



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

Canc: May 2020
IN REPLY REFER TO
BUMEDNOTE 1410
BUMED-M09
3 May 2019

BUMED NOTICE 1410

From: Chief, Bureau of Medicine and Surgery

Subj: APPLICATION PROCEDURES FOR FISCAL YEAR 2020 ACTIVE COMPONENT
NAVY MEDICINE CAREER MILESTONE SCREENING BOARD

Ref: (a) Navy Leadership Development Strategy of 6 April 2018 (NOTAL)

Encl: (1) Commanding Officer's Letter of Recommendation for Career Milestone Screening
Application Template

1. Purpose. To provide guidance concerning application procedures for the fiscal year (FY) 2020 Navy Medicine (NAVMED) (Active Component) Career Milestone Screening Board and set the application deadline of 1 June 2019.
2. Scope and Applicability. This notice applies to all NAVMED activities and NAVMED personnel that desire to be considered for assignment to NAVMED Career Milestone billets.
3. Background. Officer communities may designate a limited number of billets as milestone billets that represent positions of leadership analogous to command. Similar to the command screening process, milestone screening identifies individuals whose records indicate they possess the leadership abilities required to successfully execute the duties associated with NAVMED career milestone billets. Chief, Bureau of Medicine and Surgery (BUMED) has designated certain NAVMED billets as career milestone billets. A list of designated billets can be found on the NAVMED's executive medicine Web site on the BUMED SharePoint site at: <https://esportal.med.navy.mil/bumed/m00/m00c/pages/executive-medicine.aspx>. Career milestone billets include officer in charge (OIC), director for administration (DFA), senior nurse executive (SNE), chief medical officer (CMO), and director for dental services (DDS), or senior dental executive (SDE) opportunities that require specialized healthcare leadership expertise, experience, and a documented career progression that prepares an officer for the duties and responsibilities associated with these positions.
4. Milestone Billet Eligibility
 - a. Experience. Personnel interested in milestone billets must:
 - (1) Have a documented track record of success in leadership and non-leadership positions.

(2) Have a pattern of successful progression of experience within a medical treatment facility (MTF), Navy Medicine Readiness and Training Command (NAVMED R&T CMD), dental treatment facility, or non-MTF (i.e. other support functions); or operational tours with increasing scope of accountability and responsibility.

b. Knowledge, Skills, Attributes, and Outcomes. Per reference (a), the Chief of Naval Operations expects Navy commanders and captains to be inspirational leaders who infuse Navy core values into a command culture; are the moral arbiter for the command; exercise discernment and act both boldly and prudently; embrace authority, responsibility, accountability; and are command leaders. Additionally, NAVMED leaders and career milestone billet applicants must:

(1) Have a comprehensive understanding of the NAVMED enterprise as it relates to the operational mission.

(2) Have a firm foundation and understanding of business principles and practices.

(3) Have the ability to function successfully in a complex matrix organization.

(4) Have the ability to communicate effectively in public and private forums; and possess an understanding of strategic and risk communications.

(5) Have the ability to provide timely and constructive feedback utilizing established civilian and military personnel evaluation systems.

(6) Epitomize our Navy core values, military bearing, and physical fitness.

(7) Develop subordinates and value diversity.

(8) Understand and support broader organizational goals.

(9) Have a knowledge and understanding of clinical privileging, quality improvement, and patient safety principles and practices, as applicable.

c. Additional Requirements. Expectation is that selectees must:

(1) Be universally assignable and able to meet permanent change of station (PCS) parameters. Rare exceptions may be considered. Officers that are unsure if they meet PCS parameters for a FY 2020 career milestone assignment should discuss with their detailer prior to submitting an application.

(2) Successfully meet physical fitness assessment standards. No failures in either category within the last six cycles.

5. Criteria for Selection to Milestone Billets

a. OIC must:

(1) Be in the grade of commander (O-5); selected for commander (O-5); captain (O-6); or selected for captain (O-6). Lieutenant commanders (O-4) will be considered, if their application includes an endorsement from their respective Corps Chief.

