



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 1500.32
BUMED-M7
26 Jun 2015

BUMED INSTRUCTION 1500.32

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY MEDICINE EDUCATION AND TRAINING REQUIREMENTS
INTEGRATION PROCESS

Ref: (a) NETCINST 1510.1A
(b) NETCINST 1500.9
(c) NMETCINST 1553.1

Encl: (1) Navy Medicine Education and Training Requirements Integration Process Standard
Operating Procedure

1. Purpose. To formalize Navy Medicine's (NAVMED's) process to receive, evaluate, analyze, and respond to internal (e.g., Bureau of Medicine and Surgery (BUMED) codes) and external (i.e., Fleet Forces, Fleet Marine Forces, DoD, etc.) requests for medical education and training (E&T) capability to meet valid, mission-support requirements.

2. Scope. This instruction pertains to all formal training programs managed, maintained, and implemented by Navy Medicine.

3. Background. Valid training requirements are identified through a variety of means including Fleet Performance Assessment, Direct Fleet Input, Human Performance Requirements Review, and BUMED leadership assessment. To standardize business processes and foster efficiency in addressing and funding new NAVMED E&T requests and/or changes to existing courses that may require additional resource investment, BUMED Education and Training (BUMED-M7) established the NAVMED E&T Requirements Integration Process (enclosure 1). This "end-to-end" integration process is designed to assure efficient, effective, enduring, and relevant training capability for NAVMED and its customers. This process formalizes training requirement project request:

- a. Entry into the integration process;
- b. Assessment by BUMED-M7;
- c. Transfer to Navy Medicine Education and Training Command (NMETC) for formal analysis;
- d. Course-of-action determination;

- e. Course development and delivery, and
- f. End product lifecycle management.

4. Policy. Per references (a) and (b), prior to the dedication of assets to incorporate a new requirement into an existing course or stand up of a new training course, the requirement sponsor will submit a request to the resource sponsor. The resource sponsor will then submit formal correspondence identifying the training requirement and commit to resourcing the requirement. No training requirements will be executed without a written commitment from the resource sponsor to fund the requirement. Failure of the resource sponsor to commit the required resources will result in delayed implementation of the training requirement until such commitment is submitted.

5. Responsibilities

- a. BUMED-M7 shall:

- (1) Coordinate initial review and validation of all NAVMED E&T requirement requests.
- (2) Assist training requirement project managers to accurately define and properly document their requirement.
- (3) Ensure all new training requirement requests are accompanied by a corresponding resource sponsor.
- (4) Coordinate with training requirement project managers, NMETC, and BUMED codes to efficiently and effectively manage validated medical E&T requirement requests.

- b. NMETC shall:

- (1) Implement the multistep course review and development process per reference (c).
- (2) Monitor progress of the course development and revision process.
- (3) Notify BUMED-M7 regarding training course review outcomes that may modify course length, resource requirements, or other similar variables.

- c. NMETC subordinate echelons shall:

- (1) Maintain key performance and demand data/indicators for their courses.
- (2) Develop and review course curriculum.

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(3) Maintain Course Curriculum Model Manager responsibility to coordinate revisions, new development, and cancellations.

6. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

7. Forms. The NAVMED 1500/15 (04-2015), Navy Medicine Education and Training Project Request Form is available at: <https://navalforms.documentservices.dla.mil/web/public/forms>:



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Distribution is electronic only via the Navy Medicine Web site at:

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NAVY MEDICINE EDUCATION AND TRAINING REQUIREMENTS INTEGRATION PROCESS



STANDARD OPERATING PROCEDURE

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Chapter 1: Background

1. Navy Medicine Education and Training Requirements Integration Process Overview. The Bureau of Medicine and Surgery's (BUMED's) evolving organizational structure and function necessitates clear, executable policy and guidance to steer medical education and training (E&T) course development and delivery to support validated requirements. This document is intended to provide that guidance to facilitate efficient creation and timely delivery of validated E&T requirements. The Navy Medicine (NAVMED) E&T requirements integration process (RIP) was established as a process guide to facilitate enterprise E&T decision making, follow through, and timely vetting by all major stakeholders in response to validated, mission-support requirements. The process specifies the respective roles and responsibilities of all key stakeholders and guides "end-to-end" management of the enterprise's E&T course portfolio. It formalizes each project's:

- a. Entry into the integration process,
- b. Initial assessment by BUMED-M7,
- c. Transfer to NMETC for formal analysis,
- d. Course of action (COA) determination,
- e. Course development and delivery, and
- f. Recurring review.

