



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 5450.158
BUMED-311
17 Nov 92

BUMED INSTRUCTION 5450.158

From: Chief, Bureau of Medicine and Surgery

Subj: MISSION, FUNCTIONS, AND TASKS OF THE NAVAL OFFICE OF
MEDICAL/DENTAL AFFAIRS (MEDDEN AFFAIRS)

Ref: (a) OPNAVNOTE 5450 ser 09B22/9U510806 of 28 Sep 89 (NOTAL)
(b) OPNAVINST 5450.171C (NOTAL)
(c) OPNAVINST 5450.169D (NOTAL)

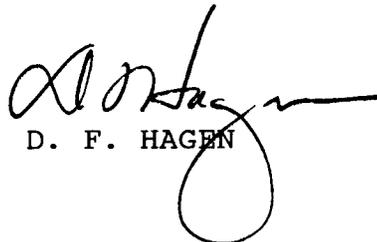
Encl: (1) Mission, Functions, and Tasks of the Naval Office of
Medical/Dental Affairs

1. Purpose. To publish the functions and tasks of the Naval
Office of Medical/Dental Affairs (MEDDEN AFFAIRS) under the
mission established by reference (a).

2. Action. Addressee must:

a. Ensure performance of the specific mission, functions,
and tasks in enclosure (1).

b. Advise the Chief, Bureau of Medicine and Surgery of any
recommended modifications to enclosure (1), per references (b)
and (c).



D. F. HAGEN

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MISSION, FUNCTIONS, AND TASKS OF
THE NAVAL OFFICE OF MEDICAL/DENTAL AFFAIRS

1. Purpose. To promulgate the mission, functions, and tasks of Naval Office of Medical/Dental Affairs (MEDDEN AFFAIRS) under the mission established by OPNAVNOTE 5450 ser 09B22/9U510806 of 28 Sep 1989.

2. Mission. To support the Chief, Bureau of Medicine and Surgery (BUMED) in the management of the world-wide provision of nonfederal health care services to active duty Navy and Marine Corps personnel; to monitor the status of active duty Navy and Marine Corps personnel in non-Navy federal health care facilities; to coordinate the decedent affairs program, and to perform other functions and services as may be directed by higher authority.

3. Status and Command Relationships. MEDDEN AFFAIRS is a shore activity in an active (fully operational) status under an officer in charge.

a. Echelon of Command:

1 - Chief of Naval Operations

2 - Chief, Bureau of Medicine and Surgery

3 - Officer in Charge, Naval Office of Medical/Dental Affairs, Great Lakes, IL

b. Area and regional coordination is exercised by Chief of Naval Education and Training through Naval Training Center, Great Lakes, IL.

4. Functions and Tasks

a. Administers the Nonnaval Health Care Program, providing interface with members, civilian providers, and other Federal agencies and offices.

(1) Advises BUMED on proposed policy changes relative to the Nonnaval Health Care Program.

(2) Processes nonnaval health care claims for active duty Navy and Marine Corps personnel.

(3) Provides information to members and customers on the Nonnaval Health Care Program to ensure mission accomplishment.

(4) Develops materials and provides training to responsible line commanders, Medical Department representatives, and other cognizant organizations.

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(5) Adjudicates and certifies bills received from Department of Veterans Affairs (DVA) medical and dental facilities for care rendered to eligible beneficiaries.

(6) Analyzes requirements, formulates objectives, and evaluates availability of Federal health care outside catchment areas of medical treatment facilities (MTFs) for active duty Navy and Marine Corps personnel, and Navy and Marine Corps Reserve personnel while on active duty for training.

(7) Establishes DVA and Department of Defense (DoD) resource sharing agreements outside MTF catchment areas. Coordinates requirements with BUMED and DVA central office officials.

(8) Develops, submits, and executes an effective financial management program to support the assigned mission.

(9) Maintains appropriate records to submit required reports and provide management and statistical information and reports as requested by higher authority.

(10) Negotiates host-tenant agreements and memoranda of understanding or agreements with other DoD commands or activities necessary to support mission accomplishment.

(11) Develops internal investment equipment budgets and manages equipment maintenance and inventory programs, ensuring property accountability.

(12) Monitors compliance of automated information system (AIS) projects with promulgated DoD, Navy, and BUMED life cycle management (LCM) guidelines and instructions.

