



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
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Canc: Jul 2024  
IN REPLY REFER TO  
BUMEDNOTE 1500  
BUMED-N37  
20 Jul 2023

BUMED NOTICE 1500

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY TRAINING, EXERCISE, AND  
EMPLOYMENT PLAN

Ref: (a) OPNAVINST 5450.215E  
(b) OPNAVINST 3000.16  
(c) OPNAVINST 3000.15A  
(d) COMPACFLT/COMUSFLTFORCOMINST 3501.3E (NOTAL)  
(e) BUMEDINST 3000.1  
(f) BUMEDINST 3500.3A  
(g) BUMEDINST 6440.5D

Encl: (1) Training, Exercise, and Employment Plan (TEEP) and Budget Process

1. Purpose. To establish guidance, roles, responsibilities, and procedures for the management of the Bureau of Medicine and Surgery (BUMED) Training, Exercise, and Employment Plan (TEEP).
2. Scope and Applicability. Per reference (a), this BUMED TEEP applies to all Active Component and Reserve Component (RC) subordinate activities and personnel who manage, resource, or have responsibility to effectively and efficiently synchronize actions to organize, train, equip, certify, and deploy Expeditionary Medical (EXMED) and Augmentation forces in support of combatant commander (CCDR), Joint, and Service force requirements. The BUMED TEEP informs planners in the development of risk assessments, prioritization, resource allocation decisions, and force sourcing recommendations.
3. Background. Current operations require U.S. Naval Forces to respond rapidly to a wide range of operational environments and requirements with EXMED capabilities and augmentation forces, operating from the sea or deploying ashore. BUMED provides expeditionary medical forces across the competition continuum in support of the National Defense Strategy. To ensure units are ready to deploy, BUMED requires a comprehensive view of the training and readiness of its EXMED forces to meet current and future requirements. The TEEP is an output of force synchronization that articulates BUMED's intention to assimilate into the Optimized Fleet Response Plan (OFRP) construct as detailed in references (b) through (g). Enclosure (1) provides the BUMED TEEP synchronization timeline and budgeting process to track resource utilization over time and define approved unit participation as it relates to planned events.

4. Concept of Operations. The BUMED TEEP accounts for all current and future operations and readiness producing and sustaining activities to maintain visibility of the commitment, readiness, availability, deployment, and redeployment of EXMED forces. Quarterly BUMED TEEP synchronization meetings will be conducted to support EXMED force synchronization efforts and will adhere to the concept of top-down guidance and bottom-up refinement. Top-down guidance is provided in the form of directed participation in CCDR operations and exercises and Service-level training. Bottom-up refinement is the inclusion of unit-initiated training that is planned, budgeted, and scheduled in the TEEP.

5. Terms of Reference

a. Training. Individual or unit activities that instill skills, knowledge, and experience required to accomplish the Commander's mission objectives and priorities.

b. Exercises. A maneuver or simulated training event. Exercises also include internally directed activities to test, experiment, and evaluate concepts, tactics, and equipment.

c. Employment. The strategic, operational, or tactical use of forces.

d. Force Generation (Fg). Fg is the process employed throughout the OFRP cycle, of manning, maintaining, training, and certifying Naval forces to be combat-ready, including those activities necessary to integrate after deployment certification.

e. EXMED Force Synchronization. A process promoting a holistic approach to resourcing validated requirements through identification, reconciliation, and scheduling of provided and augmented EXMED forces through the OFRP.

6. Responsibilities

a. Manpower and Personnel Director (BUMED-N1)

(1) Maintain situational awareness of all current and future EXMED force billet authorization requirements.

(2) Provide knowledgeable representation to the quarterly BUMED TEEP synchronization meeting and support strategic planning recommendations on training exercises and events to be included in the BUMED TEEP. Recommendations will be based on mission analysis that highlights exercise objectives and training benefits for assigned EXMED unit participation as it relates to Fg.

b. Reserve Policy & Integration Director (BUMED-N1R)

(1) In coordination with Naval Medical Forces Atlantic (NAVMEDFORLANT) and Naval Medical Forces Pacific (NAVMEDFORPAC) identify RC manning requirements for EXMED units and maintain situational awareness of the BUMED TEEP to ensure RC manning requirements are met prior to commencement of the EXMED unit's basic phase.

(2) Provide knowledgeable representation to the quarterly BUMED TEEP synchronization meeting and support strategic planning recommendations for RC integration on training exercises and events to be included in the BUMED TEEP. Recommendations will be based on mission analysis that highlights exercise objectives and training benefits for assigned EXMED unit participation as it relates to Fg.

c. Operations Director (BUMED-N3)

(1) Manage the overall BUMED TEEP process.

