



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

IN REPLY REFER TO  
BUMEDINST 5300.7A  
BUMED-M09B7  
12 Jan 2011

BUMED INSTRUCTION 5300.7A

From: Chief, Bureau of Medicine and Surgery

Subj: TELEPHONE LISTING OF KEY COMMAND PERSONNEL

Encl: (1) Navy Medicine Key Command List User's Manual

1. Purpose. To request submission of an up-to-date listing of telephone numbers of key Navy Medical Department command personnel.

2. Cancellation. BUMEDINST 5300.7 and Report Control Symbol MED 5300-1.

3. Scope. Applies to Navy Medical Department personnel (active duty, reservist, and civilian and contract staff).

4. Action. Key command personnel information shall be entered on the Navy Medicine Enterprise Services (es) Portal Public Web site at <http://www.med.navy.mil/SiteInfo/Pages/default.aspx>.

a. Key command personnel information includes names, telephone numbers (Defense Switched Network (DSN) and commercial), fax numbers (DSN and commercial), and e-mail addresses for the following individuals:

1. Commander, Commanding Officer, Officer in Charge, or Petty Officer in Charge
2. Executive Officer
3. Chief of Staff
4. Public Affairs Officer
5. Director for Administration
6. Reserve Liaison Officer
7. Management Information Officer
8. Command Master Chief/Senior Enlisted Advisor


b. In addition to the personnel information, the following information must also be entered:

1. 24-hour Duty or After Hours Telephone Number
2. Social Media Accounts
3. Formal Command Name and Official Global Verizon Phone Numbers

5. Enclosure (1) is the Key Command List User's Manual that will walk you through step-by-step on how to update your command's information. Each command will have to request permission to update their command's information through the weblink provided above. Once permission has been granted, follow the process outlined in enclosure (1).

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6. Each facility's point of contact will use the same process for updating the information for the command's for which they are responsible.
7. Parent commands should also include information on subordinates not established by the Chief of Naval Operations as independent shore activities (e.g., branch clinics, annexes, detachments, or others).
8. Report. The Key Command Personnel report is assigned report control symbol NAVMED 5300-1. This report is approved by Chief, Bureau of Medicine and Surgery for 3 years from the date of this instruction.

  
K. A. FLAHERTY  
Acting

Distribution is electronic only via the Navy Medicine Web Site at:  
<http://www.med.navy.mil/directives/Pages/default.aspx>