(13) Reviews appeals of denied claims and prior approval requests. Serves as first level of appeal for nonnaval adjudicated claims.

(14) Responds to congressional inquiries and other special projects as required.

(15) Responds to telephone inquiries from customers including members, medical representatives (MEDREPs), providers, collection agents, finance centers, lawyers, etc.

b. Establishes and implements procedures consistent with Navy policies for case management to include medical cognizance and procedures necessary to monitor or move patients to promote prompt final disposition.

(1) Implements policy and provides guidance for submitting nonnaval health care claims.

(2) Assumes medical cognizance responsibilities for active duty Navy and Marine Corps members hospitalized in nonnaval facilities outside the catchment area of a naval MTF.

(3) Assigns and advises the cognizant MTF of their responsibilities for patients admitted to nonnaval treatment facilities.

(4) Coordinates emergency medical evacuations through civilian sources, the Armed Services Medical Regulating Office (ASMRO), and the cognizant MTF.

(5) Advises parent commands of the necessity to conduct line of duty and misconduct investigations on their members hospitalized in nonnaval treatment facilities.

(6) Coordinates the proper treatment and disposition of Navy and Marine Corps personnel receiving care in nonnaval treatment facilities.

(7) Monitors all prior approvals including rehabilitation, physical therapy, maternity cases, and requests from DVA facilities.

c. Manages decedent affairs cases not within purview of MTFs.

(1) Monitors all active duty Navy and Marine Corps deaths occurring in the continental United States (CONUS) to ensure immediate recovery and identification of remains; high standards and uniformity of services; expeditious disposition of remains; and the prompt notification concerning all applicable matters.

(2) Coordinates arrangements with commands, and other agencies of the Government and civil authorities necessary to carry out the Decedent Affairs Program responsibilities. This includes preparation, casketing, and clothing as required; cremation; transportation of remains; necessary arrangements for and instruction of escorts; provision of flags; interment; and other services or items required in unusual situations.

(3) Arranges for the performance of appropriate Decedent Affairs Program functions when the services of a contract funeral home are not available.

(4) Assists the casualty assistance calls officer (CACO) in advising the primary next of kin (PNOK) of the services and

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supplies available through Navy sources, and reimbursement limitations when the PNOK indicates a desire to make private arrangements for disposition of remains.

(5) Makes contact with the PNOK selected funeral establishment in an attempt to negotiate a one-time best price agreement, including informing the funeral establishment of the allowable expenditures for which the Government will be responsible.

(6) Provides assistance to family members traveling to group interments.

(7) Exercises oversight responsibility for the Burial at Sea Program, including monitoring all ports of embarkation located within the MEDDEN AFFAIRS geographic area of responsibility.

(8) Adjudicates and pays applicable Decedent Affairs Program claims.

d. Provides management and statistical information to BUMED on the Nonnaval Health Care and Decedent Affairs Programs.

(1) Researches and responds to requests from BUMED for data concerning types of injuries and treatments by region or timeframe.

(2) Compiles data and uses statistical techniques to determine and analyze nonnaval health care trends and prepares quarterly reports to BUMED which display trends and budget status.

(3) Creates and maintains libraries of charts and report formats to generate status reports that apply to the assigned mission.

(4) Summarizes and provides reports on third-party liability claims for Navy legal service office (NLSO) review.

e. Monitors the review and submission of prior year funding and residual financial requirements of the disestablished Naval Medical Command, Northeast Region, until appropriation closes.

(1) Measures performance of prior year funding and residual financial agreement, of the disestablished Naval Medical Command, Northeast Region, by analyzing general ledger accounts, and recommends appropriate action.

(2) Receives required expenses limitation holder resource authorizations and issues resource authorizations.

(3) Provides assistance and issues funding documents to reflect approved distribution of available funding to resource authorization holders.

(4) Monitors financial execution of investment equipment for Other Procurement, Navy (OPN) appropriation funding.

f. Operates and maintains an equal opportunity program under existing laws and regulations.

g. Operates and maintains a total quality leadership (TQL) executive steering committee to meet the objectives established by the Chief of Naval Operations.

h. Operates an active command physical fitness program to promote good health and ensure readiness of all personnel assigned.

i. Operates an active management control program to improve efficiency within the command.

j. Operates a command automated data processing (ADP) security program preventing unauthorized use of equipment and data.

k. Provides or undertakes such other appropriate functions as may be directed by higher authority.