DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
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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

Encl: (1) Competitive Level Descriptors

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. 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:

   a. In the same grade;

   b. In the same classification series; and

   c. 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. Deputy Chief, Total Force/Manpower (BUMED-M1) is responsible for establishing BUMED RIF specific policy guidance including competitive levels and areas.

   b. The BUMED Human Resources Director is responsible for implementing, administering, and ensuring compliance with RIF policies and program requirements.

c. The Classification and Compensation Program Office of the BUMED Human Resources Office (HRO) is responsible for establishing, maintaining, and ensuring consistent application of competitive levels throughout BUMED utilizing enclosure (1).

d. BUMED HRO Specialists and Office of Civilian Human Resources (OCHR) Norfolk Classification Specialists will ensure the application of enclosure (1) 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 enclosure (1). Requests should be forwarded via e-mail or memo to the record format and include the justification for the addition or modification.

5. <u>Modification of Levels</u>. Modification of the BUMED competitive levels, enclosure (1), requires the prior approval of the BUMED Classification and Compensation Program Manager. Any approved modifications will be distributed to the BUMED HRO and OCHR Norfolk for use and application. No changes, however, may be made following the announcement of a RIF.

6. <u>Records</u>. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

P. B. COE
Acting

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BUMED COMPETITIVE LEVEL DESCRIPTORS

Whenever competitive areas are established, competitive levels must be established and consist of positions in the competitive area that are: (1) In the same grade; (2) In the same classification series; (3) Similar enough in duties, and qualification requirements, so that the incumbent of one position in the level, upon assignment to it has the appropriate skill set, without loss of productivity beyond that normally expected in the orientation of any new, but fully qualified employee.

This appendix provides the competitive levels within Bureau of Medicine and Surgery (BUMED) and identifies the associated competitive level codes (CLC's). These CLC's are applicable to the entire BUMED, regardless of the competitive area involved, and covers all positions in the General Schedule (GS/GM) at grades 1 through 15 and Federal Wage Grade (FWS). They do not cover positions in the Senior Executive Service.

It is mandatory to establish separate CLC's: by Service (Excepted or Competitive); by appointment authority (Excepted: Schedule A or Schedule B); by pay schedule (GS or FWS); by work schedule (full time or part time); and by trainee status. All of the above can be defined by the Defense Civilian Personnel System (DCPDS) for Retention Register purposes except for Trainee status (Formal training program). A CLC has been established for this. DCPDS will read the codes and put all like positions on the same Retention Register; therefore, accuracy is important.

Only the CLC's listed below may be used. Changes, additions to, or deletions from the CLC structure will be made when necessary by the BUMED Classification Program Manager. No changes, however, will be made following the announcement of a reduction-in-force covered by these competitive levels.

BUMED's CLC's consist of four numeric characters that define the competitive levels of positions in terms of significant differences in duties (including supervisory and managerial), qualifications required, and in terms of other elements that distinguish positions that belong to the same occupational series. For quick use, match your position to the correct series, the appropriate title, the necessary skill (if any), and find the required CLC.

BASIC STRUCTURE: All codes are numerical (DO NOT USE THE LETTER O).
Four numerical digits, **0000** are used for all positions in the 0203, 0303, 0305, 0335, and 2005 at GS-04 and below that have no specialized experience requirement and are therefore only coded with the Office Automation/Typing CLC, if necessary.

There cannot be any positions coded with a CLC of **0000** in the following series: 0101, 0201, 0301, 0401, 0501, 0601, 0801, 1101, 1601, and 1701.
Four digits, **0000** are used for all other positions, unless modified as indicated below:

FIRST character/digit of the competitive level code:

S = all supervisory positions (including second and third level supervisors)

L = all GS positions titled Leader

C = Career ladder positions with a formal training plan or program such as pathways intern, recent graduates, student trainee, or upward mobility program

Since Federal Wage System (WG, WL, and WS) positions have separate pay plan designators for Supervisor and Leader, additional codes are not necessary.

