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

BUMEDINST 1500.32B
BUMED-N7
30 May 2024

BUMED INSTRUCTION 1500.32B

From: Chief, Bureau of Medicine and Surgery

Subj: TRAINING REQUIREMENTS INTEGRATION PROCESS

Ref: (a) OPNAVINST 1500.76D
        (b) BUMEDINST 1500.35

Encl: (1) Training Requirement Integration Process Procedures
        (2) Training Requirement Analysis Request (Template)
        (3) Training Requirement Description
        (4) Curriculum Control Authority Response to Requirement Advocate for Training
            Requirement Analysis (Template)
        (5) Program Management Plan (Example)

1. <u>Purpose</u>. This policy establishes a standardized, repeatable, and defendable Navy Medicine process to create new and manage existing Naval Expeditionary Health Service Support formal training courses to prepare and posture Navy Medicine personnel to provide sustained medical support in high intensity combat operations in a future peer warfighting scenario. This revision incorporates Navy Medicine's revised organizational structure and governance process. This is a complete revision and should be reviewed in its entirety.

2. <u>Cancellation</u>. BUMEDINST 1500.32A.

3. <u>Scope and Applicability</u>. This instruction supplements references (a) through (b) and applies to new, formal training course proposals and lifecycle maintenance of existing courses for which Naval Medical Forces Development Command (NAVMEDFORDEVCMD) is or will be the training agent and curriculum control authority.

4. <u>Policy</u>

    a. Any budget submitting office (BSO) 18 internally generated request to create a new Navy Medicine formal training course will be coordinated through Bureau of Medicine and Surgery's (BUMED) governance bodies for review and decision, and will have an identified requirement advocate and resource advocate. For the purposes of this instruction, the requirement advocate serves as the requirement point of contact (POC) to all stakeholders, facilitating subject matter expertise and support for each initiative. The resource advocate serves as the resourcing POC, identifying and procuring funds required to create and implement the requirement. These two advocates are critical to successfully translate a training course proposal into a formal training course of record. Roles, responsibilities, and procedures prescribed in this instruction will be followed to ensure process standardization and consistency.

b.   Requests for training from operational forces to Navy Medicine should be transmitted via formal memorandum and endorsed by the requestor's chain of command (BSO 27 – U.S. Marine Corps, BSO 60 – Commander, U.S. Atlantic Fleet, BSO 70 – Commander, U.S. Pacific Fleet) and through their respective resource sponsor, Office of the Chief of Naval Operation (OPNAV) Expeditionary Warfare (OPNAV N95), Surface Warfare (OPNAV N96), or Air Warfare (OPNAV N98), and ultimately, to Expeditionary Health (OPNAV N4L4) who will provide an initial review then route to BUMED via The Office of the Surgeon General of the Navy (OPNAV N093), requests that merit further consideration. The Training Requirement Analysis Request (TRAR) memo with Training Requirement Description (TRD), (enclosures (2) and (3)) should specify both the requirement sponsor and the resource sponsor. Routing for action into BUMED is accomplished via the Enterprise Task Management Software Solution (ETMS2) tasking system. BUMED-N7 will be the task lead and central coordinating body with all stakeholders for these echelon 1 validated tasks.

*Note: If sponsorship is not identified, BUMED-N7 will contact the training request action officer to provide the requirement and resource sponsor information. Once the appropriate information is received, the training request submission will continue to NAVMEDFOR-DEVCMD to initiate the Training Requirements Analysis (TRA).

5.   Responsibilities

   a.   BUMED Directors (Maritime Headquarters and Maritime Operations Center) will:

      (1) Review, accept, and make approval recommendation for any new, unfunded formal training requirement proposal generated by a subordinate code.

      (2) Ensure any subordinate code generated training requirement proposal, recommended for approval, is routed through Navy Medicine's enterprise governance process for review and leadership decision, to include a funding decision, before proceeding with any additional action.

      (3) Designate a requirement advocate and resource advocate for all new, Navy Medicine leadership approved, formal training course proposals generated by a subordinate code.

         (a) Will assist resource advocate with coordinating and managing funding issues associated with each formal training course proposal.

