

# **DRAFT**

**MEMORANDUM FOR:** NAVY MEDICINE EAST  
NAVY MEDICINE WEST  
NAVY MEDICINE NATIONAL CAPITOL AREA  
NAVY MEDICINE SUPPORT COMMAND

**SUBJECT:** Guidance for Implementing Standard Organization Structures for Navy Medicine Activities

Reference: (a) BUMED Policy Memo 004-07

Enclosure: (1) Organization codes to support reference (a)

This memorandum provides policy and guidance for implementation of Standard Organization Structures at Navy medicine activities as outlined in reference (a).

1. Reference (a) states: "Commanding Officer's will ensure their organizational structure is aligned with the guidance". Reference (a) enclosure (1) contains the authorized organization structure to be used by all BUMED activities. Enclosure (1) of this memorandum contains the organization codes to be used in the implementation of reference (a)

2. As stated in reference (a) all NAVMED commands will be in compliance with the organizational structure guidance no later than 30 days from date of issue. There are no authorized deviations from this policy. Additionally new organizations can not be established without prior approval from Chief, BUMED. All requests for deviation from Policy memo 002-06 were considered in the formulation of reference (a).

3. All activities will use the Standard Naming Conventions and Standard Organization Codes contained in enclosure (1).

4. The following information is provided as guidance for construction of ten position organizational codes in accordance with reference (a) enclosure (1) appendix (a).

a. The first two positions of the ten position code will identify the Directorate, positions 3 and 4 will identify the dDepartment, position 5 and 6 will identify the dDivision and

positions 7 through 10 will be defaulted to ZZZZ in TFARS. For Example:

Org Code for Dir Administration, Human Resources Department,  
 POMI Division: 09HRYPZZZZ  
                   09 - Directorate - Dir Administration  
                   HR - Department - Human Resource  
                   YP - Division - POMI/Operational Readiness

Note: ~~(00)00~~ in ~~if~~ in position 5 and 6 represents no division, do not use ZZ in position 5 and 6. ~~??~~

ZZZZ - Default values in support of TFARS.

Replaces the Header record in TFMMS and on the AMD.

b. DMHRSi will auto populate the last four positions of the org code with the TFMMS Header record represented by 0000 accordingly, for the first billet under the POMI division would be 09HRYP0005. The last four positions identify the billet hierarchy 0005 through 9995 at increments of five. In the example below Header records are identified as record Type "A", Billet records are record Type "B" and CUIC billets are highlighted.

REC	UIC	TYPE	BSC	BIN	TITLE	ORG CODE
	68907	A	00100	0161466	COMMAND SUITE	00FO000000
	68907	B	00120	0161467	OIC SHR ACT/ADDU TO 03030/00060	00FO000005
	68907	B	00125	1307444	SECRETARY(STENO/OA)	00FO000010
	68907	B	08005	0161489	HS DPTH/DOIC	00FO000015
	68907	A	02000	3254492	ACOS HUMAN RESOURCES	01F9000000
	68907	B	02010	3228136	BUMED SENIOR ANALYST	01F9000005
	68907	B	02020	1307455	MANAGEMENT ANALYST	01F9000010
	68907	B	02230	1307456	MANAGEMENT ANALYST	01F9000015
	68907	B	02240	3327018	MANAGEMENT ANALYST	01F9000020
	<b>12345</b>	<b>B</b>	<b>05450</b>	<b>0170827</b>	<b>CORPSMAN</b>	<b>01F9000025</b>
	68907	A	01000	0161469	POMI	01F9PO0000
	68907	B	03035	2889881	POMI/HEAD CONTINGENCY	01F9PO0005
	<b>54321</b>	<b>B</b>	<b>06755</b>	<b>0841832</b>	<b>CORPSMAN/POMI</b>	<b>01F9PO0010</b>
	68907	B	02250	0872783	CORPSMAN/ANALYST	01F9PO0015

c. Component UIC billets ~~by~~ are assigned an org code of the organization that the billet is aligned on a day to day basis not that of the CUIC alignment. CUIC billet wartime alignment is based solely on UIC/BSC. Using the org code to match the skill of the billet to the appropriate organization where the peacetime effort is concentrated in the core facility eliminates

the need for a CUIC reserve place holder in the core facility unless it is a funded SELRES position. All unfunded SELRES billets have been eliminated from the TFMMS data base and will not appear on the AMD.

d. With standard organizational naming and standard application of business rules all Navy medicine activities will be able to be viewed and assessed in a fair and consistent manner with regard to peacetime and readiness personnel resources and their utilization.

e. The use of TEAMS 1 - 9 as organization codes in TFARS can only be named TEAM 1, TEAM 2, etc. because TFARS ties the organization name to the code. Accordingly, code T1 is TEAM 1, T2 is TEAM 2 and so forth. Many medical activities have tried to use TEAM1 ER equals T1 and TEAM 1 OR equals T1 which will cause problems in TFARS since it will pick up the first instance of T1 and carry that naming convention throughout the organization. From a TFARS perspective it differentiates ER from OR by using the whole org code. 03ERT1 is ER TEAM1 and 04ORT1 is OR TEAM1.

