

GUIDE FOR THE ASSIGNMENT OF INHERENTLY GOVERNMENTAL COMMERCIAL ACTIVITY CODES (IGCA)

(FUNCTION CODES AND REASON CODES)

1. Every billet whether civil service, contract, military (officer or enlisted) requires CA REASON and CA FUNCTION codes. These codes need to accurately reflect the correct manpower mix and where the billet resides (function/department).
2. If a billet is moved from one organization/department to another, there is a good chance this will require the CA FUNCTION code to change. For example: A Corpsman working in human resources under the DFA might have a CA FUNCTION code of Y820 (reflecting admin). If the same billet is moved to a multi-service ward under DNS, the CA FUNCTION CODE would change to H100 (reflecting inpatient care). Depending on the type of billet and what changes are being requested, the CA REASON CODE might need to change as well. For example: If a civilian PROF REG NRS works in Case Management, the billet would be coded with a CA REASON CODE of R. If the same billet moved to Family Practice, the CA REASON CODE would change to an H (direct patient care). Basically, all codes need to be reviewed and modified as necessary especially prior to submitting a Manpower Change Request (MCR) to NM MAT and/or BUMED.
3. Manpower authorizations shall be grouped by function and coded to indicate the type of work performed. In some cases, this may not correspond to job titles, civilian job series, or military occupational specialties. For example, although accountants are typically found in accounting functions and engineers in an engineering function, in some cases a budget analyst may work in an accounting function or a geologist in an engineering function. Therefore, the type of work (i.e., function) and not type of position (i.e., job series or occupational specialty) is coded. Additionally, when the type of work performed is in direct support of a management function and the work is inextricably tied to and cannot be separated from the management function; the manpower is coded with the management function and not the support function.

The below listing is provided to assist in helping make the determination of what a CA REASON/CA FUNCTION should be and based on where the billet might reside within a medical treatment facility within BSO 18. The following is also provided in the hopes of clarifying why a billet may be coded a certain way. Although the below codes are not an all inclusive list, they are some of the more commonly

used and will hopefully reduce any confusion when developing or processing a MCR.

To view all CA FUNCTION CODES and a detailed explanation of each, go to:

<http://competitivesourcing.navy.mil/inventory/annualInventory.aspx>

CA FUNCTION CODES

H010 –MANAGEMENT HEADQUARTERS – HEALTH SERVICES – includes overseeing, directing, and controlling health service programs and subordinate health service organizations. Reserved for BUMED.

H010E –MEDICAL REGIONAL MANAGEMENT – includes operations, manpower, plans and fiscal oversight of subordinate commands assigned to Navy Medicine Regions. Reserved for NME, NMW, NCA and NMSC.

H050 –HOSPITAL/CLINIC MANAGEMENT – includes overseeing, directing, and controlling medical services within fixed medical treatment facilities (hospitals and/or branch clinics)

H050E –MEDICAL COMMAND MANAGEMENT – includes activity heads (Commanding Officers, Executive Officers and Officers in Charge) with ultimate authority over mission specific, medical, and dental treatment commands.

H100 – MEDICAL CARE - inpatient medical care and consultative evaluation in the medical specialties. Ex. Labor and Delivery, Medical Ward

H102 –SURGICAL CARE - surgical care includes inpatient care and consultative evaluation. This code also applies to outpatient surgery. Ex. Orthopedic Ward

H106 –PATHOLOGY SERVICES - operation of laboratories providing comprehensive clinical and anatomical pathology services.

H107 –RADIOLOGY SERVICES - includes diagnostic and therapeutic radiologic services to inpatients and outpatients.

H108 –PHARMACY SERVICES - services that produce, preserve, store, package, dispense, manufacture, package, distribute, etc., to inpatients and outpatients

H113 –DENTAL CARE – includes outpatient oral exams, diagnosis, treatment, and care including all phases of restorative dentistry and oral surgery, etc.