         (b) Ensure the requirement advocate and resource advocate complete all actions as shown in enclosures (1) through (5).

   b.   BUMED N-Code Directors will:

      (1) Ensure Navy Medicine generated, new formal training course proposals are formally coordinated through affected BUMED N-code stakeholders and the BUMED enterprise governance process for review and decision, to include funding decision, before proceeding with course development and execution.

(2) Assist the requirement and resource advocates to address and resolve training requirement planning, development, implementation, and sustainment issues. In particular:

(a) Manpower and Personnel (BUMED-N1) will advise on manpower requirements to include faculty and student billets to meet training requirements and plan, program, budget, and execute for manpower resource requirements.

(b) Support and Logistics (BUMED-N4) will advise on any proposals requiring changes to existing facilities or requests for new construction.

(c) BUMED-N7 will facilitate communication and coordination between all stakeholders once a training requirement proposal is approved by Navy Medicine leadership via the enterprise governance process.

c. BUMED Deputy Corps Chiefs and Corps Deputy Directors will:

(1) Ensure Corps-generated, new formal training course proposals are fully justified and appropriately coordinated through all affected stakeholders and the BUMED enterprise governance process for review and decision, to include funding decision, before proceeding with any further action.

(2) Designate a requirement advocate and resource advocate for any Corps-specific, new formal training course proposal.

(a) Ensure the resource advocate coordinates and manages funding issues associated with each validated formal training course proposals.

(b) Ensure the requirement advocate and resource advocate complete all actions as shown in enclosures (1) through (3).

(3) Support Navy Medicine formal training course development and lifecycle maintenance activities via identification of subject matter experts to serve on training development and lifecycle maintenance projects.

(4) Clear their respective Corps' coordinated response for any formal tasking associated with Navy Medicine formal training course lifecycle management review activities.

d. BUMED-N7 will:

(1) Serve as the single point of entry for all training requirements submitted to the Navy Medicine training domain.

(2) Ensure new training requirements received for action comply with this instruction.

(3) Provide training on the training requirements integration process to requirement and resource advocates and other stakeholders, as required.

(4) Provide policy and guidance to support the integration of training requirements into Navy Medicine training.

(5) Designate a code POC to serve as stakeholder liaison and lead for each new training requirement integration effort, from initial receipt through to course delivery.

(6) Scope each new training requirement, coordinating with the requirement advocate and as needed, other stakeholders to thoroughly identify and clarify the requirement specifics before the request is sent for action to NAVMEDFORDEVCMD.

    (a) Formally task the training requirement to NAVMEDFORDEVCMD.

    (b) Ensure task deliverables, from all stakeholders, are completed and archived.

    (c) Upon request, assist NAVMEDFORDEVCMD to fulfill training requirement disposition.

e. <u>NAVMEDFORDEVCMD will</u>:

(1) Complete formal training course end-to-end process procedures as stated in enclosure (1).

(2) Execute administrative actions associated with the Catalog of Navy Training Courses and Corporate Enterprise Training Activity Resource Systems to include adding new courses, revising existing course content, or deleting a course.

(3) Plan, program, budget, and execute to sustain all Navy Medicine formal training courses.

(4) Only accept complete training requirement requests routed through BUMED-N7. Refer all direct inquiries concerning new course development, revision, modification, or cancellation to BUMED-N7.

(5) Develop, maintain, and execute a program management plan (PMP) for each project.

(6) If requested, develop a rough order of magnitude (ROM) that reflects the cost to integrate the training requirement into Navy Medicine training through the Future Years Defense Program.

(7) At BUMED-N7's direction, pause or discontinue work with a training requirement tasking if financial resourcing is not identified and allocated for the requirement.

(8) Route to BUMED-N7 for review, comment, and approval, any training project plan used to document one or more of the actions in subparagraphs 5e(8)(a) through 5e(8)(e):

(a) Add a new training course.

(b) Revise a training course's instructional strategy or delivery method, its course length, or its resource requirements.

(c) Deactivate a training course.

(d) Transfer a training course between curriculum control authorities.

(e) Change a training course's data processing requirements.

(9) Provide monthly PMP status updates to BUMED-N7 by the 15th of each month.

