



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

IN REPLY REFER TO  
BUMEDINST 7100.1A  
BUMED-M09B  
23 Aug 2021

BUMED INSTRUCTION 7100.1A

From: Chief, Bureau of Medicine and Surgery

Subj: PROCEDURES FOR FUNDING OF CONTRACTED AUDIOVISUAL PRODUCTION  
AND PRODUCTION SUPPORT

Ref: (a) BUMEDINST 3104.1A  
(b) DoD Instruction 5040.07 of 21 February 2013

1. Purpose. To establish uniform procedures for the funding and support of contracted audio-visual (AV) productions per references (a) and (b). This instruction is a complete revision and should be reviewed in its entirety. The significant changes in subparagraphs 1a through 1c have been implemented.

a. Change the name from Naval School of Health Sciences (NSHS) to Naval Medical Leader and Professional Development Command (NAVMEDLEADPRODEVCMO) and add visual information (VI) directorate throughout this instruction.

b. Identifies the VI directorate as the major claimant VI management office (MCVIMO) for budget submitting office 18 (BSO-18).

c. Identifies funding responsibilities of medical VI service activities (MVISA).

2. Cancellation. BUMEDINST 7100.1.

3. Scope and Applicability. This instruction applies to all Navy Medicine (NAVMED) activities.

4. Background

a. Under the authority delegated by Department of the Navy (DON) Chief of Information to Chief, Bureau of Medicine and Surgery (BUMED), the Commanding Officer, NAVMEDLEADPRODEVCMO manages and operates medical and dental VI production facilities, biomedical photography laboratories, medical and dental libraries, scientific illustrations, graphic art, and other medical and dental VI documentation functions, per reference (a).

b. The NAVMEDLEADPRODEVCMC VI directorate is designated as the major claimant VI management office for BSO-18. As the major claimant VI management office, the funds for all aspects of contracted AV productions are centrally managed by NAVMEDLEADPRODEVCMC VI, under the auspices of Naval Medical Forces Support Command. These productions include commercial off the shelf productions, productions pertaining to local installations, productions pertaining specifically to BUMED, productions that have applications to the DON, and productions with Department of Defense (DoD)-wide application.

## 5. Action

a. Based on the availability of funds, NAVMEDLEADPRODEVCMC VI will centrally fund:

(1) Contract Productions. Funds for all aspects of completely contracted productions, or major production elements such as scripts, narration, actors, and editing will be provided to the contracting activity. This will include funding for contracting of front-end analysis (or any linear equivalent), scripting, production, project officer travel (when required by the contracting activity), duplication, printing of solicitation packages, etc.

(a) All productions support of NAVMED should first be submitted to VI Manager, NAVMEDLEADPRODEVCMC, VI Directorate, 4944 North Palmer Road, Building 5 Room 1013, Bethesda, Maryland 20889.

(b) If the requested production is approved by NAVMEDLEADPRODEVCMC VI, it will be prioritized based on the availability of VI production funds and the production will be planned for the next fiscal year or sooner depending on funding. Contract production costs of AV productions approved by NAVMEDLEADPRODEVCMC VI are funded by NAVMEDLEADPRODEVCMC VI.

(2) AV production support temporary additional duty (TAD) for technical advisor or subject matter expert travel. NAVMEDLEADPRODEVCMC VI will initiate travel funding for technical advisor or subject matter expert TAD on any contracted AV production funded directly by NAVMEDLEADPRODEVCMC VI. Funding will be forwarded to the technical advisor or subject matter expert's command for use in preparing TAD travel orders. In some cases, travel may be funded using the NAVMEDLEADPRODEVCMC VI travel job order number.

b. Based on the availability of funds, medical VI service activities, which are BUMED major claimant VI management office authorized VI activities, will fund the following production related expenditures. NAVMEDLEADPRODEVCMC-approved off-the-shelf VI acquisitions from commercial sources costing not more than \$5,000 per title procurement will be procured, per reference (a). Acquisitions costing over \$5,000 will be procured as directed by NAVMEDLEADPRODEVCMC VI. A single copy of an off the shelf production costing less

than \$500 may be acquired by any command without prior approval. Medical VI service activities obtaining contracted or off the shelf productions will maintain records of production costs, per reference (a).

6. VI activities must maintain records of production costs, per reference (a).

7. NAVMEDLEADPRODEVCMDCMD VI acts for BUMED in all matters pertaining to medical and dental VI and provides central management for all BUMED VI resources, facilities, services, and productions (both contracted and non-contracted), per reference (a).

8. Records Management

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 DON 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 DON Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

9. Review and Effective Date. Per OPNAVINST 5215.17A, Director for Administration (BUMED-M09B) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, 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.



G. D. SHAFFER  
Acting

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/Pages/BUMEDInstructions.aspx>