(2) Conduct quarterly BUMED TEEP synchronization meetings to coordinate BUMED TEEP requirements and sourcing solutions.

(3) Maintain the BUMED TEEP visual display via Secret Internet Protocol Router (SIPR) network in coordination with BUMED-N5, BUMED-N7, and BUMED-N9 to provide leadership a comprehensive view of EXMED force training progression and synchronization.

(4) In coordination with United States Fleet Forces Command (USFLTFORCOM), Pacific Fleet (PACFLT), and Naval Forces Europe (NAVEUR) provide recommendations on all Requests for Support and Requests for Forces for all operations, exercises, experiments, or wargame events to be included in the BUMED TEEP. Recommendations will be based on mission analysis that highlights exercise objectives and training benefits for EXMED forces as it relates to Fg.

(5) Support BUMED-N1, BUMED-N1R, BUMED-N4, BUMED-N5, BUMED-N7, BUMED-N8, and BUMED-N9 with validation, as appropriate, of any request for additional or supplemental exercise funds resulting from projected cost exceeding allocated amounts.

(6) Provide future operations scheduling recommendations on training exercises and events to be included in the BUMED TEEP in coordination with BUMED-N5. Recommendations will be based on mission analysis that highlights exercise objectives and training benefits for EXMED force participation as it relates to Fg.

d. Support & Logistics Director (BUMED-N4)

(1) Coordinate with NAVMEDFORLANT and NAVMEDFORPAC N4s to collect and receive EXMED logistics budget requests for upcoming FY.

(2) Support BUMED-N1, BUMED-N1R, BUMED-N3, Performance, Plans, Analysis/Chief Medical Officer (BUMED-N5), Education & Training Director (BUMED-N7), Resource Management Director (BUMED-N8), and Capabilities & Requirements Director (BUMED-N9) with validation, as appropriate, of any request for additional or supplemental exercise funds resulting from projected cost exceeding allocated amounts.

e. BUMED-N5

(1) Provide future scheduling recommendations on training exercises and events to be included in the BUMED TEEP in coordination with BUMED-N3. Recommendations will be based on mission analysis that highlights exercise objectives and training benefits for EXMED force participation as it relates to Fg.

(2) Coordinate and maintain Navy Medicine Lessons Learned Program to facilitate collection and dissemination of lessons learned in support of all TEEP activities and manage an assessment plan to ensure appropriate lessons learned are captured and validated to improve TEEP performance.

(3) Maintain Joint Training Information Systems access, awareness, and execution to capture Joint and Service level request into exercises, operations, and wargames.

(4) Provide strategic planning recommendations on EXMED unit employment.

(5) Coordinate with Chairman of the Joint Chiefs of Staff, Chief of Naval Operations, Headquarters United States Marine Corps, and Global Combatant Commander (GCC) to include plans and planning guidance developed by CCDRs' Service component commanders to recommend future training exercises and events for the BUMED TEEP 12 months to 5 years in advance.

(6) Participate in future focused war game planning conferences to develop and refine future EXMED force training and employment opportunities.

(7) Develop and distribute an EXMED force exercise plan in coordination with BUMED-N3.

(8) Coordinate with Service lead planners for current and future exercise opportunities during Global Force Management (GFM) meetings. Advocate for NAVMEDFORLANT and NAVMEDFORPAC planners in the scheduling of Service-level exercises in coordination with BUMED-N3.

(9) Coordinate with BUMED-N1R, BUMED-N3, BUMED-N4, BUMED-N7, and BUMED-N8 to ensure EXMED unit participation in joint and Service-level exercises.

(10) Periodically monitor Service-level exercise lists for updates.

f. BUMED-N7

(1) Provide training requirements guidance for unit training and exercise planning, preparation, participation, and collection of lessons learned.

(2) Assist BUMED-N8 with funding oversight of the BUMED TEEP, ensuring funding is planned, programmed, budgeted, and executed to comply with this notice.

(3) Provide annual BUMED TEEP cost estimates to BUMED-N8.

(4) Support BUMED-N1R, BUMED-N3, BUMED-N4, BUMED-N5, and BUMED-N8 with validation, as appropriate, of any request for additional or supplemental training funds resulting from projected costs more than allocated amounts.

g. BUMED-N8

(1) Provide funding oversight of the BUMED TEEP budget.

(2) Provide unique fiscal Special Interest Codes in the Procurement Business Intelligence Service database for BUMED TEEP events.

(3) Publish annual BUMED TEEP funding controls to NAVMEDFORLANT and NAVMEDFORPAC in coordination with BUMED-N1R, BUMED-N3, BUMED-N4, BUMED-N5, and BUMED-N7.