# **Navy Medicine**

## **Key Command List**

### **User Manual**

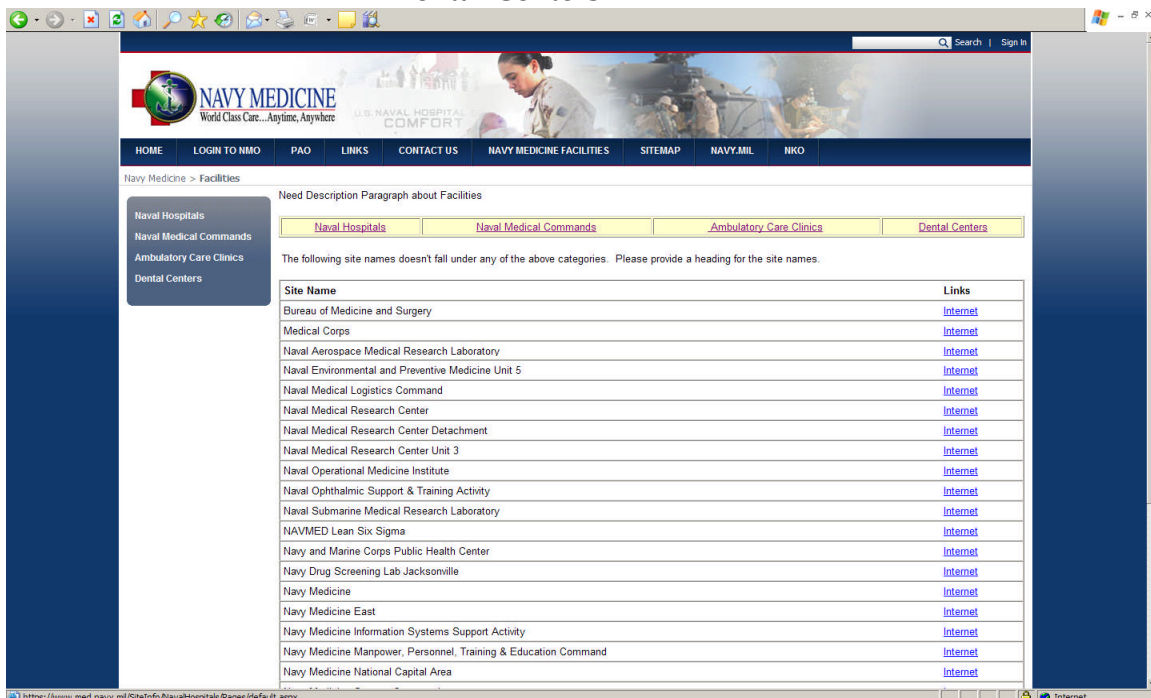


Prepared by:  
BUMED, Communications Directorate

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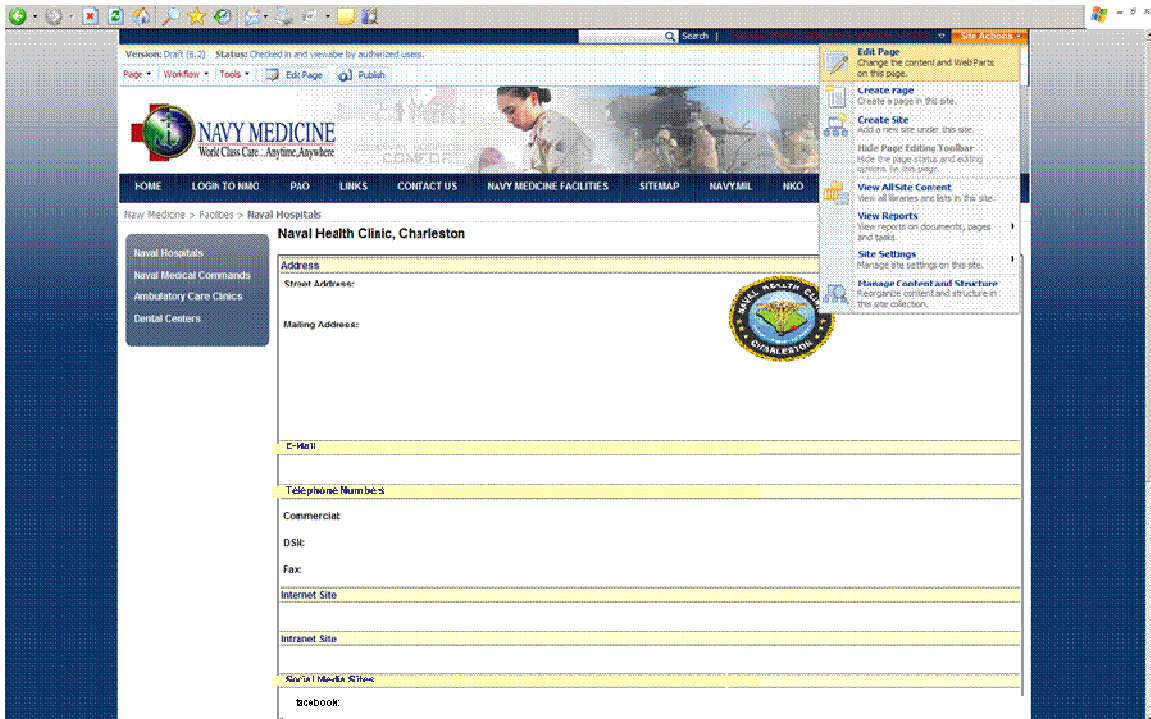
<input type="checkbox"/>	HOW TO REQUEST ACCESS TO THE SERVER TO UPDATE/ADD YOUR SITE CONTENTS:...	3
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- **How to request access to the server to update/add your site contents:**
  - Send a digitally signed e-mail to Kristin Lemus ([Kristin.Lemus@med.navy.mil](mailto:Kristin.Lemus@med.navy.mil)) and Andy Boyet ([Andy.Boyet@med.navy.mil](mailto:Andy.Boyet@med.navy.mil)) to request an account to be created on the server ([www.med.navy.mil](http://www.med.navy.mil))
  - Once the account is created the Site Point of Contact (POC) will receive an automated e-mail and will then provide you the site access
  - The Site POC will send you an email once the account has been created
  
- **How to navigate to the Site Info page:**
  - Click on the link <https://www.med.navy.mil/SiteInfo/Pages/default.aspx> or you can also click on the 'Navy Medicine Facilities' link on the top navigation page on <http://www.med.navy.mil>
  - Click on either of the following links on the top of the page to navigate to your site:
    - Naval Hospitals
    - Naval Medical Command
    - Ambulatory Care Clinics
    - Dental Centers



➤ **How to edit the Site Info page:**

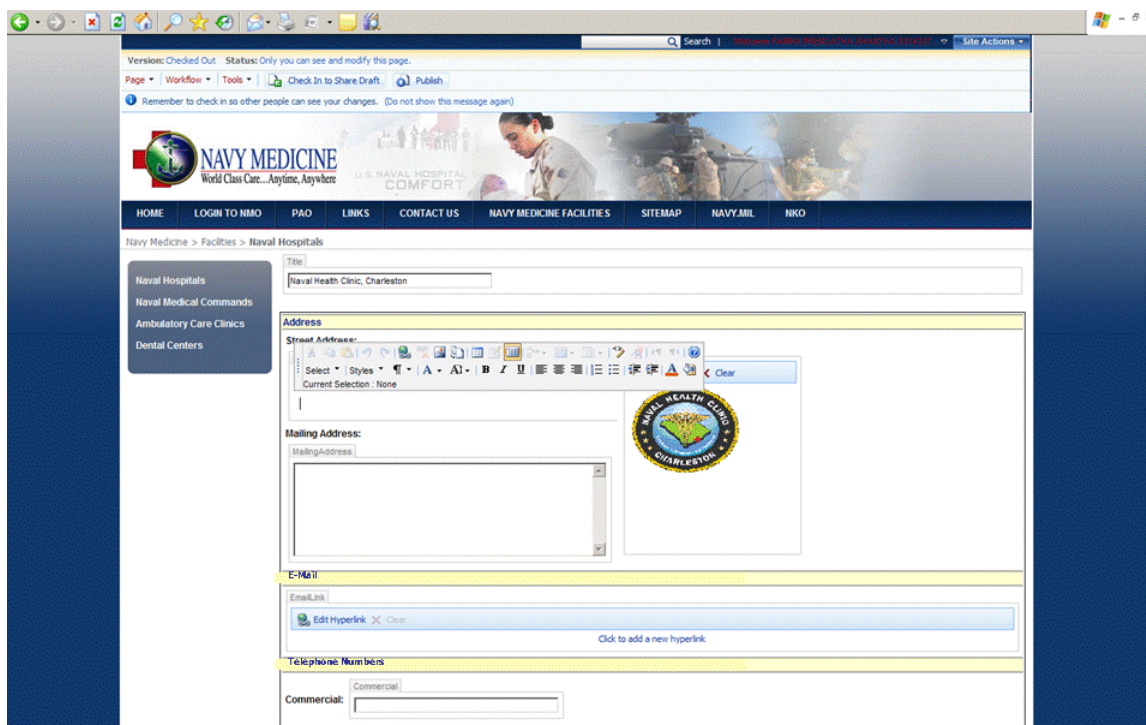
- Click on the 'Site Info' link for the Site that you would like to update
- Select Site Actions → Edit Page



➤ **How to edit the Street Address:**

- Click on the 'Edit Content' under the Street Address
- Enter the information that you would like to enter

