



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

IN REPLY REFER TO
BUMEDINST 5215.14B
BUMED-M09B3
13 Apr 2017

BUMED INSTRUCTION 5215.14B

From: Chief, Bureau of Medicine and Surgery

Subj: MANUAL OF THE MEDICAL DEPARTMENT MAINTENANCE

Encl: (1) Manual of the Medical Department Formatting Guidelines
(2) Manual of the Medical Department Responsibility Listing

1. Purpose. To provide policy and the responsibility assignments and procedures for updating Navy Medicine Publication (NAVMED P) 117, Manual of the Medical Department (MANMED).
2. Cancellation. BUMEDINST 5215.14A.
3. Scope. This applies to all internal Bureau of Medicine and Surgery (BUMED) codes.
4. 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.
5. Background. BUMED is using Microsoft Word software to maintain and publish MANMED. Enclosure (1) is a listing of guidelines to assist in formatting changes to MANMED.
6. Responsibilities
 - a. Individual codes are responsible for keeping current those portions of MANMED that contain subject matter under their cognizance. All personnel are urged to call attention to or recommend changes for bringing up-to-date or improving any part of MANMED.
 - b. Assistant Deputy Chief of Manpower and Personnel (BUMED-M1); Assistant Deputy Chief of Research and Development (BUMED-M2); Assistant Deputy Chief of Healthcare Operations (BUMED-M3); Assistant Deputy Chief of Fleet Support and Logistics (BUMED-M4); Assistant Deputy Chief of Education and Training (BUMED-M7); Assistant Deputy Chief of Operational Medicine and Capabilities Development (BUMED-M9); Directors of the Medical Corps, Dental Corps, Medical Service Corps, and Nurse Corps (BUMED-M00C); Director, Hospital Corps (BUMED-M00C5); Director, Medical-Legal Affairs (BUMED-M00J); and Director, Secretariat (BUMED-M09B3) are responsible for assuring the maintenance of MANMED material under their jurisdiction.
 - c. BUMED Secretariat (BUMED-M09B3) is responsible for the publication of MANMED.

7. Action. Enclosure (2) lists responsible codes for each chapter of MANMED. It is anticipated every chapter of MANMED will require some updating; so each chapter will be issued as a separate change so as not to hold up important information from the field and fleet. MANMED is available by chapters only at: <http://www.med.navy.mil/directives/Pages/NAVMEDEP-MANMED.aspx>.

8. Procedures

a. The cognizant deputy chief or their executive assistant point of contact is responsible for ensuring the proposed change to MANMED has been reviewed and edited by all interested parties, including the field or fleet, if necessary.

b. Changes to MANMED must be submitted to BUMED-M09B3 and include all edits and supporting documentation. All package electronic files must be attached to a BUMED tasker management system tasker. The hard copy package must include the following:

(1) BUMED 5216/20 Package Cover Sheet.

(2) Action Memo.

(3) TAB A – The proposed MANMED Change.

(4) TAB B – The current MANMED documentation that is being updated.

(5) TAB C – Summary of Changes page (this can be bullets and only needs to include the most important changes).

(6) TAB D – Coordination Page.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV M-5210.1 of January 2012.

10. Review and Effective Date. Per OPNAVINST 5215.17A, this instruction will be reviewed annually on the anniversary of its effective 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 automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

13 Apr 2017

11. Form. BUMED 5216/20 Bureau of Medicine and Surgery Package Cover Sheet is available at: <http://www.med.navy.mil/directives/Pages/BUMEDForms.aspx>.


TERRY J. MOULTON
Acting

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site: <http://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>.

MANUAL OF THE MEDICAL DEPARTMENT
FORMATTING GUIDELINES

- Set margins for 1 inch top, left, and right. Set bottom margin for 0.5 inch.
- Submissions must be in Microsoft Word software, Times New Roman font, 12 pitch.
- Submissions must not be placed in columns.
- For tables or charts, use Microsoft Word software, however font and pitch may vary if necessary for content placement.
- Automatic headers or footers, tabs, columns, and other special features must not be used and will not be accepted, as it makes it impossible to format without first making time-consuming modifications.
- Every chapter and section must have a table of contents. If there are no changes to the current table of contents, use it.
- Please e-mail usn.ncr.bumedfchva.mbx.bumed-directives@mail.mil if you need a copy of the chapter or article you are preparing to update.

MANUAL OF THE MEDICAL DEPARTMENT
RESPONSIBILITY LISTING

<u>CHAPTER</u>	<u>TITLE</u>	<u>ACTION CODE</u>
Chapter 1	Medical Department	BUMED-M00C/ BUMED-M00J
Chapter 2	Medical Corps	BUMED-M00C
Chapter 6	Dental Corps	BUMED-M00C
Chapter 7	Medical Service Corps	BUMED-M00C
Chapter 8	Nurse Corps	BUMED-M00C
Chapter 9	Hospital Corps	BUMED-M00C
Chapter 10	Civilians	BUMED-M1/ BUMED-M00J
Chapter 12	Education and Training	BUMED-M7
Chapter 13	Garrison Care for Operational Forces	BUMED-M3
Chapter 14	Special Activities	BUMED-M3/ BUMED-M9
Chapter 15	Physical Examinations and Standards for Enlistment, Commission, and Special duty	BUMED-M3
Chapter 16	Medical Records	BUMED-M3/ BUMED-M00J
Chapter 17	Deaths	BUMED-M3
Chapter 18	Medical Evaluation Boards	BUMED-M3
Chapter 19	Fleet Marine Force	BUMED-M9
Chapter 20	Research and Development	BUMED-M2
Chapter 21	Pharmacy Operation and Drug Control	BUMED-M3

<u>CHAPTER</u>	<u>TITLE</u>	<u>ACTION CODE</u>
Chapter 22	Preventive Medicine and Occupational Health	BUMED-M3/ BUMED-M4
Chapter 23	Forms, Reports, and Records	BUMED-M09B3/ BUMED-M00J