

MILPERSMAN 1301-815

POLICIES AND PROCEDURES - ACTIVE COMPONENT MEDICAL DEPARTMENT OFFICER SCREENING AND ASSIGNMENT TO MEDICAL DEPARTMENT CAREER MILESTONE BILLETS

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| References | (a) OPNAVINST 5430.48E (b) OPNAVINST 5450.215D (c) BUMED ltr 1301 Ser M00C/15UNM00C40044 of 16 Mar 2015 (d) NAVSO P-6034, Joint Federal Travel Regulations (JFTR) (e) BUMEDNOTE 1410 BUMED-M09 of 19 May 2016 (Canc: May 2017) |
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1. Background

a. Per references (a) and (b), The Navy Surgeon General is the principal advisor to the Chief of Naval Operations (CNO) on the provision of centralized and coordinated policy development, guidance, and professional advice on health service programs for the Department of the Navy (DON). The Navy Surgeon General is responsible for providing advice to Navy leadership on the organization, utilization, and distribution of medical department officers and for screening boards for medical department milestone billets. Reference (c) lists the Navy medical department milestone billets.

b. Officer communities may designate a limited number of their billets as milestones, which 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 execute the duties associated with milestone billets. Screening for milestone duty is to ensure only the best and fully qualified are assigned to milestone positions.

2. Eligibility

a. Medical department officers in the grade of commander or those whose names appear on the commander promotion list are eligible to have their records screened at the next milestone board conducted. Lieutenant commanders who desire to be screened at the milestone board require a signed letter of endorsement by their respective corps chief.

b. Medical department officers in the grade of captain or those whose names appear on the captain promotion list are eligible to have their records screened at the next milestone board conducted.

c. Medical department officers with approved resignations or retirements are not eligible. Officers whose statutory retirement date precludes completion of the minimum activity tour after the milestone screening board are not eligible.

d. Medical department officers must meet body composition assessment and physical fitness assessment standards to be eligible.

3. Application Process

a. Navy Personnel Command (NAVPERSCOM), Medical Corps Officer Branch (PERS-4415) and the Bureau of Medicine and Surgery (BUMED) will release guidance via reference (e) in the second quarter of each fiscal year announcing the medical department milestone screening board dates, eligibility requirements, application process, and the deadline for application submission.

b. Officers desiring to be screened for the upcoming year must submit an application containing the following documents before the advertised deadline:

(1) Completed screening application with signature, date, and identification of the milestone categories for which member is requesting to be screened;

(2) Commanding officer's letter of recommendation;

(3) Curriculum vitae and biography; and

(4) Current fitness report.

c. The preferred method for submitting an application with scanned copies of signed documents attached is via encrypted e-mail to Deputy, Medical Corps Officer Branch (PERS-4415A at: PERS-4415_ALPHA@NAVY.MIL).

d. Only applicants who submit an application package prior to the submission deadline and meet the criteria listed in NAVPERSCOM (PERS-4415) and BUMED guidance will be eligible for screening. BUMED guidance is promulgated in the second quarter of each fiscal year via a BUMEDNOTE that is distributed by e-mail from the BUMED, Corps Chief's Office (BUMED M-1).

4. Milestone Board Membership

a. The milestone screening process is completed by a formal administrative board. NAVPERSCOM (PERS-4415) or a designated alternate serves as the board sponsor. At a minimum, the board membership is approved by the Navy Surgeon General and must consist of the following:

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| <u>(1)</u> | Medical department flag officer who serves as the president and senior member |
| <u>(2)</u> | Medical Corps flag officer or post-command captain |
| <u>(3)</u> | Nurse Corps flag officer or post-command captain |
| <u>(4)</u> | Dental Corps flag officer or post-command captain |
| <u>(5)</u> | Medical Service Corps flag officer or post-command captain |

b. No officer may serve on two consecutive boards as a member, except in cases where there is only one flag officer available to represent a specific corps. NAVPERSCOM (PERS-4415) will assign the head recorder and assistant recorders as required.

5. Quota Determination. Milestone screening quotas are established annually by the Navy Surgeon General based upon the number of opportunities coming available in the upcoming fiscal year.

6. Release of Results

a. The results of the screening board are approved by Commander, Navy Personnel Command (COMNAVPERSCOM). Approved

board results are forwarded by the Branch Head, Medical Corps Officer Branch (PERS-4415) to the Navy Surgeon General.

b. Screening for milestone positions is valid for 1 year only. Applicants not selected may apply in subsequent years if they meet eligibility criteria.

7. **Milestone Slating**

a. Following approval of the screening board results, medical department detailers must prepare milestone slates, proposing screened officers to respective billets, taking into consideration: skill sets, projected rotation dates, proposed fill dates, subspecialty experience required, preferences, and the needs of the Navy. The purpose of the slate is to ensure that an officer's experience, qualifications, and other factors are appropriate for the milestone assignment.

b. BUMED must review the milestone slate, amend it as necessary, and approve the slate prior to the assignment process.

c. Milestone screened officers not slated will remain available for consideration if unplanned openings occur during the fiscal year in which they were screened. If no assignment is available, officers will be required to rescreen the following year.

8. **Milestone Screening Exceptions**

a. As general policy, only milestone screened officers will be assigned to milestone billets. Every effort will be made to assign screened officers prior to any alternate being assigned.

b. On rare occasions, exceptions to this policy may arise when there are no milestone screened officers or alternates available, thus necessitating assignment of a non-board screened officer with the proper skill sets to a milestone billet. In this instance, a non-screened officer would need to be administratively screened and approved by the Navy Surgeon General.

9. **Milestone Tour Lengths.** Milestone tour lengths are governed by joint tour length requirements and officer distribution guidelines pursuant to references (d) and MILPERSMAN 1301-104.