(4) Conduct midyear review to include TEEP status of funds meeting with exercise fiscal officers from NAVMEDFORLANT and NAVMEDFORPAC.

(5) Support BUMED-N1R, BUMED-N3, BUMED-N4, BUMED-N5, BUMED-N7, NAVMEDFORLANT, and NAVMEDFORPAC with validation, as appropriate, of any request for additional or supplemental exercise funds resulting from projected costs more than allocated amounts.

h. BUMED-N9. Provide capabilities, development, experimentation, integration guidance, and recommendations on training exercises and other significant events to be included in the BUMED TEEP. Recommendations will be based on mission analysis that highlights exercise objectives and training benefits for EXMED unit participation as it relates to Fg.

i. BUMED Liaison Officer to the Defense Health Agency (DHA)

(1) Maintain situational awareness of the TEEP.

(2) Provide DHA with a quarterly BUMED TEEP report through the DHA Joint Operations Center to ensure visibility of the commitment, readiness, availability, deployment, and redeployment of EXMED units impacting Navy personnel staffing requirements at the Navy Medicine Readiness and Training Commands and Navy Medicine Readiness and Training Units.

j. NAVMEDFORLANT and NAVMEDFORPAC

(1) As the designated lead TYCOM for EXMED force logistics NAVMEDFORLANT will annually define, develop, and distribute upcoming fiscal year EXMED force transportation planning guidance and data call during the month of June.

(a) Provide short range (1 to 12 months) forecast for transportation to BUMED-N4 and deconflict changes in timing, size, scope, and transportation cost.

(b) Provide long range (13 months to 5 years) forecast for annual transportation requirements to BUMED-N4.

(2) NAVMEDFORLANT is designated lead TYCOM for GFM requirements and will identify specific units or detachments of units to fulfill GFM requirements predetermined supportable by BUMED through the existing GFM process.

(3) NAVMEDFORPAC is designated lead TYCOM for EXMED force training.

(4) Develop and provide TEEP cost estimates to BUMED-N4, BUMED-N7, and BUMED-N8 based on EXMED unit-training plans to include operations, maintenance, and transportation costs.

(5) Cross-level obligated or estimated and executed funds monthly to monitor TEEP budget execution and in support of appropriate redistribution of funds.

(6) Ensure expenditures stay within authorized TEEP controls for the current FY. If the control is expected to be over executed, an unfunded request (UFR) will need to be made through the executing activity and pushed up through the TYCOM. If the TYCOM is unable to adjust controls, then the UFR will be pushed to the Budget (BUMED-N83) for assistance to include a Commander's justification letter no later than 45 days prior to the training event.

(7) Provide knowledgeable representation to the quarterly BUMED TEEP synchronization meetings.

(8) Provide knowledgeable representation during the midyear BUMED-N8 TEEP status of funds meetings.

(9) Ensure all assigned EXMED unit-initiated training events are included in the BUMED TEEP and associated costs are included in the TEEP budget.

(10) Ensure EXMED unit Fleet Response Training Plans (FRTP) are utilized to develop unit training plans, estimate the associated training costs, and capture the projected training benefits as defined by the unit Mission Essential Task List.

(11) Provide transportation cost estimates for equipment, supplies, and personnel as required to include:

(a) All classes of supply, as needed.

(b) Transportation. Transportation costs represent a significant portion of the overall BUMED TEEP budget; therefore, accurately budgeting and accounting for transportation costs is critical.

(c) Strategic Air (STRATAIR). STRATAIR consists of all Special Assignment Airlift Missions and Group Operational Passenger System requests coordinated through Air Mobility Command. TYCOM is responsible for managing STRATAIR. As such, the TYCOM will serve as the primary point of contact with Air Mobility Command on all issues with potential funding implications.

(12) Maintain situational awareness of all current and forecasted future operations and activities identified in the TEEP to maintain visibility of the commitment, readiness, availability, deployment, and redeployment of EXMED units impacting Navy personnel staffing requirements at the Navy Medicine Readiness and Training Commands and Navy Medicine Readiness and Training Units.

7. Action. Ensure widest distribution and implementation of this notice.

8. Records Management

a. Records created as a result of this notice, 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>.

BUMEDNOTE 1500  
20 Jul 2023

b. For questions concerning the management of records related to this notice or 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.



D. K. VIA  
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Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web site at, <http://www.med.navy.mil/Directives>

TRAINING, EXERCISE, AND EMPLOYMENT PLAN (TEEP)  
AND BUDGET PROCESS

1. Introduction. The BUMED TEEP is the Commander's management tool designed to identify required unit, personnel, equipment, and resources for the efficient and effective execution of training, exercises, and employment. The BUMED TEEP tracks resource utilization over time and defines the approved unit participation as it relates to a specified event. The BUMED TEEP visual display will reside on the SIPR network.

