Joint Task Force
National Capital Region Medical
INSTRUCTION

SUBJECT: Defense Medical Human Resource System – internet (DMHRSi)

References: (a) JTF CAPMED-D 5101.01, "Administration/Personnel Decision Making Committee (APDMC) Charter," May 20, 2010
 (b) DoD Instruction 1327.06, "Leave and Liberty Policy and Procedures," June 16, 2009
 (c) Joint Task Force National Capital Region Medical (JTF CapMed) Defense Medical Human Resource System – internet Business Rules
 (d) DoD Directive 8500.01E, "Information Assurance (IA)," October 24, 2002
 (e) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007

1. <u>PURPOSE</u>. The purpose of this Instruction is to establish policy, set guidelines, and assign responsibility for the utilization of the Defense Medical Human Resource System – internet (DMHRSi) in accordance with the authority in References (a) and (b).

2. <u>APPLICABILITY</u>. This Instruction applies to the Joint Task Force National Capital Region Medical (JTF CapMed) and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (e.g., Fort Belvoir Community Hospital and Walter Reed National Military Medical Center and Joint Pathology Center).

3. <u>POLICY</u>. DMHRSi shall be implemented per policy guidance set forth in Reference (c), by all MTFs and dental treatment facilities under the purview of Commander, Joint Task Force National Capital Region Medical (CJTF). All functional capabilities of DMHRSi shall be fully utilized. JTF CapMed Headquarters personnel are not required to utilize the Labor Cost Assignment (LCA) capability.

4. <u>RESPONSIBILITIES</u>. See Enclosure

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

6. <u>EFFECTIVE DATE</u>. All provisions of this Instruction are effective immediately.

SCOTT WARDELL
Executive Director for Administrative Operations
By direction of the Commander

Enclosure
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ENCLOSURE

RESPONSIBILITIES

1. <u>DIRECTOR, MANPOWER AND PERSONNEL (J-1)</u>. The Director, Manpower and Personnel shall:

   a. Serve as the principal advisor to the Commander, JTF CapMed for JTF Total Force (active duty, reserve, civilian, and contractor) Manpower, Personnel, Training and Education DMHRSi policies, programs, and practices.

   b. Direct, coordinate, and monitor execution of DMHRSi within the Joint Operations Area (JOA).

   c. Serve as the JTF functional proponent for the Manpower, Human Resource, and LCA capabilities of DMHRSi.

   d. Be responsible for sustainment of DMHRSi throughout the JOA.

   e. Provide functional desk reference guides for DMHRSi users on the JTF CapMed Intranet Web site: https://jtfcapmedonline.amedd.army.mil/JTFIntranet/. Updates shall be versioned and published as required to address changes in policy or application functionality.

   f. Monitor JOA user compliance.

   g. Provide support to DMHRSi end users.

   h. Provide a manpower data feed to DMHRSi Program Office until a formal interface agreement between the identified source system and DMHRSi can be implemented.

   i. Provide functional subject matter expertise to assist the TRICARE Management Activity Project Manager (PM) and the Defense Health Services Systems office with the development of requirements and validation of system change requests, enhancements, and updates to tutor documentation or web based training content and performance of functional testing.

   j. Provide executive level briefings or demonstrations related to DMHRSi.

   k. Ensure DMHRSi issues impacting the Data Quality Management Control program, Medical Expense Performance Reporting System (MEPRS)/Expense Assignment System (EAS) Program, or other issues affecting the command's ability to execute JTF CapMed policy/guidance are promptly reported to J1 Manpower.

2. <u>CHIEF, MANPOWER SYSTEMS</u>. The Chief, Manpower Systems shall:

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a. Serve as the service representative PM for DMHRSi policy during discussions with like representatives of other services/government organizations.

b. Validate and prioritize requests for application enhancements to meet evolving functional needs across all DMHRSi capabilities.

3. <u>DIRECTOR, CURRENT OPERATIONS (J-3A)</u>. The Director, Current Operations shall:

a. Direct, coordinate, and monitor execution of readiness training to prepare forces engaged in Defense Support of Civil Authorities, military to military support, and contingency operations.

b. Establish mission organizations in DMHRSi when tasked to provide augmentation support, and directs Joint MTF commanders to source personnel required for such contingency operations.

c. Serve as the functional proponent for the Readiness capability of DMHRSi.

4. <u>DIRECTOR, CLINICAL/BUSINESS OPERATIONS (J-3B)</u>. The Director, Clinical/Business Operations (J-3B) shall:

a. Develop guidance and tools for regional and subordinate commands to support development of annual business plans, monitors JOA health care data, trends, and implications in Joint MTF clinical performance.

b. Provide input to Manpower, Human Resource and LCA as it relates to business planning within DMHRSi.

