORLANT (N4)
NAVMEDFORPAC (N4)
NAVMCFORHLTHPROCMD
CNIC-N45
Commander, Navy Region [Insert Navy Region Name]

BUMEDINST 6240.10E
9 Jun 2026

Installation PMA Appointment Letter Template

Please Note: A Fillable form version of this letter template is available for download at the NAVMCFORHLTHPRTCMD Web site, <https://www.med.navy.mil/Navy-and-Marine-Corps-Force-Health-Protection-Command/Environmental-Health/Environmental-Programs/Drinking-Water-Program>

6240
Ser
DD MMM YYYY

From: Commanding Officer, Navy Medicine Readiness and Training Command XXX
To: Lieutenant Commander James Doe, MSC, USN

Subj: APPOINTMENT AS PREVENTIVE MEDICINE AUTHORITY FOR INSTALLATION
NAME

Ref: (a) BUMEDINST 6240.10
(b) NAVMED P-5010-5
(c) OPNAV M-5090.1
(d) MCO 5090.2
(e) EPA 816-R-23-002
(f) BUMEDINST 6240.12
(g) CNICINST 5090.7

1. Per reference (a), you are appointed as the Preventive Medicine Authority (PMA) for XZY Installation, Installation Drinking Water Committee (IDWC).

2. As the PMA, you will:

a. Provide public health advice and consultation to the installation commanding officer (ICO) and public works department on health aspects of drinking water quality as set forth in references (a) through (g).

b. Advise the ICO when water consumption may present health risks, to include recommending alternate water sources for human consumption when indicated. Provide situational reports to Naval Medical Forces Atlantic or Pacific and Navy and Marine Corps Force Health Protection Command (NAVMCFORHLTHPROCMD), per reference (a).

c. Advise the installation on health aspects of a public notifications and assist with health risk communication as per references (a), (c), (d), and (g).

Enclosure (3)

d. Participate on the IDWC as the public health advisor to the installation CO to ensure health protective and timely decisions are made on all public health issues related to drinking water.

e. Consult NAVMCFORHLTHPROCMD immediately in the event of an exceedance of a drinking water MCL, AL, HA or other issued drinking water quality standards in the United States and overseas per reference (a), (c), and (g).

f. Develop, maintain, and execute a public health drinking water surveillance plan per reference (a) and (b).

g. Complete the Navy Drinking Water Program PMA course (B-322-1073) within 6 months of assignment and maintain a thorough knowledge of references (a) through (g). The PMA CANTRAC training certificate is valid for a maximum of 4 years. At the end of the 4-year period, recertification is required. You are strongly encouraged to complete formal Public Health Risk Communication Workshop offered by NAVMCFORHLTHPRTCMD.

h. Enter drinking water program medical surveillance in DOEHRS-IH-EH within 5 days of sampling event, per reference (f).

i. Fully participate in Navy, Marine Corps, or Environmental Protection Agency drinking water sanitary surveys as required by reference (a).

3. This appointment will remain in effect until a superseding letter is issued or the appointment is cancelled.

[commanding officer]

Copy to:
Regional PMA
NAVMEDFORLANT
NAVMEDFORPAC
NAVMCFORHLTHPROCMD