

Chapter 10

CIVILIANS

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Section I. CIVILIAN EMPLOYEES

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10-1. General

(1) This section contains general instructions pertaining to civilian personnel management at Navy Medical Department activities. More specific and detailed civilian personnel policies, regulations, and procedures are issued by the Office of Personnel Management (OPM) and the Department of the Navy's Office of Civilian Personnel Management (OCPM) and are codified in the Federal Personnel Manual (FPM) and Civilian Personnel Instructions (CPIs), respectively. In addition, NAVMECOM directives may be issued to advise commands of special Command policies and of civilian human resource management matters peculiar to Navy Medical Department activities.

(2) Navy Civilian Manpower Management Instruction (CPMI) 250 sets forth the Navy's policy, organization, and assignment of program responsibility for civilian human resource management. The Navy's philosophy is that the purpose of civilian human resource management is to aid managers in mission accomplishment and that basic responsibility for civilian human resource management, whether at the Headquarters or a field activity, rests with the commanding officer. Accordingly, not only the COMNAVMEDCOM, but also commanders, commanding officers and officers in charge of field activities have been delegated authority to classify civilian positions through grade GS/GM-15 and to effect

appointments and other personnel actions (see CPMI 311). Commanders and commanding officers, however, are required to have available the services of a civilian personnel office organized and operated in conformance with CPMI 250. Activities of sufficient size to support a staff of well-qualified civilian personnel specialists and technicians may have their own civilian personnel office. Smaller activities, depending on size, location, and special circumstances, are encouraged to obtain all or partial civilian personnel administration services from another activity or from a consolidated civilian personnel office. Regardless of whether civilian human resource management services are obtained in-house or from another source, the civilian personnel officer will serve as the commander or commanding officer's principal advisor, and act as his or her representative in the administration of the civilian human resource program. CPMI 250 further stipulates that the commander or commanding officer and civilian personnel officer shall have ready and effective access to each other, and that the civilian personnel officer shall report directly to the commander or commanding officer or the executive officer.

10-2. NAVMECOM Policy

(1) NAVMECOM subscribes completely to the concept that civilian human resource

management and the responsibility for the administration of personnel policies and programs is inherent in command responsibility. Accordingly, commanders, commanding officers, and officers in charge of field activities of the Navy Medical Department will be expected to exercise their delegated authority to classify civilian positions and effect civilian personnel actions except where specifically limited by NAVMEDCOM directives.

(2) Navy Medical Department activities employing civilians shall make provisions for adequate staff services in the civilian human resource management area. Irrespective of whether personnel management services are obtained in-house or from another source, the organizational location and reporting lines of the civilian personnel office will be in compliance with the provisions of CHMI 250.

10-3. Organizational Relationships

(1) Commands will normally look to their in-house civilian personnel officer or to their servicing civilian personnel office for advice and assistance on civilian human resource management matters. However, if additional counsel or assistance is needed, commands should feel free to consult NAVMEDCOMs Director, Civilian Personnel Division (MEDCOM-52), who is the command's liaison with the Office of Civilian Personnel Management (OCPM). Moreover, commands are free to contact directly technical codes OCPM regional offices. However, if such direct contacts involve policy matters, controversial circumstances, or items of significant public or Congressional interest, commands should inform MEDCOM-52.

Section II. CIVILIAN POSITIONS

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10-4. Funds

(1) Funds for personal services are provided in the annual operating budget issued to each activity for appropriate expenses. Subject to the availability of resources, and the limitations contained in article 10-5, commands may establish or abolish positions which best fit the mission and needs of the activity.

10-5. Establishment of Positions

(1) All civilian positions must be established in accordance with applicable laws and regulations.

(2) The numbers of available high grade positions are subject to strict limitations imposed by higher authority and any action to upgrade an existing GS/GM-12, -13, or -14 shall be submitted to MEDCOM-52 for pre-audit. Under no circumstances is final certification action to be taken by the servicing classifier prior to the pre-audit. These actions must be accompanied by the predecessor position description, comprehensive evaluation statement; audit notes containing specifics for the upgrade; statement regarding any position replaced or affected; organization chart for the organizational segment showing other civilian positions by title, series, and grade military supervisory billets; and functional statement.

Section III. CIVILIAN PHYSICIANS

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10-6. General

(1) The absence or nonavailability of a Medical Corps officer, or the nonavailability of a Medical Corps officer with a particular qualification, may at times necessitate the employment of a civilian physician.

