MEMORANDUM FOR: NAVY MEDICINE EAST
NAVY MEDICINE WEST
NAVY MEDICINE NATIONAL CAPITAL AREA
NAVY MEDICINE SUPPORT COMMAND

SUBJECT: Guidance for Implementing Standard Organization Structures for Navy Medicine Activities

Reference: (a) BUMED Policy Memo 004-07

Enclosure: (1) Organization codes to support reference (a)

This memorandum provides policy and guidance for implementation of Standard Organization Structures at Navy medicine activities as outlined in reference (a).

1. Reference (a) states: “Commanding Officer’s will ensure their organizational structure is aligned with the guidance”. Reference (a) enclosure (1) contains the authorized organization structure to be used by all BUMED activities. Enclosure (1) of this memorandum contains the organization codes to be used in the implementation of reference (a).

2. As stated in reference (a) all NAVMED commands will be in compliance with the organizational structure guidance no later than 30 days from date of issue. There are no authorized deviations from this policy. Additionally new organizations cannot be established without prior approval from Chief, BUMED. All requests for deviation from Policy memo 002-06 were considered in the formulation of reference (a).

3. All activities will use the Standard Naming Conventions and Standard Organization Codes contained in enclosure (1).

4. The following information is provided as guidance for construction of ten position organizational codes in accordance with reference (a) enclosure (1) appendix (a).

a. The first two positions of the ten position code will identify the Directorate, positions 3 and 4 will identify the Department, position 5 and 6 will identify the Division and
positions 7 through 10 will be defaulted to ZZZZ in TFARS. For Example:

Org Code for Dir Administration, Human Resources Department,
POMI Division: 09HRYPZZZZ
   09 - Directorate - Dir Administration
   HR - Department - Human Resource
   YP - Division - POMI/Operational Readiness

Note: (00)-00-in-iff in position 5 and 6 represents no division, do not use ZZ in position 5 and 6.—??
   ZZZZ - Default values in support of TFARS.
Replaces the Header record in TFMS and on the AMD.

b. DMHRSi will auto populate the last four positions of the org code with the TFMS Header record represented by 0000 accordingly, for the first billet under the POMI division would be 09HRYP0005. The last four positions identify the billet hierarchy 0005 through 9995 at increments of five. In the example below Header records are identified as record Type “A”, Billet records are record Type “B” and CUIC billets are highlighted.

<table>
<thead>
<tr>
<th>REC</th>
<th>UIC</th>
<th>TYPE</th>
<th>BSC</th>
<th>BIN</th>
<th>TITLE</th>
<th>ORG CODE</th>
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<tbody>
<tr>
<td>68907</td>
<td>A</td>
<td>00100</td>
<td>0161466</td>
<td>COMMAND SUITE</td>
<td>00FO000000</td>
<td></td>
</tr>
<tr>
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<td>B</td>
<td>00120</td>
<td>0161467</td>
<td>OIC SHR ACT/ADDU TO 03030/00060</td>
<td>00FO000005</td>
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<td></td>
</tr>
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</table>

c. Component UIC billets by—are assigned an org code of the organization that the billet is aligned on a day to day basis not that of the CUIC alignment. CUIC billet wartime alignment is based solely on UIC/BSC. Using the org code to match the skill of the billet to the appropriate organization where the peacetime effort is concentrated in the core facility eliminates
the need for a CUIC reserve place holder in the core facility unless it is a funded SELRES position. All unfunded SELRES billets have been eliminated from the TFMMS data base and will not appear on the AMD.

d. With standard organizational naming and standard application of business rules all Navy medicine activities will be able to be viewed and assessed in a fair and consistent manner with regard to peacetime and readiness personnel resources and their utilization.

e. The use of TEAMS 1 - 9 as organization codes in TFARS can only be named TEAM 1, TEAM 2, etc. because TFARS ties the organization name to the code. Accordingly, code T1 is TEAM 1, T2 is TEAM 2 and so forth. Many medical activities have tried to use TEAM1 ER equals T1 and TEAM 1 OR equals T1 which will cause problems in TFARS since it will pick up the first instance of T1 and carry that naming convention throughout the organization. From a TFARS perspective it differentiates ER from OR by using the whole org code. 03ERT1 is ER TEAM1 and 04ORT1 is OR TEAM1.

