DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MARYLAND 20889-5611

IN REPLY REFER TO:
NSHSBETHINST 7000.3B
01
JUN 12 1998

NSHS BETHESDA INSTRUCTION 7000.3B

From: Commanding Officer

Subj: MILITARY LABOR TIMEKEEPING AND REPORTING

Ref: (a) FISCAL YEAR (FY) 1998 SUPPLEMENTAL FINANCIAL GUIDANCE FOR BUMED ACTIVITIES, GENERAL FINANCIAL MANAGEMENT TOPICS, SECTION Q
(b) NAVCOMPTMAN Vol III, Paragraph 035750

Encl: (1) Military Labor Timesheet
(2) SPMS Organizational Codes
(3) Process Flow Chart

1. **Purpose**. To establish guidelines and procedures for reporting military manhours and expenses for official accounting records, per references (a) and (b).

2. **Cancellation**. NSHSBETHINST 7000.3A

3. **Application**. This instruction is applicable to the Naval School of Health Sciences, Bethesda.

4. **Background**. References (a) and (b) require the command to report the number of manhours and corresponding expenses for onboard military staff personnel. The manhours are reported by productive and non-productive time. Expenses are calculated by using the composite standard military rate tables. Military labor will include time spent on miscellaneous duties, leave, illness, detail to boards and committees, readiness training and exercises, travel status, and on-the-job training during the established workweek. The Standard Personnel Management System (SPMS) was designed by Naval Data Automation Services Center as a single source of manpower and personnel related data at BUMED activities. It provides a means of tracking manpower authorizations, the personnel that fill each billet authorized, where their work is performed, training received and mobilization information. In addition, SPMS has a financial module for converting manhours reported into labor expense information for recording in the Standard Accounting and Reporting System (STARS FL).

5. **Policy and Procedures**

a. Each department will be responsible for ensuring each assigned staff member completes and submits enclosure (1) each month. Manhours will be recorded using the codes listed in enclosure (2). The reporting period for military labor is the 25th of previous month through 26th of reporting month. This allows time for the collection, validation, and input of military labor data in SPMS.

b. Military personnel will record their total actual hours on the monthly timesheets. The Head, Manpower must use the following criteria to realign the hours to 168 for reporting to STARS-FL and MEPRS/EAS III:

- Apply full credit for hours reported for Leave, Readiness Operations, Education & Training.
- Deduct those hours from the total 168 hours.
- Prorate the residual hours to other areas identified on the timesheet.

Non productive military labor cost and time include watch, sick call visits, special liberty, inspections and unauthorized absence less than 30 days. Nonworking days will have zero hours recorded unless onboard for a watch or performing duties in the primary work center. Leave and binnacle, sick in quarters or convalescent leave, will have eight hours reported for each working day covered by the absence period. Administrative watches, such as CDO, OOD, JOOD, MOD, which require 24 hour coverage will only report those hours actually onboard. If the administrative watch is performing primary work functions during normal work hours, time will be recorded as primary work.

c. Each directorate will be responsible for providing a point of contact/coordinator. The coordinator will be responsible for ensuring all timesheets are submitted by the designated time.

d. Timesheets will be submitted to the Manpower Department by close of business on the second to last working day of each month. Manpower will ensure that the data is inputted each month into SPMS/MML3 and that the financial reports are run for inputting military manhours and expenses input into STARS. Resources Management Directorate will publish any changes to the SPMS organizational codes as they occur.

6. **Action**. Directorates and Department Heads will be cognizant of and responsible for implementing procedures to ensure compliance with this instruction.

J. F. CAFFREY

Distribution:
List I & III

MILITARY LABOR TIMESHEET

NSHSBETHINST 7000.3B
JUN 12 1998

NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA, MD.

Submit to: MANPOWER DEPARTMENT (BLDG 1, 14TH FLOOR)

DUE: 27th of each month

MN/YR:

NAME:

RANK:

SSN:

DEPT:

TIME TYPE

A - ALL PRODUCTIVE TIME
- primary work center
- If TAD while teaching a course explain in comments section.

B - PRT

C - LEAVE (ANNUAL)

D - SICK/CONVALESCENT LEAVE

E - TRAINING
- inservice
- If TAD list course in comments section

F - OTHER
- includes special liberty
- sick call visits
- inspections
- UA < 30 days
- Watch

CODE	TIME TYPE	TOTAL HOURS	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26
	A																																		
	B																																		
	C																																		
	D																																		
	E																																		
	F																																		

ORGANIZATIONAL CODES

Fill out your code***, and hours by time type. Only record actual hours worked including duty. Leave is not to be recorded as 24 hours, but should reflect normal work schedule.