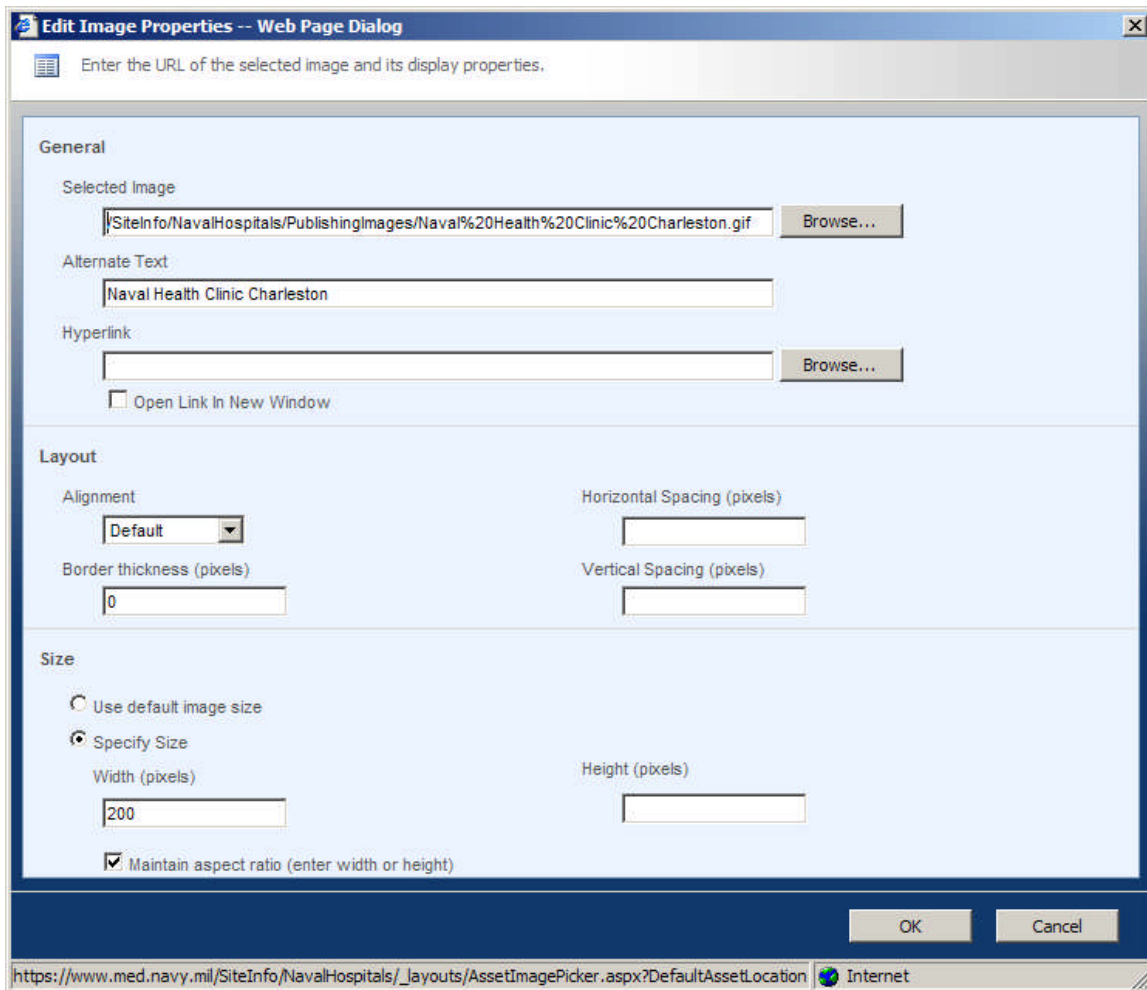
**Remarks:** To keep all the pages consistent we suggest the use of the font type: Arial and font size: 10



➤ **How to edit the Image:**

- Click on the 'Edit Picture' link above the image
- Select 'Browse' under the 'Selected Image' to select another image
- Click 'OK' after image selection

**Remarks:** You can also modify the layout and the image size on this window





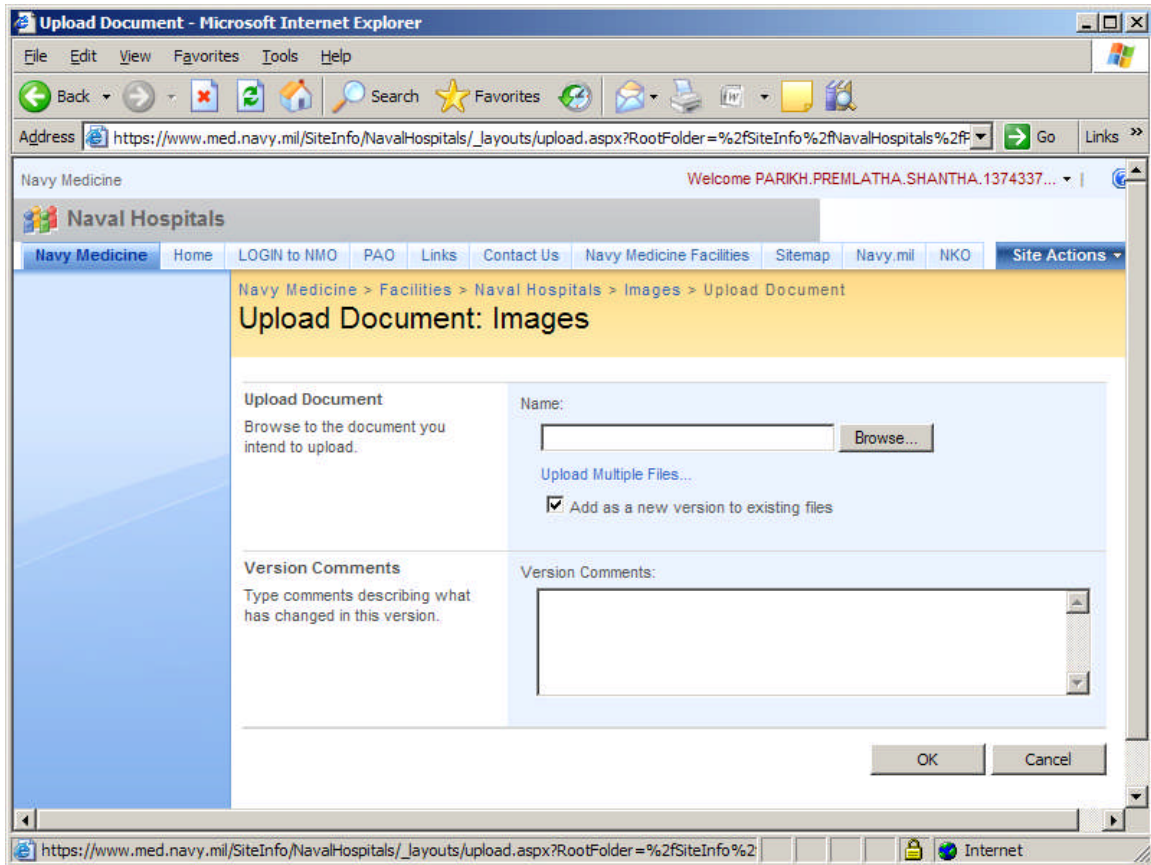
➤ **How to upload a new Image:**

- Click on the 'Edit Picture' link above the image
- Select 'Browse' under the 'Selected Image' to select another image
- Select the 'Upload' option on the top bar
- Click on the 'Sign In' button
- Use your CAC e-mail address to sign into the site



