DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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BUMEDNOTE 3966
BUMED-N01SOC
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BUMED NOTICE 3966

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS PROGRAM POLICY

Ref: (a) SECNAVINST 3900.45A

1. Purpose. To establish policy and guidance for the development and execution of a Navy Medicine Science, Technology, Engineering, and Mathematics (STEM) program. This program aims to advance STEM education and career pathways, empowering Navy Medicine to meet evolving healthcare demands and drive innovation in alignment with its national defense priorities.

2. Scope and Applicability. This notice applies to all Budget Submitting Office 18 commands and provides STEM guidance to support strategic workforce development across Navy Medicine.

3. Objective. Navy Medicine must develop and sustain a highly skilled STEM workforce equipped to meet mission-critical objectives and maintain global competitiveness. Through comprehensive education and outreach efforts, Navy Medicine will inspire and prepare the next generation of scientists, engineers, technologists, and healthcare professionals. This program will foster interest in STEM fields, promote partnerships with educational institutions, and provide mentorship and training opportunities to cultivate a highly skilled medical and scientific workforce. Success will depend on coordinated efforts across Navy Medicine, the Department of War, and civilian and governmental partners.

4. Background. STEM workforce development is a continuous process beginning with early educational outreach (prekindergarten through grade 12), progressing through higher education and postdoctoral training, and extending into professional careers. Navy Medicine's engagement across this continuum ensures strategic investments in current and future workforce capabilities. STEM activities include but are not limited to: career and science fairs, open houses, school and university partnerships, speaking engagements, mentoring, internships, research opportunities, teacher training, and professional development. These applied, hands-on experiences cultivate essential skills and prepare participants to address medical technology gaps and advance warfighter readiness.

5. Action

a. Per reference (a), Bureau of Medicine and Surgery (BUMED) will designate a senior executive service or flag officer STEM champion and a Federal action officer to lead the STEM program. Responsibilities include:

(1) Establish policies, guidelines, and evaluation criteria for STEM programs and activities.

(2) Conduct an annual enterprise-wide STEM self-assessment.

(3) Develop a long-range STEM strategic plan with performance metrics.

(4) Determine reporting requirements.

(5) Coordinate funding from the Office of Naval Research to support STEM initiatives.

b. Director, Headquarters Operations (BUMED-N02B) will implement STEM initiatives at BUMED Headquarters, Defense Health Headquarters, and appoint a STEM program manager to oversee local activities and ensure alignment with the program's objective.

c. Echelon 3 commanders will disseminate this guidance to subordinate activities and designate a regional STEM program manager to oversee, promote and support outreach and mentorship activities in their areas of responsibilities.

d. Echelon 4 and 5 commands will implement STEM initiatives within respective units and appoint STEM program coordinators to oversee local activities and to ensure alignment with the program's objective. Research and development commands will also provide hands-on learning and research experiences for students and interns.

e. The Navy Medicine STEM action officer will coordinate with Public Affairs and Outreach (BUMED-N00ZPAO). Echelon 3, 4, and 5 STEM program managers or coordinators will liaise with their respective local Public Affairs and Outreach or unit Public Affairs representative.

6. Reports

a. Annual STEM Reporting. All participating Navy Medicine entities must submit an annual report to their regional STEM program manager, summarizing program activities, partnerships, outcomes, and budgetary data. Reports are due to the Director, STEM Outreach and Culture by the end of October each year.

b. Program Effectiveness and Assessment. Annual self-assessment reports will evaluate STEM program impact and identify opportunities for improvement. Results will be shared with Navy Medicine leadership and guide future policy and outreach adjustments.

7. 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 DON 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).

8. Information Management Control. Reports required in paragraphs 6 of this instruction are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.

D. K. VIA

Releasability and distribution:
This notice is cleared for public release and is available electronically only via the Navy Medicine Web site, https://www.med.navy.mil/Directives