



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

IN REPLY REFER TO
BUMEDINST 3502.1A CH-3
BUMED-M09B11
15 Jun 15

BUMED INSTRUCTION 3502.1A CHANGE TRANSMITTAL 3

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY TRAINING AND DEVELOPMENT
PROGRAM

Ref: (a) CNO Washington DC 170135Z MAR 10 (NAVADMIN 098/10)

Encl: (1) 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. Remove page 8 of enclosure (1) of the basic instruction and replace with enclosure (1).
3. Retain. For record purposes, keep this change transmittal in front of the basic instruction.


P. B. COE
Chief of Staff

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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. Any of the approved used training programs: Enterprise Safety Application Management System (ESAMS), Fleet Training Management and Planning (FLTMPS), Joint Knowledge Online (JKO), Navy Knowledge Online (NKO), Total Workforce Management Services (TWMS) and SWANK Healthcare may be used to track and document training completed by the command. The Employee Development Department, HRSC-NW Region, must maintain civilian training records. Military training is tracked through DMHRSi.