SECOND character/digit will be used to identify a position requirement for office automation, stenography or nurses:

A = Office Automation/Typing

B = Stenography

C = Clinical Nurse

D = Nurse Consultant

E = Nurse Educator

F = Occupational Health Nurse

P = Nurse Practitioner

S = Nurse Specialist

THIRD AND FOURTH character/digit will be used to identify positions within a pay plan, series, and grade similar in duties, qualifications, critical elements, and working conditions so that an employee may be reassigned from one position in a competitive level to another position in the same competitive level.

00	Assigned when no supportable distinction exists between positions within the same pay plan, series, and grade. No Specialization
01-99	Assigned as appropriate and needed on the following pages in series order.

Examples:

Enclosure (1)

1. Supervisory IT Specialist (INFOSEC), GS-2210-11;
   Competitive level code: S003
2. Human Resources Specialist (Classification), GS-0201-12;
   Competitive level code: 0002
3. Secretary (OA), GS-0318-7;
   Competitive level code: 0A00
4. Supervisory Pediatric Nurse, GS-0610-12;
   Competitive level code: S032
5. Supervisory Clinical Nurse (ICU), GS-0610-11;
   Competitive level code: SC17
6. Lead Nurse Practitioner (Pediatrics), GS-0610-13;
   Competitive level code: LP33
7. Occupational Health Nurse (Clinical), GS-0610-11;
   Competitive level code: 0F08
8. Nurse Specialist (Gastroenterology), GS-0610-10;
   Competitive level code: 0S14

COMPETIVE LEVEL CODE DEFINITIONS BY SERIES

*ALL NEW COMPETITIVE LEVEL CODES MUST BE APPROVED BY BUMED HRO

Series	Extension	Description
0018	00	Safety & Occupational Health Management
0080	00	Security Administration
	01	Physical Security
	02	Security Operations
	03	Anti-Terrorism
0083	00	Police
	01	Explosive Detection Dog Handler/Trainer
	02	Police Instructor
	03	Detective
0086	00	Security Clerical and Assistance
0101	01	Marriage and Family Therapist
	02	Marriage and Family Child Counselor (MFCC)
	03	Sexual Assault Prevention, Intervention, Victim Advocacy and/or Response
	04	Domestic Violence Prevention, Intervention Victim Advocacy and/or Response
	05	Work and Family Life Programs

Enclosure (1)

	06	Pastoral Counselor
	07	Program Coordinator
	09	Social Science Programs (Analyst, Counselor, Coordinator)
	10	Substance Abuse Certification Specialist
	11	Substance Abuse Counselor
	12	Independent Practitioner
	13	Weight Management Counselor
	14	Social Counselor/Recovery Coach (Substance Abuse)
0180	00	Psychology
	01	Research Psychologist
	02	Clinical Psychologist
0181	00	Psychology Aid and Technician
0185	00	Social Work
0186	00	Social Services Aid and Assistant
0201	01	Personnel Management
	02	Staffing
	03	Classification
	04	Classification/Compensation
	05	Generalist
	06	Labor & Employee Relations
	07	Employee Development
	08	Information Systems
	09	Injury Compensation
	10	Military
0203	00	Human Resources Clerical and Assistance
	01	Human Resources Assistant (Military)
0260	00	Equal Employment Opportunity
0299	00	Human Resources Management Student Trainee
0301	01	Miscellaneous Administration and Program
	02	Facilities Management
	03	Ceremonies and Events
	04	Quality of Life Programs (Moral, Welfare, and Recreation); Family Services
	05	Emergency Management or Preparedness
	06	Drug Program Coordinator
	08	Public Safety
	09	Credentialing

	10	Project Management
	11	Automated Information System
	12	Deputy Director, R9 Tricare
	13	Continuous Improvement
	14	Database Systems Coordinator (Financial)
	15	Total Quality Leadership
	16	Administrative Services
	17	Professional Affairs
	18	Linen Services
	19	Organizational Effectiveness
	20	Messenger (Motor Vehicle Operator)
	21	Business Planning and Analysis
	22	Special Programs
	23	Health Marketing
	24	Patient Relations
	25	Business Operations
	26	Surgical Unit Coordinator
	27	Hearing Conservation Systems and/or Training
	28	Accreditation Manager
0302	00	Messenger
	01	Motor Vehicle Operator
0303	00	Miscellaneous Clerical and Assistance
0304	00	Information Receptionist
0305	00	Mail and File
	01	File
0309	00	Correspondence Clerk
0313	00	Work Unit Supervising
0318	00	Secretary
0326	00	Office Automation Clerical and Assistance
0335	00	Computer Clerk and Assistant
0340	00	Program Management
	01	Public Works Management
	02	Community Services Management/Quality of Life (QOL) Program Management
0341	00	Administrative Officer
0342	00	Support Services Administration
0343	00	Management and Program Analysis

