



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-7300

IN REPLY REFER TO

5220

Ser M09B4/E08UN093-000757

NOV 21 2008

MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NATIONAL CAPITAL AREA
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

Subj: CONTINUOUS PROCESS IMPROVEMENT MANAGEMENT SYSTEM (CPIMS)
DEPLOYMENT AND UTILIZATION

Ref: (a) SECNAV Memorandum of 3 May 06
(b) Surgeon General's Lean Six Sigma Memorandum of 26 Oct 06
(c) SECNAVINST 5220.13
(d) Title 10 U.S.C. Section 1102

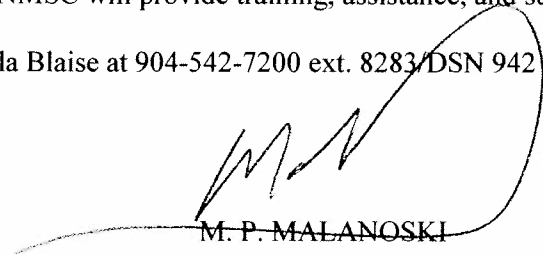
Encl: (1) NAVMED CPIMS Security Beta Testing
(2) NAVMED CPIMS Authorization Form
(3) CPIMS: How to Get Access

1. Lean Six Sigma (LSS) is a key component of the Department of the Navy (DON) and Navy Medicine Continuous Process Improvement (CPI) program as directed by references (a) through (b).

2. CPIMS is the DON centralized database used to track and report Lean Six Sigma (LSS)/Continuous Process Improvement (CPI) project data and benefits. It supports project data sharing, real time information viewing, financial benefit metrics and complies with resource management guidance outlined in reference (c). Pursuant to the BUMED Office of Legal Counsel (M00J) review, it has been determined that all quality assurance safeguards are in place to maintain protections assured under Title 10 U.S.C. Section 1102, reference (d). Additionally, Navy Medicine Support Command (NMSC) CPIMS Security Beta Testing, enclosure (1), demonstrated that CPIMS users external to Navy Medicine (NAVMED) were unable to access NAVMED project information.

3. Navy Medicine is hereby directed to utilize CPIMS for project, portfolio and resource management of LSS/CPI projects. All current and future LSS/CPI projects will be appropriately entered in CPIMS. Additionally, every effort should be made to capture projects closed prior to FY-09 in CPIMS. Enclosures (2) and (3) provide a CPIMS authorization form and access directions. The LSS Program Management Office, located at NMSC will provide training, assistance, and support as needed.

4. The CPIMS POC is Ms. Karla Blaise at 904-542-7200 ext. 8283/DSN 942 or email: karla.blaise@med.navy.mil.


M. P. MALANOSKI
Chief of Staff

NAVMED CPIMS Security Beta Testing

Can general CPIMS users outside the NAVMED permission group....

.....access NAVMED's worktree?

	Y/N	Remarks:
Subj 1 (Capt Wertz)	No	Cannot view
Subj 2 (Felipe V.)	No	Insuffient Permissions
Subj 3 (Tammy W.)	No	Cannot view
Subj 4 (Sean Kent)	No	Cannot view
Subj 5 (Donnie Hewett)	No	Cannot view
Subj 6 (Sam Kimble)	No	Cannot view
Subj 7 (Roger Anderson)	No	Cannot view

..... create a report to pull NAVMED's projects?

	CPIMS Data Tags			
	Descended From	Lead Command	Other Commands	NAVMED Functional Area
Subj 5 (Donnie Hewett)	No	No	No	No
Subj 6 (Sam Kimble)	No	No	No	No
Sub 7 (Roger Anderson)	No	No	No	No

..... query a NAVMED user profile and access "Associated Projects"?

	Y/N
Subj 5 (Donnie Hewett)	No
Subj 6 (Sam Kimble)	No
Sub 7 (Roger Anderson)	No

..... create a portfolio to pull NAVMED projects?

	Y/N
Subj 5 (Donnie Hewett)	No
Subj 6 (Sam Kimble)	No
Sub 7 (Roger Anderson)	No

..... use Advanced Search to query NAVMED projects?

