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

IN REPLY REFER TO
BUMEDINST 4651.3A
BUMED-54
17 Oct 97

BUMED INSTRUCTION 4651.3A

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: CONTINUING EDUCATION (CE), PROFESSIONAL UPDATE TRAINING (PUT), AND ALTERNATIVE INSTRUCTIONAL SYSTEMS (AIS) FOR MEDICAL DEPARTMENT PERSONNEL

Ref: (a) SECNAVINST 4651.8L
(b) Joint Federal Travel Regulations (JFTR)
(c) SECNAVINST 7220.66C
(d) NAVCOMPTMAN 032106
(e) OPNAVINST 4651.4C
(f) OPNAVINST 5050.24E
(g) ASD(C) memo of 5 Jan 95 (NOTAL)

Encl: (1) BUMED Sponsored Conferences and Claimant Coordinators
(2) Sample Request and Justification for Conference
(3) Sample Request for Continuing Education Letter of Application

1. Purpose

a. To provide policy and guidance for authorized attendance by Navy Medical Department personnel at health-related CE and PUT activities, conferences, and professional meetings.

b. To provide policy and guidance for the use of alternative, cost-effective, instructional systems as a primary source for continuing education credits and skills maintenance.

2. Cancellation. BUMEDINST 4651.3.

3. Definitions

a. Continuing Education (Nonconference Travel). Planned learning experiences based on specific educational objectives designed to increase knowledge, develop and update skills, and maintain competence. CE includes professional seminars and short courses offered by military or civilian institutions or associations and is related specifically to military and professional duties.

b. Professional Update Training (Conference Travel). Attendance at periodic health-related meetings, conferences, and conventions of a scientific, technical, or professional nature with emphasis on general knowledge and information interchange vice specific skills and knowledge improvement. Specific CE experiences are often incorporated into PUT programs.

c. Alternative Instructional Systems. Professional staff educational activities conducted by other institutions within the local geographic area or within the medical or dental treatment facility that provide CE credits in a cost-effective manner, reduce time spent in travel, and provide knowledge and skills enhancement related specifically to military and professional duties.

4. Background

a. Rapid changes in health technology, administration, and health care delivery, and greater emphasis on quality management necessitate CE and PUT. Additionally, the proof of competence has progressed from an individual responsibility to increasingly mandated requirements for State licensure, specialty recertification, and Medical Department credentialing and privileging.

b. Temporary additional duty (TAD) is frequently used to attend appropriate PUT or CE courses or seminars. Funding limitations necessitate scrutiny of TAD to ensure relevance, appropriateness, and cost effectiveness. Investigation and use of alternative instructional opportunities is highly desirable.

c. Alternative, cost-effective instructional systems that reduce the need for funded TAD courses and still meet continuing education requirements should also be a primary source of CE credits for Navy health care providers. Local resources such as tri-service programs, specialty societies, universities, and hospitals provide local CE opportunities near most medical treatment facilities. Distance learning through correspondence courses, audiovisual programs, computer learning systems, video teletraining (VTT) and other selected methods are available from both military and commercial sources. Continuing education credits for medical corps and nurse corps officers can be awarded by the Naval School of Health Sciences (NSHS), Bethesda for educational activities within the medical treatment facilities that meet the criteria of the Accreditation Council for Continuing Medical Education, the American Osteopathic Association, or the American Nurses' Credentialing Center Commission on Accreditation. Continuing education credits for dental corps officers can be awarded at the dental treatment facility providing activities conform to criteria and are approved by responsible oversight institutions, such as the American Dental Association, the Academy of General Dentistry or State dental societies. Many of the professional short courses conducted by NSHS Bethesda, the Navy leadership courses, Navy correspondence courses, VTT and Visual Information Performance Enhancement Resource (VIPER) system courses are approved for CE credits.

5. Policy

a. Individuals. Each health care professional shall maintain or improve the knowledge and skills for which they are credentialed and privileged and comply with appropriate certification and licensing requirements. While individuals have the ultimate responsibility for obtaining CE credits required for licensure and certification, the immediate responsible command shall make every effort to ensure opportunities and funding are available.

(1) Officers. All Medical Department officers are encouraged to attend appropriate professional health-related meetings and courses that provide knowledge and skills-enhancement critical to their military assignment or the specialty in which they are credentialed. Appropriated funds permitting, all active duty Medical Department officers shall be authorized to attend at least one professional conference, CE course, or meeting per year on a funded TAD basis. Active duty officers serving outside the continental United States (OCONUS) shall have similar opportunities for TAD within the constraints of military operations, funding, and transportation capabilities.