Enclosure (1)

	01	Costing and/or Cost Analysis
	02	Work Measurement and Organizational Structure Review/Analysis
	03	Commercial Activities (CA) Studies, ISAs, & MOUs
	04	Military Civilian Manpower
0344	00	Management and Program Clerical and Assistance
0346	00	Logistics Management
0356	00	Data Transcriber
0357	00	Coding
0361	00	Equal Opportunity Assistance
0390	00	Telecommunications Processing
0391	00	Telecommunications
0394	00	Communications Clerical
0399	00	Administration and Office Support Student Trainee
0401	01	Environment
0403	00	Microbiology
0404	00	Biological Science Technician
0413	00	Physiology
0413	01	Research Physiologist
0414	00	Entomologist
0415	00	Toxicology
0501	01	Financial Administration and Program
	02	Financial Analysis
	03	Management Internal Controls Program
	04	Resources Management
	05	Accounting Systems
0503	00	Financial Clerical and Assistance
0505	00	Financial Management
0510	00	Accounting
0510	01	Systems Accounting
0511	00	Auditing
0540	00	Voucher Examining
0560	00	Budget Analysis
0599	00	Financial Management Student Trainee
0601	01	General Health Science
	02	Pathology Assistant
	03	Research Administrator/Director
	04	Technical Affairs Officer

	05	Technology Transfer Administrator
	00	Physician/Medical Officer
	01	Adolescent Medicine
	02	Administration
	03	Allergy
	04	Anesthesiologist
	05	Cardiovascular Disease
	06	Clinical Epidemiology
	07	Critical Care
	08	Dermatology
	09	Emergency Medicine
	10	Family Practice/Family Medicine
	11	Gastroenterologist
	12	General Surgery
	13	Genetics
	14	Gynecology
	15	Internal Medicine
	16	Hematology/Oncology
	17	Hospitalist
0602	18	Internal Medicine
	19	Internist/Geriatrician
	20	Nephrology
	21	Neurologist
	22	Neuropathology
	23	Nuclear Medicine
	24	OB/GYN
	25	OB-GYN Surgical
	26	Occupational Medicine
	27	Ophthalmology
	28	Orthopedic Surgery
	29	Otolaryngologist
	30	Pediatrician / Pediatrics
	31	Pediatrics / Developmental
	32	Pediatrics / Neurology
	33	Pediatrics / Pulmonary
	34	Pediatrics / Critical Care
	35	Physical Medicine and Rehabilitation

Enclosure (1)

	36	Psychiatry / Psychiatrist
	37	Pulmonary
	38	Radiology
	39	Research
	40	Sports Medicine
	41	Vascular
0603	00	Physician's Assistant
0610	00	Nurse
	01	Administrative
	02	Adult Intensive Care Unit
	03	Allergy
	04	Ambulatory
	05	Anesthesiology
	06	Anesthetist
	07	Cardiac Care
	08	Clinical
	09	Critical Care
	10	Exceptional Family Member Program (EFMP)
	11	Emergency Room
	12	Enterostomy
	13	Family Practice
	14	Gastroenterology
	15	General Medicine
	16	General Surgical
	17	ICU/Nephrology
	18	Immunization Program Manager
	19	Internal Medicine
	20	IV Therapy/Blood
	21	Main Operating Room (MOR)
	22	Mammography
	23	Mental Health
	24	Neonatal Intensive Care Unit (NICU)
	25	OB/GYN or Midwife
	26	Oncology
	27	Operating Room
	28	Ophthalmologist
	29	Orthopedics

