



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
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IN REPLY REFER TO

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15 Mar 19

From: Chief, Bureau of Medicine and Surgery  
To: Navy Medical Corps Officers

Subj: NAVY MEDICAL CORPS CAREER DEVELOPMENT BOARD PROGRAM

1. Purpose. To provide guidance for the management and execution of the Medical Corps (MC) Officer Career Development Board (CDB) program.
2. Applicability. This applies to all active duty MC officers.
3. Background. The objective of the MC CDB program is to afford MC officers an opportunity to receive guidance to make better informed career decisions. The goal of the MC CDB program is to assist members in effectively managing their careers, setting achievable goals and meeting key milestones.
4. Policy
  - a. All MC officers in the rank of Lieutenant through Commander assigned to a Budget Submitting Office (BSO)-18 commands (except those in their internship year of training) will have at least one CDB per assignment. MC officers in their internship year of training will have mentoring during their internship that addresses many of the same aspects of CDBs. Mentoring of interns can be combined with other internship program required activities. MC officers in residency/fellowship training will have at least one CDB during their residency/fellowship training period.
  - b. All MC officers in the rank of Lieutenant through Commander assigned to non-BSO-18 commands will have at least one CDB per assignment. This may be accomplished by requesting a CDB with senior MC officers at the Headquarters (HQ), Type Command level, Navy Medicine Readiness Training Command (NMRTC) or at a Military Treatment Facility (MTF) either in person, via teleconference or using video technology such as Skype or FaceTime.
  - c. Captains are highly encouraged to have at least one CDB per assignment.
  - d. Any MC officer may request a CDB at any time by contacting the Command MC CDB Coordinator. Key events that may lead to a request for a CDB include preparing for a selection board, applying for additional training, applying for a milestone billet or failure of selection for promotion.

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5. Roles and Responsibilities

a. MC Career Planner

(1) Serves as Champion of the MC CDB Program and is responsible for its implementation, oversight and maintenance.

(2) Updates and maintains the MC CDB policy, forms and resources.

(3) Provides periodic updates to MC leadership on the MC CDB Program Status and command CDB completion rates.

(4) Works with the MC CDB Program Manager to execute the MC CDB Program.

(5) Monitors data for MC CDB Program outcomes and effectiveness and works with the MC CDB Program Manager to make necessary adjustments.

b. MC CDB Program Manager

(1) Responsible for facilitating the administrative functions of the MC CDB Program. Provides information regarding MC CDB requirements throughout the MC and advises Command MC CDB Coordinators on these matters. The MC CDB Program Manager is a leader and mentor who champions the CDB Program and provides guidance and oversight to the MC CDB Assistant Program Manager and to the Command MC CDB Coordinators.

(2) Selected by the MC Career Planner and appointed by the MC Deputy Director for a three year period.

(3) Exercises administrative control of resources required to support the MC CDB Program.

(4) Oversees the MC CDB Program electronic/online resources ensuring resources are kept up-to-date.

(5) Provides orientation and guidance to Command MC CDB Coordinators.

(6) Ensures Command MC CDB Coordinators submit quarterly MC CDB completion rates.

(7) Conducts periodic teleconferences with Command MC CDB Coordinators. Ensures attendance and minutes are completed and posted with the electronic/online resources.

(8) Updates the MC Career Planner on MC CDB Program status to include, but not limited to, MC CDB completion rates by command.

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(9) Provides information briefs to MC leadership or other groups as needed and requested by the MC Career Planner.

(10) Monitors and analyzes MC CDB evaluation surveys for trends and opportunities for improvement and provides feedback to the MC Career Planner.

c. MC CDB Assistant Program Manager

(1) Manages the electronic/online resources ensuring all material is current and all necessary personnel have access.

(2) Selected by the MC CDB Program Manager and appointed by the MC Career Planner.

(3) Assists the MC CDB Program Manager in keeping all training resources current and standardized.

(4) Obtains and distributes dial-in information for the periodic teleconferences with the Command MC CDB Coordinators. Submits attendance and draft minutes to the MC CDB Program Manager.

(5) Assists in monitoring MC CDB evaluation surveys for trends and opportunities for improvement and provides feedback to the MC CDB Program Manager.

(6) Performs other duties as requested by the MC CDB Program Manager.

d. Command Senior Medical Officer/Chief Medical Officer

(1) Executes the MC CDB Program within their command.

(2) Ensures that all Lieutenants through Commanders (other than those in their internship year) receive at least one CDB during their tour. For MC officers that complete residency training and remain at the same command as staff, the tour as a staff MC officer will be considered a separate tour from the tour as a trainee and the MC officer will require another CDB during the staff tour.