(2) Positions for civilian physicians shall be established in accordance with articles 10-5 and 10-8.

(3) Civilian physicians may be used on a full or part-time basis at NAVMEDCOM activities within contiguous U.S. and at certain overseas activities to augment the military medical staff.

(4) Civilian physicians may also be used on a full or part-time basis at industrial and industrial-type activities of the Navy and Marine Corps. At certain locations, it may be necessary to use the services of civilian physicians in the absence of a Navy medical officer.

(5) This section in no way alters provisions of chapter 11, section II; SECNAVINST 6320.8 series; NAVMEDCOMINST 6320.1 and 6320.3 series.

appointment or in other situations where such appointments would be impractical. All contracts for health care services, except personal services and consultant contracts, must meet the requirements of the Commercial and Industrial-Type Activities (CITA) Program as established by OMB Circular A-76, implemented by DOD Directive 4100.15 and DOD Instruction 4100.33 for the Department of Defense, and further implemented by OPNAVNOTE 4860 of 12 September 1980 for the Department of the Navy. Requests to contract out health care services under the CITA program shall be forwarded to NAVMEDCOM for further clearance and announcement and final approval by higher authority prior to any procurement action such as bid solicitation. Personal services contracts are governed by FPM 304 and CPI 304. See CPI-304.1 for use in the departmental service.

(3) Employment as Experts or Consultants.- Employment of civilian physicians as experts or consultants is governed by FPM/CPI Chapter 304. Special procedures are required for employment in the departmental service, see CPI-304.1.

10-7. Methods of Obtaining Services

(1) Civil Service Appointments as Physicians.- Activities shall employ civilian physicians pursuant to the Office of Personnel Management rules and regulations plus applicable civilian personnel instructions issued by the Department of the Navy which cover the subjects of position classification, appointment, compensation, and all other aspects of regular Federal employment. If there are no acceptable candidates for such employment, activities may consider the procurement of needed medical services through the use of experts, consultants, and contracts.

(2) Contracts for Health Care Services. Contracts for health care services may be considered when there are no acceptable applicants for regular civil service

10-8. Selection

(1) Careful selection of civilian physicians is essential to ensure the highest standards of professional service. The qualification requirements for physicians appointed under article 10-7(1) will be in accordance with the qualification standards for medical officers established by the Office of Personnel Management in Handbook X-118. Direct hire authority has been authorized by the Office of Personnel Management. Authority letters may be obtained from MEDCOM-52. For a non-U.S. citizen physician in a foreign area, the qualification standards that apply locally will be used. A physician whose services are to be obtained through appointment as an expert or consultant or by a contract for medical services must be a certified member of an American Specialty Board, or the

equivalent, and must be recognized as a practitioner of excellent qualifications with a high degree of attainment in the physician's professional field. The qualification standards for medical officers established by the Office of Personnel Management shall be used as a guide for qualification requirements for physicians providing services procured under article 10-7(2).

(2) Civilian physicians selected must (a) be graduates of an accredited medical school; (b) be currently licensed to practice in a State or Territory of the United States; (c) possess high moral, professional, and ethical standards; and (d) be in good professional standing in their respective communities.

(3) If the civilian is a non-U.S. citizen, the requirement that the civilian be currently licensed to practice in a State or Territory of the United States is waived, providing the civilian performs Navy duties in a foreign area.

10-9. Security Clearances

(1) Security investigations for physicians who are employed or furnish professional medical services under the provisions of this section shall meet the requirements of the Civilian Manpower Management Instructions and the Department

of the Navy Security Manual for Classified Information (OPNAVINST 5510.1 series).

10-10. Duties

(1) Civilian physicians may be used to perform any professional duties for which they are qualified.

(2) Under the direction of a Navy Medical Corps officer, they may perform general medical duties involving military personnel with the exception of those purely military in nature such as:

(a) Physical examination of candidates for duty involving flying, submarine service, and diving, or other examinations that must be performed by specially qualified medical officers.

(b) Physical examinations for promotion of active duty officers or examinations of applicants for appointment to commissioned status in the Regular Navy or Marine Corps.

(c) Physical examinations of applicants to officer candidate training programs.

(d) Physical examinations of officers of Reserve components incident to reporting for active duty other than for training.

(e) Exercise of military command and administration over naval uniformed personnel.

(f) Duties as a member of medical boards or physical evaluation boards.