6. <u>Records Management</u>

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/ DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/ Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

7. <u>Review and Effective Date</u>. Per OPNAVINST 5215.17A, BUMED-N7 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. <u>Information Management Control</u>. Reports required in subparagraph 5e(9) of the basic and enclosure (1), subparagraphs 2a(1) and 2a(4) are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.

D. K. VIA

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, https://www.med.navy.mil/Directives/

TRAINING REQUIREMENT INTEGRATION PROCESS PROCEDURES

1. Purpose. The training requirement integration process guides creation of Navy Medicine formal training courses to meet validated, documented, and operational readiness-related training requirements. Responsibilities identified within the instruction are detailed within this enclosure. The Navy Education and Training (NAVEDTRA) manuals 132, 133A, 134A, 135A, 135D, 136, 137A, and 138 apply to Naval Medical Forces Development Command's (NAVMEDFOR-DEVCMD) Planning, Analysis, Design, Development, Implementation, Evaluation, and Maintenance (PADDIE+M) process responsibilities. The NAVEDTRA manuals are available at: https://www.netc.navy.mil/Resources/NETC-Directives/NETC-NAVEDTRA-Manuals/.

2. Procedures

    a. Training Requirement Submission

        (1) Step 1. The requirement advocate initiates the process by submitting to BUMED-N7, a training requirement analysis request (TRAR) letter, enclosure (2) with accompanying training requirement description (TRD), enclosure (3).

            (a) N-Code generated requests should be endorsed and advocated by the respective Director (Maritime Headquarters or Maritime Operations Center) or their designee.

            (b) Corps-generated requests should be endorsed and advocated by the requestor's Deputy Corps Chief or Deputy Director or their designee.

            (c) For echelon 1 validated requirements formally tasked to BUMED for action, BUMED-N7 will contact the requirements identified POC and coordinate TRAR and TRD completion and submission.

        (2) Step 2. BUMED-N7 logs the training request into the Navy Medicine training requirement tracking application on BUMED-N7's share drive and reviews the TRAR and accompanying TRD to ensure documentation is complete and understandable. If not, BUMED-N7 will communicate with the requirement advocate and revise the TRD.

        (3) Step 3. BUMED-N7, in coordination with Headquarters, BUMED and NAVMEDFORDEVCMD stakeholders, assesses the completed TRAR and TRD to determine whether the request can be incorporated into Navy Medicine training without additional resource allocation or funds expenditure.

            (a) If the requirement can be easily integrated as a formal course of record without additional resource allocation or funds expenditure, then BUMED-N7 informs the requirement advocate and directs NAVMEDFORDEVCMD to integrate the requirement into Navy Medicine training. NAVMEDFORDEVCMD skips steps 5 and 6 and begins the training course design process at subparagraph 2b(3).

(b) If the requirement cannot be easily integrated without additional resources or funds commitment, then BUMED-N7 designates NAVMEDFORDEVCMD responsible for integration. BUMED-N7 will formally task NAVMEDFORDEVCMD, via Navy Medicine's task management system.

(4) Step 4. Upon receipt of the tasking, NAVMEDFORDEVCMD will analyze the training requirement, develop a PMP, and submit a response memorandum, enclosure (4), to the requirement advocate with attached PMP, enclosure (5).

b. PADDIE+M Phases for Integrating Training Requirements into Navy Medicine Training. Training requirements can vary greatly, from the addition of a new training location to development of a new training course. Thus, it is imperative that NAVMEDFORDEVCMD perform only the phases of PADDIE+M, and the essential components of each phase, necessary to integrate the training into Navy Medicine training. A high-level description of each PADDIE+M phase is included in subparagraphs 2b(1) through 2b(7):

(1) Plan Integration of Training Requirement into Navy Medicine Training. Upon receipt of the TRAR and TRD from BUMED-N7, NAVMEDFORDEVCMD will develop a PMP and, if requested, a ROM. The PMP should be an agile and flexible process to support spiral development, if applicable. The PMP is a living document and is updated by NAVMEDFOR-DEVCMD, as necessary, to reflect the project's work requirements throughout the project's duration. The PMP includes only the PADDIE+M phases necessary to integrate the training requirement into Navy Medicine training. The ROM will consist of the cost to develop, deliver, and maintain the training solution through the Future Years Defense Program.

