



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

Canc: Apr 2019
IN REPLY REFER TO
BUMEDNOTE 1410
BUMED-M09
1 May 2018

BUMED NOTICE 1410

From: Chief, Bureau of Medicine and Surgery

Subj: APPLICATION PROCEDURES FOR FISCAL YEAR 2019 NAVY MEDICINE
CAREER MILESTONE SCREENING BOARD

Ref: (a) Navy Leader Development Framework 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) 2019 Navy Medicine Active Component Career Milestone screening board and set the application deadline of 1 June 2018.
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 representing 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 Navy Medicine career milestone billets. Chief, Bureau of Medicine and Surgery (BUMED) has designated certain Navy Medicine billets as career milestone billets. A list of designated billets can be found on the Navy Medicine'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) 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 Billets Eligibility
 - a. Experience. Personnel interested in milestone billets:
 - (1) Must have a documented track record of success in leadership and non-leadership positions.

(2) Must have a pattern of successful progression of experience within a medical treatment facility (MTF) or dental treatment facility, or non-MTF (e.g., 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, Navy Medicine leaders and career milestone billet applicants must:

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

(4) Have the ability to communicate effectively in public and private forums. 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. The expectation is 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 2019 career milestone assignment should contact with their detailer prior to submitting an application for confirmation.

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

5. Criteria for Selection to Milestone Billets

a. OIC

(1) Must be in the grade of commander (O5) or higher, or selected for commander (O5). Lieutenant commanders (O4) will be considered, if their application includes an endorsement from their respective 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 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 Dental Battalion middle or senior-level management assignment.

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

(5) Must 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) Applicants must 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

(1) Must be a Medical Service Corps (MSC) in the grade of commander (O5) or higher, or selected for commander (O5). Lieutenant commanders (O4) will be considered, if their application includes an endorsement from the MSC 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 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) Must be able to simultaneously manage multiple tasks and prioritize.

(4) Must 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) Applicants must 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

(1) Must be a Nurse Corps officer in the grade of captain (O6), or selected for captain.

(2) Must demonstrated progression in leadership roles (department head, assistant director, OIC); and successful MTF middle or senior level management assignments.

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

(4) Must 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) Applicants must 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

(1) Must be a Medical Corps officer in the grade of commander (O5) or higher, or selected for commander (O5).

(2) Must have demonstrated progression in leadership roles (department head, assistant director, OIC); and successfully completed a MTF middle or senior-level management assignments.

- (3) Must be able to simultaneously manage multiple tasks simultaneously and prioritize.
- (4) Must 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) Applicants must demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.
- (6) Demonstrated evidence of lifelong learning (i.e., professional affiliation, service schools, AQDs).
- (7) Must have experience in leading development of medical professionals. Possess thorough knowledge of fundamentals, theories, principles, and practices of quality improvement methodologies.
- (8) Must have familiarity with principles of healthcare management, biostatistics, and military and civilian healthcare financial management.
- (9) Must have familiarity with regulatory and accreditation standards.
- (10) Must have knowledge of high reliability principles and implications of standards for quality of care and quality measurement.

e. DDS/Senior Dental Executive (SDE)

- (1) Must be a Dental Corps officer in the grade of commander (O5) or higher, or selected for commander (O5). Lieutenant commanders (O4) will be considered, if their application includes an endorsement from the Dental Corps Chief.
- (2) Must have demonstrated progression in leadership roles (department head, assistant director, OIC); and successfully completed a MTF or Dental Battalion middle or senior-level management assignments.
- (3) Must be able to simultaneously manage multiple tasks simultaneously and prioritize.
- (4) Must 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) Applicants must demonstrate sound decision making ability, skill to interact successfully with personnel at all levels of the organization, and be a leader and mentor.

(6) Demonstrated evidence of lifelong learning (i.e., professional affiliation, service schools, AQDs).

6. Application Process

a. Officers desiring to be screened for the FY 2019 Career Milestone Screening Board must submit the following:

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

(2) Commanding officer letter of recommendation for a 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 by e-mail with scanned copies of signed documents attached. E-mail should be sent encrypted to protect personally identifiable information. Applications will also be accepted via mail or fax (signed copies only) when another more secure means is not possible. The appropriate mailing address, e-mail address, and fax 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 2018. 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, 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 2019 opportunities.

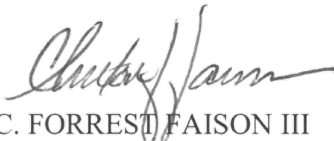
d. Screening for career milestone positions is valid for 1 year only. Applicants who do not successfully screen, or who screen but are not assigned a position in a particular cycle, may reapply in subsequent years if they meet screening criteria. Those officers who do not successfully screen are encouraged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

8. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per the Secretary of the Navy Manual 5210.1 of January 2012.

9. Forms and Information Management Control

a. 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. Information Management Control. Reports required in paragraph 6 of this notice are exempt from reports control per the Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.



C. FORREST FAISON III

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
1 May 2018

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

1410
Ser 00/
Date

From: Commanding Officer, (insert command name)
To: President, Fiscal Year 2019 Navy Medical Department Career Milestone Screening Board

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

1. This officer served as _____. I personally observed his or her performance in this capacity.
2. Briefly describe the officer's performance while in your command and potential for leadership in milestone billet positions.
3. I give my _____ recommendation that CDR _____ be selected for assignment for a OIC/DFA/SNE/CMO/SDE/DDS Career Milestone position in Navy Medicine.

Commanding Officer's signature

Copy to:
Member

Enclosure (1)