2. Purpose. The NAVMED E&T RIP formalizes NAVMED's process to receive, evaluate, analyze, and respond to internal (i.e., BUMED codes) and external (i.e., Fleet Forces, Fleet Marine Forces, Department of Defense, etc.) requests for medical E&T capability to meet valid, resourced, mission-support requirements.

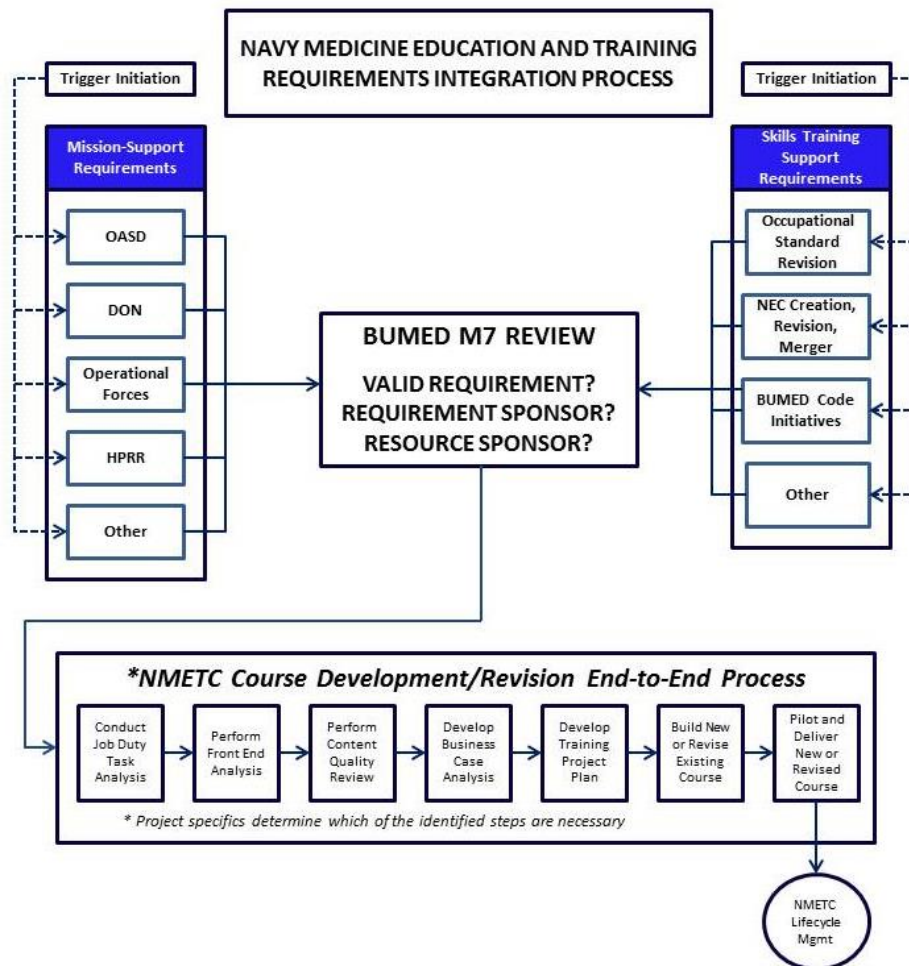
3. Objectives. This process provides the framework to:

- a. Identify the NAVMED E&T project request submission gateway and documentation to accompany the request.
- b. Evaluate and validate NAVMED E&T project request submissions to assure requirement and resource sponsorship identification.
- c. Reach agreement on training development and delivery specifics.
- d. Track new project development progress prior to customer delivery.
- e. Address adjustments to or deletions of existing training courses.

Chapter 2: Requirements Integration Process

1. Project Request Review: To effectively manage emerging and existing NAVMED E&T requirements, the NAVMED E&T RIP tracks the lifecycle of a requirement from discovery, through development, to implementation, and periodically thereafter. By tracking the requirement's lifecycle, BUMED-M7 is postured to provide informed guidance, recommendations, and advocacy regarding NAVMED training course development, adjustment, continuation, or cancellation. All new NAVMED E&T project requests and/or evolving NAVMED E&T demands (collectively referred to as "triggers") are first reviewed by BUMED-M7 to identify the request specifics and confirm requirement and resource sponsorship. Figure 2.1 provides a broad overview of the NAVMED E&T course development and revision process.