(2) Analyze Training Requirement. NAVMEDFORDEVCMD performed analyses will consist of a job duty task analysis, targeted job duty task analysis, front end analysis, business case analysis, rating domain analysis, and media fidelity analysis, as necessary. NAVMEDFOR-SUPCMD uses the analyses to determine the training gap and identify the best modality for training delivery.

(3) Design the Training Solution. NAVMEDFORDEVCMD focuses on designing the training solution endorsed by the requirement and resource advocates. This function includes creating learning objectives, a curriculum outline of instruction, an assessment strategy, the training course control document (TCCD), an instructional media design package, a prototype lesson, and storyboards. The TCCD provides essential management information for the entire course. Significant portions of the TCCD are drafted in the plan and analyze phases and are finalized during the design phase. The TCCD is a living document and will be updated to accurately reflect the current state of a course until it is deactivated.

(4) Develop Training Solution. NAVMEDFORDEVCMD oversees development of curriculum, test plan, and tests and is responsible for establishing the infrastructure (e.g., manning, technical training equipment, facilities, etc.) to support training delivery. Course

materials may be required to support interactive multimedia instruction and instructor-led training. This step is complete when the training site completes train-the-trainer, a successful course pilot, and NAVMEDFORDEVCMD signs the course's new or revised letter of promulgation.

(5) <u>Implement Training Solution</u>. All issues identified during a pilot must be resolved prior to course implementation. This phase includes delivering the course, conducting testing, establishing a remediation program, and managing instructor certifications, as required. Establishing and conducting academic review boards is also a part of this phase.

(6) <u>Evaluate Training Solution</u>. This phase focuses on training solution effectiveness in meeting the identified training requirement. Adjustments, if any, to the training solution are identified during this phase.

(7) <u>Maintain Course (Perform Lifecycle Maintenance)</u>. This phase ensures the training course is regularly reviewed and updated to reflect current guidance (e.g., policy, technical publications, safety messages, etc.). Lifecycle maintenance includes:

(a) Training Requirements Review: A course's periodic revalidation.

(b) Formal Course Review: Assessment of a course's effectiveness.

(c) Course Disposition Decision: NAVMEDFORDEVCMD reviews the training requirements review and formal course review results and recommends course disposition (e.g., continue as is, revise, or cancel if no longer relevant).

Enclosure (1)

SSIC
Ser XX/XX
DDMMMYY

TRAINING REQUIREMENT ANALYSIS REQUEST (TEMPLATE)
(COMMAND LETTERHEAD)

From: (Requirement Advocate)

To: Surgeon General of the Navy

Subj: TRAINING REQUIREMENT ANALYSIS REQUEST

Ref: (a) BUMEDINST 1500.32B

Encl: (1) Training Requirement Description of (Date)

1. Per reference (a), the training requirement described at enclosure (1) is valid. Request training be developed and integrated into Navy Medicine training to satisfy the requirement.

2. Request NAVMEDFORDEVCMD review enclosure (1), provide a Project Management Plan, (and, if needed, Rough Order of Magnitude cost estimate) and identify any foreseen resource or funding shortfalls requiring adjudication before moving forward with this project.

3. If there are any questions or concerns regarding this matter, please contact (name, telephone number, and e-mail address).

SIGNED

Copy to:
Resource Advocate

Enclosure (2)

TRAINING REQUIREMENT DESCRIPTION

DDMMMYY

1.   Requirement advocate (organization, rank, name, e-mail address, and telephone):

2.   Resource advocate (organization, rank, name, e-mail address, and telephone):

3.   Is this requirement a change to an existing course (Yes or No)? If yes, complete subparagraphs 3a through 3g and paragraphs 6 through 8 (skip paragraphs 4 and 5). If not, complete paragraphs 4 through 8.

    a.   Describe why current training is insufficient to accomplish the mission.

    b.   List course identification number and course data processing codes associated with this issue.

    c.   List any associated Navy enlisted classification codes and ratings.

    d.   List associated personnel qualification standards or other qualification programs.

    e.   List any associated system or Navy training systems plan.

    f.   Describe any overlap this training may have with unit level or integrated training.

    g.   Provide analytical data or metrics to support the issue.

