



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

IN REPLY REFER TO
BUMEDINST 5450.244
BUMED-M1
24 Nov 2021

BUMED INSTRUCTION 5450.244

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL MEDICAL ADMINISTRATIVE UNIT, MONTEREY, CALIFORNIA

Ref: (a) OPNAVINST 5400.44A
(b) OPNAVINST 1000.16L
(c) BUMEDINST 5450.174
(d) BUMEDINST 5450.241

Encl: (1) Functions and Tasks of Naval Medical Administrative Unit Monterey

1. Purpose. To publish the functions and tasks of Naval Medical Administrative Unit (NAVMEDADMINU) Monterey, California (CA) under the mission established by references (a) through (d).
2. Mission. Maximize warfighter performance through optimized medical readiness tailored to operational requirements; enhance the readiness of the medical force to sustain expeditionary medical capability; train and develop the Navy Medicine forces.
3. Status and Command Relationships. NAVMEDADMINU Monterey is a shore activity in an active operating status under an officer in charge (OIC).

a. Command

Officer in Charge
Naval Medical Administrative Unit
473 Cabrillo Street
Monterey, CA 93944-5012

(SNDL: C31K) (UIC: 39162)
(PLA: NAVMEDADMINU MONTEREY CA)
(Activity Code: 343504515)

Echelon

- 1 Chief of Naval Operations
- 2 Chief, Bureau of Medicine and Surgery (BUMED)

- 3 Commander, Naval Medical Forces Pacific, San Diego, CA
- 4 Commanding Officer (CO), Navy Medicine Readiness and Training Command (NAVMEDREADTRNCMD) Lemoore, CA
- 5 OIC, NAVMEDADMINU Monterey, CA

b. Area Coordination. Commander, Naval Medical Forces Pacific.

4. Functions and Tasks. An activity located approximately 169 miles from NAVMEDREADTRNCMD Lemoore and co-located with the medical treatment facility at the Presidio of Monterey, and the Naval Postgraduate School (NPS) Monterey, California. This facility operates under the guidance of an OIC who is subject to the command and authority of the CO, NAVMEDREADTRNCMD Lemoore via the executive officer (XO). This activity is a medical administrative unit that supports NAVMEDREADTRNCMD Lemoore Detachment Monterey-Dental, Monterey, CA, Fleet Numerical Meteorology and Oceanography Center, and the medical readiness of uniformed Navy and Marine Corps students and faculty at NPS, Information Warfare Training Command, U.S. Marine Corps Detachment Monterey, and Navy personnel stationed throughout the Central Coast of the State of California. The activity also provides health benefits liaison support to North Atlantic Treaty Organization (NATO) and non-NATO foreign military personnel and their authorized beneficiaries, industrial hygiene and preventive medicine support to Naval Support Activity Monterey, NPS Monterey, and the Monterey area of responsibility per established requirements. Enclosure (1) outlines the functions and tasks of NAVMEDADMINU Monterey.

5. Action. In accomplishing the assigned mission, the OIC, NAVMEDADMINU Monterey will ensure performance of the functions and tasks in paragraph 4. All recommended changes will be forwarded to the CO, NAVMEDREADTRNCMD Lemoore via the chain of command.

6. 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 Directorate for Administration, Logistics, and Operations, 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 the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, Assistant Deputy Chief, Manpower and Personnel (BUMED-M1) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



G. D. SHAFFER
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 ADMINISTRATIVE UNIT MONTEREY

1. Administration

a. OIC. OIC is charged with accomplishing the economic, effective, and efficient performance of the functions and operations of the NAVMEDADMINU Monterey per U.S. Navy Regulations, the Manual of the Medical Department, and other directives issued by competent authority. The OIC, in their capacity as the local representative for the governing body, is responsible for operating the medical treatment facility according to the authority conferred by the Chief, Bureau of Medicine and Surgery. The OIC is responsible for the professional care and services provided to the patients and for the safety and well-being of the entire clinic. The OIC is also responsible for the administrative functions of NAVMEDREAD-TRNCMD Lemoore Detachment Monterey-Dental. Subject to the orders of higher authority, the OIC is vested with complete military jurisdiction within the NAVMEDADMINU Monterey reservation.

b. Senior Enlisted Leader. Is the senior enlisted advisor to the OIC on all matters relating to enlisted policy; functions as an integral element of the chain of command; assists to strengthen the chain of command by keeping the OIC aware of existing or potential situations; as well as, procedures and practices that affect the welfare and morale of enlisted members at NAVMEDADMINU Monterey and NAVMEDREADTRNCMD Lemoore Detachment Monterey-Dental. As the command enlisted advocate, provides a means of communication for enlisted personnel to express ideas, recommendations, dissatisfactions, grievances, and other matters of personal, military, or professional concern.

2. Medical Readiness Functions. Provides and coordinates medical readiness for uniformed naval personnel stationed within the Monterey area of responsibility and the Central Coast of the State of California.

3. Health Benefits Functions. Provides health benefits liaison support for NATO and non-NATO foreign military personnel stationed at NPS Monterey and their authorized family members.

4. Industrial Hygiene. Recognizes, evaluates and controls all hazards in the workplace as required by Navy safety and occupational health guidance. Industrial hygiene also provides technical advice to several Federal agencies in support of their operational requirements.

5. Environmental Health and Preventive Medicine. Provides specialized consultation, advice, and recommendations in matters of environmental health and science for the Navy and Marine Corps activities. Preventive medicine functions has authority on food service sanitation, potable water, waste water treatment and disposal, pest control, habitability, and epidemiology.