	Y/N
Subj 5 (Donnie Hewett)	No
Subj 6 (Sam Kimble)	No
Sub 7 (Roger Anderson)	No

NAVMED CPIMS Authorization Form

<p>Special Instructions: All users will complete this form in order to gain access into the Continuous Process Improvement Management System (CPIMS). This form will be kept by the Command Black Belt. A copy will be scanned (Xerox Document Center) and emailed to NMSC LSS PMO nmsc-lsspmo@med.navy.mil Jacksonville, FL.</p>		
<p>User Profile Information</p>		
First Name:	Last Name:	Rank/Title

Email:	MTF/Dept/Div:	Phone:
Region: <input type="checkbox"/> NME <input type="checkbox"/> NCA <input type="checkbox"/> NMW <input type="checkbox"/> NMSC <input type="checkbox"/> BUMED		Employment Type: ****
Location (City/State):		Primary Role: *****
<p>LSS Qualification(s) - Check all that apply</p>		
<input type="checkbox"/> Yellow Belt Trained	<input type="checkbox"/> Mentored Green Belt # 1	
<input type="checkbox"/> Green Belt Trained	<input type="checkbox"/> Mentored Green Belt # 2	
<input type="checkbox"/> Green Belt Certified	<input type="checkbox"/> Mentored Black Belt	
<input type="checkbox"/> Black Belt Trained	<input type="checkbox"/> Passed ASQ Exam	
<input type="checkbox"/> Black Belt Certified	<input type="checkbox"/> Master Black Belt Trained	
<input type="checkbox"/> Champion Trained	<input type="checkbox"/> Master Black Belt Certified	
<p>"The Navy Medicine information provided in this automated system was obtained from records created for the Department of the Navy as part of its Medical Quality Assurance Programs and is strictly confidential and privileged. No part of this information may be disclosed except in accordance with 10 U.S.C. Section 1102. Questions concerning release of information should be directed to BUMED's Office of Legal Counsel (M00J)."</p>		
User's Signature:	Title	Date:
Dept. Head's Signature:		
Director's Signature:		
Command/Regional Black Belt Signature:		

CPIMS: How to Get Access

Important - New users for this system must be placed in one of the following roles: Black / Green / Yellow Belt, Master Black Belt, Deployment, Project Sponsor, Exec. Project Sponsor, Champion (Command/Regional Black Belt), Value Stream Champion, Team Leaders, Subject Matter Experts, Financial Reps, and Financial Subject Matter Expert (SME)

1. Download the CPIMS Access form from the NMO LSS website (<https://nmo.med.navy.mil>)
 - a. From your Home page select "Hosted Sites" Tab
 - b. Select "View More Hosted Sites" from popup menu
 - c. Click on "Lean Six Sigma Program Management Office" link

The screenshot shows a web browser window displaying the NMO website. A large black arrow points down to the 'Hosted Sites' tab in the navigation menu. Another black arrow points to the 'View more Hosted Sites...' link in the 'Facilities Web Content' section. A third black arrow points to the 'LEAN SIX SIGMA Program Management Office (LSSPMO)' link in the list of hosted sites.

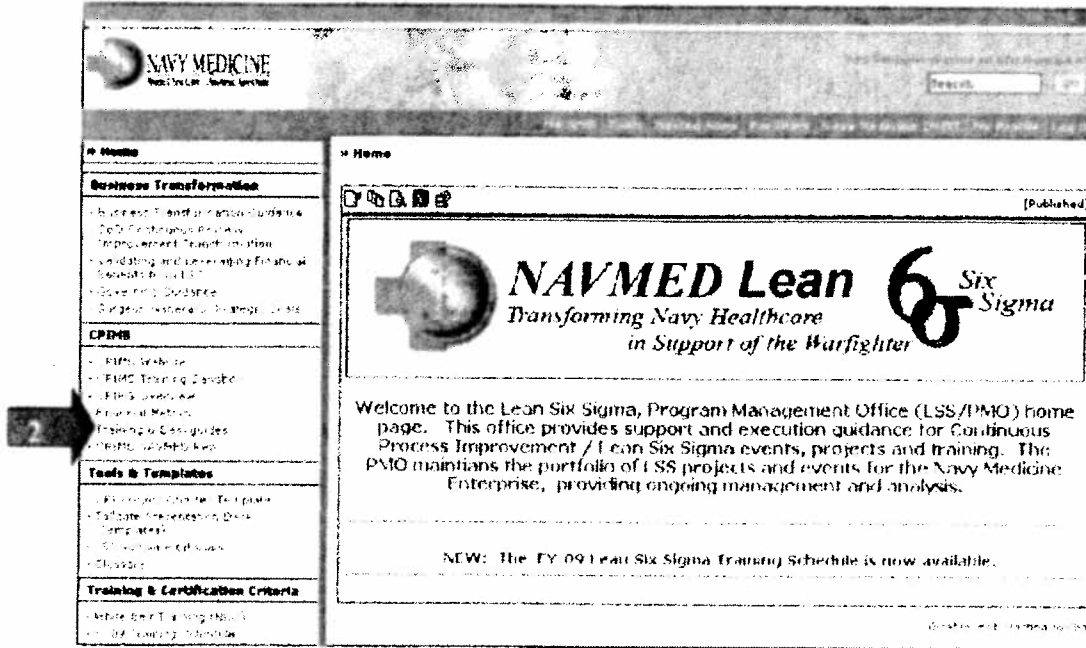
Facilities Web Content Bureau of Medicine and Surgery

