



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

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IN REPLY REFER TO
BUMEDNOTE 1410
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BUMED NOTICE 1410

From: Chief, Bureau of Medicine and Surgery

Subj: APPLICATION PROCEDURES FOR FISCAL YEAR 2016 NAVY MEDICINE
ACTIVE COMPONENT CAREER MILESTONE POSITIONS

Ref: (a) BUMED ltr 1301 Ser M00C/14UNM00C10007 of 16 Mar 2015
(b) The Navy Leadership Development Strategy of 31 Jan 2013

Encl: (1) Acronyms
(2) Template for Commanding Officer's Letter of Recommendation for Career Milestone
Billet Screening Application
(3) Fiscal Year 2016 Director for Administration, Officer in Charge, and Director for
Nursing Services Positions

1. Purpose. To provide information concerning application procedures for Fiscal Year (FY) 2016 Navy Medicine Active Component Career Milestone positions.
2. Scope. This notice applies to all Navy Medicine activities and Navy Medicine personnel that desire to be considered for assignment to Navy Medicine 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 that they possess the leadership abilities required to successfully execute the duties associated with Navy Medicine career milestone billets. The Chief, Bureau of Medicine and Surgery has designated certain Navy Medicine billets as career milestone billets, per reference (a). Career milestone billets include commander (O-5) and captain (O-6), Director for Administration (DFA), officer in charge (OIC), and Director of Nursing Services (DNS) 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. Enclosure (1) contains a list of acronyms. Enclosure (2) is the template for commanding officer's letter of recommendation for Milestone Billet Screening Application. Enclosure (3) is the FY 2016 DFA, OIC, and DNS positions.
4. Milestone Billet Required Qualities/Criteria

a. Experience

- (1) Documented track record of success in leadership and non-leadership positions.

(2) A pattern of successful progression of experience within a medical treatment facility (MTF) or dental treatment facility, and/or non-MTF (e.g., other support functions), and/or operational tours with increasing scope of accountability and responsibility.

b. Knowledge/Skills/Attributes/Outcomes. As outlined in reference (b), the Chief of Naval Operations (CNO) 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 acts both boldly and prudently; embrace authority, responsibility, accountability, and are command leaders. Additionally, Navy Medicine leaders and career milestone billet applicants will:

(1) Have a comprehensive understanding of the Navy Medicine enterprise in relationship to the operational mission.

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

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

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

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

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

(8) Be the role model in Navy core values, military bearing, and physical fitness.

(9) Develop subordinates and value diversity.

(10) Understand and support broader organizational goals.

c. Additional requirements. Expectation is that selectees will:

(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 2016 Career Milestone assignment should discuss with their Detailer prior to submitting an application.

(2) Meet body composition assessment and physical fitness assessment standards. No failures in either category within the last four cycles.

5. Criteria for Selection to Milestone Billets

a. DFA and OIC

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

(2) Must have a diversity of assignments, such as MTF, fleet, staff, overseas, or recruiting. For MTF positions, a minimum of one MTF tour, preferably within the last 5 years. 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) Must be able to manage multiple tasks simultaneously and know how to prioritize. Must understand key administrative programs to include civilian personnel, military manpower, patient administration/managed care, health information management, logistics/supply chain, and facility management. Applicants should demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

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

(5) Demonstrate evidence of lifelong learning (i.e., Professional Affiliation, Service Schools, AQDs).

b. DNS Criteria

(1) Officer must be a Nurse Corps officer in the grade of captain (O-6), or selected for captain.

(2) Demonstrated progression in leadership roles (department head, assistant director, OIC). Successful MTF middle or senior level management assignments.

(3) Must be able to manage multiple tasks simultaneously and know how to prioritize. Must understand key administrative programs to include civilian personnel, military manpower, patient administration/managed care, health information management, logistics/supply chain, and facility management. Applicants should demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(4) Demonstrate evidence of lifelong learning (i.e., Professional Affiliation, Service Schools, AQDs).

(5) Possess a post-baccalaureate degree (i.e., Master's degree).

6. Application Process

a. Officers desiring to be screened for the upcoming year must submit the following documents with NAVMED Form 1410/1, Bureau of Medicine and Surgery Career Milestone Screening Application before the below designated deadline.

(1) A CO letter of recommendation for all career milestone billet applicants.

(2) A copy of most recent fitness report unless it is already contained in officer's official military record (Official military records can be viewed at: <https://www.bol.navy.mil/> (BUPERS Online)). Officers must ensure that all personally identifiable information (PII) (i.e., social security number) is redacted.

