



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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Canc: Jun 2023
IN REPLY REFER TO
BUMEDNOTE 1610
BUMED-ED
22 Jun 2022

BUMED NOTICE 1610

From: Chief, Bureau of Medicine and Surgery

Subj: FITNESS REPORT GUIDANCE FOR ACTIVE COMPONENT ECHELON 5
EXPEDITIONARY MEDICAL FACILITIES

Ref: (a) OPNAVNOTE 5400 of 24 Oct 2019
(b) BUPERSINST 1610.10F

1. Purpose. To provide interim guidance regarding the requirement to complete detachment of individual reports as prospective commanding officers assume command of active component echelon 5 expeditionary medical facilities (EMF).

2. Scope and Applicability. This notice applies to Commander, Naval Medical Forces Pacific; Commander, Naval Medical Forces Atlantic; Commander, Navy Medicine Readiness and Training Command (NAVMEDREADTRNCMD), San Diego, CA; Commander, NAVMEDREADTRNCMD, Camp Pendleton, CA; Commander, NAVMEDREADTRNCMD, Portsmouth, VA; Commander, NAVMEDREADTRNCMD, Camp Lejeune, NC; Commander, NAVMEDREADTRNCMD, Jacksonville, FL; Commanding Officer (CO), Expeditionary Medical Facility 150 Alpha; CO, Expeditionary Medical Facility 150 Bravo; CO, EMF 150 Juliet; CO, EMF 150 Mike; and CO, EMF 150 Kilo.

3. Background

a. Per reference (a), active component echelon 5 EMFs were commissioned as parent commands in fiscal year 2021. Each active component echelon 5 EMF was aligned with a NAVMEDREADTRNCMD as the immediate superior in command (ISIC). Until a CO is officially ordered to assume command of an EMF, command and control (C2) defaults to the ISIC, NAVMEDREADTRNCMD Commander and CO. During fiscal year 2022, prospective COs will assume command of their assigned EMFs. To ensure consistency in the transition of command, Bureau of Medicine and Surgery (BUMED) is releasing interim guidance to complete detachment of individual fitness reports or letters of extension (LOE) for officers assigned to active component echelon 5 EMFs in order to establish a new reporting senior relationship.

b. Reference (b), outlines fitness report guidance when an officer is reassigned to another reporting senior within the command.

4. Policy

a. Effective immediately this notice serves as interim guidance for NAVMEDREAD-TRNCMD commanders and COs with associated echelon 5 EMFs.

b. Per reference (b), detachment of individual reports must be completed if an officer is reassigned to another reporting senior within the command. As echelon 5 EMF COs report to their assigned commands, ISIC NAVMEDREADTRNCMDs will complete detachment of individual reports or LOEs for officers assigned to the EMF to document the new reporting senior relationship. Per reference (b), detachment of individual reports are optional for E-1 through E-9 personnel. If detachment of individual reports are submitted for enlisted personnel, the reporting senior must submit reports on all personnel within the same paygrade who are normally evaluated by that reporting senior.

c. EMF remote components that have previously delegated reporting senior authority do not need to complete detachment of individual reports for officers assigned to the remote components as long as the delegated reporting senior remains the same after the EMF CO assumes command.

5. 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>.

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.


G. D. SHAFFER
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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, <https://www.med.navy.mil/Directives>