H119 –PREVENTIVE MEDICINE - includes operation of wellness or holistic clinics, information centers, research laboratories for disease prevention and control.

Also includes various screening procedures for health promotion and health risk assessment. Ex. Immunizations, PHA, Wellness, EIDS and Preventive Medicine

H125 –REHABILITATION SERVICES – includes occupational and physical therapy services for inpatients and outpatients.

H127 –ALCOHOL AND DRUG REHABILITATION – includes operation of alcohol treatment facilities and drug and counseling centers. Code is also applicable for drug testing.

H203 – AMBULATORY CARE SERVICES – includes all outpatient care (includes outpatient surgery at branch clinics) in fixed treatment facilities not included elsewhere and same day medical services provided by health clinics. Ex. Pediatrics, Family Practice, Rheumatology. Does not apply to Occupational Health, see E225.

H250 – MEDICAL AND DENTAL DEVICE DEVELOPMENT. Ex. Cast Clinic, Orthotics, Dental Lab and Optical Fabrication

H350 –HOSPITAL FOOD SERVICES AND NUTRITIONAL CARE – includes hospital food service for inpatients (to include operation and administration of food preparation and serving facilities) for inpatients only. Does not include non-clinical food preparation for outpatients. See T177.

H450 –MEDICAL RECORDS AND MEDICAL TRANSCRIPTION

H650 –HOSPITAL SUPPLIES AND EQUIPMENT. Ex. Includes CSSR. Does not include housekeeping (S410) or Laundry (S450).

H710 –MEDICAL TRANSPORTATION SERVICES. Ex. Patient Transportation, Ambulances

H999 –OTHER HEALTH SERVICES – includes health services not addressed by other function codes.

H999E –SPECIAL STUDIES AND ANALYSIS – performs research, data collection, trending analysis, demographic analysis, etc. to help evaluate healthcare delivery systems and operations. Ex. Program or Management Analyst

H999F –CONTACT REPRESENTATIVE – involves personal contact with the public for the purpose of providing information on rights, privileges, etc.

H999G –PROFESSIONAL AFFAIRS – includes primary sources verification, competency assessment, maintaining accurate and complete profiles, data bank notifications, certifications, medical staff appointments, and other issues relating to credentialing and privileging of medical staff.

Non Medical CA FUNCTION CODES that could apply within BSO 18 Medical Treatment Facilities

C400 –BUDGET SUPPORT, Ex. Budget

C700 –FINANCIAL/ACCOUNTING SERVICES, Ex. Financial Mgmt, Travel and Payroll
C999E –COMPTROLLER FUNCTION
E220 –SAFETY
E220E –SOH PROGRAM OVERSIGHT AND MANAGEMENT
E225 –OCCUPATIONAL HEALTH SERVICES, Ex. Occupational Health

This includes epidemiology, medical entomology, environmental health, industrial hygiene, environmental health surveillance in military operations, health hazards assessments, health physics, hearing conservation, sanitation and hygiene, operational risk management of health hazards, and medical worker's compensation support. This excludes collection and disposal of hazardous material coded S430 and health services provided by health clinics coded H203.

F320 –CONTRACT ADMINISTRATION AND OPERATIONS
F520 –ALL OTHER ENGINEERING SUPPORT
G060 –FAMILY CENTER SERVICES

This function includes family services provided by the Installation Family Centers, as defined by DOD Instruction 1342.22. Services are broken down into three categories: baseline services, services directed by other directives and instructions that can be provided by Family Centers, and additional programs and services unique to the Service or local environment.