(2) Enlisted. Enlisted personnel who require certification, licensure, or CE credits by virtue of their primary Navy enlisted classification (NEC), shall be given suitable opportunities to meet these requirements.

b. Command Alternative Instructional Systems. Where cost-effective, commands shall assist Medical Department personnel in developing, accrediting, and implementing high-quality in-house CE programs that provide both CE credits and the opportunity to maintain professional competence.

c. Optimal Use of Funds. Appropriated funds are limited and priority shall be given to meeting or conference sites in the nearest geographical proximity if a significant travel savings is anticipated. Attendance at OCONUS meetings should not normally be funded unless the member is serving OCONUS. Meetings conducted at resort sites where the scheduled educational activities are less than 6 hours per day or the daytime recreational hours are free of educational activities shall not be approved. Funding may not be approved if release from active duty (RAD) or expiration of active obligated service (EAOS) date is less than 6 months after requested TAD.

d. Priority Use of Funds. Limited funds require that commands with approval authority for CE or PUT TAD establish priorities for use of funds by all corps within the command. Priorities shall include the following:

(1) CE directly related to wartime readiness requirements, such as courses or meetings emphasizing military health care or emergency, trauma, or critical care clinical topics.

(2) CE necessary to correct performance deficiencies identified in quality assurance reviews.

(3) Meetings at which the traveler will present a scientific paper or seminar that will enhance the status of a military program.

(4) CE or PUT necessary to maintain state-of-the-art health care practice by faculty of Navy education and training programs.

(5) CE needed for certification, licensure, or credentialing and privileging.

(6) CE or PUT necessary to maintain state-of-the-art health care practice by health care providers.

e. Source of Funds

(1) Claimancy 18-Funded Activities. Travel funds used in support of CE and PUT are identified in the expense operating budget (EOB) of each activity funded by BUMED.

(2) Nonclaimancy 18-Funded Activities. Funds are provided to the Commanding Officer (CO), NSHS Bethesda, to fund, as appropriate and when available, the CE and PUT travel of Navy Medical Department personnel attached to nonclaimancy 18-funded activities, such as the Operating Forces. It is desirable that local funding be pursued initially and NSHS Bethesda funding be considered as an alternative.

f. Attendance at Personal Expense. When funding limitations or command priorities do not permit funding of personnel to attend professional meetings or courses, and the mission of the command will benefit, authorization orders (attendance at meetings in a duty status without charge to leave, i.e., no cost TAD) should be considered. Travel may be authorized following travel regulations. Per references (a) and (b), Medical Department personnel wishing to attend courses, conferences, training, or meetings that are not approved for funding, or not required for Government operations, may request authorization orders to attend from their CO, at no expense to the Government.

g. Military Courses and Exercises. Military, leadership, or operational courses (e.g., Combat Casualty Care Course or Cold Weather Medicine) are not within the scope of this instruction.

h. Guidance for Fiscal Officers

(1) All or None Funding. Per references (b) and (c), funding of TAD orders shall be on an "all or none" basis. Funding may be provided from more than one Government source, e.g., two separate commands may agree to fund a portion of the travel which will equal the total travel costs, but the individual may not agree to fund part of the travel without reimbursement. If directive TAD orders are issued, the individual will be entitled to all travel allowances, per diem, miscellaneous costs and fees, per reference (b). Authorization orders (no cost TAD) will not entitle the individual to reimbursement.

(2) Reductions in Per Diem. Per reference (c), arbitrary reductions to authorized per diem rates are not permitted. Maximum use of Government quarters is required if available within commuting distance of the course, meeting, or conference. Per reference (c), when a command's funds are insufficient to cover programmed travel, a reduction in travel, instead of reduced compensation, is the proper course of action.

(3) Registration Fees. Registration fees, excluding food costs, are legitimate expenses per reference (b). When directive TAD orders are issued to personnel that require registration fees, payment shall be authorized in the orders.

(4) Shared or Split Funding. When NSHS Bethesda provides TAD funding from its EOB for CE, PUT, or other eligible programs, in whole or in part, it is considered the benefiting activity. It is frequently advantageous to have an individual's travel charged to their own activity concurrent with the travel being performed for a benefiting activity.

i. Uniform and Overseas Travel Requirements

(1) Uniform for TAD. The uniform authorized in the geographic area in which a CE or PUT program is held shall be worn by Medical Department personnel and other active duty personnel funded by Medical Department activities.