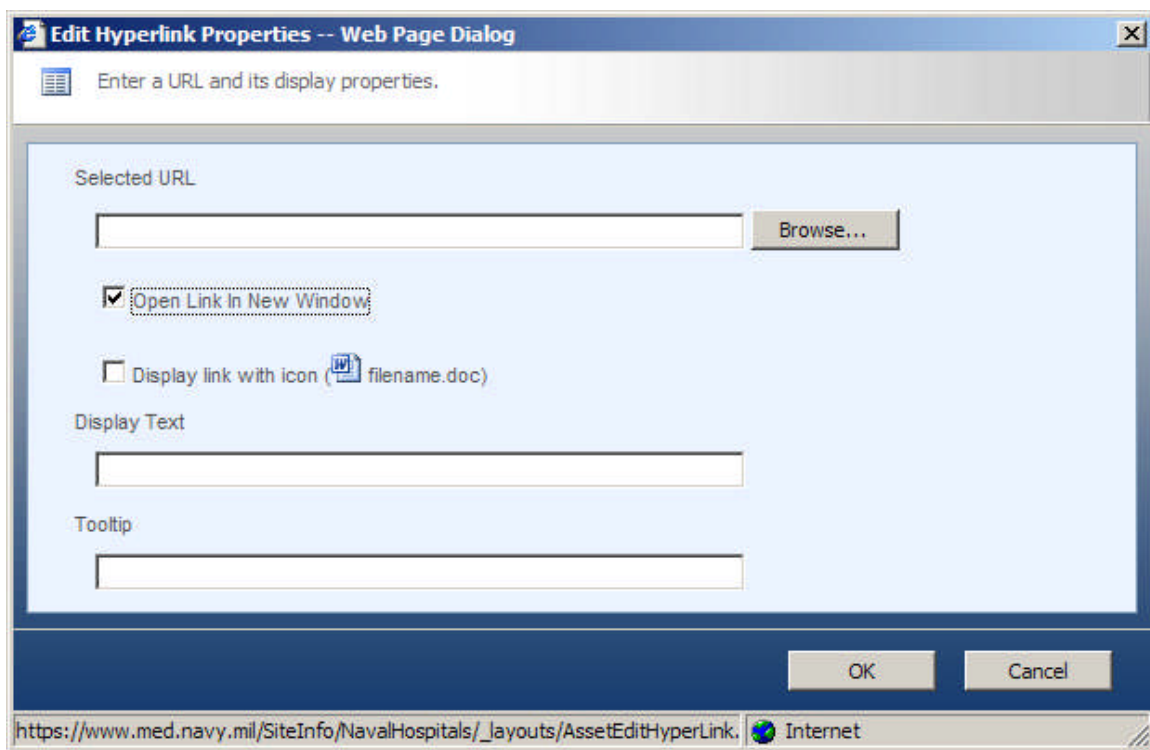
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- Select 'Browse' and then upload the new Image to the Image library
- Click 'OK'
- The new image uploaded will now be available to replace the current image



➤ **How to add Email:**

- Click on the 'Edit Hyperlink' link on the e-mail section
- Enter Mailto: and then the e-mail address in the following format:  
Mailto:testemail@mail.com
- Select the check box 'Open Link In New Window' so that when the e-mail address is clicked it will open up in a new window
- Uncheck Display link with icon (filename.doc)
- Enter the text that you would like displayed
- Click 'OK'