S210 –BUILDING MANAGEMENT
S310E –HOUSING MANAGEMENT (BERTHING BOQ/BEQ), Ex. BQ management
S410 –CUSTODIAL SERVICES, Ex. Housekeeping
S510 –SECURITY OPERATIONS AT INSTALLATIONS/FACILITIES
T117 –FOOD SUPPLY, Ex. Non inpatient galley
T824 –MOTOR VEHICLE TRANSPORTATION SERVICES, Ex. Transportation and ambulances
U300 –SPECIALIZED SKILL TRAINING
U550 –TRAINING DEVELOPMENT AND SUPPORT FOR MILITARY, EDUCATION AND TRAINING
Y220 - POMI
Y820 –ADMINISTRATIVE MANAGEMENT AND CORRESPONDENCE SERVICES -

This function includes services typically performed by internal mail and messenger centers, administrative support offices and centers, as well as administrative support that is severable from the function it supports. It includes general clerical, secretarial, and administrative support duties; coordination, processing, and distribution of paper communications and general service messages; translation services; management and processing of forms; maintenance and control of administrative

services contracts; travel charge card administration and management; and, other management record-keeping duties.

Z992 –MINOR CONSTRUCTION, MAINTENANCE AND REPAIR OF BUILDINGS AND STRUCTURES OTHER THAN FAMILY HOUSING, Ex. Maintenance of Real Property

CA REASON CODES

The CA REASON code is used to assist in determining workforce mix/manpower mix within DoD. Using the Manpower Mix Criteria established by DoD, a CA REASON code is assigned to each billet. Once a determination is made which functions are considered Inherently Governmental (IG) and commercial, a determination is made whether the function is performed by military personnel or DoD civilian personnel to include contractors. The below CA REASON CODES are some of the more commonly seen processing Manpower Change Requests (MCR).

To view all CA REASON CODES and a detailed explanation of each, go to:

<http://www.dtic.mil/whs/directives/corres/pdf/110022p.pdf>

CA REASON CODE B = assigned to billets with MOB FM in title

CA REASON CODE D – assigned to MOB TO billets and wartime platforms only.

CA REASON CODE E – senior civilian personnel. Also, COTARS and Comptrollers. Applicable for OCC SERIES: 0018, 0028, 501, 505, 510, 560, 1102, 1104 and 1105 regardless of grade.

CA REASON CODE F – considered military unique in regards to knowledge and skills (i.e. CO, XO, OIC, and IDC for example). All NOBC's in Health Services Management Group except for 0028, 0030 and 0049. This code is also applicable for instructors and enlisted billets with SNEC of 9502.

CA REASON CODE G – all CHAPLAIN and RP billets only

CA REASON CODE H – assigned to civilian billets only working in direct patient care areas (i.e. CA FUNCTION CODES H100-H107, H113, H119, H125, H127 and H203)

CA REASON CODE I – assigned to reserve billets (i.e. all CUIC billets)

CA REASON CODE J –assigned for military rotational purposes to E5 and below. No more than 1%.

CA REASON CODE K –assigned for military rotational purposes to E6 and above (i.e. interns, residents and students). Excludes MRC=ST and UIC 0609A.

CA REASON CODE L –default for military requirements/billets if no other CA REASON applies. L is also used for Foreign Direct (FD) and Foreign Indirect (FI) civilian billets OCONUS.

CA REASON CODE P –BRAC actions, glide scope, phased closures, restructuring.

CA REASON CODE R –subject to review. Default for civilians if no other CA REASON applies.

CA REASON CODE Z – students/billets assigned to UIC 0609A and all contractors.

In the event you come across a CA FUNCTION/CA REASON code that you have questions about or not sure how a billet should be coded, you can either call the NM MAT team or BUMED/M1 CA staff for assistance.

NM MAT

Pete Wish

WP: 904-542-7200, ext. 8125

Email: pete.wish@med.navy.mil

Jody Edwards

WP: 904-542-7200, ext. 8217

Email: Joseph.edwards@med.navy.mil

BUMED/M1

Vickie Lipscomb

WP: 202-762-0095

Email: Vickie.Lipscomb@med.navy.mil

Vivian Henry

WP: 202-762-0099

Email: Vivian.Henry@med.navy.mil