(3) Curriculum Vitae and biography

(4) Official Military Photo

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 by e-mail with scanned copies of signed documents attached. E-mail should be sent encrypted to protect PII. Applications will also be accepted via mail or fax (signed copies only) when another more secure means is not possible. The appropriate address and fax number can be found on the NAVMED 1410/1.

d. Application packages must be received at Commander, Navy Personnel Command (NAVPERSCOM) (PERS-4415) no later than 1 July 2015. Incomplete 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. A NAVADMIN message announcing the FY16 administrative screening board will be released by PERS-4415, prior to the convening of the board.

b. Applicants who successfully screen are considered eligible for assignment to any career milestone DFA, OIC, or DNS position, and if slated, will be assigned 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 DFA, OIC, and DNS will be limited to two times the anticipated number of FY 2016 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 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 Detailer for counseling and guidance.

8. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

9. Forms. NAVMED Form 1410/1 (5-2015), Bureau of Medicine and Surgery Career Milestone Screening Application is available at:
<http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.



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Distribution is electronic only via the Navy Medicine Web site at:
<https://www.med.navy.mil/directives/Pages/default.aspx>

ACRONYMS

CO	Commanding Officer
BUMED	Bureau of Medicine and Surgery
BUPERS	Navy Personnel Command
DFA	Director for Administration
DNS	Director for Nursing Services
FY	Fiscal Year
MTF	Medical Treatment Facility
NBHC	Naval Branch Health Clinic
NH	Naval Hospital
NHC	Naval Health Clinic
NMOTC	Navy Medicine Operational Training Center
OIC	Officer in Charge
PCS	Permanent Change of Station
PII	Personally Identifiable Information
USNH	United States Naval Hospital
USNS	United States Navy Ship

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**Template for Commanding Officer's Letter of Recommendation for
Career Milestone Billet Screening Application**

1410
Ser 00/
Date

From: Commanding Officer, (insert command name)
To: President, Fiscal Year 2016 Medical Department Career Milestone Billet
Screening Board

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

1. **Commanding Officer's Certification.** This officer served as _____. I personally observed his/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 CAPT _____ be selected for assignment for a DFA/OIC/DNS Career Milestone Position in Navy Medicine.

Commanding Officer's signature

Copy to:
Member

Enclosure (2)

**Fiscal Year 2016 Director for Administration, Officer in Charge, and Director for Nursing
Services Positions**

Director for Administration

<u>Command</u>	<u>Rank</u>	<u>Designator</u>
Naval Hospital (NH) Bremerton, WA	CAPT	2300
NH Jacksonville, FL	CAPT	2300
NH Pensacola, FL	CAPT	2300
Bureau of Medicine and Surgery (BUMED), Falls Church, VA	CDR	2300
NH Beaufort, SC	CDR	2300
Naval Health Clinic (NHC) Charleston	CDR	2300
United States Naval Hospital (USNH) Naples, Italy	CDR	2300
NHC Quantico, VA	CDR	2300

Officer in Charge

Navy Medicine Operational Training Center (NMOTC) Detachment Naval Expeditionary Medical Training Institute, Camp Pendleton, CA	CAPT	2XXX
Naval Branch Health Clinic (NBHC) Naval Support Activity Norfolk, VA	CDR	2XXX
NBHC Atsugi, Japan	CDR	2XXX
NBHC Sasebo, Japan	CDR	2XXX
NMOTC Detachment NSTI, Pensacola, FL	CAPT	2300*
NBHC Albany, GA	CDR	2300
NBHC Everett, WA	CDR	2300
NBHC NASJRB Fort Worth, TX	CDR	2300
NBHC NAS Whiting Field, FL	CDR	2300
NBHC NSF Diego Garcia	CDR	2300
Naval Dosimetry Center, Bethesda, MD	CDR	2300**

* *Requires 1836 Subspecialty Code*

** *Requires 1825/1828 Subspecialty Code*

Director for Nursing Services

Navy Medicine East, Portsmouth, VA	CAPT	2900
Navy Medicine West, San Diego, CA	CAPT	2900
NHC Corpus Christi, TX	CAPT	2900
Navy Personnel Command, Millington, TN (Senior Nurse Corps Detailer)	CAPT	2900
USNH Guantanamo Bay, Cuba	CAPT	2900
NH Pensacola, FL	CAPT	2900

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USNH Rota, Spain	CAPT 2900
NMC San Diego, CA	CAPT 2900
USNH Sigonella, Italy	CAPT 2900
USNH Yokosuka, Japan	CAPT 2900
T-AH 19 United States Navy Ship (USNS) MERCY MTF	CAPT 2900
T-AH 20 USNS COMFORT MTF	CAPT 2900
BUMED, Falls Church, VA (Nurse Corps Career Planner)	CAPT 2900