



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

BUMEDINST 12351.3A
BUMED-N11
4 Apr 2025

BUMED INSTRUCTION 12351.3A

From: Chief, Bureau of Medicine and Surgery

Subj: ESTABLISHMENT OF COMPETITIVE LEVELS FOR THE BUREAU OF
MEDICINE AND SURGERY

Ref: (a) 5 CFR 351.403
(b) SECNAVINST 12351.5G

1. Purpose. The purpose of this instruction is to define, establish, and standardize competitive level codes for civilian positions with the Bureau of Medicine and Surgery (BUMED) per references (a) and (b).
2. Scope and Applicability. Definitions apply to all BUMED appropriated fund civilian positions assigned to BUMED commands, activities, and organizations. Senior Executive Service positions are not covered by this memorandum.
3. Background. Competitive levels are an integral part of the reduction-in-force (RIF) process. Competitive levels are groups of positions that are categorized by similarity of duties, responsibilities, qualifications required, and pay systems (i.e., WG and GS). Civilian employees compete for retention during a RIF within an identified competitive level. Competitive levels are established per guidelines outlined in reference (a) and consist of all positions in the competitive area that are: in the same grade; in the same classification series; and similar enough in duties and qualification requirements so that the incumbent of one position in the level can perform the duties of another without loss of productivity beyond that which is normally expected in the orientation of any new, but fully qualified employee.
4. Responsibilities
 - a. Director, Manpower and Personnel (BUMED-N1)
 - (1) Responsible for establishing BUMED RIF specific policy guidance including competitive levels and areas.
 - (2) Ensure competitive levels are made without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or mental or physical condition, and with proper regard for their privacy and rights as provided by the merit system principles.
 - b. Director, Civilian Human Resources (BUMED-N11). Responsible for implementing, administering, and ensuring compliance with RIF policies and program requirements.

c. Classification and Compensation Program Office of the BUMED Human Resources Office (HRO). Responsible for establishing, maintaining, and ensuring consistent application of competitive levels throughout BUMED utilizing Competitive Level Descriptors which are available at:
https://esportal.med.navy.mil/bumed/HRO/BUMEDInfo/Competitive_Level_Codes_Log.docx.

d. BUMED HRO Specialists Classification Specialists. Will ensure the application of Competitive Level Descriptors and that correct competitive levels are assigned and documented on coversheets and in the Defense Civilian Personnel Data System for all current position descriptions/job descriptions and to newly classified positions. Contact will be made with subject matter experts when questions arise regarding the duties and responsibilities and similarity of a position.

e. Specialists. Should notify the BUMED Classification and Compensation Program Office of the need to establish new competitive levels or change existing definitions outlined in Competitive Level Descriptors. Requests should be forwarded via e-mail or memo to the record format and include the justification for the addition or modification.

5. Modification of Levels. Modification of the BUMED Competitive Level Descriptors requires the prior approval of the BUMED Classification and Compensation Program Manager. Any approved modifications will be distributed to the BUMED HRO for use and application. No changes, however, may be made following the announcement of a RIF.

6. 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.secnav.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).

c. Records and personally identifiable information subject to the Privacy Act of 1974 as amended and implemented in SECNAVINST 5211.5F and DoDI 5200.48, Controlled Unclassified Information will have sufficient administrative, physical and technical safeguards to minimize unauthorized access and disclosures. All unauthorized access or disclosures will be reported to the appropriate BUMED or subordinate command security manager and privacy officer.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N1 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, 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 the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. 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.

A handwritten signature in black ink, appearing to read 'R. Freedman', with a long horizontal stroke extending to the right.

R. FREEDMAN
Acting

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>.