Figure 2.1 Navy Medicine Education and Training Course Development/Revision Process Map



2. Submitting a Training Request. The first step in this process involves the requestor submitting their requirement to BUMED.

a. Requests for training from operational forces to Navy Medicine should be transmitted via formal memorandum through the requestor's chain of command and, ultimately, to the Office of the Chief of Naval Operations (OPNAV), Medical Resources, Plans and Policy Division (OPNAV N0931) provides an initial review and routes, to BUMED, requests that merit further consideration. The request memo should specify both the requirement sponsor and the resource sponsor. Note: If sponsorship is not identified, BUMED-M7 will contact the project request program manager. Routing for action into BUMED is accomplished via the TV5 tasking system.

b. Requests from BUMED echelons for training support should first be coordinated through the respective Echelon 3 commander or BUMED Director (or equivalent) and then be routed (with requirement and resource sponsorship) via a tasker management system to BUMED-M7. This formal routing process assures consistent awareness, review, coordination, development, oversight, and historical record of these internally generated, formal training requests. Request submissions should be documented as follows:

(1) For enlisted training requirement source triggers (i.e., occupational standard revision, Navy Enlisted Classification creation or revision, rating merger) – a Human Performance Requirements Review (HPRR) Action Chit. Note: NMETC Academics manages the HPRR process and contacts BUMED-M7 to engage as needed.

(2) For non-enlisted specific training requirement source triggers (i.e., Sexual Assault Prevention and Response training course creation) – the Navy Medicine Education and Training Project Request Form NAVMED 1500/5. The NAVMED 1500/15 details the requestor's project rationale, impact, desired delivery method, timeline, and resourcing considerations. A thorough NAVMED 1500/15 submission will help expedite the consideration and coordination process.

3. BUMED-M7 Initial Action. Following receipt, BUMED-M7 will review and evaluate the training requirement request and coordinate as needed with subject matter experts and key stakeholders. When required, BUMED-M7 will contact the requestor to gather additional information necessary to advance training request consideration.

4. BUMED-M7 Response Following Initial Review. After review, BUMED-M7 will prepare a formal memorandum (routed back to the requestor via a tasker management system) relaying results of the evaluation and identifying next steps in the process. The timeline goal from request receipt to memorandum response is 14 calendar days.

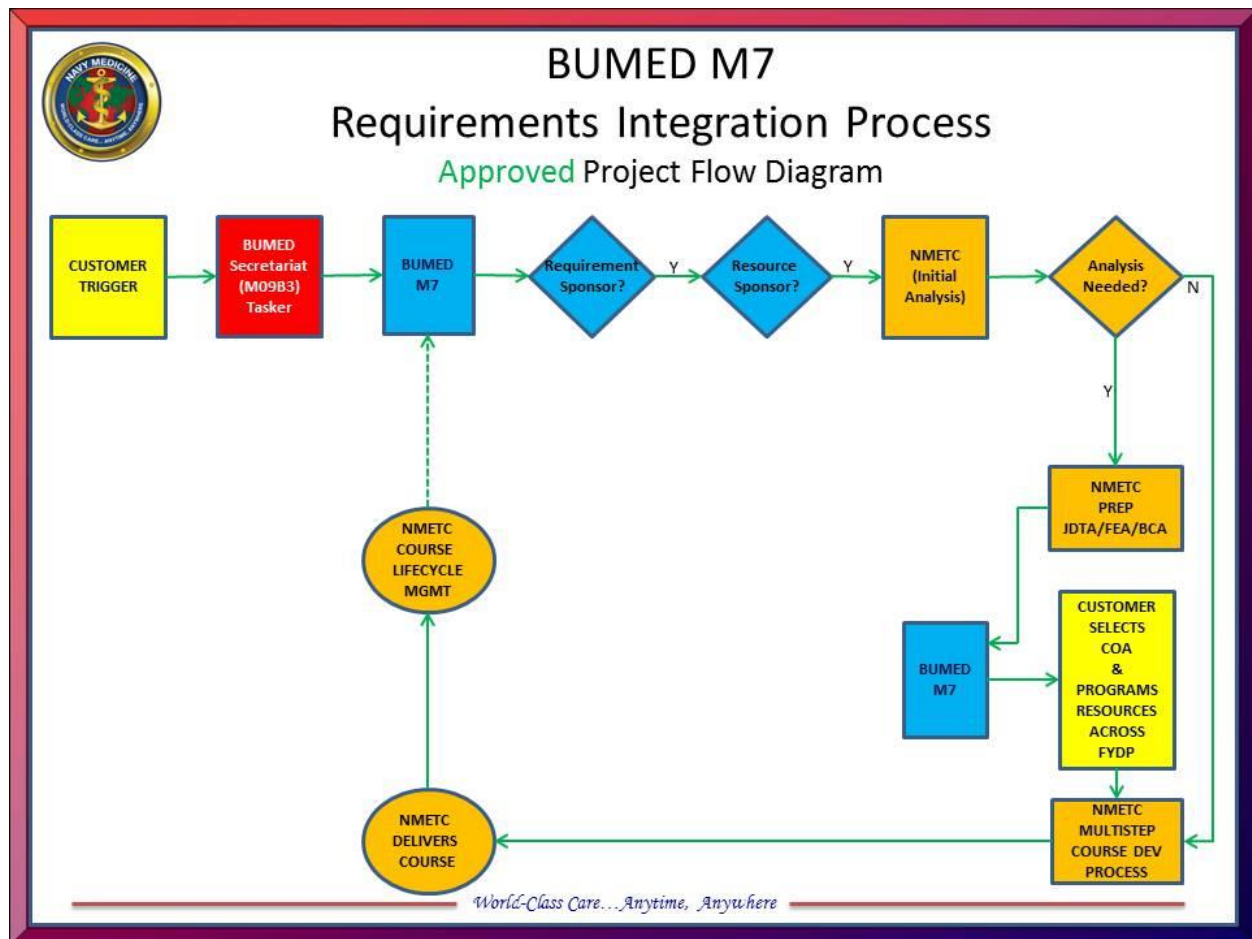
a. Validated training request actions: Projects that are ready for formal analysis are relayed by BUMED-M7 (via a tasker management system) to NMETC.