(2) Have a diversity of assignments such as MTF, NAVMED R&T CMD, fleet, staff, overseas, or recruiting. For MTF or NAVMED R&T CMD positions, a minimum of one MTF or NAVMED R&T CMD tour within the last 5 years is preferred. Demonstrated progression in leadership assignments should include, at a minimum, department head experience. Staff officer and operational experience is desired; success in challenging environments (operational and staff) will prepare applicants for managing complex issues and multiple tasks.

(3) For dental specific assignments, must have successfully completed one MTF or NAVMED R&T CMD or dental battalion middle or senior level management assignment.

(4) Be able to simultaneously manage multiple tasks and prioritize.

(5) Understand key administrative programs to include civilian personnel, military manpower, patient administration and managed care, health information management, logistics and supply chain, and facility management.

(6) Demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(7) Possess a post-baccalaureate degree (i.e., master's degree or higher).

(8) Demonstrate evidence of lifelong learning (i.e., professional affiliation, service schools, additional qualification designators (AQD)).

b. DFA must:

(1) Be a Medical Service Corps (MSC) officer in the grade of commander (O-5); selected for commander (O-5); captain (O-6); or selected for captain (O-6). Lieutenant commanders (O-4) will be considered, if their application includes an endorsement from the MSC Corps Chief.

(2) Have a diversity of assignments such as MTF, NAVMED R&T CMD, fleet, staff, overseas, or recruiting. For MTF or NAVMED R&T CMD positions, a minimum of one MTF or NAVMED R&T CMD tour within the last 5 years is preferred. Demonstrated

progression in leadership assignments should include, at a minimum, department head experience. Staff officer and operational experience is desired; success in challenging environments (operational and staff) will prepare applicants for managing complex issues and multiple tasks.

(3) Be able to simultaneously manage multiple tasks and prioritize.

(4) Understand key administrative programs to include civilian personnel, military manpower, patient administration and managed care, health information management, logistics and supply chain, and facility management.

(5) Demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(6) Possess a post-baccalaureate degree (i.e., master's degree or higher).

(7) Demonstrate evidence of lifelong learning (i.e., professional affiliation, service schools, AQD).

c. SNE must:

(1) Be a Nurse Corps officer in the grade of captain (O-6) or selected for captain (O-6).

(2) Demonstrate progression in leadership roles (department head, assistant director, OIC). Successfully completed MTF or NAVMED R&T CMD middle or senior level management assignments.

(3) Be able to simultaneously manage multiple tasks and prioritize.

(4) Understand key administrative programs to include civilian personnel, military manpower, patient administration and managed care, health information management, logistics and supply chain, and facility management.

(5) Demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(6) Possess a post-baccalaureate degree (i.e., master's degree).

(7) Demonstrate evidence of lifelong learning (i.e., professional affiliation, service schools, AQD).

d. CMO must:

- (1) Be a Medical Corps officer in the grade of commander (O-5); selected for commander (O-5); captain (O-6); or selected for captain (O-6).
- (2) Demonstrate progression in leadership roles (department head, assistant director, OIC). Successfully completed MTF or NAVMED R&T CMD middle or senior level management assignments.
- (3) Be able to simultaneously manage multiple tasks and prioritize.
- (4) Understand key administrative programs to include civilian personnel, military manpower, patient administration and managed care, health information management, logistics and supply chain, and facility management.
- (5) Demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.
- (6) Demonstrate evidence of lifelong learning (i.e., professional affiliation, service schools, AQD).
- (7) Have experience in leading development of medical professionals. Possess thorough knowledge of fundamentals, theories, principles, and practices of quality improvement methodologies.
- (8) Have familiarity with principles of healthcare management, biostatistics, and military and civilian healthcare financial management.
- (9) Have familiarity with regulatory and accreditation standards.
- (10) Have knowledge of high reliability principles and implications of standards for quality of care and quality measurement.