(2) Overseas Travel. Leave for overseas travel is governed by existing directives.

6. Responsibility

a. COs are responsible for funding CE and PUT for personnel attached to their commands.

b. Medical Department personnel assigned to non-BUMED activities unable to fund CE or PUT TAD, may request funding

support from NSHS Bethesda via the chain of command. Forwarding endorsements shall verify nonavailability of funds. NSHS Bethesda will consider such requests based on the availability of funds.

c. Per reference (d), COs must maintain records of conference approvals, ensure travel claims are filed within 5 calendar days following completion of travel, and ensure traveler has forwarded a liquidated copy of the travel claim to the funding command. Per references (b) and (d) and other governing directives, all other responsibilities remain as stated and are not transferred to any other activity which may be funding all or part of the TAD.

d. Per reference (e), echelon 3 commanders are specified as designees of the Secretary of the Navy to approve expenses of travel and attendance at meetings using the policy, regulations, and criteria in references (a) and (e). The Request and Approval for Attendance at Meetings, OPNAV 5050/11, will be processed and retained at the local command and will not be forwarded to NSHS Bethesda for approval processing. For TAD authorized and directed by NSHS Bethesda or BUMED, the funding approval document will be considered as approval for the expenses of travel involved; a copy of the approval document will be filed with the locally-processed OPNAV 5050/11.

7. Action

a. Medical Department Activities

(1) COs and officers in charge (OICs) shall administer CE and PUT following the policies and responsibilities cited in this instruction. Resources in local operating budgets that support this program must be included in annual financial plans.

(2) Forward requests for CE and PUT to the CO following local command policies and procedures.

(3) COs and OICs shall, as appropriate, develop, use, and fund cost-effective CE programs at the local level using the alternative instructional systems cited in paragraph 4c of this instruction. Additionally, the command shall ensure that the education and training departments are appropriately staffed, trained, and equipped to support command CE programs.

(4) Per reference (f), echelon 2 commanders shall provide information, upon request, to the Chief of Naval Operations for conferences estimated to cost in excess of $5,000. Conferences sponsored within the claimancy therefore, in which the total costs may exceed $5,000 requires prior BUMED approval.

Enclosure (1) provides examples of previously sponsored BUMED conferences requiring approval. Enclosure (2) is a sample request and justification for a conference.

(5) Payment of Fees for Guest Lecturers. Reference (g) authorizes a stipend not to exceed $500.00 per lecture. Honoraria and fees in excess of $500.00 shall have prior approval from the next higher echelon of command.

b. Nonmedical Department Activities. Requests for PUT or CE shall be prepared per enclosure (3) and forwarded via the CO to NSHS Bethesda. Requests shall be received by NSHS Bethesda 6 weeks before the convening date of the meeting or conference. Requests shall be accompanied by a copy of the course, meeting announcement, or brochure showing the course name, inclusive dates of the course, location, and fees. Any advance payment of fees or related expenses from personal funds made before receipt of NSHS Bethesda approval will be the responsibility of the individual, if the request is not approved.

c. NSHS Bethesda. NSHS Bethesda shall establish and maintain procedures for the submission, review, and approval of programs for CE credits following the requirements of the Accreditation Council for Continuing Medical Education, the American Osteopathic Association, or the American Nurses' Credentialing Center Commission on Accreditation. NSHS Bethesda shall assist Medical Department activities in the planning and implementation of quality education opportunities designed to increase competency, promote standards of professional practice, and maintain accreditation.

d. All Commands

(1) Shall establish and enforce the timely submission of travel claims procedures per paragraph 6c. Failure to comply may result in disapproval of NSHS Bethesda funding where applicable.

(2) Shall establish procedures to implement policy directed in paragraph 7a(5). If NSHS Bethesda agrees to share or split funding for TAD, the funding document shall list accounting data lines of both NSHS Bethesda and the sharing command. NSHS Bethesda shall assign the accounting classification reference numbers, the standard document number, and the tango number for use on the TAD orders. The receiving activity will prepare the TAD orders using the exact data provided by NSHS Bethesda. NSHS Bethesda will record its portion of the financial obligation by an accounting copy of its funding document, and the requesting command receiving activity will record its portion of the obligation by an accounting copy of TAD travel orders using the same standard document number assigned by NSHS Bethesda.