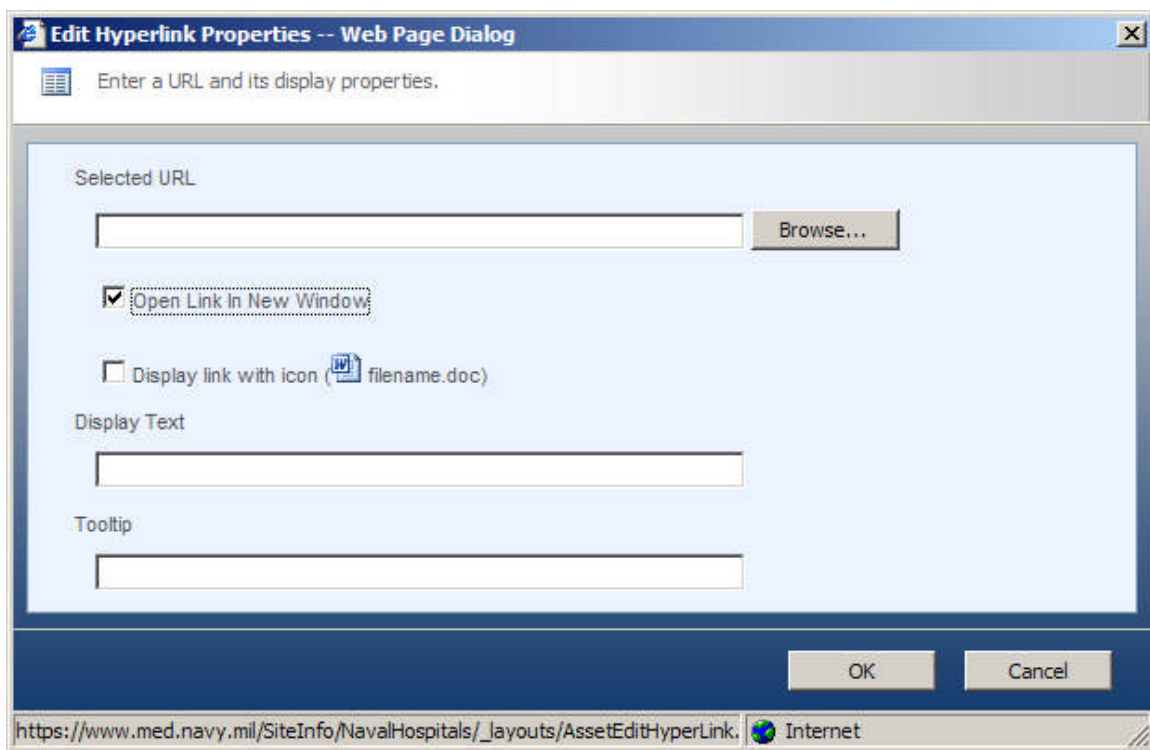


➤ **How to add Phone Numbers:**

- Enter the phone numbers into the respective text boxes using a hyphen ('-') for the area codes (e.g., 011-539-0292)

➤ **How to edit the Internet site:**

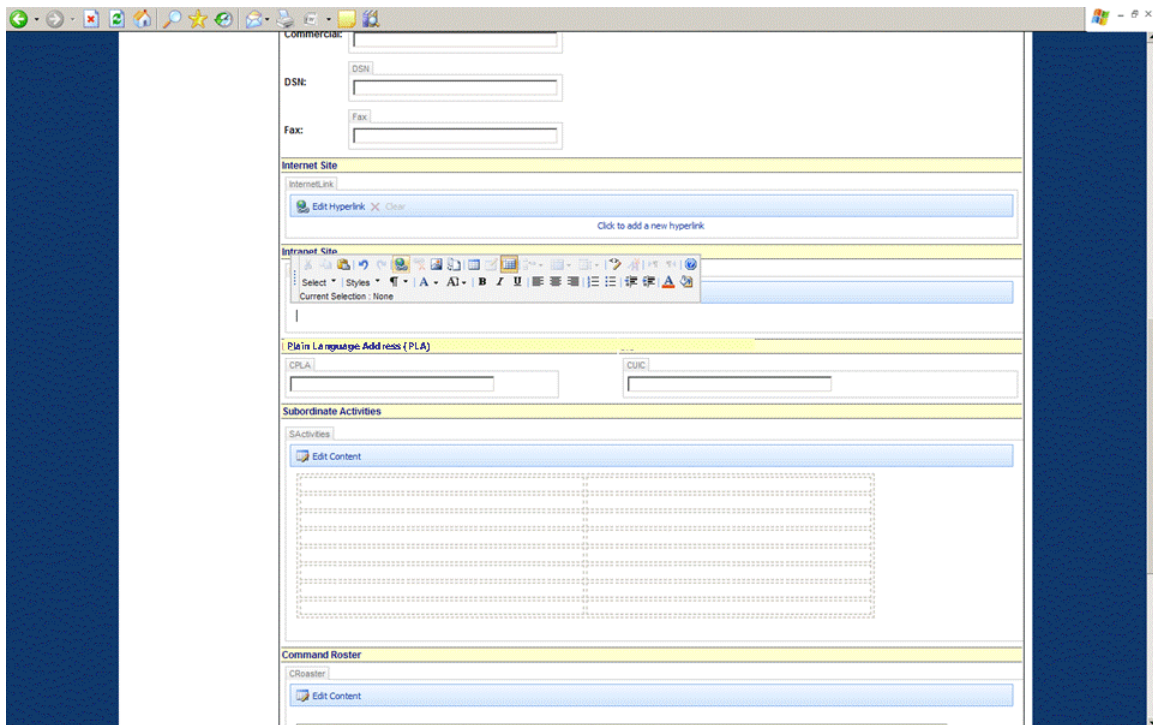
- Click on the 'Edit Hyperlink' link on the Internet section
- Enter the URL for the Internet site
- Select the check box 'Open Link In New Window' so that when the link is clicked it will open up in a new window
- Uncheck Display link with icon (filename.doc)
- Enter the text that you would like displayed or leave it blank for the default link to be displayed
- Click 'OK'



➤ **How to edit the Intranet site:**

- Click on the 'Edit Content' link on the Intranet section
- Click on the first cell and then click on the Icon that says 'Open a new window to add a Hyperlink' when you hover over the Edit Menu (see image below)
- Enter the URL for the Internet site
- Select the check box 'Open Link In New Window' so that when the link is clicked it will open up in a new window
- Uncheck Display link with icon (filename.doc)
- Enter the text that you would like displayed or leave it blank for the default link to be displayed
- Click 'OK'

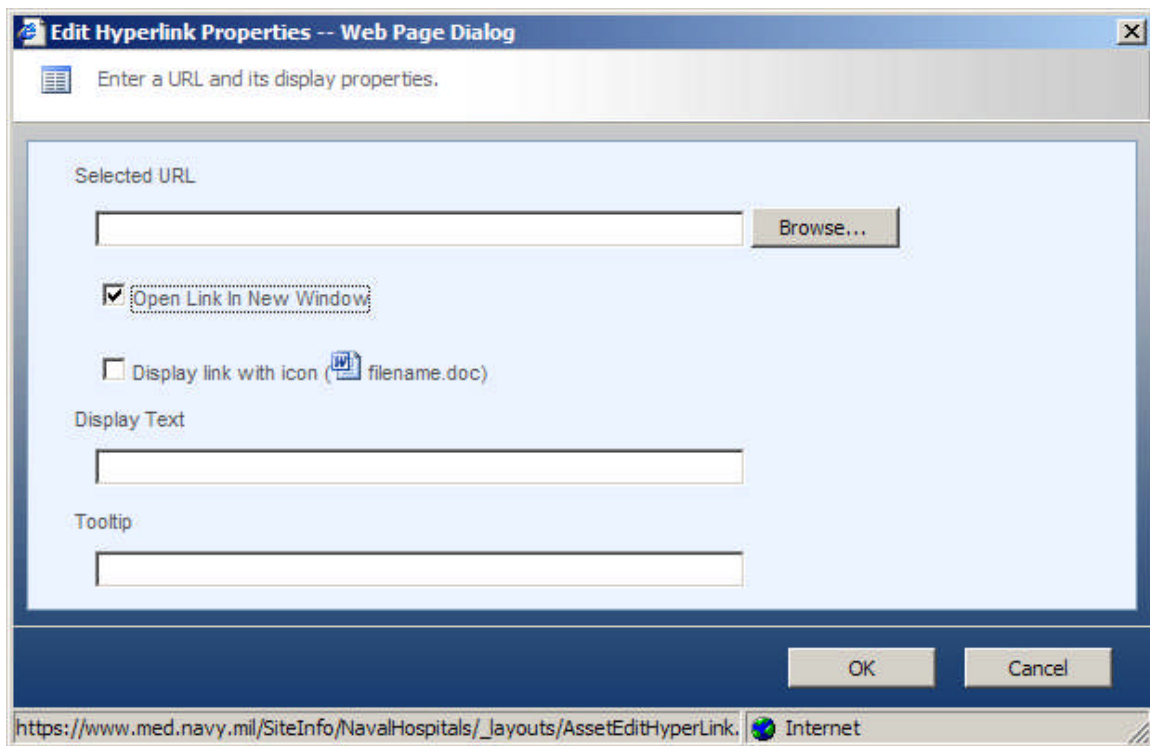
**Remarks:** If you do not have an intranet site then you can type N/A when you click on the 'Edit Content' link



