



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

NUMBER 1100.01
OCT 11 2011

J-1

SUBJECT: Determination and Validation of Manpower Requirements

- References:**
- (a) JTF CAPMED-D 5101.01, "Administration/Personnel Decision Making Committee (APDMC) Charter" May 20, 2010
 - (b) Chairman of the Joint Chiefs of Staff Instruction 1001.01A, "Joint Manpower and Personnel Program," October 1, 2010
 - (c) Chairman of the Joint Chiefs of Staff Instruction 1331.01D, "Manpower and Personnel Actions Involving General and Flag Officers," August 1, 2010

1. **PURPOSE.** This Instruction, in accordance with the authority in Reference (a), and the guidance in References (b) and (c), establishes policy and guidelines for determination and validation of manpower requirements.

2. **APPLICABILITY.** This Instruction applies to 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 that statements of manpower needs will be based upon approved programs, force structure, and missions assigned by the Commander, JTF CapMed.

4. **RESPONSIBILITIES.** Joint MTF Commanders and Center Directors. Joint MTF Commanders and Center Directors shall ensure initial Manpower Requirements Determination and annual validation of requirements are completed and results forwarded to JTF CapMed (J-1) Manpower Section.

5. **PROCEDURES.** Joint MTF Commanders and Center Directors will establish their own internal process to determine joint manpower requirements in accordance with the guidelines provided within this Instruction.

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

7. EFFECTIVE DATE. This Instruction is effective immediately.



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

Enclosure

Guidelines for Determining and Validating Joint Manpower Requirements

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ENCLOSUREGUIDELINES FOR DETERMINING AND VALIDATING JOINT MANPOWER REQUIREMENTS

1. Manpower requirements will be stated in terms of the minimum manning required to accomplish the command's approved missions and workload.
2. Joint manpower requirements normally should be based on the average workload expected to continue for at least 36 months. Joint manpower requirements should not be adjusted in reaction to temporary changes in workload. Short-duration taskings should be supported through augmentation, temporary duty tasking, civilian over-hire or other solutions, which are temporary in nature.
3. Organizations should satisfy nominal changes in requirements associated with existing missions and functions by internal manpower realignments, and they should be submitted with their semi-annual Change Manpower Package (CMP). Such workload changes will not be used as justification for joint manpower growth or an out-of-cycle request.
4. To preclude establishing internal functions that duplicate external support capabilities, to the maximum extent possible, support from available organizations will be used.
5. When requirements exceed authorized manpower levels due to external directives assigned by JTF CapMed, Commanders may identify unfunded requirements that should be submitted for funding through the Planning, Programming, and Budgeting System.
6. Commanders are to determine the Service for each position by considering the nature of the mission, total number of positions, military/civilian mix, grades and skill sets required, and number of supervisory positions. Rotational and nominative positions should be minimized to preclude problems in Service programming for manning of rotational and nominative positions.
7. Manpower authorizations will not be adjusted to reflect the personal characteristics or grade of incumbents.
8. Dual-hatting between a joint organization and a Service Component should be avoided, except as directed for General/Flag Officer (G/FO) positions or agreed upon in a Memorandum of Understanding as a part of the JTF CapMed support.

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9. Positions for assistants, deputies, executive officers, and advisors should be limited to those directly supporting G/FO positions. Positions will not be authorized solely or principally for the purpose of training, career development, or Service balance.

10. Gender will not be specified for any billet unless required by Federal statute. If specific gender is required, it will be listed in the Special Requirements section of the Specific Information tab under Electronic Joint Manpower and Personnel System or Defense Medical Human Resources System – Internet; Position Data.

11. When joint activities submit CMPs that entail a change to a grade or skill code, they also will provide a short position description and rationale for the change request.

12. Internal reorganizations engendered by rotation of G/FOs should be handled through realignment rather than billet change to ensure the incumbents do not lose credit on the Joint Duty Assignment List.

13. Other considerations applicable to joint activities:

a. Structural Guidelines. The standard organizational hierarchy goes from the commander to directorate (Deputy Commander) to department to service to division. Each organizational element (i.e., department or service) should be broad enough in scope to encompass all related areas and minimize the span of control of each major organizational element. Two or more departments are required to create a directorate and two or more services are required to make a department while two or more divisions are required to make a service, otherwise the work center is more appropriately identified as an office. A division typically has no fewer than 15 positions, and a branch typically has at least four spaces.

b. Supervisory and Administrative Position Guidelines. No dedicated deputy positions are authorized below deputy director. The title “deputy” may be used below deputy director level, but the position must be a working supervisor. No dedicated supervisor positions are authorized below division level. The title “branch chief” may be used, but it must be assigned to a working supervisor. No dedicated administrative positions should be authorized for organizations below division level with less than 15 positions.

c. Senior-Enlisted Advisor. There should be only one dedicated senior-enlisted advisor in each joint command. Other Services may be represented on an additional-duty basis.

d. Defining and Documenting Joint Manpower Attributes. Once identified, joint manpower requirements must be defined in sufficient detail to provide an effective target for the Service personnel assignment systems.

e. Civilian Positions. Civilian positions will be administered locally and in conjunction with the TRICARE Management Activity assigned as the executive agent.