



Joint Task Force National Capital Region Medical **DIRECTIVE**

NUMBER 1400.01
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J-1

SUBJECT: Management of Civilian Human Resources (HR)

References: See Enclosure 1

1. PURPOSE. This Directive, in accordance with the authority of References (a) through (d), as well as the Deputy Secretary of Defense Memorandum (Reference (e)), establishes policy for issuance of guidelines, delegations of authority, and assignment of responsibility for the management of DoD civilian employees and delivery of civilian personnel management support in the Joint Task Force National Capital Region Medical (JTF CapMed), its subordinate commands, and centers.

2. APPLICABILITY. This Directive applies to the JTF CapMed and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. POLICY. It is JTF CapMed policy to:

a. Align the management of all DoD civilian personnel assigned to the JTF CapMed, its subordinate commands, and centers under the administrative authority of the Director, TRICARE Management Activity (TMA).

b. Provide a Civilian Human Resources Manual as the primary reference for policy and information on civilian human resource management in a timely, efficient manner.

c. Prescribe procedures to ensure an appropriate level of standardization for DoD civilian personnel issues throughout all of JTF CapMed, its subordinate commands, and centers.

d. Ensure the exercise of delegated civilian personnel authorities are consistent with DoD 1400.25-M (Reference (f)); Chapter 26, Volume 3, of title 5, Code of Federal Regulations (Reference (g)); and TMA guidance.

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e. Ensure compliance with the provisions of existing negotiated agreements and work in partnership with designated exclusive representatives.

4. RESPONSIBILITIES. See Enclosure 2

5. RELEASABILITY. UNLIMITED. This Directive is approved for public release and is available on the Internet from the JTF CapMed Web Site at: www.capmed.mil.

6. EFFECTIVE DATE. This Directive is effective immediately.



J. M. MATECZUN
Vice Admiral, MC, U.S. Navy
Commander

Enclosures

1. References
2. Responsibilities

ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Memorandum, “Establishing Authority for Joint Task Force - National Capital Region/Medical (JTF CapMed) and JTF CapMed Transition Team (Unclassified),” September 12, 2007
- (b) Deputy Secretary of Defense Action Memorandum, “Civilian and Military Personnel Management Structures for the Joint Task Force National Capital Region – Medical,” January 15, 2009
- (c) Comprehensive Master Plan for the National Capital Region Medical, April 23, 2010
- (d) Supplement to the Comprehensive Master Plan for the National Capital Region Medical, August 31, 2010
- (e) Deputy Secretary of Defense Memorandum, “Executive Agent for Civilian Personnel for Joint Task Force National Capital Region Medical,” December 22, 2010
- (f) DoD 1400.25-M, "Department of Defense Civilian Personnel Manual (CPM)," December 1, 1996
- (g) Chapter 26, Volume 3, of title 5, Code of Federal Regulations
- (h) Memorandum of Agreement (MOA) between Joint Task Force National Capital Region Medical (JTF CapMed) and the Department of the Army Civilian Human Resources Agency, June 23, 2011

ENCLOSURE 2

RESPONSIBILITIES

1. COMMANDER, JTF CAPMED (CJTF CAPMED). The CJTF CapMed shall fulfill the responsibilities and functions pertaining to the supervision and management of DoD civilian personnel assigned to JTF CapMed, its subordinate commands and centers in accordance with the policies and procedures set forth in Reference (f) and other DoD civilian personnel management issuances authorized by Reference (f).

2. JOINT MTF COMMANDERS AND CENTER DIRECTORS. Joint MTF Commanders and Center Directors shall ensure the execution and coordination of civilian personnel management functions in support of the recruitment and development of a highly skilled DoD civilian workforce in the National Capital Region in accordance with the provisions of Reference (f) and this Directive.

3. JTF CAPMED DIRECTOR OF MANPOWER AND PERSONNEL (J-1); DIRECTOR, CIVILIAN HUMAN RESOURCE CENTER; AND CHIEFS OF HR DEPARTMENTS/ CIVILIAN PERSONNEL LIAISONS. The JTF CapMed Director of Manpower and Personnel (J-1); Director, Civilian Human Resource Center; and Chiefs of HR Departments/Civilian Personnel Liaisons shall:

a. Execute the assigned responsibilities and functions assigned to them in this Directive and relevant chapters of the Civilian Human Resources Manual issued pursuant to this Directive.

b. Ensure that all actions taken within their areas of responsibility are coordinated to eliminate redundancy and provide the full range of timely, responsive DoD civilian personnel management support to JTF CapMed, its subordinate commands, and center managers, supervisors, and employees.

c. Ensure that Joint MTF Commanders and Center Directors and other responsible officials are provided with regional data and analysis to support consistency and equity in decisions affecting DoD civilians in JTF CapMed, its subordinate commands and centers.

d. In addition to the above responsibilities, the Director, Civilian Human Resource Center will execute assigned responsibilities and functions in accordance with the delegated authorities in the Memorandum of Agreement (Reference (h)).

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4. MANAGERS AND SUPERVISORS. Managers and supervisors shall, when delegated civilian personnel management authorities, carry out civilian personnel management policies, procedures, and programs as outlined in this Directive, and other DoD civilian personnel management issuances authorized by Reference (f) and consistent with applicable negotiated agreements.