



DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO

BUMEDINST 5215.14A
BUMED-M09B31
19 Sep 2008

BUMED INSTRUCTION 5215.14A

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: MAINTENANCE OF THE MANUAL OF THE MEDICAL DEPARTMENT
(MANMED)

Encl: (1) Guidelines for Changes to MANMED
(2) MANMED Responsibility Listing

1. Purpose. To provide policy and to update the responsibility assignments and procedures for updating MANMED. This instruction is significantly revised and should be read in its entirety.
2. Cancellation. BUMEDINST 5215.14 and CH-1.
3. Policy. All portions of MANMED will be maintained in a current status. MANMED contains unclassified information for the treatment of active duty and Reserve component personnel.
4. Background. BUMED is using the Adobe PageMaker Publishing software to maintain and publish MANMED. Enclosure (1) is a listing of guidelines to assist in formatting changes to MANMED.
5. Responsibilities
 - a. Individual codes are responsible for keeping current those portions of MANMED that contain subject matter under their cognizance. But, all personnel are urged to call attention to or recommend changes for bringing up-to-date or improving any part of MANMED.
 - b. Single-digit and specialty codes are responsible for assuring the maintenance of MANMED material under their jurisdiction.
 - c. BUMED-M09B31 is responsible for the overall maintenance and improvement of MANMED.
6. Action. Enclosure (2) lists responsible codes for each chapter of MANMED. It is anticipated every chapter of MANMED will require some updating; thus each chapter will be issued as a separate change so as not to hold up important information from the field and fleet. There will be no predetermined order to the chapters for update; the first one ready will be issued the next change number (i.e., chapter 1 will not necessarily be change 134 (the next available change number)).

7. Procedures

a. The cognizant deputy chief or their executive assistant (EA) point of contact is responsible for assuring the proposed change to MANMED has been chopped by all interested parties, including the field or fleet, if necessary.

b. Chops do not have to be in ink on an outgoing mail record (OMR) (except the single-digit chop); they may be in e-mail format, indicating concurrence with a signature block that provides identifying information; they must include a date. The subject line of the e-mail should indicate the MANMED chapter or article identifying information, i.e., "MANMED chapter 16" or "MANMED chapter 15, article 65" so it is clear what is being agreed upon.

c. Changes to MANMED must be submitted to BUMED-M09B31 with a printed copy (paper copy) of the change on the right that includes all chops and supporting documentation, and a 3 1/4" disk or CD that includes all applicable files. The package must include an OMR with the single-digit chop (this chop must be in ink on the OMR versus an e-mail), Action Memo, Summary of Changes Page, and Coordination Page. Changes will be imported into the PageMaker software for uniform publication.



T. R. CULLISON
Vice Chief

Distribution is electronic only via the Navy Medicine Directives Web site at:
<http://navymedicine.med.navy.mil/default.cfm?selTab=directives>

GUIDELINES FOR CHANGES TO MANMED

- Set margins for 1 inch top, bottom, left, and right.
- Submissions must be in Word software, Times New Roman font, 12 pitch.
- Submissions must not be placed in columns. Information will be imported into a template in PageMaker Publishing software for uniform appearance.
- For tables or charts, use Word software, however font and pitch may vary if necessary for content placement.
- Headers, footers, tabs, columns, and other special features must not be used, as it makes it impossible to import the document into the publishing software without first making modifications.
- Every chapter must have a Table of Contents. If there are no changes to the current Table of Contents, so state.
- Articles may have a Table of Contents if numerous issues are discussed within the article. If there are no changes to the current Table of Contents, so state.
- Please contact Ms. Barbara J. Berry at: Barbara.Berry@med.navy.mil if you need a copy of the chapter or article you are working to update in Word.

**MANUAL OF THE MEDICAL DEPARTMENT
RESPONSIBILITY LISTING**

<u>CHAPTER</u>	<u>TITLE</u>	<u>ACTION CODE</u>
Chapter 1	Medical Department	M00C/M00J
Chapter 2	Medical Corps	M00C
Chapter 6	Dental Corps	M00C
Chapter 7	Medical Service Corps	M00C
Chapter 8	Nurse Corps	M00C
Chapter 9	Hospital Corps	M00C
Chapter 10	Civilians	M1B1/M00J
Chapter 12	Education and Training	M1B5
Chapter 13	Garrison Care for Operational Forces	M3
Chapter 14	Special Activities	M3
Chapter 15	Physical Examinations and Standards for Enlistment, Commission, and Special duty	M3
Chapter 16	Medical Records	M3/M00J
Chapter 17	Deaths	M3
Chapter 18	Medical Evaluation Boards	M3
Chapter 19	Fleet Marine Force	M00C
Chapter 20	Research and Development	M09B
Chapter 21	Pharmacy Operation and Drug Control	M3
Chapter 22	Preventive Medicine and Occupational Health	M4B4
Chapter 23	Forms, Reports, and Records	M09B31/M00J