



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

IN REPLY REFER TO

BUMEDINST 5420.18
BUMED-05B2
3 Nov 97

BUMED INSTRUCTION 5420.18

From: Chief, Bureau of Medicine and Surgery

Subj: ESTABLISHMENT OF INSTRUCTIONAL METHODOLOGIES/AUDIOVISUAL
(AV) PRODUCTION REVIEW (IMAPR) COMMITTEE

Ref: (a) DODINST 5040.2
(b) OPNAVINST 5290.1A
(c) DODINST 1322.20
(d) OPNAVINST 1500.73

1. Purpose. To establish an Instructional Methodologies/
Audiovisual Production Review Committee at the Bureau of Medicine
and Surgery (BUMED).

2. Cancellation. HSETCINST 5420.2C.

3. Background. References (a) through (d) established policies
pertaining to management and control of AV productions, interac-
tive courseware and other multimedia products. To comply with
references (b) and (d), it is necessary to have a managerial
committee knowledgeable of naval Medical Department education and
training requirements to review emerging technologies, AV linear
productions, interactive courseware, and other multimedia. This
committee evaluates proposals for instructional methodologies,
multimedia technologies, and audiovisual productions, ensuring
the most efficient and effective instructional methodology is
chosen to meet defined educational objectives. The committee
recommends to Chief, BUMED (MED-05) action items for implementa-
tion, procurement, demonstration, or disapproval.

4. Composition

a. Membership shall consist of:

(1) Special Assistant for Visual Information (MED-05B2),
who serves as Chair.

(2) Curriculum and Instruction Standards Manager (MED-
531).

(3) Head, Education and Training MTF/DTF Programs Branch
(MED-541).

(4) Head, Select HM/DT Education and Training Programs
Branch (MED-542).

(5) Director, Operational Readiness Training
Program Division (MED-56).

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- (6) Academic Dean, NSHS, Bethesda (Code OA).
- (7) Head, NSHS, Bethesda, Visual Information Management (Code 07).
- (8) Head, NSHS, Bethesda, Training Technology (Code 72).
- (9) Head, NSHS, Bethesda, Interactive Courseware Development (Code 73).
- (10) Head, NSHS, Bethesda, Reserve Programs (Code 06)
- (11) Director, NSHS, Bethesda, Motion Media Center (Code 07)
- (12) BUMED Functional Managers (Ad hoc-voting on their appropriate subject matters only)

5. Action. The Committee:

a. Initiates and coordinates evaluation of instructional methodology and multi-media technology applications supporting all curriculum delivery methods. It shall use appropriate subject matter experts and other appropriate resources. It shall review and validate AV productions which support education and training within the naval Medical Department and joint interest AV productions with the other military services and Department of Defense (DoD).

b. Includes, as agenda items, instructional methodologies, multi-media technology, audiovisual productions, correspondence courses, etc. to support education and training requirements. Agenda items shall have obvious potential applicability based on input from committee members and subordinate commands.

c. Recommends, when appropriate, assessment, development, implementation, and evaluation of instructional methodologies and technology applications to medical education and training.

d. Reviews, sets priorities, and recommends approval or disapproval of requests submitted on Visual Information (VI) Production Request and Report forms (DD Form 1995). Production requests shall be in support of medical education and training requirements and shall be for other than local use. Those that support joint interest and DoD medical training programs shall also be included in the review.

e. Discusses agenda items and makes recommendations to Chief, BUMED. In some cases, the recommendations shall be made to the BUMED Special Assistant for Education and

Training (MED-05B2). The recommendations shall indicate who is responsible for further action on the issue.

f. Meets when appropriate and at the "call of the Chair" to ensure timely review of technology application recommendations and AV production requests.

g. The Chair retains all documents pertaining to the above mentioned review and forwards committee minutes and recommendations to Chief, BUMED (MED-05) for approval.



W. H. SNELL
Assistant Chief for
Education, Training,
And Personnel

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