2. Background. The BUMED TEEP features cyclical processes that enable BUMED to source GFM and Service-level requirements and to have visibility of subordinate unit training. BUMED-N7 hosts the BUMED TEEP synchronization meetings quarterly, generally the last month of each quarter. The synchronization meetings will be supported by the BUMED TEEP Cross Functional Team composed of personnel from BUMED-N1, BUMED-N1R, BUMED-N3, BUMED-N4, BUMED-N5, Communication & Information Systems Director (BUMED-N6), BUMED-N7, BUMED-N8, BUMED-N9, DHA Liaison Officer (DHA-LNO), MEDFORLANT (N3, N5, N8), MEDFORPAC (N3, N5, N8), Naval Medical Forces Support Command, Navy Expeditionary Medical Training Institute, USFLTFORCOM and Pacific Fleet Surgeon's office, and Surface Forces Atlantic and Pacific Surgeon's office.

3. BUMED TEEP Synchronization Timeline and Budgeting Process

a. Quarter One (Q1). BUMED-N8 will distribute current year quarterly funds according to pre-established budgetary controls and plans to TYCOMs. TYCOMs will distribute quarterly funds to their subordinate commands for the new FY. BUMED-N3 in conjunction with BUMED-N83 will coordinate a transfer of funding with USFLTFORCOM for any potential transfers under the current FY.

b. Quarter Two (Q2)

(1) BUMED-N8 will distribute current year quarterly funds according to pre-established budgetary controls and plans to TYCOMs. TYCOMs will distribute quarterly funds to their subordinate commands. BUMED-N3 in conjunction with BUMED-N83 will coordinate a transfer of funding with USFLTFORCOM for any potential transfers under the current FY.

(2) BUMED-N3 in coordination with USFLTFORCOM will identify GFM requirements. NAVMEDFORLANT will provide sourcing solutions for the following FY in support of the Global Command and Control System requirements based on NAVMEDFORLANT and NAVMEDFORPAC unit-initiated training plans. NAVMEDFORLANT and NAVMEDFORPAC will begin developing the associated budget for the following FY TEEP. These cost estimates will include all anticipated costs for each event to include operations, maintenance, and transportation costs.

(3) BUMED-N7 will examine the current FY CCDR and Service requirements and associated funding. This also serves as the initial data call for the next FY's budget requirements. Executing the Q2 BUMED TEEP synchronization meeting in March or no later than the conclusion of Q2 provides a full fiscal quarter to review BUMED-N3's initial sourcing requirements for the next FY and provides 6 months of refinement time prior to execution of the first quarter of the next FY.

(4) NAVMEDFORLANT and NAVMEDFORPAC will conduct a mid-year review of their TEEP budgets during late Q2 or early quarter three (Q3) to adjust fiscal allocations for the remainder of the current FY.

c. Quarter Three (Q3)

(1) BUMED-N8 will distribute current year quarterly funds according to pre-established budgetary controls and plans to TYCOMs. TYCOMs will distribute quarterly funds to their subordinate commands. BUMED-N3 in conjunction with BUMED-N83 will coordinate a transfer of funding with USFLTFORCOM for any potential transfers under the current FY.

(2) BUMED-N3 in coordination with USFLTFORCOM and NAVMEDFORLANT will make final refinements for the upcoming FY requirements and sourcing solutions, usually minor adjustments early Q3. The main focus of the BUMED TEEP synchronization meeting is the refinement of the next two FYs' TEEP requirements.

(3) BUMED-N8, in coordination with BUMED-N1R, BUMED-N3, BUMED-N4, and BUMED-N7, provides the respective controls to NAVMEDFORLANT and NAVMEDFORPAC during Q3 for TEEP execution for the upcoming FY. The controls for these requirements are based on and determined by sourcing solutions and unit-initiated training plans for the upcoming FY. Commanders will operate within the limits of their respective TEEP controls.

(4) BUMED-N8 and in coordination with BUMED-N3, BUMED-N5, and NAVMEDFORLANT will confirm the requirements and sourcing solutions required for the Program Objective Memorandum (POM) for 2 years out process. POM requests are due back to BUMED-N8 in June as directed by BUMED POM planning guidance.

d. Quarter Four (Q4). BUMED-N8 will distribute current year quarterly funds according to pre-established budgetary controls and plans to TYCOMs. TYCOMs will distribute quarterly funds to their subordinate commands. BUMED-N3 in conjunction with BUMED-N83 will coordinate a transfer of funding with USFLTFORCOM for any potential transfers under the current FY.