



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

IN REPLY REFER TO  
BUMEDINST 12351.2A  
BUMED-M11  
19 Jun 2015

BUMED INSTRUCTION 12351.2A

From: Chief, Bureau of Medicine and Surgery

Subj: COMPETITIVE AREA FOR REDUCTION IN FORCE OF BUREAU OF  
MEDICINE AND SURGERY CIVILIAN EMPLOYEES

Ref: (a) SECNAVINST 12351.5G  
(b) BUMEDINST 5450.165B

1. Purpose. To establish the competitive area for purposes of a reduction in force (RIF), as required by reference (a). Competitive areas are the organizational boundaries within which employees compete for retention and are defined on the basis of Bureau of Medicine and Surgery (BUMED) organizational units(s) and geography.
2. Cancellation. BUMEDINST 12351.2.
3. Scope. This instruction applies to all BUMED appropriated fund civilian employees, except members of the Senior Executive Service.
4. Policy. The following defines the competitive areas for RIF, for all BUMED echelons, commands, and activities as defined in reference (b).
5. Discussion
  - a. Competitive Area. Each BUMED echelon 2, 3, and 4 command, as defined in reference (b), (note: a single command may contain multiple unit identification codes (UICs)) will be designated as a separate competitive area for retention in a RIF. Since BUMED Headquarters, Navy Medicine (NAVMED) East, NAVMED West, and other echelon 3 commands are independent of each other in terms of operation and work function, they are designated as separate competitive areas even when physically located within the same local commuting area. echelon 5 activities that share a like function, located within the same commute area of their echelon 4 command will share a competitive area with their parent echelon 4 command.
  - b. Headquarter Commands. Echelon 2 headquarter offices which share a UIC but are located outside of the local commuting area of the parent headquarter command will not be included in the headquarters competitive area for RIF purposes. Such offices will be treated as separate competitive areas.

c. Echelon 3 Commands. Echelon 3 offices which are located outside of the local commuting area of where the command is headquartered will not be included in the competitive area for RIF purposes. Such offices will be treated as separate competitive areas.

d. Field Activities. In the field (echelon 4 and 5 activities), a competitive area is defined by a particular command or activity located within a local commute area performing a similar work function. Echelon 5 commands located within the same commute area as their parent echelon 4 or organizationally related echelon 5 commands will be assigned to the same competitive area if they perform a similar work function despite being assigned different UICs. There may be instances in which two or more BUMED field echelon 5 organizations are co-located in a common physical facility or local commute area. Unless these activities report organizationally to the same parent command and share a similar work function, these organizations will be assigned separate competitive areas.

6. Modification of Areas. Modification of the BUMED competitive areas, as stated above, requires the prior approval of the Director, Human Resources Office (BUMED-M11). Any approved modifications will be publicized to all affected employees within the modified areas by the originator of the request for such modification(s).

7. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5120.1 of January 2012.



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