5. <u>DIRECTOR, CHIEF INFORMATION OFFICER (J-6)</u>. The Director, Chief Information Officer (J-6) shall:

a. Be responsible for centralized coordination of net-centric policy, planning, governance, requirements integration, and investment direction to efficiently provide secure global access to information.

b. Oversee and monitor compliance on the use of privacy impact assessments for all JOA systems.

c. Designate representative for Data Sharing Agreements.

d. Certify Defense Health Program (DHP) Funded System Registration and Data Validation in the DHP System Inventory Reporting Tool, which serves as a central repository for Military Health System compliance and investment information used for JTF portfolio management and certification.

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e. Serve as primary liaison with Assistant Secretary of Defense (Health Affairs) and the Integrated Program Office on Information Management/Information Technology matters related to DMHRSi.

6. DIRECTOR, EDUCATION, TRAINING AND RESEARCH (J-7). The Director, Education, Training and Research (J-7) shall:

a. Be responsible for creating policy guidance and monitoring compliance for Medical Department, Education, and Training Programs.

b. Manage process oversight for addition, change, and deletion of JTF education and training courses and in coordination with J-1.

c. Conduct business case analysis to identify optimal training requirements and develop formal sustainment training programs.

d. Serve as the functional proponent to the JTF CapMed Manpower Branch (JTF-J1) Director for the Education and Training module in DMHRSi.

7. DIRECTOR, RESOURCE MANAGEMENT (J-8). The Director, Resource Management (J-8) shall:

a. Be responsible for development of policies and procedures related to the collection and submission of MEPRS data to the EAS and the Summarized Management Analysis Resource Tool (SMART).

b. Serve as the JTF functional proponent for the LCA capability of DMHRSi and represents JTF interests related to DMHRSi issues at the Business Portfolio Management Board.

8. JOINT MTF COMMANDERS AND CENTER DIRECTORS. Joint MTF Commanders and Center Directors shall:

a. Ensure compliance with guidelines set forth in the functional user "Guides".

b. Ensure the quality of all manually entered data.

c. Ensure that Authorization Documents are maintained and reflect current authorizations and organizational structure per JTF Intermediate Manpower Document.

d. Establish local procedures to ensure that employees are in and out processed in DMHRSi within two working days of arrival or departure date and that all assignments are consistent with the DMHRSi "Fit-to-Fill" criteria as outlined in the Human Resource Guide. Further, ensure that all internal reassignments are promptly and accurately recorded in DMHRSi.

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e. Ensure that all DMHRSi time entries are completed within three working days of the timecard end date (every two weeks to coincide with the civilian pay periods or monthly for Graduate Medical Education students).

f. Ensure that all Expense Assignment System EAS and the SMART files processed are accurate and completed within established deadlines as outlined in the LCA Guide.

g Ensure that external training completed and/or competencies achieved are recorded in DMHRSi as outlined in the DMHRSi Education and Training Guide.

h. Ensure that employee readiness data is accurately recorded and maintained in DMHRSi as outlined in the DMHRSi Readiness Guide.

i. Ensure that all employees, as appropriate, are granted "Employee Self Service" access to DMHRSi.

j. Ensure that processes are in place for local password reset.

k. Ensure that roles/responsibilities in DMHRSi are granted and revoked as outlined in the Site Application Administrator Guide to ensure compliance with References (d) and (e).

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GLOSSARY

DEFINITIONS

DMHRSi. DMHRSi is a web-based Tri-service decision support system that integrates human resource data from multiple sources allowing ready access to essential manpower, human resource, labor cost assignment, education and training, and readiness information for Military Health System organizations. DMHRSi standardizes information across Service lines and provides total force visibility to include military (active and reserve), civilian, contract, and volunteer personnel.

a. DMHRSi provides visibility at the department, command, region, Service, and MHS level. The self-service component of DMHRSi provides individual users the access needed to automate performance of tasks and replace paper intensive processes (e.g., filling out MEPRS sheets, request chits for in-house training, or updating personnel information such as address, title, telephone number, or emergency contacts). Also provides each individual with access to view data contained in his or her personnel record.

b. DMHRSi is a relational database containing the data necessary to support management of the following functional business areas:

    (1) Manpower

    (2) Personnel (Human Resources)

    (3) LCA

    (4) Education and Training

    (5) Readiness

c. The data contained in DMHRSi is sensitive in nature and subject to protection per the provisions outlined in References (a) and (b).