4.   New training requirement with no existing training course

    a.   Describe the new training requirement.

    b.   Describe the desired proficiency level for an individual performing the work.

    c.   Identify technical documentation associated with this requirement (e.g., personnel qualification standards, technical manual, etc.).

    d.   Identify the target audience for this training. Include rate or ratings and military, civilian, or contract personnel.

    e.   List similar or existing related training that might partially fulfill the requirement.

    f.   Identify the performance requirement periodicity (e.g., daily, weekly, etc.).

g.   List any existing course identification number(s) related to this work.

h.   List other requirement and resource advocates or other organizations that should be included in this effort.

i.   List any safety issues or concerns related to this training requirement.

j.   How does this request support Navy Medicine Campaign Order efforts? For BSO-27, BSO-60, or BSO-70 generated requests, describe the operational readiness significance.

5.   Describe the envisioned training solution. For example, performance support, structured "on-the-job" training, self-directed interactive training, or instructor-facilitated interactive training.

a.   Estimate the projected annual throughput.

b.   Identify the desired training location(s).

c.   Will this training award a Navy enlisted classification or additional qualification designation?

d.   If there is a specific training modality requested, what is the rationale for the modality?

6.   Provide known constraints or amplifying data supporting this request.

7.   Are resources currently in place to support the development, implementation, and maintenance of a training solution through the Future Years Defense Program? If yes, is a Rough Order of Magnitude still desired?

8.   Identify target date for training implementation. Note: If the resource sponsor is expected to fund the implementation, recommend the target date align with the next program objective memoranda (POM) cycle; otherwise, the requirement sponsor will need an expedited, alternative means to fund the course.

Enclosure (3)

CURRICULUM CONTROL AUTHORITY RESPONSE TO REQUIREMENT ADVOCATE
FOR TRAINING REQUIREMENT ANALYSIS (TEMPLATE)
(LETTERHEAD)

1500
Ser NMFSC/Ser #
DDMMMYY

From: Commander, Naval Medical Forces Support Command
To: Requirement Advocate
Via: Surgeon General of the Navy

Subj: TRAINING REQUIREMENT ANALYSIS

Ref: (a) Requirement Advocate Request for Training Requirement Analysis
       (b) BUMEDINST 1500.32B

Encl: (1) Program Management Plan of (Date)
       (2) Rough Order of Magnitude of (Date), if applicable

1. Per reference (a), analysis of the training requirement is complete. Per reference (b), a Program Management Plan and Rough Order of Magnitude are provided in enclosures (1) and (2), respectively.

2. Per reference (b), Naval Medical Forces Development Command will commence the next step of the Program Management Plan once resource requirements are confirmed.

3. For questions or concerns, contact (name, telephone number, and e-mail address).

                              SIGNED

PROGRAM MANAGEMENT PLAN (EXAMPLE)

TASK	Duration
PLAN INTEGRATION OF TRAINING REQUIREMENT	
Identify Stakeholders and Assign POC	
POC Conduct BUMEDINST 1500.32B Requirement Analysis	
POC Develop PMP	
POC Develop ROM (if needed)	
POC Forward PMP and ROM to BUMED-N7 (BUMED-N7 will coordinate with requirement advocate for review and approval)	
Requirement Advocate Review	
Resource Requirement Confirmation	
ANALYSIS PHASE	
Perform job duty task analysis, targeted job duty task analysis, front end analysis, business case analysis, rating domain analysis, and media fidelity analysis as required	
Develop training situation document and instructional performance requirement document as required	
Define Training Gap	
Develop Training Solution(s)	
Determine Assessment Strategy	
DESIGN PHASE	
Create Storyboards	
Develop Training Project Plan	
Develop Training Course Curriculum Document	
DEVELOP PHASE	
Develop Curriculum	
Develop Test Plan	
Develop Tests	
IMPLEMENT PHASE	
Train-the-Trainer Event	
Pre-pilot Conference	
Pilot	
Pilot Redline Corrections	
Post-Correction Pilot	
Letter of Promulgation	