b. Training requests that require additional work: Requests that are not yet ready for transfer to NMETC to begin the formal analysis process will be returned by BUMED-M7 to the requestor.

5. Project Flow Diagrams

- a. Approved Projects: Figure 2.2 illustrates the process flow diagram for approved projects.

Figure 2.2 Requirements Integration Process - Approved Project Flow Diagram

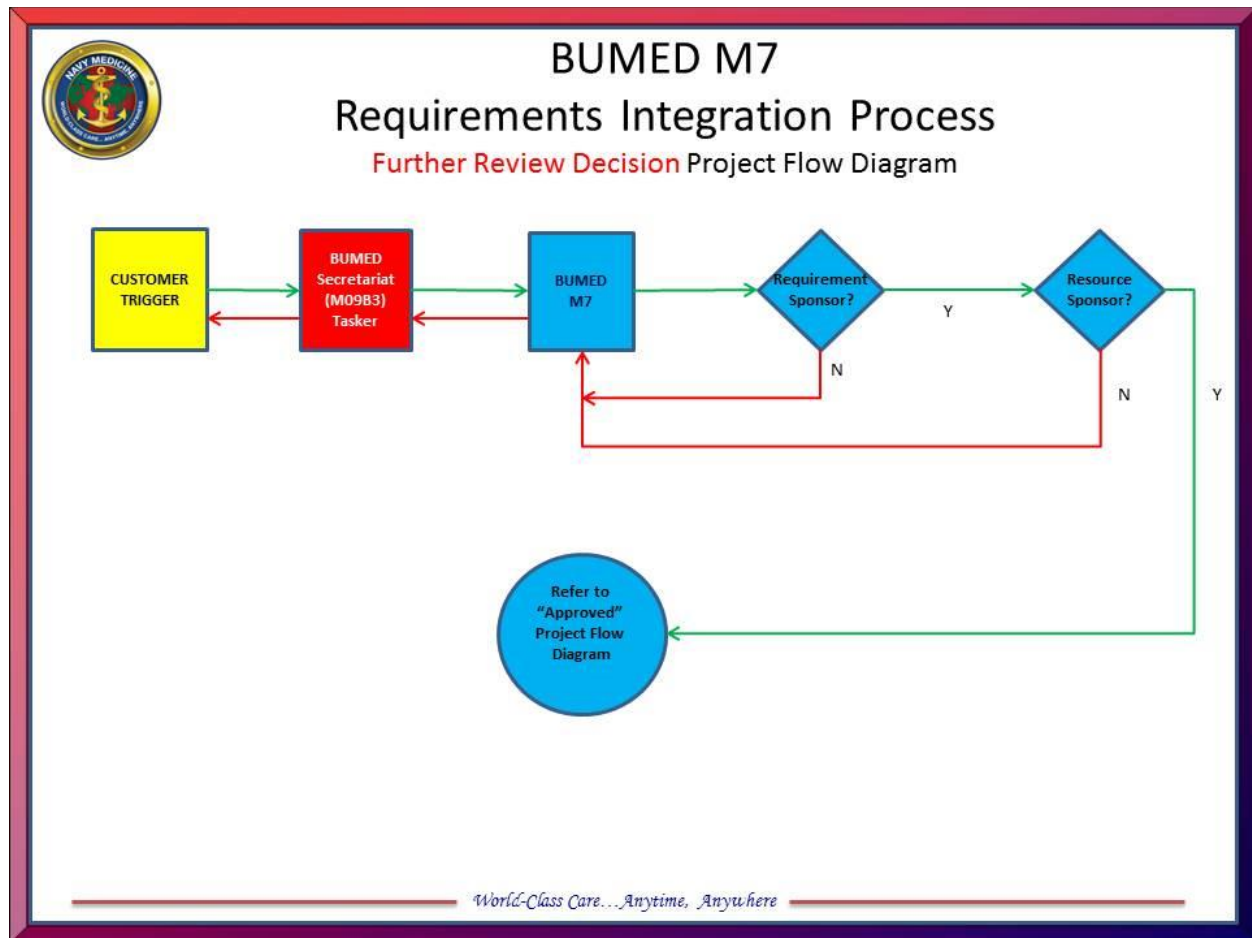


Process diagram acronyms:

NMETC: Navy Medicine Education and Training Command
JDTA: Job Duty Task Analysis
FEA: Front End Analysis
BCA: Business Case Analysis
COA: Course of Action
FYDP: Future Years Defense Program

b. Further review required projects: Figure 2.3 provides the flow for projects requiring further review prior to decision. Requests that are not properly coordinated (no requirement sponsor and/or no resource sponsor) and do not achieve the requisite sponsorship may result in disapproval. BUMED-M7 documents final outcome in a tasker management system.

Figure 2.3 Requirements Integration Process – Further Review Decision Project Flow Diagram



6. Project Analysis. Following review and validation of a new requirement, BUMED-M7 will prepare a tasker requesting NMETC initiate and complete the project's analysis. Note: Prior to tasker management system load, BUMED-M7 should discuss the project with NMETC to determine a mutually agreeable suspense for task completion. Upon completion, NMETC delivers the finished analysis products to BUMED-M7 to review and coordinate with the requestor and resource sponsor to determine the preferred COA. All decisions must be documented in writing to assure an accurate historical record.

7. Tracking of Requirements in Development. BUMED-M7 and NMETC will maintain close communication to assure projects in development proceed according to schedule. In those instances where project completion deadlines may not be met, NMETC and BUMED-M7 should discuss the circumstances and determine an agreeable solution. BUMED-M7 will subsequently contact the project requestor to relay specifics and assure the proposed solution is acceptable. Disagreements that cannot be resolved will be elevated to the appropriate BUMED-M7 and project requestor leadership level to determine an acceptable way ahead. All decisions must be documented in writing to assure an accurate historical record.