Enclosure (1)

	30	Pace
	31	Pain Management
	32	Patient Care Coordinator
	33	Pediatrics
	34	Pediatric Intensive Care Unit (PICU)
	35	Psychiatry
	36	Quality Manager
	37	Radiology
	38	Research
	39	Robotic Surgery
	40	Surgery / Surgical
	41	Surgical Oncology
	42	Utilization Management
0620	00	Practical Nurse
	01	Allergy
	02	Dermatology
	03	Gastroenterology
	04	Immunizations
	05	Labor and Delivery
	06	OB/GYN
	07	Occupational
	08	Operating Room
	09	Pediatrics
	10	Psychiatry
	11	Traumatic Brain Injury
	12	Vocational
0621	00	Nursing Assistant
0622	00	Medical Supply Aide and Technician
0630	00	Dietitian and Nutritionist
0631	00	Occupational Therapist
	01	Educational & Developmental Intervention Services (EDIS)
0633	00	Physical Therapist
	01	Educational & Developmental Intervention Services (EDIS)
0635	00	Corrective Therapist
0636	00	Rehabilitation Therapy Assistant
0637	00	Manual Arts Therapist
0638	00	Recreational/Creative Arts Therapist

0640	00	Health Aid and Technician
	01	Alcohol / Rehabilitation Counselor
	02	Audiology
	03	Cardiotheraputic
	04	Dental Surgery
	05	Dermatology
	06	Immunizations
	07	Industrial Hygiene
	08	Infectious Diseases
	09	Nutrition Dietetic
	10	Occupational Health Therapy
	11	Operating Room Assistant
	12	Ophthalmology
	13	Optician
	14	Optometry
	15	Orthopedic Casting
	16	Otolaryngology
	17	Patient Education
	18	Physical Therapy
	19	Psychiatry
	20	Surgical Training Laboratory
	21	Urology
0642	00	Nuclear Medicine Technician
0644	00	Medical Technologist
0645	00	Medical Technician
0646	00	Pathology Technician
0647	00	Diagnostic Radiologic Technologist
0648	00	Therapeutic Radiologic Technologist
0649	00	Medical Instrument Technician
	01	Ultrasound
0651	00	Respiratory Therapist
0660	00	Pharmacist
0661	00	Pharmacy Technician
0662	00	Optometrist
0665	00	Speech Pathology and Audiology
	01	Educational & Developmental Intervention Services (EDIS)
	02	Audiologist

	03	Research Audiologist
	04	Clinical Audiologist
	05	Speech Pathologist
0667	00	Orthotist and Prosthetist
0668	00	Podiatrist
0669	00	Medical Records Administration
0670	00	Health System Administration
0671	00	Health System Specialist
0673	00	Hospital Housekeeping Management
0675	00	Medical Records Technician
0679	00	Medical Clerk
0680	00	Dental Officer
	01	Endodontic
	02	Oral Maxillofacial Surgery
	03	Prosthodontics
	04	Periodontics
0681	00	Dental Assistant
	01	Expanded Functions
0682	00	Dental Hygiene
0683	00	Dental Laboratory Aid and Technician
0688	00	Sanitarian
0690	00	Industrial Hygiene
0698	00	Environmental Health Technician
0701	01	Veterinary Medical Science
0699	00	Medical and Health Student Trainee
0801	01	Mechanical
	02	Electrical
	03	Architecture
	04	Civil
0802	00	Engineering Technician
	01	Mechanical
	02	Electrical
	03	Architecture
	04	Civil
0808	00	Architecture
0809	00	Construction Control
0810	00	Civil Engineering