➤ **How to edit the Social Media Site:**

- Click on the 'Edit Hyperlink' link on the facebook section
- Enter the URL for the facebook site
- Select the check box 'Open Link In New Window' so that when the link is clicked it will open up in a new window
- Uncheck Display link with icon (filename.doc)
- Enter the text that you would like displayed or leave it blank for the default link to be displayed
- Click 'OK'

**Remarks:** Follow the steps above to add a URL for the Twitter and the other sites.

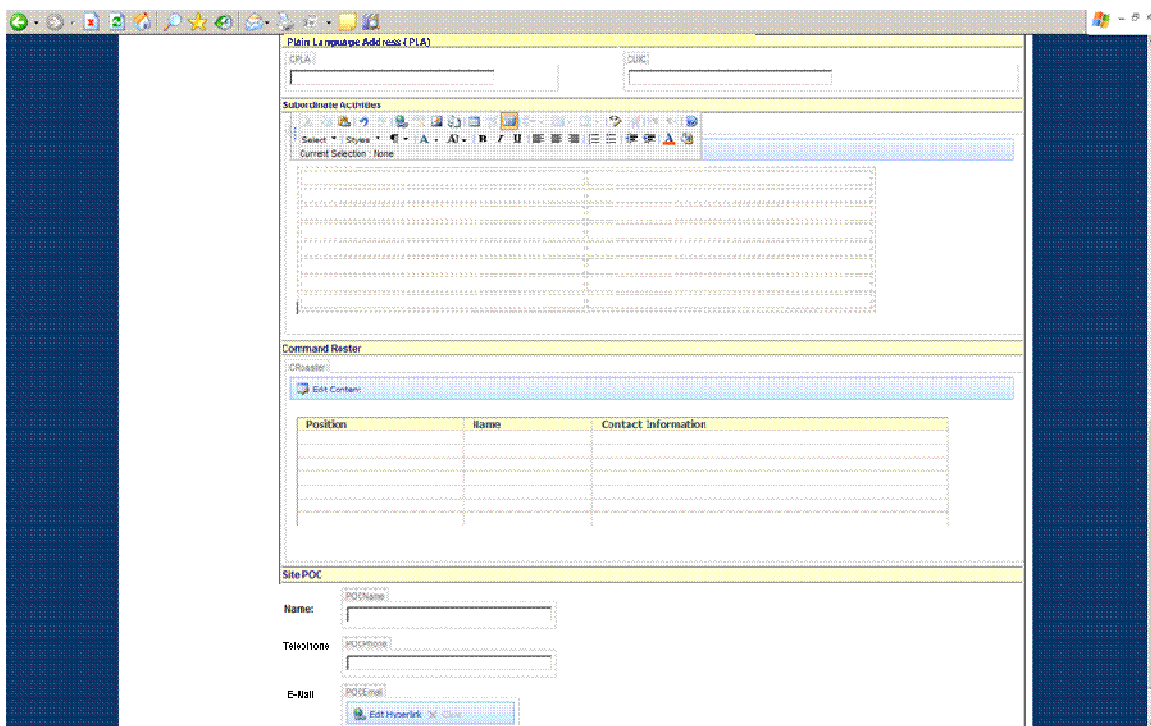


➤ **How to enter the Plain Language Address (PLA) and Unit Identification Code (UIC):**

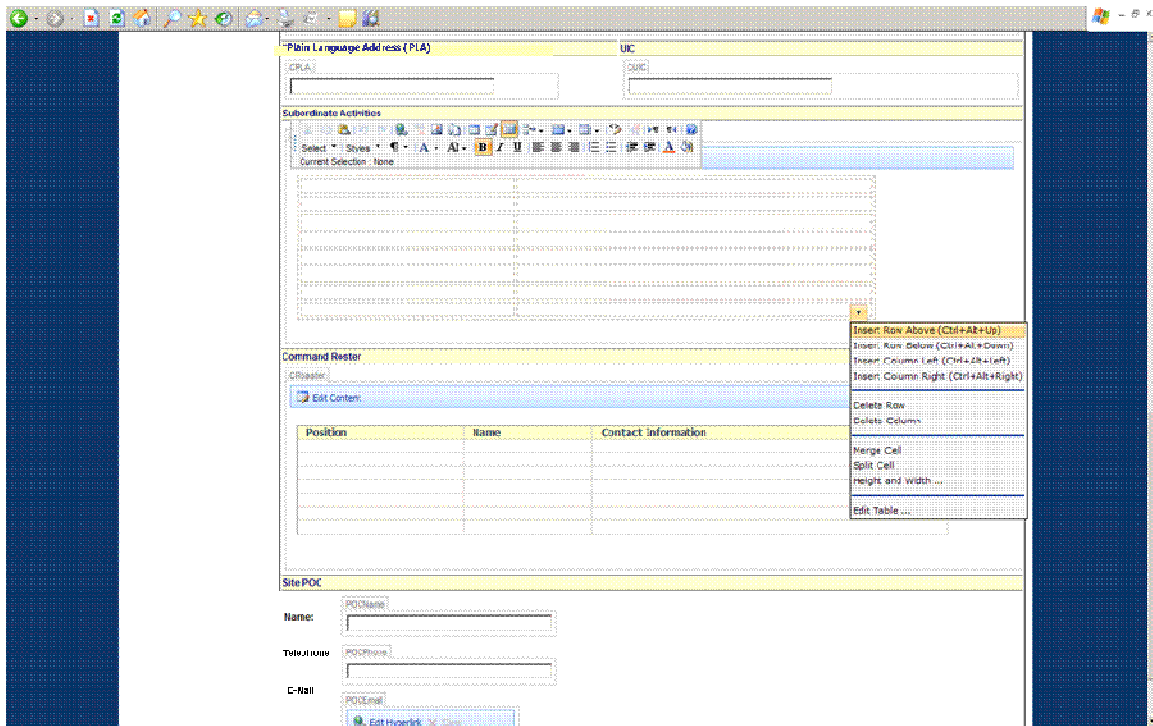
- Enter the information for the PLA and UIC into their respective text boxes