5. All Directorates, Department and Division organizational codes can be found in enclosure (1). Not all Directorate Codes are mandatory; activities will align their functions according to the department and division tables. Directorates will be built using the business the rule of 2 departments with a minimum of 10 positions to make up a department. Departments may be subdivided into divisions providing the division meets the ten position rule. Once the department/division alignment is built select the appropriate directorate from the corresponding directorate table.

For example: Naval Hospital Anywhere does not meet the business rule to support a Dir, Mental Health, in this instance, the associated functions could be aligned in a Mental Health Department under the Dir, Medical Services with any associated divisions from the division table. Activities may not deviate from the available selections.

a. An organization code will be created for each Directorate. A directorate must have 2 subordinate departments that meet the above business rules. No single Department or Division org code will be smaller than ten positions. The only exception is ~~where~~ a type 1 or type 2 provider billet ~~with~~ where that subspecialty is authorized.

b. Each Branch Health Clinic, at a minimum, must have at least one of the following departments: Primary Care, Family Practice, Occupational Medicine~~neal~~, or Dental. A Branch Clinic that has two or more departments shall also have an Administrative department.

c. Branch Health Clinics will not have clinical or ancillary departments identified on their command's AMD unless there is an authorized billet for a provider (or direct care professional) with that specialty such as Orthopedics, Internal Medicine, Pharmacist, Radiologist, or Medical Technologist assigned to that Branch Clinic.

6. Organization codes will be reconciled against the Cost Accounting Dictionary annually during the fiscal year shift in the BUMED accounting systems. BUMED M8 will provide NMSC with a copy of the CAD who in turn will reconcile it with the TFARS database and provide M1, M3 and M8 with a change incorporation list.

7. Coding rules for APVs (4<sup>th</sup> level MEPRS code 5, 6, and 7).

- If a sub-specialist is assigned to a generalist billet then code as a generalist.
- If a generalist is assigned to a subspecialty billet then code as a sub-specialist.
- If a sub-specialist performs APVs, report workload as subspecialty

8. The Organizational Codes will also be used in SPMS beginning in FY 07. SPMS uses seven character Organizational Codes for two purposes: assigning personnel and reporting labor. The Organizational Codes that will be used on the command's AMD, as described in this instruction, are ten characters. To use these codes in SPMS, only use the first seven characters of the AMD Organizational Code. For example, the AMD Organizational Code for the Command Suite will be 00F00ZZZZ, however, only 00F000x will be entered into SPMS.

9. SPMS Organizational Codes required for labor reporting that are not used on the command's AMD will be entered with a letter in the seventh character (beginning with 'A' and incremented sequentially (i.e. A, then B, then C, etc). Reasons that a command will need SPMS Organizational Codes that are not on the command's AMD include:

a. Providers ~~are~~ assigned to outpatient clinics, however, will also need to report labor to an inpatient codes. The Internal Medicine Clinic staff is assigned to the Organizational Code 03IN0000. If an Internal Medicine patient is admitted, when the provider(s) sees the patient on the ward (i.e. making rounds), he/she would charge their time to the Internal Medicine Inpatient Code (FCC AAAA) - 03IN00A.

b. Functions that are combined for AMD purposes but may consist of several productive labor Job Order Numbers (JONs). For example, the Command Suite would be comprised of the Commanding Officer (CO), Executive Officer (XO), Command Master Chief (CMC) and their immediate staffs (Admin Assistants/Secretaries); however, the CMC has a different labor JON (1A11) than the CO/XO (1A10). The two SPMS Organizational Codes would be: 00F0000 - Command Suite and 00F000A - Command Master Chief.

c. Maintaining SPMS Assignments: Once this new structure is operational in SPMS, activities need to move personnel assignments in SPMS by changing both the organization code and the UIC/BSC. Maintaining SPMS will keep people aligned with the billet structure of the AMD. This process will ease-facilitate the transition to DMHRSi.

10. Further assistance in implementing and maintaining organization code structure can be obtained from the following points of contact:-

NMSC Manpower Department via email at STDORG@nmsc.med.navy.mil or via phone at the numbers listed below.

CDR J. Myers

Comm: (904)542-7200 ext8285  
DSN: 942-7200 ext 8285

Mrs. Gail Epstein

Comm: (904) 542-7200 ext 8115  
DSN: 942-7200 ext 8115

Mr. Scott Schuler

Comm: (904)542-7200 ext 8131  
DSN: 942-7200 ext 8131

Mr. Hal Rothert

Comm: (904) 542-7200 ext 8226  
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