



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

IN REPLY REFER TO
BUMEDINST 3502.1A CH-2
BUMED-M09B16
4 Jun 15

BUMED INSTRUCTION 3502.1A CHANGE TRANSMITTAL 2

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY TRAINING AND DEVELOPMENT
PROGRAM

Ref: (a) CNO WASHINGTON DC 021855Z Sep 14 (NAVADMIN 202/14)

Encl: (1) Revised pages 1 and 2 of the basic instruction
(2) Revised page 8 of enclosure (1) of the basic instruction

1. Purpose. To set interim policy for documenting required training and reports for all assigned personnel.
2. Actions
 - a. Remove pages 1 and 2 of basic instruction and replace with enclosure (1).
 - b. Remove page 8 of enclosure (1) of the basic instruction and replace with enclosure (2).
3. Retain. For record purposes, keep this change transmittal in front of the basic instruction.


A. M. DIGGS
Chief of Staff
Acting

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



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CH-2 of 44 Jun 2015
IN REPLY REFER TO
BUMEDINST 3502.1A CH-2
BUMED-M09B16
10 Jun 2008

BUMED INSTRUCTION 3502.1A

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY TRAINING AND DEVELOPMENT PROGRAM

Ref: (a) 5 CFR Part 410
(b) Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR)
(c) ASN(M&RA) Memo of 3 May 2004, Subj: Command Implementation Policy for Academic Degree and Professional Credentials Payment (NOTAL)
(d) OPNAVINST 1500.22F
(e) BUMEDNOTE 12410 of 8 Apr 2015
(f) CNO WASHINGTON DC 021855Z Sep 14 (NAVADMIN 202/14)

Encl: (1) Headquarters Policy for Staff Training and Development Program
(2) NKO Guide

1. Purpose. To establish Bureau of Medicine and Surgery (BUMED) training policy for Headquarters (HQ) personnel to ensure maximum performance of employees and to increase organizational productivity. Training programs will be systematically planned, identified, programmed, and budgeted to meet current and anticipated development needs of HQ staff. BUMED's training and development plan will be consistent with Department of Defense (DoD), Department of the Navy (DON), and Office of Personnel Management (OPM) policies, along with references (a) through (d). Per reference (e), internal training is conducted via Navy Knowledge Online (NKO). Enclosure (1) is the HQ policy for staff training and development. The NKO Guide, enclosure (2), is also available at: <http://www.nko.navy.mil>.

2. Cancellation. BUMEDINST 3502.1.

3. Scope: This instruction applies to all Navy Medical Department personnel.

4. Discussion. Staff training and development are essential in maintaining a competent and effective work force capable of carrying out the BUMED mission. Professional and personal growth is an ongoing process which helps staff members perform their duties and responsibilities more effectively and gain a feeling of personal satisfaction. It is the intent of the training office to establish procedures towards providing training opportunities to experience personal and professional growth for all staff members.

5. General Military Training (GMT). GMT is an integral part of the Navy Leadership Training Continuum, reference (f) established revised procedures. This training is an important mechanism for emphasizing leadership responsibilities and core values at all levels for officer and enlisted personnel. GMT will be conducted on a monthly basis and all hands are encouraged to attend. Civilian personnel are also encouraged to attend. Completion of training for each code will be monitored by the GMT Coordinator.

6. Forms

a. General Services Administration form SF 182 (Revised December 2006), Authorization, Agreement, and Certification of Training, is available electronically at: <http://www.gsa.gov/portal/forms/type/SF>. Leave field "2. Social Security Number," in Section A blank.

b. The following Bureau of Medicine and Surgery forms are available electronically from the "Forms" tab at: <http://www.med.navy.mil/directives/Pages/BUMEDForms.aspx>.

(1) BUMED 3502/1 (Rev. 11-2007), Vendor Selection Worksheet.

(2) BUMED 3502/3 (11-2007), Training Evaluation.


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(7) Required training for staff having specific responsibilities in the following areas:

(a) Supervisory Training. 40 hours (20 hours in personnel area) required for all new supervisors, during the probationary period. Four hours of annual Equal Employment Opportunity (EEO) training is required for all supervisors, military and civilian.

(b) Executive and Management Development. Focus is on the development of managers, executives, and candidates for management positions, and is strongly encouraged.

(c) EEO Training. Required for deputy EEO officers, special emphasis program managers, investigators, EEO counselors, and other EEO and complaint processing officials.

(d) The DON Training in the Prevention of Sexual Harassment. Required for all military and civilian supervisors and managers yearly. Managers and supervisors need this training to understand laws, regulations, and DON policy regarding equal employment opportunities, including the prevention of sexual harassment.

(e) Civilian Employee Assistance Program (CEAP). This course is designed to educate supervisors of civilian employees on how to effectively use the CEAP to help their employees overcome personal problems before they impact job performance or conduct.

h. Evaluation of Training. Evaluation is an integral part of the training program and is required by the DON. For initial evaluations, the employee and respective supervisor must assess individual training activities through the use of the SF 182 by completing and returning page 2 and the NAVMED 3502/3 to BUMED-M09B16 within 5 days after each training incident. The purpose is to gauge the initial reaction of the employee and supervisor to the training.

i. Records. Individual Training Records (ITR) will contain command - identified training activities. Staff members will have an ITR to host documentation of training. Acceptable ITR formats are: digital, hardcopy, or a combination of the two. Training reports can also be digital or hardcopy and maintained by the Command Training Department as evidence of staff member training compliance. The command will determine an acceptable format for their ITR system and develop location instruction to support its function. Command policies must also indicate processes and alternative methods of recording training in instances of limited electronic access. The Employee Development Department, HRSC-NW Region, must maintain civilian training records. Military training is tracked through DMHRSi.