(3) Highly encourages all MC Captains to receive at least one CDB.

(4) Appoints a minimum of one Command MC CDB Coordinator using the template located on the online resource page.

(5) Provides resources and guidance to support the Command MC CDB Coordinator and ensures the MC CDB Program complies with this policy and meets the needs of the MC officers within their command.

(6) Meets with the Command MC CDB Coordinator quarterly to monitor trends and MC CDB completion rates.

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(7) Designates MC CDB members within their command.

e. Specialty Leaders. Ensures all MC officers within their specialty receive at least one CDB per assignment and provides support to Command MC CDB Coordinators in Board execution. Assists the MC officers assigned to non-BSO-18 commands with the completion of CDBs.

f. Command Medical Corps Career Development Board Coordinator

(1) Maintains familiarity with Navy Medicine Strategic Plan and MC career progression information.

(2) Advertises the MC CDB Program within their command.

(3) Tracks completion of CDBs for MC officers assigned to their commands.

(4) Maintains a list of current and active MC CDB members as approved by the Senior Medical Officer (SMO)/Chief Medical Officer (CMO).

(5) Schedules MC CDBs and provides date, time and location to the officer and Board members at least one week in advance.

(6) Recruits, at a minimum, three Board members based on the officer's preferences. The Specialty Leader or Assistant Specialty Leader may be recruited as a Board member and participate via teleconference or video technology. When possible, the Board should include an individual from the member's specialty community. CDB may also include senior officers from other Corps.

(7) Requests copies of the member's completed MC Career Development Profile Sheet (available on the online recourse page), Officer Data Card (ODC), Officer Summary Record (OSR), Performance Summary Report (PSR), professional biography (Bio) and curriculum vitae (CV). Provides copies to the Board members for review prior to the CDB.

(8) Designates a Board member to document key points on the MC Career Development Profile Sheet.

(9) Solicits member feedback using the post-CDB evaluation survey.

(10) Analyzes feedback to monitor effectiveness of the program and identify opportunities for program improvement. Provides feedback to Senior Medical Officer/Chief Medical Officer to determine if CDBs are meeting the needs of the MC officers at their command.

(11) Provides quarterly feedback on CDB completion rates to the CDB Program Manager.

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(12) Attends Command MC CDB Coordinator meetings as scheduled by the CDB Program Manager. If unable to attend, identifies an appropriate substitute.

g. Career Development Board Member

(1) Maintains familiarity with Navy Medicine Strategic Plan and MC career progression information.

(2) Prior to the Board, reviews the officer's MC Career Development Profile Sheet, ODC, OSR, PSR, Bio and CV.

(3) During the Board, reviews all documents with member and provides education as needed on how to interpret data and update records.

(4) Assists the officer formulating short- and long-term goals, if needed. Makes specific recommendations and establishes a timeline for review and completion.

(5) Makes recommendations for follow-up or future CDBs based on the officer's short- and long-term goals.

6. Career Development Board Program Procedures

a. At least two weeks prior to the Board, the MC officer undergoing the Board will complete the MC Career Development Profile Sheet, and submit it to the Command MC CDB Coordinator along with a copy of their ODC, OSR, PSR, Bio and CV.

b. The Command MC CDB Coordinator will select Board members at least two weeks in advance and provide them with the documents at least one week prior to the Board to allow for sufficient time to review.

c. Board members will review the MC officer's CDB package prior to the scheduled Board to identify items that need to be addressed with the officer.

d. At the scheduled CDB, Board members will review the MC officer's record and provide career guidance. Topics will include, but are not limited to, duty stations, duty assignments, board certification, educational/leadership courses, professional development, collateral duties, operational courses and deployments.

e. The Board members and the MC officer will develop short- and long-term goals with specific recommendations discussed during the Board as well as a timeline for completion/follow-up.

f. A designated Board member will ensure the MC Career Development Profile Sheet is completed by the conclusion of the Board and returned to the Command MC CDB Coordinator. The Command MC CDB Coordinator will review the comments and recommendations, note any

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recommendation for a follow-up CDB and provide the completed MC Career Development Profile Sheet to the MC officer and to the SMO/CMO.

g. At the completion of the Board, the Board members will provide the MC officer with the access information to complete an anonymous evaluation through the survey tool. One week after the Board, the Command MC CDB Coordinator will send an email reminder to the member to encourage completion of the evaluation.

A handwritten signature in black ink, appearing to read "P D Pearigen", with a stylized flourish at the end.

P. D. PEARIGEN  
Chief, Navy Medical Corps