NMO provides easy, centralized access to Navy Medicine. If you are interested in hosting your command's web site, please let us know. MEDRUPMIS ation and services. If you are NAVMISSA by questions, comments, or

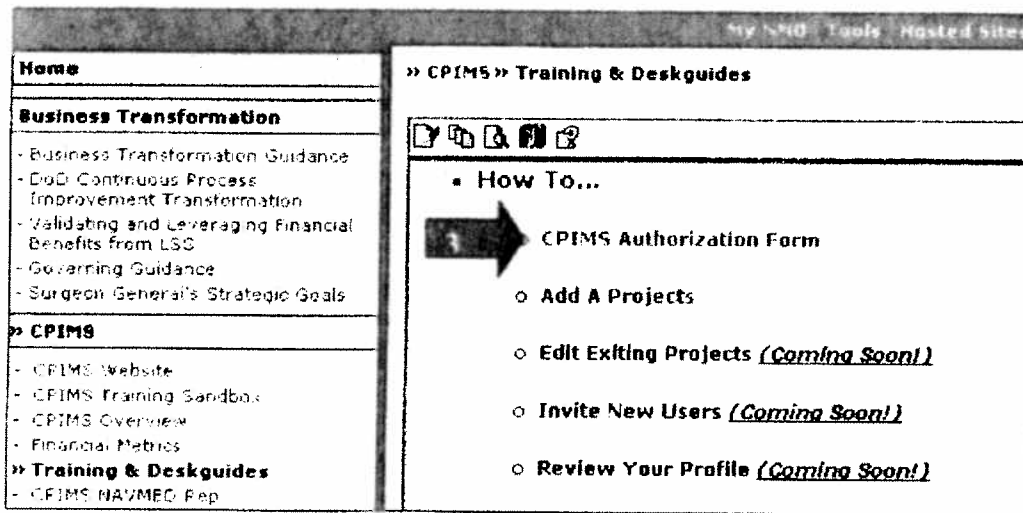
[View more Hosted Sites...](#)

- ❖ **Bureau of Medicine and Surgery (BUMED)**
Naval Medicine provides high quality, economical health care to approximately 700,000 active duty Navy and Marine Corps members, as well as 2.6 million retired and family members at a little more than half the national per capita average cost. This care is provided while supporting contingency, humanitarian and joint operations around the world with highly trained, dedicated health care professionals adhering to the principles of Total Quality Leadership.
- ❖ **Department of the Navy Human Research Protection Program (HUMANRESEARCH)**
Website for the Department of the Navy's Human Research Protection Program
- ❖ **HIMSS/HIOC "Navy Days" Annual Conference (HIMSS)**
Support site for the annual Healthcare Information Management Systems Society and Healthcare Information Officers Conferences.
- ❖ **LEAN SIX SIGMA Program Management Office (LSSPMO)**
Welcome to the Continuous Process Improvement / Lean Six Sigma Home Page. This site contains the current LSS training schedule, CPIMS guidance, and pertinent tools and links.
- ❖ **Naval Aviation Survival Training Program SME Website (NASTPSME)**
This site provides subject matter expertise (SME) information (to include PowerPoint briefs, web links, and PDF documents) to members of the Naval Aviation Survival Training Program (NASTP).
- ❖ **Naval Dosimetry Center - NEHC Dot (NDC)**
Navy Environmental Health Centr Detachment - Bethesda. Home to the Navy 's central processor of

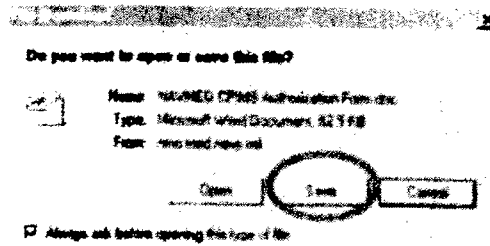
2. Under CPIMS (menu - left side) select "Training & Deskguides"



3. Select "CPIMS Authorization Form" link



4. Save the form to your computer or network share drive.



5. Command/Regional Black Belts
 - a. Verify that the user has completely filled out the form, and that the Supervisor/Manager/Dept. Head signed the document.
 - b. Scan the form (Xerox Document Center) and email to nmsc-lsspmo@med.navy.mil
 - c. Keep original for your records.
6. CPIMS Administrators/Superusers
 - a. Enter new user into system IAW the CPIMS User Profile guide.