



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 1500.1A
M1A
22 Jan 08

NAVMEDEAST INSTRUCTION 1500.1A

Subj: COMMAND TRAINING PROGRAM

1. Purpose. Establish guidelines for the Command Training Program.
2. Scope. Provisions of this instruction are applicable to all assigned Navy Medicine East (NME) military and civilian staff members.
3. Objectives. To ensure that all required mandatory training is completed by all NME staff members.
4. The Training Officer shall:
 - a. Inform all Command staff personnel what training is required, and provide them with the resources to successfully complete the training.
 - b. Maintain training files on all Command staff personnel to include the collection of applicable course completion certificates.
 - c. Provide a list of those personnel that are delinquent in training to the Executive Steering Committee (ESC) at the beginning of the month.
 - d. Provide training completion statistics on a monthly basis to the Chief of Staff.
5. Directors shall:
 - a. Ensure that staff members under their direction are completing the required training in a timely manner.
 - b. Ensure that they are receiving a copy of the training completion metrics from the Training Officer prior to the first ESC meeting of the month.

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6. NME Staff Members shall:

a. Make every effort to complete all required training in a timely manner.

b. Ensure that the Training Officer receives a copy of all course completion certificates for placement into training folders.



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