



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

BUMEDINST 12351.2B
BUMED-N11
20 Mar 2025

BUMED INSTRUCTION 12351.2B

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) OPNAVINST 5450.215F
(c) BUMEDINST 5450.174B
(d) BUMEDINST 5450.183A
(e) BUMEDINST 5450.184A
(f) BUMEDINST 5450.243A

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. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUMEDINST 12351.2A.

3. Scope and Applicability. This instruction applies to all BUMED appropriated fund civilian employees, except members of the Senior Executive Service.

4. Policy. This instruction 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 references (b) through (f) will be designated as a separate competitive area for retention in a RIF. Note: a single command may contain multiple unit identification codes (UIC). Since BUMED Headquarters, Naval Medical Forces Atlantic, Naval Medical Forces Pacific, and Naval Medical Forces Development Command 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 as 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, Civilian Human Resources Office (BUMED-N11). 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 Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnave.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N11 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim and will be reissued by

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the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and distribution:

This notice is not cleared for public release and is available electronically only via the Navy Medicine internal Web site, <https://esportal.med.navy.mil/bumed/directives/>