5. All Directorates, Department and Division organizational codes can be found in enclosure (1). Not all Directorate Codes are mandatory; activities will align their functions according to the department and division tables. Directorates will be built using the business the rule of 2 departments with a minimum of 10 positions to make up a department. Departments may be subdivided into divisions providing the division meets the ten position rule. Once the department/division alignment is built select the appropriate directorate from the corresponding directorate table.

For example: Naval Hospital Anywhere does not meet the business rule to support a Dir, Mental Health, in this instance, the associated functions could be aligned in a Mental Health Department under the Dir, Medical Services with any associated divisions from the division table. Activities may not deviate from the available selections.

a. An organization code will be created for each Directorate. A directorate must have 2 subordinate departments that meet the above business rules. No single Department or Division org code will be smaller than ten positions. The only exception is where a type 1 or type 2 provider billet with where that subspecialty is authorized.
b. Each Branch Health Clinic at a minimum must have at least one of the following departments: Primary Care, Family Practice, Occupational Medicine, or Dental. A Branch Clinic that has two or more departments shall also have an Administrative department.

c. Branch Health Clinics will not have clinical or ancillary departments identified on their command’s AMD unless there is an authorized billet for a provider (or direct care professional) with that specialty such as Orthopedics, Internal Medicine, Pharmacist, Radiologist, or Medical Technologist assigned to that Branch Clinic.

6. Organization codes will be reconciled against the Cost Accounting Dictionary annually during the fiscal year shift in the BUMED accounting systems. BUMED M8 will provide NMSC with a copy of the CAD who in turn will reconcile it with the TAFARS database and provide M1, M3 and M8 with a change incorporation list.

7. Coding rules for APVs (4th level MEPRS code 5, 6, and 7).

- If a sub-specialist is assigned to a generalist billet then code as a generalist.
- If a generalist is assigned to a subspecialty billet then code as a sub-specialist.
- If a sub-specialist performs APVs, report workload as subspecialty.

8. The Organizational Codes will also be used in SPMS beginning in FY 07. SPMS uses seven character Organizational Codes for two purposes: assigning personnel and reporting labor. The Organizational Codes that will be used on the command’s AMD, as described in this instruction, are ten characters. To use these codes in SPMS, only use the first seven characters of the AMD Organizational Code. For example, the AMD Organizational Code for the Command Suite will be 00F00ZZZZ, however, only 00F000x will be entered into SPMS.

9. SPMS Organizational Codes required for labor reporting that are not used on the command’s AMD will be entered with a letter in the seventh character (beginning with ‘A’ and incremented sequentially (i.e. A, then B, then C, etc). Reasons that a command will need SPMS Organizational Codes that are not on the command’s AMD include:
a. Providers are assigned to outpatient clinics, however, will also need to report labor to an inpatient code. The Internal Medicine Clinic staff is assigned to the Organizational Code 03IN0000. If an Internal Medicine patient is admitted, when the provider(s) sees the patient on the ward (i.e. making rounds), he/she would charge their time to the Internal Medicine Inpatient Code (FCC AAAA) - 03IN00A.

b. Functions that are combined for AMD purposes but may consist of several productive labor Job Order Numbers (JONs). For example, the Command Suite would be comprised of the Commanding Officer (CO), Executive Officer (XO), Command Master Chief (CMC) and their immediate staffs (Admin Assistants/Secretaries); however, the CMC has a different labor JON (1A11) than the CO/XO (1A10). The two SPMS Organizational Codes would be: 00P0000 - Command Suite and 00P000A - Command Master Chief.

c. Maintaining SPMS Assignments: Once this new structure is operational in SPMS, activities need to move personnel assignments in SPMS by changing both the organization code and the UIC/BSC. Maintaining SPMS will keep people aligned with the billet structure of the AMD. This process will ease facilitate the transition to DMHRSi.

10. Further assistance in implementing and maintaining organization code structure can be obtained from the following points of contact:

NMSC Manpower Department via email at STDORG@nmsc.med.navy.mil or via phone at the numbers listed below.

**CDR J. Myers**
Comm: (904) 542-7200 ext 8285  
DSN: 942-7200 ext 8285

**Mrs. Gail Epstein**
Comm: (904) 542-7200 ext 8115  
DSN: 942-7200 ext 8115

**Mr. Scott Schuler**
Comm: (904) 542-7200 ext 8131  
DSN: 942-7200 ext 8131

**Mr. Hal Rothert**
Comm: (904) 542-7200 ext 8226  
DSN: 942-7200 ext 8226