8. Oversight of Requirements in Implementation. Periodic formal course reviews are critical to assuring training courses and their content continue to meet customer requirements. NMETC manages the formal course review process and will engage BUMED-M7 as needed to address proposed course changes that may entail additional resource obligations or other actions that require BUMED-M7 advocacy.

Chapter 3: Roles and Responsibilities

1. BUMED-M7 Code: Principal staff advisor for NAVMED E&T strategy and policy. BUMED-M7 is responsible for initial evaluation of new NAVMED E&T course requests (to include requirement and resource sponsorship validation) and coordination/communication with key stakeholders as needed (i.e., NMETC, BUMED Total Force/Manpower, BUMED Installations and Logistics, BUMED Resource Management/Comptroller, NAVMED Force Master Chief, Corps Chiefs, requestor, etc.) to advocate for resources and facilitate desired, mission-support deliverables.
2. NMETC: NMETC executes education and training services and is BUMED-M7's partner in delivering efficient, effective, timely, and mission-relevant education and training. NMETC prepares analysis products (e.g., Job Duty Task Analysis, Front End Analysis, Business Case Analysis) for all new NAVMED E&T Project Requests. They deliver detailed analysis of training options for the given request, recommend a preferred COA, and complete the end-to-end course development process. NMETC monitors the status of courses under development and performs periodic lifecycle management reviews of existing training courses.
3. NMETC Learning Centers, Learning Sites, and Detachments: NMETC Learning Centers, Learning Sites, and Detachments maintain key performance and demand data/indicators for their course offerings, develop/review course curriculum, and maintain Course Curriculum Model Manager responsibility to coordinate revisions, new development, and cancellations.

Appendix: Acronym List

| Acronym | Definition |
|---------|--|
| BCA | Business Case Analysis |
| BUMED | Bureau of Medicine and Surgery |
| COA | Course of Action |
| E&T | Education and Training |
| FEA | Front End Analysis |
| FYDP | Future Years Defense Program |
| HPRR | Human Performance Requirements Review |
| NAVMED | Navy Medicine |
| NMETC | Navy Medicine Education and Training Command |
| RIP | Requirements Integration Process |