0819	00	Environmental Engineering
0830	00	Mechanical Engineering
0850	00	Electrical Engineering
0856	00	Electronics Engineering
0858	00	Biomedical Engineering
0896	00	Industrial Engineering
0899	00	Engineering and Architecture Student Trainee
0905	00	General Attorney
0950	00	Paralegal Specialist
0962	00	Contact Representative
0986	00	Legal Clerical and Assistance
0998	00	Claims Clerical
1001	00	General Arts and Information Series
1035	00	Public Affairs
1060	00	Photography
1071	00	Audiovisual Production
1082	00	Writing and Editing
1083	00	Technical Writing and Editing
1084	00	Visual Information
1087	00	Editorial Assistance
1101	01	Industrial Specialist/Analyst
	02	Transcript
	03	Contract Surveillance
1102	00	Contracting
1103	00	Industrial Property Management
1105	00	Procurement Clerk/Assistant
1106	00	Procurement Clerical and Technician
1176	00	Building Management
1199	00	Business and Industry Student Trainee
1222	00	Patent Attorney
1306	00	Health Physics
1310	00	Physics
	01	Radiation
1311	00	Physical Science Technician
1320	00	Chemistry
	01	Research
1410	00	Librarian

1411	00	Library Technician
1412	00	Technical Information Services
1420	00	Archivist
1515	00	Operations Research
1530	00	Statistician
1550	00	Computer Science
1601	01	Equipment
	02	Facilities
	03	Services
1640	00	Facility Management
1670	00	Equipment Specialist
	01	Biomedical
	02	Electronics
	03	Pest Management
1701	01	Training and Curriculum Specialist
	02	Child Care Management
	04	Health Sciences
	05	Childhood Development
1702	00	Education and Training Technician
	01	Child Care Assistance
1712	00	Training Instruction
	01	Education Specialist
	02	Drug and Alcohol
1720	00	Education Program
1725	00	Public Health Educator
1740	00	Education Services
1750	00	Instructional Systems
1801	00	General Inspection, Investigation and Compliance
1910	00	Quality Assurance
2001	00	General Supply
2003	00	Supply Program Management
2005	00	Supply Clerical and Technician
	01	Dispatching
2010	00	Inventory Management
2030	00	Distribution Facilities and Storage Management
2101	00	Transportation Specialist
2102	00	Transportation Clerk and Assistant

2130	00	Traffic Management
2151	01	Motor Vehicle Dispatcher
	02	Emergency Services Dispatcher
2210	00	IT Specialist
	01	Policy and Planning (PLCYPLN)
	02	Enterprise Architecture (ENTARCH)
	03	Information Security (INFOSEC)
	04	Systems Analysis (SYSANALYSIS)
	05	Applications Software (APPSW)
	06	Operating Systems (OS)
	07	Network Services (NETWORK)
	08	Data Management (DATAMGT)
	09	Internet (INET)
	10	Systems Administration (SYSADMIN)
	11	Customer Support (CUSTSPT)
	12	Cyber Security
2805	00	Electrician
2810	00	High Voltage Electrician
3111	00	Sewing Machine Operator
3501	00	Ophthalmic Production Worker
3502	00	Laborer
3566	00	Housekeeping Aid
3601	00	Floor Coverer
3603	00	Mason
3901	00	Television Equipment Operator
4010	00	Prescription Eyeglass Making Worker
4101	00	Graphic Arts Mechanic
4102	00	Painting Worker
4104	00	Sign Painter
4204	00	Pipefitter
4206	00	Plumber
4607	00	Carpenter
4701	00	General Maintenance
4742	00	Utility Systems Repairer Operator
4749	00	Maintenance Worker
	01	Maintenance Mechanic
4801	00	Custodial Equipment Repairer

Enclosure (1)

4805	00	Medical Equipment Repairer
5026	00	Pest Controller
5048	00	Animal Caretaker (Motor Vehicle Operator)
5306	00	Air Conditioner Equipment Mechanic
5309	00	Boiler Plant Equipment Mechanic
5401	00	Paper Pulping Machine Operator
5402	00	Boiler Plant Operator
5415	00	Air Conditioning Equipment Operator
5701	00	Road Sweeper Operator
5703	00	Motor Vehicle Operator
5806	00	Mobile Equipment Servicer
5823	00	Automotive Mechanic
6501	00	Hazardous Waste Handler
6901	00	Custodian
6907	00	Materials Handler
6910	00	Materials Expediter
6913	00	Hazardous Waste Disposer
7002	00	Packer
7304	00	Laundry Worker
7401	00	Food Handler
7404	00	Cook
7408	00	Food Service Worker

Enclosure (1)