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

IN REPLY REFER TO

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MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA
COMMANDER, NAVY MEDICINE SUPPORT COMMAND

SUBJECT: Supplemental Guidance for Implementing Standard Organization Structures

Reference: (a) NAVMED Policy memo 07-004 of 31 January 2007.

All BUMED activities will use the standard naming conventions, standard organization codes and standard organization charts which can be located at Navy Medicine Online under "Navy Medicine Policies," 2007 Guidance. Deviation from these documents must be approved by the Chief, BUMED prior to implementation.

The following provides specific guidance on the development of the 10 position organizational code.

- The first two positions of the ten position standard organization code will identify the Directorate, positions 3 and 4 will identify the Department, positions 5 and 6 will identify the Division (use ZZ when defining organizations at the department level), and positions 7 through 10 will be defaulted to ZZZZ to support the Total Force Authorization and Requirements System (TFARS).

- The use of organization codes to represent "Teams" on the activity manpower document (AMD) is accomplished through the use of an organizational Header "Team One," "Team Two," etc. The entire organization code is then used to differentiate one Team from another.

- Standard Organizational Codes must be implemented in the Standard Personnel Management System (SPMS) for those sites that have not yet transitioned to DMHRSi. Standard Organization Codes found on the AMD are ten characters long, while SPMS is limited to seven characters. When implementing Standard Organization Codes in SPMS, only the first seven characters of the organizational code will be used. For example, if the standard organizational code for the Command Suite is 00F0ZZZZZZ, the SPMS organization code would be 00F0ZZZ.

- Additional SPMS Organizational Codes required for labor reporting that are not included on the command's AMD will be entered in SPMS by replacing the seventh character with a letter, beginning with 'A' and incremented sequentially (i.e., A, then B, then C, etc). Valid reasons for additional organizational codes may include:

- Providers assigned to outpatient clinics may also need to report labor to inpatient codes. The Internal Medicine Clinic staff, for example, is assigned to the organizational code 03INZZZ in SPMS. If an Internal Medicine patient is admitted, when the provider(s) sees the patient on the ward (i.e., making rounds), she/he would charge their time to the Internal Medicine Inpatient organization code – 03INZZA.

- 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 (Administrative Assistants/Secretaries); however, the CMC has a different labor JON (1A11) than the CO/XO (1A10). The two SPMS Organizational Codes would be: 00F0ZZZ – Command Suite and 00F0ZZA – Command Master Chief.

Further assistance in implementing and maintaining organization codes can be obtained from the Navy Medicine Support Command via email at STDORG@nmsc.med.navy.mil or via phone at the numbers listed below:

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