BUMED INSTRUCTION 5450.174

From: Chief, Bureau of Medicine and Surgery

Subj: GUIDANCE FOR SUBMITTING MISSION, FUNCTIONS, AND TASKS FOR BUDGET SUBMITTING OFFICE 18 ACTIVITIES

Ref: (a) OPNAVINST 5400.44A
(b) OPNAVINST 1000.16L
(c) U.S. Navy Regulations, 1990

Encl: (1) Mission, Functions, and Tasks Process Map
(2) Mission, Functions, and Tasks Template

1. **Purpose.** To provide policy and guidance to commands under the control of the Chief, Bureau of Medicine and Surgery (BUMED) for mission, functions, and tasks (MFT) instructions, per references (a) through (c).

2. **Scope and Applicability.** Applies to all budget submitting office (BSO) 18 commands.

3. **Policy.** MFT templates will be maintained by the Assistant Deputy Chief, Manpower and Personnel (BUMED-M1), published on the Manpower Plans and Business Policy (BUMED-12) SharePoint site, and provided to commanders, commanding officers (CO), and officers in charge (OIC). Commanders, COs, and OICs will adhere to the rules and procedures outlined in enclosure (1) and will ensure MFTs conform to the template detailed in enclosure (2). Any deviations from the template will require strong justification in a command’s request. All BSO-18 commands will be in compliance with this policy no later than 120 days. Each shore activity’s MFT requirements can be found in reference (a), section 2, paragraph 131, subparagraphs 131a and b.

4. **Action**
   a. **Echelon 3 Shore Activity Commanders must:**
      
      (1) Track, review, and submit draft MFTs (for themselves and their subordinate activities) via the Navy tasker system every 3 years or when the MFT needs to be modified. The activity is required to publish a revised MFT within 90 days after Chief, BUMED has approved the activity’s request to modify the MFT statement.

      (2) Ensure an MFT is published within 90 days after the Chief of Naval Operations has approved the establishment of a new command.
b. Inspector General and Medical Inspector General. During fiscal year (FY) 2019 to FY 2021, most BSO-18 commands will be transitioning. Medical treatment facilities (MTF) will become the responsibility of Defense Health Agency and current MTF unit identification codes will become a Navy Medicine Readiness and Training Command or Unit. Maximum latitude should be given regarding the MFT instruction inspection element during this timeframe. The commands will not be in control of the update process during this transition period.

5. Responsibility

a. Chief, BUMED. The signature authority for approving MFTs for all BSO-18 commands.

b. Director, Manpower Plans and Business Policy (BUMED-M12). Responsible for tracking, reviewing, processing, and publishing BSO-18 commands’ MFTs.

c. Commander and CO. In addition to responsibilities outlined in reference (c); responsible for reviewing and updating the command’s MFT every 3 years and submitting changes as necessary. Deviating from the standard MFT documents will need justification in the request.

6. BUMED Point of Contact. Contact BUMED-M12 at usn.ncre.bumedfchvabx.manpower-policy@mail.mil. Copies of the signed MFTs can be found on the BUMED-M12 SharePoint page using the following link at https://es.med.navy.mil/bumed/m1/m12.

7. Records Management

a. Records created as a result of this instruction, 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 instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, 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 guidance in OPNAV Manual 5215.1 of May 2016.
9. Information Management Control. The reports required in subparagraph 5c, are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7p.

[Signature]
TERRY J. MOULTON
Deputy Chief

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx
MISSION, FUNCTIONS, AND TASKS PROCESS MAP

BUMED-M12 Reviews MFT Tracker

Is the activity's (echelon 3, primary unit identification code, detachment with OIC, CO) MFT current?

No action needed at this time

Yes

No

BUMED-M12 sends Navy tasker to the region

Region uploads draft MFT to Navy Tasker for action by BUMED-M12

Action complete

-Signed copy uploaded to BUMED-M12 Sharepoint
-BUMED-M12 closes Navy Tasker
-BUMED-M12 sends signed MFT to commands and region

Chief, BUMED signs MFT

From DCTF to Chief, BUMED for signature

Edited MFTs routed from BUMED-M12 to BUMED-M1 and DCTF

-BUMED-M12 reviews formatting and references
-BUMED-M14 verifies MFT matches activity's standard organization/activity manpower document
-BUMED-M7 verifies education and training aligns with requirements
-BUMED-M12 will engage other stakeholders as needed
From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF (LONG NAME OF ACTIVITY AND SHORT TITLE)

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

Encl: (1) Functions and Tasks of (activity short title)

1. Purpose. To publish the functions and tasks of (activity short title) under the mission established by references (a) through (c).