e. DDS or SDE must:

- (1) Be a Dental Corps officer in the grade of commander (O-5); selected for commander; captain (O-6); or selected for captain. Lieutenant commanders (O-4) will be considered, if their application includes an endorsement from the Dental Corps Chief.
- (2) Demonstrate progression in leadership roles (department head, assistant director, OIC) and successfully completed MTF or NAVMED R&T CMD or dental battalion middle or senior level management assignments.
- (3) Be able to simultaneously manage multiple tasks and prioritize.

(4) Understand key administrative programs to include civilian personnel, military manpower, patient administration and managed care, health information management, logistics and supply chain, and facility management.

(5) Demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(6) Demonstrate evidence of lifelong learning (i.e., professional affiliation, service schools, AQD).

6. Application Process

a. Officers desiring to be screened for the FY 2020 Career Milestone Screening Board must submit the following before the designated deadline:

(1) NAVMED 1410/1 Bureau of Medicine and Surgery Career Milestone Screening Application.

(2) Commanding officer letter of recommendation for all career milestone billet.

(3) Curriculum vitae and biography.

b. Only applicants that submit a screening package prior to the submission deadline will be eligible for screening.

c. The preferred method for submitting an application is via e-mail with scanned copies of signed documents attached. E-mail must be sent encrypted to protect personally identifiable information. Applications will also be accepted via mail or facsimile (signed copies only) when another more secure means is not possible. The appropriate address and facsimile number can be found on the NAVMED 1410/1.

d. Application packages must be received at Commander, Navy Personnel Command (PERS-4415) no later than 1 June 2019. Incomplete or late applications will not be considered by the board.

7. Medical Department Career Milestone Screening Board

a. PERS-4415 serves as the Career Milestone Screening Board sponsor.

b. Applicants who successfully screen are considered eligible for assignment to any career milestone OIC, DFA, SNE, CMO, SDE, and DDS position. Consideration will be given for the categories selected on the application; however, if slated the assignment will be based on the "needs of the Navy." Officers who apply for career milestone screening should do so with this in mind, and be willing to accept the position for which they are slated.

c. The number of personnel screened for OIC, DFA, SNE, CMO, SDE, and DDS will be limited to two times the anticipated number of FY 2020 opportunities.

d. Screening for career milestone positions is valid for 1 year only. Applicants who do not successfully screen, or who screen but are not assigned a position in a particular cycle, may reapply in subsequent years if they meet screening criteria. Those officers who do not successfully screen are encouraged to contact their detailee for counseling and guidance.

8. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) 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 your local records manager or the DON/AA DRMD program office.

9. Forms. The NAVMED 1410/1 Bureau of Medicine and Surgery Career Milestone Screening Application is available at: <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.


TERRY J. MOULTON
Deputy Chief

Releasability and distribution:

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

BUMEDNOTE 1410
3 May 2019

COMMANDING OFFICER'S LETTER OF RECOMMENDATION FOR
CAREER MILESTONE SCREENING APPLICATION TEMPLATE

(Command Letterhead)

1410
Ser/
Date

From: Commanding Officer, (insert command name)

To: President, Fiscal Year 2020 Medical Department Career Milestone Screening Board

Subj: LETTER OF RECOMMENDATION FOR CAREER MILESTONE SCREENING IN
CASE OF RANK JANE DOE, MSC, USN

1. [Commanding Officer's Certification]. This officer served as _____. I personally observed his or her performance in this capacity.
2. [Commanding Officer's Justification]. Briefly describe the officer's performance while in your command and potential for leadership in milestone billet positions.
3. [Commanding Officer's Endorsement]. I give my _____ recommendation that RANK _____ be selected for assignment for an [INSERT POSITION TITLE] career milestone position in Navy Medicine.

(Commanding Officer's signature)

Copy to:
Member

Enclosure (1)