



DEPARTMENT OF THE NAVY

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

IN REPLY REFER TO
BUMEDINST 1510.22
BUMED-531
21 May 96

BUMED INSTRUCTION 1510.22

From: Chief, Bureau of Medicine and Surgery

Subj: ENLISTED TECHNICAL TRAINING PROGRAM GRADES

Ref: (a) Handbook of Accreditation, Accrediting Commission,
Council on Occupational Education (NOTAL)
(b) Guide to the Registrar's System (NOTAL)

1. Purpose. To establish policy for maintaining a central repository for records of students undergoing formal education and training at Bureau of Medicine and Surgery (BUMED) education and training activities.

2. Scope. Applies to all Medical Department enlisted "A" and "C" schools.

3. Background. Reference (a) requires a central repository for student records for institutional accreditation. The Naval School of Health Sciences (NSHS), Bethesda, MD, must maintain this repository and implement procedures to document education and training for "A" and "C" school students at BUMED training activities. Reference (b) provides detailed guidance for training activities on providing student information to NSHS. Reference (b) is available from the Commanding Officer, NSHS, 8901 Wisconsin Ave., Bethesda, MD 20889-5611 (Attn: Code 62).

4. Responsibilities

a. NSHS, Bethesda

(1) Establish and manage admission forms, student records, and grades from BUMED "A" and "C" schools.

(2) Issue letters to students, colleges, universities, and other authorized agencies requesting student records or grades.

(3) Maintain liaison with registrars from other Services and civilian institutions.

(4) Provide guidance to schools for sending student records to NSHS, Bethesda.



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b. Training Activities

(1) Ensure that student grades are filed with NSHS, Bethesda (Commanding Officer, Naval School of Health Sciences, 8901 Wisconsin Avenue, Bethesda, MD 20889-5611, Attn: Code 62), in a format corresponding to the approved course curriculum, within 10 working days of course completion.

(2) When changes are made to contact hours in the curriculum (e.g., increasing or decreasing didactic or laboratory hours for a particular lesson or moving hours from one lesson to another), provide a copy of the changes to NSHS, Bethesda. Submit such changes with the set of grades for the first class during which the changes were implemented.


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