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

IN REPLY REFER TO
BUMEDINST 5420.13A
BUMED-00HC
9 Oct 96

BUMED INSTRUCTION 5420.13A

From: Chief, Bureau of Medicine and Surgery

Subj: ENLISTED TECHNICAL LEADER (ETL) PROGRAM

Encl: (1) Mission and Functions of Medical Department Enlisted Technical Leaders
(2) Enlisted Technical Leader Selection Criteria and Processes
(3) Sample Summary Report
(4) Outline for Curriculum Vitae

1. Purpose. To change the title from Enlisted Technical Advisor (ETA) to Enlisted Technical Leader (ETL) and to provide new guidelines for mission, functions, selection criteria, and responsibilities.

2. Cancellation. BUMEDINST 5420.13.

3. Background. Seasoned enlisted personnel often assist upper echelon management with their technical expertise. In Navy Medicine, this practice is integral to sound decision-making. Experts in each enlisted medical and dental technical field play a vital role in strategic planning, and provide deckplate-level information required for resolving issues. To harness this pool of talents, and to ensure that enlisted technician interests are considered in decision and planning evolutions, the Chief, Bureau of Medicine and Surgery (BUMED) implemented the ETL Program.

4. Status and Command Relationships. The ETL is an advisory position which is not intended to dilute primary, legal, or regulatory responsibilities of the military command structure. ETLs receive direction from, and report to, the Chief, BUMED via the Director, Medical Department Enlisted Personnel (MED-00HC). They also work in concert with specialty leaders representing corresponding officer medical specialties. The nature of their functions are such that they may deal directly with constituents and any other authority outside their normal chain of command. However, ETLs shall keep their commanding officers apprised of their activities.

5. Scope of Authority. Within statutory, regulatory, or policy constraints, the Chief, BUMED delegates the necessary authority to ETLs to accomplish their mission. This authority is limited to providing advice and recommendations on enlisted technical, career, and training matters within their respective Navy Enlisted Classification (NEC) codes to bureau and headquarters-level staff and decision-makers. Such headquarters include BUMED NEC managers; Bureau of Naval Personnel (Medical and Dental

Enlisted Detailing Branch and the Enlisted Community Management Branch); Headquarters, U.S. Marine Corps (Code HS); Enlisted Personnel Management Center (EPMAC Code 90); Army and Air Force medical department headquarters; Interservice Training Review Organization; ad hoc policy formulation or execution working groups; and other higher echelon commands as are necessary and related to the function. Relative to this authority are access to information and direct liaison with commands and offices involved.

6. Responsibilities

a. Technical Leaders

(1) Accomplish the mission and functions in enclosure (1) and maintain the qualification criteria shown in enclosure (2).

(2) Submit a quarterly summary report of activities to the Chief, BUMED (MED-00HC), no later than the 10th of January, April, July, and October following the format in enclosure (3). Provide copies of the report to the commanding officer and the appropriate specialty leader(s). Preferred medium for submission is electronic mail, however, facsimile transmission or regular mail is acceptable as the situation dictates.

(3) Maintain a current curriculum vitae per enclosure (4).

(4) Keep the Chief, BUMED (MED-00HC) fully apprised of all cases involving the ETL mission.

(5) Maintain all related files for record purposes, and endorse such files to the succeeding ETL for continuity and maintenance.

b. Commanding Officers

(1) Provide command endorsement on ETL nomination packages. Endorsement should include a statement on the member's ability to communicate in both oral and written form, compliance with Navy physical readiness standards, and potential as an ETL.

(2) Provide necessary travel funds to ETLs assigned to their commands. Travel requirements may involve participation in working groups, attendance at conferences, and site visits to training facilities and constituent areas of concentration. For newly appointed ETLs, a 2-day visit to BUMED for orientation and introduction to key personnel in the Washington, DC area shall be required within 90 days of appointment as an ETL.

(3) Provide administrative support to the ETL. This support includes access to a commercial long-distance and Defense Switched Network (DSN) telephone, telecopier machine, and answering machine; a budget for office operations and supplies, to include printing and postage; a personal computer with word and data processing, e-mail, and communication capabilities; and other administrative requirements as needed.

(4) Notify the Chief, BUMED (MED-00HC) if an ETL appointment warrants termination per paragraph 4 of enclosure (2), or if support is withdrawn for reasons deemed detrimental to the program or the command.

c. BUMED (MED-00HC)

(1) Appoints an ETL for each NEC.

(2) Provides direction and monitors ETL functions.

(3) Informs the appropriate commanding officer of an ETL's exceptional performance for personal award and performance evaluation considerations.

(4) Maintains and periodically publishes an enlisted technical leader directory.

7. Report. The quarterly summary report required by paragraph 6(a)(2) is assigned report control symbol MED 5420-1. This reporting requirement is approved by the Chief, Bureau of Medicine and Surgery for 3 years from the date of this instruction.

HAROLD M. KOENIG

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	V25	(CG MCAGCC)

Available from: http://support1.med.navy.mil/bumed/

MISSION AND FUNCTIONS OF MEDICAL DEPARTMENT ENLISTED TECHNICAL LEADERS

1. Mission. The mission of the ETL is to provide expert technical advice to the Chief, BUMED, via the Director of Medical Department Enlisted Personnel (MED-00HC), on matters relating to the administration of particular medical and dental NEC codes. This advisory capacity may be extended to commanders of naval Medical Department activities and other headquarters commands.