*** The codes are located on page 2.

COMMENTS SECTION:

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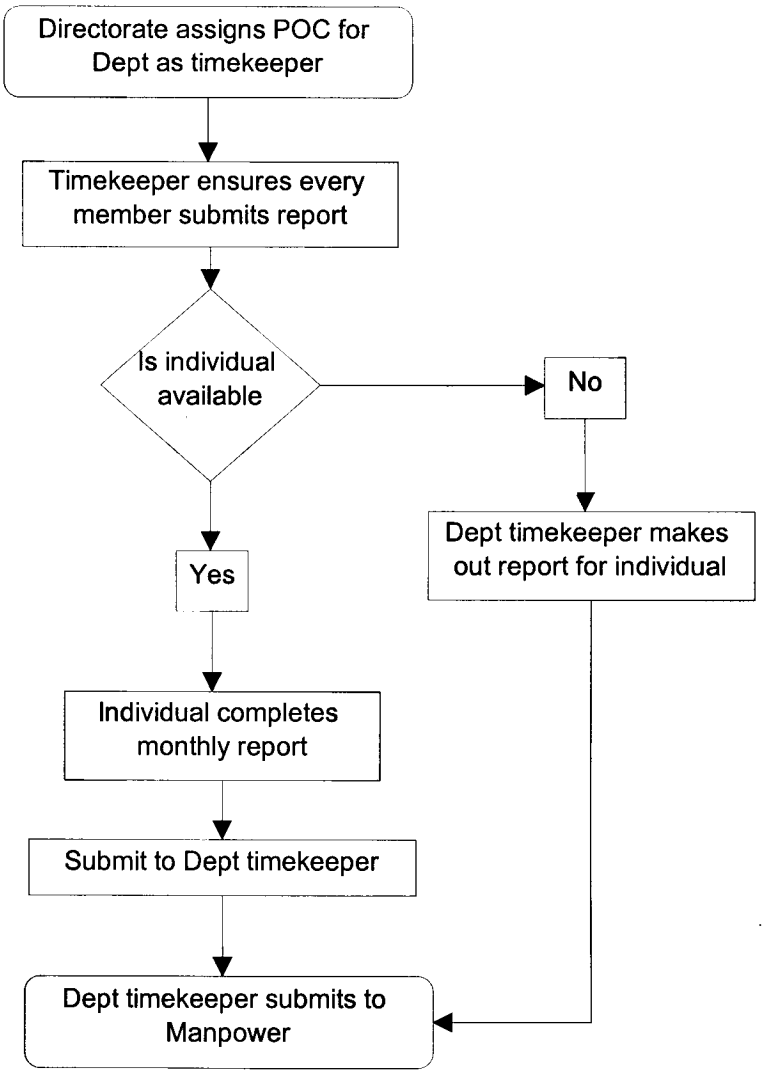
Enclosure (1)

SPMS ORGANIZATIONAL ROSTER

00 - ADMIN/COMMAND SUITE
10 - RESOURCES MANAGEMENT
20 - MANAGEMENT INFORMATION SYSTEMS
30 - HM/DT PROGRAMS
40 - RESERVE EDUCATION TRAINING
50 - CARDIOVASCULAR TECH SCHOOL
60 - NUCLEAR MED TECH SCHOOL
70 - ELECTRONEURODIAGNOSTIC TECH SCHOOL
80 - CYTOLOGY SCHOOL
90 - MEDICAL LAB TECH SCHOOL
100 - BIOMEDICAL PHOTO SCHOOL
110 - SURGICAL TECH SCHOOL
120 - NURSE CORPS ANESTHESIA
130 - TROPICAL MEDICINE
140 - JOINT MEDICAL PLANNERS
150 - MANAGEMENT DEVELOPMENT
160 - STRATEGIC MEDICAL READINESS CONTINGENCY
170 - PLANS, OPERATIONS, AND MEDICAL INTELLIGENCE
180 - HEALTH RESOURCES MANAGEMENT
190 - NMQI
200 - DESIGNING EFFECTIVE EDUCATION PROGRAMS FOR MED DEPT PERSONNEL
210 - FINANCIAL MATERIEL MANAGEMENT TRAINING
220 - PATIENT ADMINISTRATION
230 - EXECUTIVE MANAGEMENT EDUCATION
240 - MANAGEMENT TRAINING SUPPORT
250 - ACADEMIC DEAN
260 - TECHNICAL TRAINING DIRECTOR
270 - GRADUATE MEDICAL EDUCATION
280 - CLINICAL INVESTIGATIONS PROGRAM
300 - ARMED FORCES HEALTH PROFESSIONS SCHOLARSHIP PROGRAM
310 - TECHNICAL TRAINING ADMIN DEPT
320 - VISUAL INFORMATION
330 - MANAGEMENT & SPECIALTY TRAINING ADMIN DEPT
335 - MANAGEMENT TRAINING
340 - NURSE CORPS PROGRAM
350 - MEDICAL SERVICE CORPS PROGRAM
360 - MEDICAL CORPS CONTINUING MEDICAL EDUCATION DEPT
370 - DENTAL CORPS PROGRAM
380 - MEDICAL PHOTO LAB (MEDICAL MEDIA CENTER)
400 - PHYSICAL READINESS TRAINING (PRT)

MILITARY LABOR TIMEKEEPING AND REPORTING FLOW CHART JUN 2 1998