



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

Canc: Apr 2021  
IN REPLY REFER TO  
BUMEDNOTE 1410  
BUMED-M09  
22 Apr 2020

BUMED NOTICE 1410

From: Chief, Bureau of Medicine and Surgery

Subj: APPLICATION PROCEDURES FOR FISCAL YEAR 2021 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) 2021 Active Component Navy Medicine (NAVMED) Career Milestone Screening Board and set the application deadline of 15 June 2020.

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. A list of NAVMED career milestone billets as designated by Chief, Bureau of Medicine and Surgery (BUMED) 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 require specialized healthcare leadership expertise, experience, and a documented career progression that prepares an officer for the duties and responsibilities associated with these positions. Such opportunities include: officer in charge (OIC), director for administration (DFA), senior nurse executive (SNE), chief medical officer (CMO), and director for dental services (DDS).

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 (NAVMEDREADTRN-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 2021 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, NAVMEDREADTRNCMD, fleet, staff, overseas, or recruiting. For MTF or NAVMEDREADTRNCMD positions, a minimum of one MTF or NAVMEDREADTRNCMD 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 NAVMEDREADTRNCMD 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)). Special consideration will be given to candidates who have completed Joint Professional Military Education (JPME) but it is not required.

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, NAVMEDREADTRNCMD, fleet, staff, overseas, or recruiting. For MTF or NAVMEDREADTRNCMD positions, a minimum of

one MTF or NAVMEDREADTRNCMD 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). Special consideration will be given to candidates who have completed JPME but it is not required.

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 NAVMEDREADTRNCMD 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). Special consideration will be given to candidates who have completed JPME but it is not required.

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 or associate director, OIC, operational assignments). Successfully completed MTF or NAVMEDREAD-TRNCMD 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). Special consideration will be given to candidates who have completed JPME but it is not required.
- (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 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 NAVMEDREADTRNCMD 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). Special consideration will be given to candidates who have completed JPME but it is not required.

#### 6. Application Process

a. Officers desiring to be screened for the FY 2021 Career Milestone Screening Board must submit the information in subparagraphs 6a(1) through (4) 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 billets.

(3) Curriculum vitae and biography.

(4) Officer Summary Record, Performance Summary Record, and last five Fitness Reports.

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 15 June 2020. 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, 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, and DDS will be limited to two times the anticipated number of FY 2021 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 detailer 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 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.secnave.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.

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>.



B. L. GILLINGHAM

#### 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  
22 Apr 2020

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 this officer's 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)