➤ **How to enter links for the Subordinate Activities:**

- Click on the 'Edit Content' link on the Subordinate Activities section
- A table has already been created to input the information
- Click on the first cell and then click on the Icon that says 'Open a new window to add a Hyperlink' when you hover over the Edit Menu (see image below)
- Enter the URL for the Subordinate Activities site created by you (see the section How to Create a Page)
- Select the check box 'Open Link In New Window' so that when the link is clicked it will open up in a new window
- Uncheck Display link with icon (filename.doc)
- Enter the text that you would like displayed or leave it blank for the default link to be displayed
- Click 'OK'
- Continue to do the same procedure for all the cells

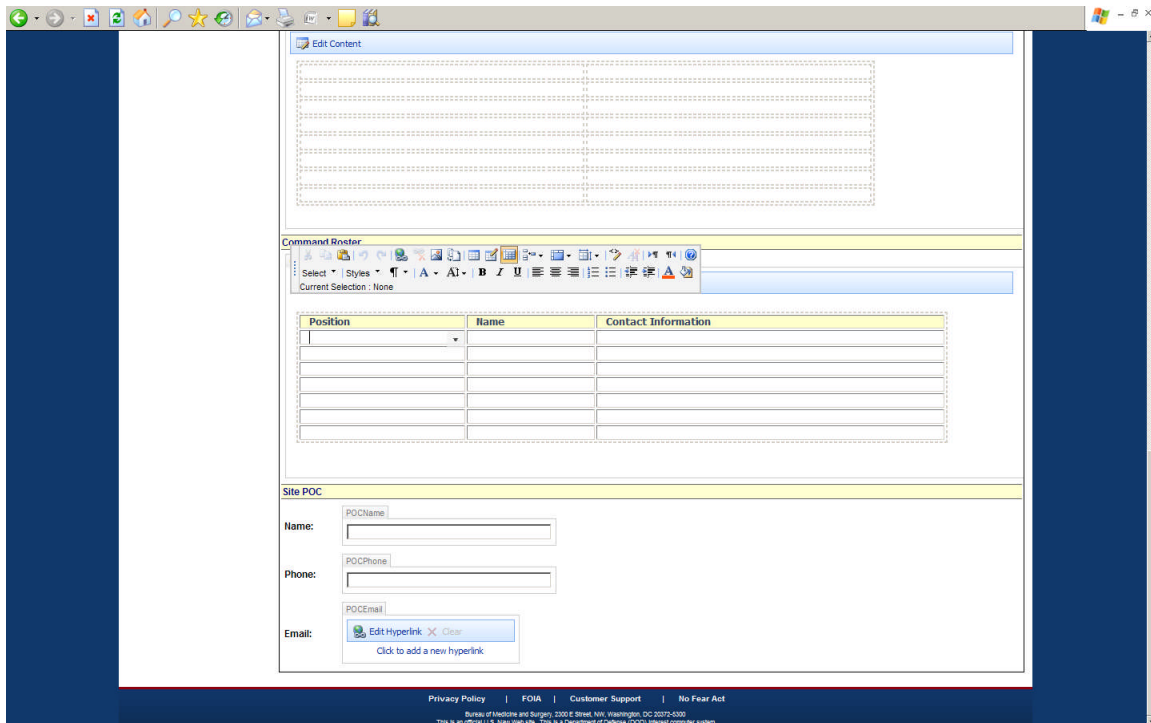


**Remarks:** To add more rows hit the 'tab' button on the last cell or click on the drop down list on the cell and add rows (see image below)



- **How to enter information on the Command Roster section:**
  - Click on the 'Edit Content' link on the Command Roster section
  - Enter information under each of the headers (Position, Name, and Contact Information)

