



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

IN REPLY REFER TO
BUMEDINST 5311.1 CH-1
BUMED-M1
2 Sep 2020

BUMED INSTRUCTION 5311.1 CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery

Subj: NAVY TOTAL FORCE MANPOWER LABOR REPORTING GUIDELINES FOR
CONTRACT EMPLOYEES

Encl: (1) Revised page 4 and new page 4a

1. Purpose. To issue guidance concerning labor reporting guidelines for contract employees, which requires contracts to be documented on the Activity Manpower Document to ensure Bureau of Medicine and Surgery has visibility on all requirements and that the activities involved are reviewing the continued need for these documents.

2. Action. Remove page 4 of the basic instruction and replace with enclosure (1) of this change transmittal.

3. Records Management

a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, 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 change transmittal or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.


B. L. GILLINGHAM

Releasability and distribution:

This change transmittal is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/directives/Pages/BUMEDInstructions.aspx>

d. Contracts not funded by BUMED, both PS and NPS, must be documented on the AMD (within the parameters defined in subparagraphs 5a and 5c) in the center where the work will be performed to ensure BUMED has visibility on all contracts, and that the activities involved are reviewing the continued need for these requirements. Many of these requirements can be above and beyond what the Office of the Chief of Naval Operations (OPNAV) has validated (or would validate) if internally funded. However, understanding the nature of external funding and pilot programs is important, so subparagraphs 5d(1) through 5d(3) outline the procedure for documenting these billets on the AMD. This allows for proper documentation and required periodic review of these contract positions without a delay or interruption in mission requirements. Assistant Deputy Chief Total Force (BUMED-M1) will monitor phase end-dated contract billets to ensure communication is consistent between BUMED, echelon 3, and the activity. This also retains fiduciary responsibility as directed by OPNAV. These types of contracts will be processed and documented on the AMD as provided:

(1) A Manpower Change Report must be submitted by the receiving activity to request to add the contract billet(s) onto the AMD, with appropriate justification.

(2) The billet title will include a funding suffix, for example, Defense Health Program “DHP Funded” for ease of identification.

(3) If the contract billet has not been validated by the Shore Manpower Requirements, the requirements indicator code for the billet will be entered as a “V.” Alternatively, if the contract position has been validated the requirements indicator code for the billet will be entered as an “E.” Effective dates for contract positions will be documented as provided:

(a) Contracts with a start date. Effective dates will include the period of the contract plus 1 year to facilitate contract renewal or re-competition.

(b) Contracts not yet finalized. Effective dates will be set at the time of the request at 5 years plus 1 year to facilitate contract renewal or re-competition.

e. HR Department manpower specialists must ensure all contract employees are assigned the correct DMHRSi contract (contractor) type based on the object class code within the contract’s line of accounting. Enclosure (1) provides the decision process.

f. To facilitate understanding of the principles defined in this instruction, examples are provided in enclosure (2).

6. Responsibilities. Each command must ensure every contract person working within or for the command officially checks into their HR department. The HR department will specifically:

- a. Ensure their inter-departmental transfer programs are adequate to properly notify and reassign staff members when an individual transfers from one department to another within the facility.
- b. Ensure all HR records in DMHRSi are created and tracked for each contract employee working within the command.