(3) Shall refer to paragraph U4130 of reference (b) for per diem and transportation entitlement in cases where TAD is performed while on leave, either away from the permanent duty station or between permanent stations. COs and OICs shall ensure that individuals performing TAD while on leave (delay en route) between permanent stations are in receipt of competent TAD orders before detachment. Individuals requesting funding for TAD to be performed after arrival at a new permanent duty station shall provide the new station location in the itinerary section of enclosure (1) to enable determination of travel costs. Individuals shall obtain the approval of the new station's CO before NSHS Bethesda will process the request.

8. Form. OPNAV 5050/11 (Rev. 6-83), Request and Approval for Attendance at Meetings, NSN 0107-LF-050-5055, is available from the Navy Supply System, and may be requisitioned per CD ROM NAVSUP PUB 600(NLL).

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

Available at:
http://support1.med.navy.mil/bumed/instruct/external/external.htm

BUMED-SPONSORED CONFERENCES AND CLAIMANT COORDINATORS

Conferences	Sponsoring Code
Surgeon General's Leaders Conference	MED-00
Navy Environmental Health Center Conference	MED-02
Resource Management Conference	MED-01
Medical Logistics Conference	MED-04
Senior Medical Logistics Conference	MED-04
Medical Construction Liaison Officers' Conference	MED-04
Command Education and Training Coordinators' Seminar	MED-05
Nurse Corps Executive Conference	MED-00NC
Medical Expense Performance Reporting System Coordinators' Conference	MED-09D
Medical Office Automation Conference	MED-09D
Medical Information Conference	MED-09D

The above are examples of BUMED-sponsored conferences. Numerous conferences are not on this list. This does not preclude a command from requesting approval for conferences not mentioned.

SAMPLE REQUEST AND JUSTIFICATION FOR CONFERENCE

From:
To: Chief, Bureau of Medicine and Surgery, 2300 E Street, NW, Washington, DC 20372-5300

Subj: REQUEST FOR CONFERENCE APPROVAL

1. Request approval to sponsor the following conference:

a. Date of conference:

b. Location:

c. Conference objective:

d. Specific goals:

e. Proposed agenda or course outline:

f. Target audience (i.e., comptrollers, medical director, etc.):

g. Name and number of attendees (include justification for multiple attendees from a single command):

h. Estimated cost

(1) Travel:

(2) Per diem:

(3) Lodging (if contracted):

(4) Administrative costs:

(5) Other (specify):

(6) Total costs:

2. Point of contact for further information is _____.

SAMPLE REQUEST FOR
CONTINUING EDUCATION LETTER OF APPLICATION

Date_____

From: (Name of Applicant)
To: Commanding Officer, Naval School of Health Sciences, (Code ___), 8901 Wisconsin Avenue, Bethesda, MD 20889-5611
Via: Commanding Officer, (Applicant's command)

Subj: REQUEST FOR FUNDING OF CONTINUING EDUCATION

Ref: (a) BUMEDINST 4651.3A

Encl: (1) Course or Meeting Announcement, Flyer, or Brochure

1. Per reference (a), I request approval to attend (the short course, workshop, seminar, conference, meeting) described in enclosure (1), and listed below, on TAD orders.

a. Title of course or meeting:

b. Location of course or meeting:

c. Inclusive dates of course or meeting (not including travel):

d. Cut-off date for registration:

e. Sponsor of course or meeting:

f. Course or meeting fees (highlight on enclosure (1)):

g. Estimated travel cost:

(1) Travel is requested from (location) to (location) and return to (location).

(2) Contract airfare is available and desired: Yes No (If yes, indicate the fare).

(3) GTR is available and desired: Yes No (If yes, indicate the fare).

(4) POV is desired for travel: Yes No (If yes, indicate the number of miles).

h. Per diem for meeting site location:

(1) Government quarters are available: Yes No

(2) Government messing is available: Yes No

i. Estimated miscellaneous expenses:

j. Continuing education units or credits to be awarded:

2. I have or have not received orders for RAD/RET/PCS moves. My projected rotation date from my current duty station is _____.

3. I may be reached by telephone at:

a. Voice: DSN_____ Commercial (___)_____.

b. FAX: DSN_____ Commercial (___)_____.

4. Attendance at the above course or meeting will provide for continuing education as described in enclosure (1).

5. I am a member/nonmember (circle one) of the sponsoring agency or organization.

6. I understand any advance payment of fees or related expenses from personal funds will be my responsibility if this request is not approved.

7. I understand I shall comply with reference (b) by submitting a travel claim to my local personnel support detachment (PSD) within 5 calendar days of return from travel and personally forward a fully liquidated copy of the travel claim to NSHS Bethesda (Code 11) after my PSD completes liquidation.

_____
Signature