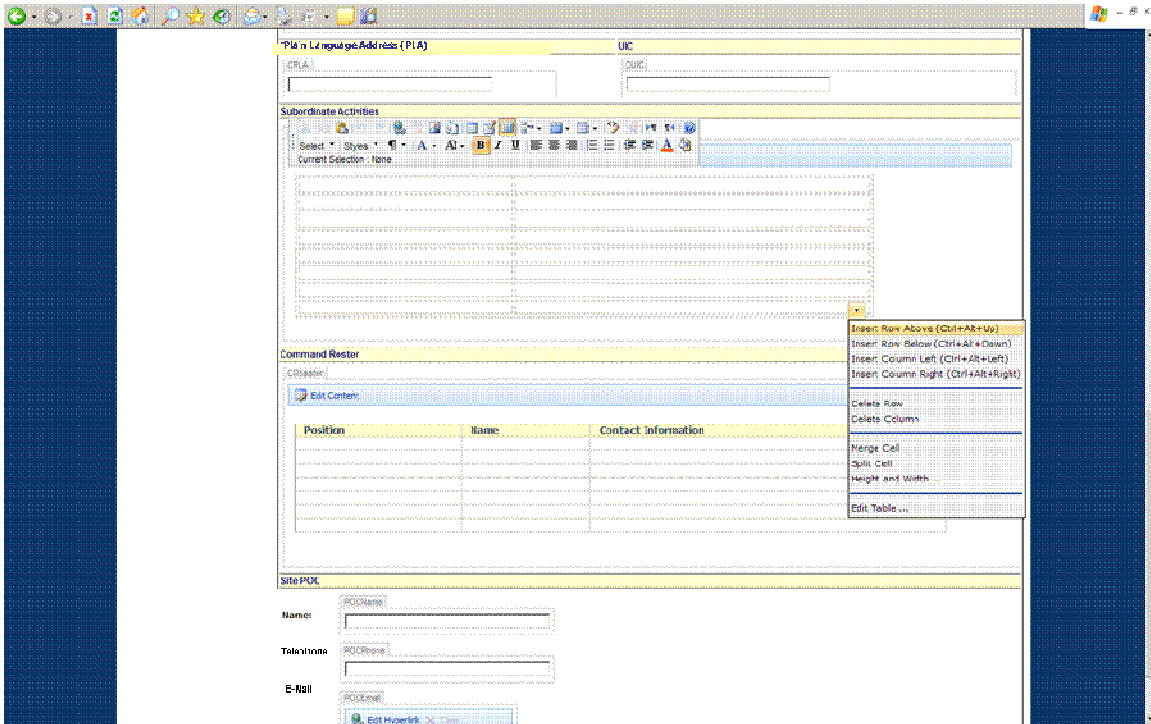




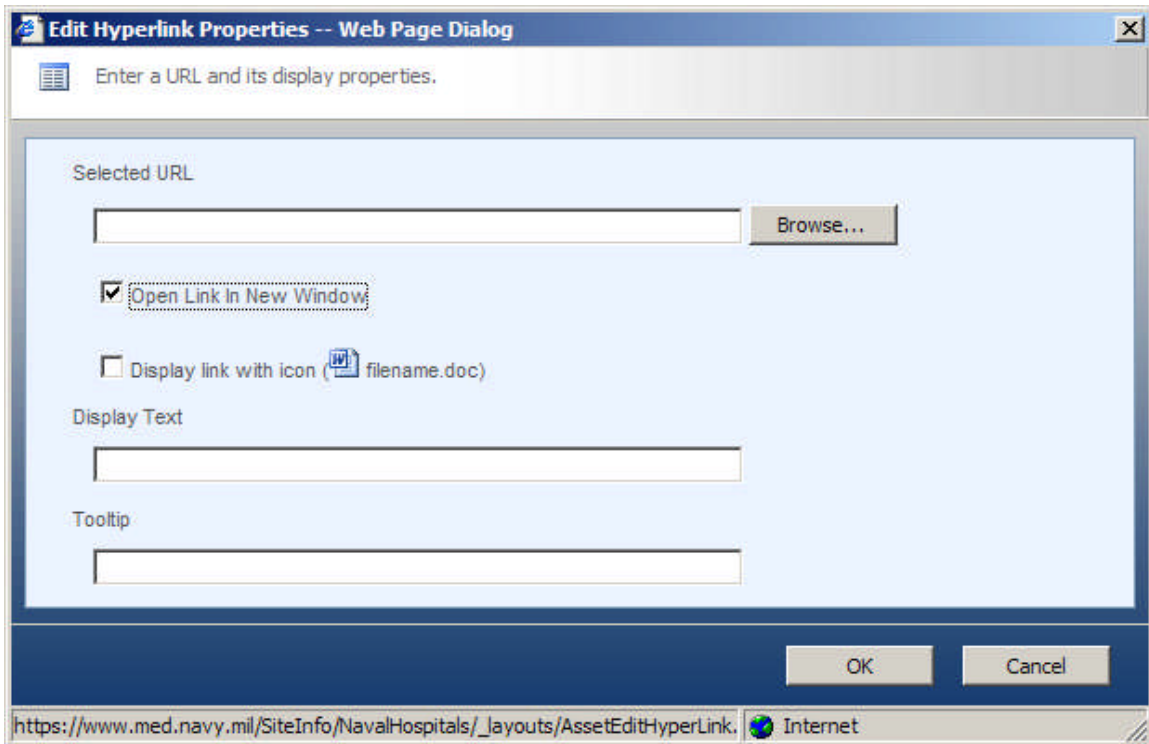
To enter the e-mail address on the Contact Information:

- Click on the cell that you would like to add the e-mail address to then click on the Icon that says 'Open a new window to add a Hyperlink' when you hover over the Edit Menu
- Enter Mailto: and then the e-mail address in the following format: [Mailto:testemail@mail.com](mailto:Mailto:testemail@mail.com) in the 'Selected URL' box
- Select the check box 'Open Link In New Window' so that when the e-mail address is clicked it will open up in a new window
- Uncheck Display link with icon (filename.doc)
- Enter the text/name that you would like displayed under the 'Display Text' section
- Click 'OK'

**Remarks:** To add more rows hit the 'tab' button on the last cell or click on the drop down list on the cell and add rows (see image below)



- **How to add information on the Site Point of Contact (POC) section:**
- Add the name of the POC in the 'Name' text box
  - Add the phone number of the POC in the 'Phone' text box. To keep the format consistent use hyphens '-' to separate area codes (e.g., 011-5399-0913)
  - To enter an e-mail address for the Site POC's e-mail section click on the 'Edit Hyperlink' link on the e-mail section
  - Enter Mailto: and then the e-mail address in the following format: Mailto:testemail@mail.com
  - Select the check box 'Open Link In New Window' so that when the e-mail address is clicked it will open up in a new window
  - Uncheck Display link with icon (filename.doc)
  - Enter the text that you would like displayed
  - Click 'OK'



➤ **How to create a new page for the Subordinate Activities:**

- Click on the 'Site Info' link for the Site that you would like to update.
- Select Site Actions → Create Page
- Enter the name of the Subordinate Activity on the Title section (e.g., Branch Medical Clinic Weapon Station Charleston)
- Enter the name of the page without space (e.g., SubActMedClinicChston) or if you would like to retain the same name as the title you can leave this as is with no changes required
- Select the '(Welcome Page) KCL Subordinate Command Layout' page layout
- Click 'Create'
- You will be taken to a new page where you can enter the required information using the guidelines above
- Copy the URL for this site to be added under the Subordinate Activities on the main Site Info page

