



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
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Canc: Jan 2026

BUMEDNOTE 3120  
BUMED-N1  
19 Feb 2025

BUMED NOTICE 3120

From: Chief, Bureau of Medicine and Surgery

Subj: STANDARD ORGANIZATION CODE POLICY

Ref: (a) OPNAVINST 5450.215F  
(b) OPNAVINST 3120.32D  
(c) BUMEDINST 5310.11  
(d) OPNAVINST 1000.16L  
(e) NAVMAC Activity Manpower Management Guide, April 2003 (NOTAL)  
(f) BUMED memo 3090 Ser N3N5/24UN3N50001 of 28 Aug 24 (NOTAL)

1. Purpose. To provide policy guidance for implementation and utilization of budget submitting office 18 (BSO-18) approved standard organization codes at all Navy Medicine Readiness and Training Commands and Navy Medicine Readiness and Training Units and detachments and mission specific commands under the command and control of the Surgeon General of the Navy and Chief, Bureau of Medicine and Surgery (BUMED), per references (a) through (f). Per reference (f), this is an update from the standard organization code structure previously utilized at BSO-18 activities. The implementation of the most up to date standard organization codes ensures all BSO-18 activities and detachments' manpower, personnel, and financial systems are organized in a standardized manner. Standardization ensures an activity's organization structure and cost centers are appropriately aligned and is essential for evaluating manpower requirements determination, ensuring resources are available to meet the mission.

2. Scope and Applicability. Per reference (a), this notice provides standard organization guidance that applies to all BSO-18 Navy Medicine Readiness and Training Commands and Navy Medicine Readiness and Training Units.

3. Background. In 2007, the initial adaptation of standard organization codes was implemented throughout Navy Medicine. In 2021, a revision was made to align with the 2019 Navy Medicine Readiness and Training Commands and Navy Medicine Readiness and Training Units structure following the National Defense Authorizations Act for Fiscal Year 2017 decision to transfer management and administration of military medical treatment facilities to the Defense Health Agency. Per reference (f), the Surgeon General of the Navy approved a two-directorate structure for Navy Medicine Readiness and Training Commands and Navy Medicine Readiness and Training Units consisting of a Directorate of Administration and an Expeditionary Medicine Directorate. This notice serves as official guidance in preparation for the Navy Manpower Analysis Center Shore Manpower Requirements Determination study in February 2025.

Navy Medicine Readiness and Training Command Camp Pendleton will serve as the pilot for implementation of the new structure. Multiple additional Shore Manpower Requirements Determinations are planned during calendar year 2025 in which this updated standard organization will be implemented.

4. Action

a. Director, Manpower and Personnel (BUMED-N1) will review the BUMED standard organization tables and ensure all approved modifications are incorporated prior to financial system implementation.

b. Civilian Human Resources (BUMED-N11) will update organizational codes in the Defense Civilian Personnel System in conformance with this instruction or any approved exceptions when notified by Manpower Plans and Business Policy (BUMED-N12) and Director, Resource Management (BUMED-N8) adhering to normal operating procedures.

c. BUMED-N12 will inform echelon 3 leadership and respective commanding officers (COs) of this note and implement all modifications resulting from the updated structure into respective systems. BUMED-N12 will maintain the BUMED standard organization tables. Following signature approval of this note, the tables can be found on the BUMED-N12 SharePoint located at:

<https://esportal.med.navy.mil/bumed/m1/N12/Pages/default.aspx?RootFolder=%2Fbumed%2Fm1%2FN12%2FShared%20Documents%2FBSO18%20Standard%20Organizational%20Structure%20Policy&FolderCTID=0x012000A889798340E414498C236CD79AE03B3A&View={A95BE6A8-352C-457A-89BA-A6E2402A7556}>. Under the programming branch shared documents folder, click the BSO-18 Standard Organizational Structure Policy link.

d. BUMED-N8 will ensure all changes to the standard organization tables are aligned in the BSO-18 financial organization structure by updating the data elements in the applicable financial systems that capture labor costs such as the Navy Enterprise Resource Planning Program accounting structure, General Fund Enterprise Business System and Defense Civilian Pay System.

e. Echelon 3 commanders will ensure this note is distributed to all subordinate activities and ensure they are organized per the published standard organization tables mentioned in subparagraph 4c. Echelon 3 commands will review all requests to deviate from this notice submitted by subordinate commands and forward all endorsements to BUMED-N1 for review and approval.

f. Activity commanders, chiefs of staff, and officers-in-charge will ensure their organizational structure is aligned and compliant with the standard organization tables referenced in subparagraph 4c by reviewing their respective Activity Manpower Document no later than 90 days prior to their respective Shore Manpower Requirements Determination if scheduled before the implementation deadline of 30 September 2025.

5. 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).



D. K. VIA

Releasability and distribution:

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