



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

IN REPLY REFER TO  
BUMEDINST 5216.16  
BUMED-M09B3  
10 Mar 2009

BUMED INSTRUCTION 5216.16

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

Subj: MANAGEMENT AND CONTROL OF "BY DIRECTION"/READ FILE

Encl: (1) Sample BUMED 5216/19, By Direction/Read File Report

1. Purpose. To establish submission requirements for weekly "By direction"/read files to capture correspondence signed on Bureau of Medicine and Surgery (BUMED) letterhead.
2. Cancellation. BUMED Memorandum M09B5/05UM00120 of 7 Jun 2005.
3. Background. Chief, BUMED has granted broad "By direction" authority to facilitate Headquarters operations. A read file ensures the Chief, Vice Chief, and Chief of Staff, BUMED are aware of high visibility, non-routine correspondence signed "By Direction."
4. Action. To accomplish this task, codes are granted discretionary authority in capturing all high visibility, non-routine correspondence. Codes shall submit weekly electronic reports of outgoing correspondence signed "By Direction" on BUMED letterhead.

a. Reports shall be submitted by the code Executive Assistant (EA) and/or their appointed representative using BUMED 5216/19, By Direction/Read File Report no later than (NLT) 1100 every Monday. On weeks where Monday is a designated Federal holiday, the report is due NLT 1100 on Tuesday. Weekly reports shall be submitted electronically utilizing the global e-mail address [BUMED-BY-DIRECTION@med.navy.mil](mailto:BUMED-BY-DIRECTION@med.navy.mil). Enclosure (1) provides a sample report.

b. Reports will be prepared utilizing specific Enterprise Knowledge Management (eKM) data fields and hyperlinks as noted in enclosure (1). Information required to complete the "eKM Link/Clipboard" field on BUMED 5216/19 is obtained by using the Clipboard icon available at the top, center, of all eKM records and pasting it on BUMED 5216/19. The EA or appointed representative is responsible for ensuring timely submission of weekly reports and that all relevant information fields are completed with properly functioning hyperlinks. Reports with missing information or non-functioning hyperlinks will be returned for corrections.

c. The following "By direction" correspondence delineates examples of routine information exempt from reporting:

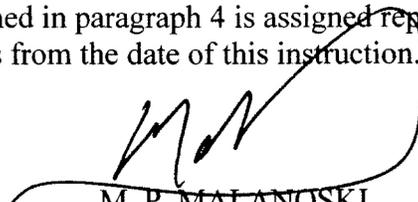
- (1) Manning document change transmittals.
- (2) Medical waivers.
- (3) Special pay.

5. Point of Contact (POC). The Secretariat POC is Mr. Doug Flynn at (202) 762-3178, or e-mail at [doug.flynn@med.navy.mil](mailto:doug.flynn@med.navy.mil).

6. Form and Report

a. BUMED 5216/19 (02-2009), By Direction/Read File Report is available electronically from the BUMED Secretariat, as a Microsoft Excel spreadsheet. In order to maintain integrity of this form and ensure proper file transfer, EAs and/or their appointed representatives will not make changes to, or manipulate the Microsoft Excel spreadsheet template. Code EAs may obtain BUMED 5216/19 by submitting a request to the BUMED Secretariat POC at [doug.flynn@med.navy.mil](mailto:doug.flynn@med.navy.mil).

b. The reporting requirement outlined in paragraph 4 is assigned report control symbol BUMED 5216-1 and is good for 3 years from the date of this instruction.



M. P. MALANOSKI  
Chief of Staff

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

**BY DIRECTION/READ FILE REPORT**

eKM Action Number	eKM Link/Clipboard	eKM Subject or Description	Date Signed (DD-MMM-YYYY)	Signature
E08UCON - 123456c	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	Congressional Inquiry from the Office of Senator Arlen Specter on behalf of Mr. P. McMann concerning the closing of the pharmacy at Naval Air Station Joint Reserve Base, Willow Grove, PA.	5-Jan-2009	C. M. BRUZEK-KOHLER
E09UCON - 282828c	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	Congressional Inquiry from the Office of Representative Michael Michaud on behalf of Jack B. Nimble concerning his attempt to reenlist in the Navy.	14-Jan-2009	KAREN A. FLAHERTY
N/A	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	Serialization of BUMED Correspondence - 2009	30-Dec-2008	S. B. HERROLD
E09UCON-654321c	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	Congressional Inquiry from the office of Congressman Robert Wittman concerning Mrs. I. Hertz dated October 15, 2008 to BUMED in which he claims to have never received a response.	27-Jan-2009	G. M. JAEGER
09UCON-129812c	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	Congressional inquiry from the office of Senator Saxby Chambliss from LCDR J. Whoo concerning his inability to obtain Nutritional Vitamins from the pharmacy in NH Corpus Christi	26-Jan-2009	J. R. BLOOM
E09UCON - 666222c	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	Congressional inquiry from the Office of Senator Amy on behalf of YN1 Juan Good Sailor, USN concerning her Medical Issues	22-Jan-2009	D. J. BEARDSLEY
E09UN093987876	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	SECNAV Designee ICO Mr. H. Simmons - Please review and prepare a full tasker package for the SG to review and sign.	2-Feb-2009	C. M. BRUZEK-KOHLER
08UN0934759604	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	SECNAV Designee ICO Ms. A. Danforth. PLEASE review and prepare a full tasker for the SG to Review and Sign	2-Feb-2009	C. M. BRUZEK-KOHLER
E09UCON - 980765c	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	Congressional Inquiry from the office of Senator Mel Martinez on behalf of Mr. K. Martin, requesting his Service Medical Records	29-Jan-2009	S. B. HERROLD
E08UCON - 949392c	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427">https://ekm.nmci.navy.mdf/ekm3we/Applications/News/NewsForm.aspx?ItemId=bcca997oiusoius-1234a4b5-8e64fd233427</a>	Congressional Inquiry from the Office of Senator Arlen Specter on behalf of Mr. Frederick James concerning the closing of the pharmacy at Naval Air Station Joint Reserve Base, Willow Grove, PA.	5-Jan-2009	C. M. BRUZEK-KOHLER
E2004UN093-25624a	<a href="https://ekm.nmci.navy.mdf/ekm3we/Applications/ActionTracker/ActionTrackerForm.aspx?ItemId=5e5e7941-f1cd-4078-8dce-c99d13a4915a">https://ekm.nmci.navy.mdf/ekm3we/Applications/ActionTracker/ActionTrackerForm.aspx?ItemId=5e5e7941-f1cd-4078-8dce-c99d13a4915a</a>	"Fiscal Year 2003 Implementation of the Federal Managers' Fiscal Integrity Act (FMFIA) at selected Naval Activities"	16-Aug-2007	C. M. BRUZEK-KOHLER