2. Functions. The ETL, under the direction of Chief, BUMED (MED-00HC) shall:

a. Act as the focal point and advocate for constituents within the NEC represented.

b. Provide representation for the NEC in professional forums.

c. Provide technical advice regarding NEC-specific proposals, projects, and programs.

d. Provide technical advice regarding education and training issues.

e. Act as subject matter expert for BUMED and other agency inquiries.

f. Provide a forum for sending and exchanging information within the NEC community represented.

g. Act as conduit for communications between the community and BUMED.

h. Coordinate with appropriate specialty leaders in handling issues and projects that affect policy or NEC administration.

i. Recommend changes to the billet file as needed.

ENLISTED TECHNICAL LEADER SELECTION CRITERIA AND PROCESSES

1. General. One technical leader shall be appointed for each technical field. Where a basic and advanced NEC exist for the same field, the ETL shall be selected from the advanced NEC.

2. Criteria. ETLs shall:

a. Be senior petty officers (E5 minimum) or chief petty officers with broad experiences within their respective NECs.

b. Have demonstrated sustained superior performance within their technical field.

c. Be assigned primary duties requiring active practice in the technical field.

d. Possess current certification or registration if required for the NEC.

e. Be assigned within the continental 48 states.

f. Have no record of nonjudicial punishment, court-martial, or civilian convictions for the past 6 years.

3. Length of Term. ETLs are appointed for a 3-year term. A maximum of three 1-year term extensions may be granted if requested by the individual and endorsed by the commanding officer to whom assigned during the extended period. An individual may not be eligible for reappointment as an ETL in the same technical field for a minimum of 3 years from the end of the last term.

4. Termination of Appointment. An appointment may be terminated before term expiration for the following reasons:

a. Failure to maintain above selection criteria.

b. Receipt of PCS orders to a ship, mobile unit, or a facility outside of the continental United States.

c. Reassignment to billets requiring performance of primary duties outside the technical field.

d. Six months before discharge or release from active duty, retirement, or transfer to the Fleet Reserve.

e. Any other reason that detracts from the incumbent's satisfactory performance of ETL duties, such as lack of active interest; personal difficulties; other additional or collateral

duties; protracted absence due to temporary additional duty, training, hospitalization, etc.; or withdrawal of command support. Reasons for voluntary or involuntary termination of term of office shall be validated by the member's commanding officer, officer specialty leader, or the BUMED NEC manager before the Chief, BUMED (MED-00HC) makes a determination.

5. Application. Submit an application letter to the Chief, BUMED (MED-00HC) via local commanding officer and specialty leader(s) as appropriate. A curriculum vitae based on the information in enclosure (4) shall be enclosed with the letter. If applying to succeed a currently filled position, application packages shall be forwarded to the incumbent per paragraph 6 of this enclosure.

6. Successors. At least 6 months before term expiration, ETLs shall submit a minimum of three qualified successor nominations to Chief, BUMED (MED-00HC) via the appropriate officer specialty leader(s). The list shall be ranked in order of preference, and a current curriculum vitae shall accompany each nomination.

7. Selection. Chief, BUMED (MED-00HC) will make the selection and issue appointment letters. Copies of the appointment letter shall be forwarded to the ETL's commanding officer and the appropriate specialty leader(s).

SAMPLE SUMMARY REPORT

5420
Code
Date

From: Enlisted Technical Leader, HM-84XX, _____ Technician
To: Chief, Bureau of Medicine and Surgery (MED-00HC), 2300 E Street NW, Washington, DC 20372-5300

Subj: SUMMARY REPORT OF ACTIVITIES FOR THE MONTHS OF ____ TO ____ 19__

Ref: (a) BUMEDINST 5420.13A

Encl: (as applicable)

1. Per reference (a), I submit the following:

a. Issues

(1) (Synopsis, resolution status, and dates).

(2) (Additional issues as needed).

b. Contacts made

(1) (Reason, nature, dates, and any action taken).

(2) (As needed).

c. Seminars, conferences, or meetings attended

(1) (Indicate subject, nature, purpose, places, dates).

(2) (As needed).

d. Other related activities (examples are publishing a newsletter, compiling or analyzing data, recruiting for the NEC, etc.).

2. I also wish to report the following information: (Use as needed for pertinent information not covered above).

3. The following is my agenda for the next 3 months.

E. T. LEADER

Copy to:
Commanding Officer
Specialty Leader for _____

Enclosure (3)

OUTLINE FOR CURRICULUM VITAE

1. Name.

2. Rate and designator.

3. Social Security Number.

4. Command address.

5. Telephone and Telefax numbers (DSN and commercial).

6. E-mail address.

7. Date reported to current command.

8. Projected rotation date and end of active obligated service.

9. Current billet position.

10. Past duty stations, duty assignments, and inclusive dates.

11. Advancement history.

12. Personal awards.

13. Civilian education and training (number of credit hours towards a degree, degrees earned, and certificates or credentials held).

14. Military education and training certificates and credentials.

15. Membership in professional organizations.

16. Any other pertinent information.