



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

NUMBER 1100.03
NOV 08 2011

J-1

SUBJECT: Policy and Procedures for Maintenance of the Intermediate Manpower Document (IMD)/Joint Table of Distribution (JTD)

References: (a) JTF CAPMED 5101.01, "Administration/Personnel Decision Making Committee (APDMC) Charter," May 20, 2010
(b) CJCSI 1001.01A, October 1, 2010

1. **PURPOSE.** This Instruction, in accordance with the authority in References (a) and (b), establishes policies and procedures for change request and maintenance of the Joint Task Force National Capital Region Medical (JTF CapMed) IMD/JTD.
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 semi-annual review and annual validation of the IMD/JTD is required to reflect changes in technology, mission, requirements, and availability of desired skill sets. The primary factors in considering proposed joint manpower changes are the manpower requirements determined and validated as necessary to accomplish new or emerging functions. These requirements will be balanced against the ability of the Services to fund and provide an individual with the desired grade, skill or other special attribute that the billet requires.
4. **RESPONSIBILITIES.** See Enclosure 1
5. **PROCEDURES.** Joint MTF Commanders and Center Directors will submit proposed changes to JTF CapMed (J-1) for Regional Position Management Board review. Approved changes requiring Service approval will be coordinated by J-1 Manpower. Approved changes not needing Service coordination and unsupported requests shall be returned to the requesting Joint MTF Commander or Center Director. Enclosure 2 details specific requirements for a Change Manpower Package (CMP).

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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. All provisions of this Instruction are effective immediately.



SCOTT WARDELL

Executive Director for Administrative Operations
By direction of the Commander

Enclosures

1. Responsibilities
 2. Procedures for submitting a CMP
 3. Change Manpower Request Sheet
- Glossary

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ENCLOSURE 1

RESPONSIBILITIES

1. J-1, MANPOWER BRANCH. The J-1, Manpower Branch shall:

a. Establish internal policies and procedures for determining, validating, documenting, and prioritizing joint manpower requirements.

b. Review the IMD/JTD semi-annually to ensure accomplishment of specific mission responsibilities.

c. Liaison with Service manpower offices to coordinate change requests requiring Service agreement.

d. Compare the joint manpower authorizations with those submitted by the Services in the Future Years Defense Plan exhibits and work to resolve disconnects.

e. Require the use of Defense Medical Human Resources System – internet throughout the Joint Operations Area as the one standard system to host and manage both manpower and personnel data.

f. Provide notification to the Civilian Human Resource Center (CHRC) of all approved changes within 1 week of approval.

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

a. Establish an MTF or Center Position Management Board to review all requests for additional manpower and changes to existing billets. Forward new requirements to the Regional Position Management Board.

b. Maintain a working IMD/JTD. Joint MTF Commanders or Center Directors are authorized to make “nominal” changes to the working document as needed while ensuring JTF CapMed (J-1) is notified of all actions. Nominal changes are defined in Enclosure 2. Non-nominal changes must be forwarded to JTF CapMed (J-1) for review.

c. Perform semi-annual review of their manpower document during the months of January and July and submit requests for routine changes to JTF CapMed (J-1) no later than February 1 and August 1. A complete list of all unofficial changes made during the previous 6 months will be submitted using a CMP for updating of the official IMD/JTD.

d. Perform annual validation of their manpower requirements and authorizations to ensure authorizations match requirements and provide report of results to J-1 no later than August 1.

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e. Submit CMP to JTF CapMed (J-1) when requesting changes to their manpower requirements and authorizations. Nominal changes in requirements associated with existing missions and functions should be satisfied by internal manpower realignments, and they should be submitted with their semi-annual CMP. Enclosure 2 provides detailed procedures to coordinate semi-annual changes.

3. JTF CAPMED (J-1) CHRC. The JTF CapMed (J-1) CHRC shall:

a. Incorporate all approved changes to civilian positions in the JTF CapMed Staffing Plan in order to ensure strategic documentation and position descriptions of record are updated.

b. Coordinate with the Manpower Branch within one week of any changes to JTF CapMed positions directed by the Commander, Joint Task Force.

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ENCLOSURE 2PROCEDURES FOR SUBMITTING A CHANGE MANPOWER PACKAGE (CMP)

1. A CMP shall consist of one Change Manpower Request Sheet (CMRS) (Enclosure 3) for each position needing changed and a cover letter. Multiple changes to one position may be contained on one CMRS.
2. Nominal changes may be made to the working IMD/JTD as needed. JTF CapMed J-1 shall be notified of each action that takes place. A complete list of all nominal changes will be submitted using a CMP during semi-annual review for updating of the official IMD/JTD.
3. Non-nominal changes must be forwarded to JTF CapMed (J-1) via CMP during the semi-annual review process.
4. The Deputy Commander for Administration of each respective Joint MTF or Center will coordinate regular meetings of the local Position Management Boards and will provide assistance with development and preparation of CMP as required.
5. Approved CMP packets will then be forwarded to JTF CapMed (J-1) Manpower Branch for analysis and coordination with Regional Position Management Board (RPMB). J-1 Manpower Branch will perform analysis and will liaison with respective Service Manpower Offices as required to discuss feasibility/reality of services meeting demand. J-1 will then coordinate review by the RPMB.
6. Following RPMB review, CMPs involving local civilian/contractor positions will be returned to the Joint MTF commander or Center director for appropriate action. Approved CMP packets needing Service review will be forwarded to the JTF CapMed J-1 Manpower Action Officer who will liaison with the impacted Service and will keep the Joint MTF Point of Contact (POC) informed as to status and ultimate determination. All requests to increase/decrease military pay grade must be accompanied by equal compensation to maintain pay grade balance. For example, when requesting to increase the pay grade of a billet from O-3 to O-4, a separate billet with matching skill set will need to be reduced from O-4 to O-3 as compensation in order to maintain pay grade balance. This applies for both officer and enlisted billets.

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ENCLOSURE 3

CHANGE MANPOWER REQUEST SHEET

Section One: Activity Information	
ACTIVITY:	
DATE:	
TRACKING/SERIAL NUMBER:	
POC NAME:	
POC EMAIL:	
POC PHONE NO:	

Section Two: Billet Information		
FIELD	CURRENT	REQUESTED CHANGE
IMD Position Number		
Department ID		
Department Title		
IMD Position Title		
Service		
Service Unit Identification Code		
Service Billet No		
Grade		
Skill Code 1		
Skill Code 2		
Skill Code 3		
Program Element (PE) Code		
Comments/Justification:		

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Section Three: For JTF J-1 Use Only			
Date Received		JTF Tracking Number	
JTF J-1 Action Officer			
RPMB Review Date		RPMB Decision	
Service Liaison Required?		Service Decision	
Date Returned to MTF			
JTF J-1 Comments/Resolution:			

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GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

CHRC	Civilian Human Resources Center
CMP	Change Manpower Package
CMRS	Change Manpower Request Sheet
IMD	Intermedial Manpower Document
JTD	Joint Table Distribution
JTF CapMed	Joint Task Force National Capital Region Medical
MTF	Medical Treatment Facility
PE	Program Element
POC	point of contact
RPMB	Regional Position Management Branch
UIC	Unit Identification Code

PART II. DEFINITION

nominal changes. Routine billet changes not effecting pay grade, skill type, subspecialty code, additional code, Program Element (PE) code, Resource Identification code, increase in funding fields (FY11, FY12, etc.), Service Unit Identification Code, Joint Duty Assignment List fields, nominative/rotational field, service, or realignment outside the assigned MTF or Center.