2. Cancellation. (Command) INST 5450.XX (if applicable).


4. Status and Command Relationships. (Activity short title) is a shore activity in an active (fully operational) status under a (commander; commanding officer; officer in charge).

   a. Command (From Standard Naval Distribution List (SNDL))

      Commander; Commanding Officer; Officer in Charge
      (Activity Name)
      (Address)

      (SNDL: xxxx) (UIC: xxxxx)
      (PLA: )
      (Activity Code: 0000-0000)

      Echelon

      1 Chief of Naval Operations
      2 Chief, Bureau of Medicine and Surgery
      3 Commander, Commanding Officer, Officer in Charge (i.e., Navy Medicine Readiness and Training Command Jacksonville (NAVMED R&T CMD))
      4 Officer in Charge, NAVMED R&T UNIT Albany

Enclosure (2)
b. Area Coordination: Area coordinator, regional coordinator, and local coordinator, if designated.

5. Commanded, Tenant, Supported, and Supporting Activities and Detachments. (Optional) (Include shore, operating forces, other Department of Defense (DoD), Joint DoD, non-Federal, and international organizations. For each activity provide a concise statement, in general terms, of major support services provided or received.)

   a. Immediate superior in command of:
   b. Hosts the following tenant activities:
   c. Supports the following:
   d. Receives support from the following:

6. Overseas Diplomacy. (Include the following in MFT instructions of overseas shore activities and other activities whose efforts directly affect overseas-based personnel or whose operations include interaction with foreign nationals): “(Activity short title) services as an effective instrument of U.S. Foreign Policy by initiating and continuing action programs which promote positive relations between the command and foreign nationals, and which assist individual naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and of the United States while overseas.”

7. Action. In accomplishing the assigned mission, the Chief, BUMED and (Commander, Commanding Officer, Officer in Charge (activity name) will ensure performance of the functions and tasks in enclosure (1)). Send recommended changes via the chain of command to Chief, BUMED.

8. Records Management

   a. Records created as a result of this instruction, 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 instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.
9. **Review and Effective Date.** Per OPNAVINST 5215.17A, 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 guidance in OPNAV Manual 5215.1 of May 2016.

10. **Forms or Information Management Control.** (if applicable).

C. FORREST FAISON III

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, [http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx](http://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx)
FUNCTIONS AND TASKS OF
(ACTIVITY SHORT TITLE)

1. Command Suite
   a. Commanding Officer (CO). The CO is charged with accomplishing the economic, effective, and efficient performance of the functions and operations of the naval hospital per U.S. Navy Regulations, the Manual of the Medical Department, and other directives issued by competent authority. The CO, in his or her capacity as the local representative for the governing body, is responsible for operating the command or medical treatment facility according to the authority conferred by the Chief, Bureau of Medicine and Surgery (governing body). The CO is responsible for the professional care and services provided to the patients in the hospital and for the safety and well-being of the entire command. Subject to the orders of higher authority, the CO is vested with complete military jurisdiction within the hospital reservation.

   b. Executive Officer (XO). The XO assumes command in the absence of the CO. In the performance of these duties, the XO will conform to and effectuate the policies and orders of the CO and will keep him or her informed of all significant matters pertaining to the command. The XO will be primarily responsible, under the CO; for the organization, performance of duty, medical readiness, provision of health care services, accreditation, and good order and discipline of the entire command.

2. Special Assistants
   a. Command Master Chief. The command master chief is the senior enlisted advisor to the CO on all matters relating to enlisted policy. Works with the XO in the dissemination and promotion of command policy. Functions as an integral element of the chain of command. Assists to strengthen the chain of command by keeping the CO and XO aware of existing or potential situations as well as procedures and practices which affect the welfare and morale of enlisted members within the command. 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.

   b. Command Security Officer. The command security officer is responsible to the CO for the management of the command personnel and physical security program.