



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

NUMBER 1100.22
JUN 08 2011

J-1

SUBJECT: Policy and Procedures for Determining Workforce Mix

- References:
- (a) JTF CAPMED-D 5101.01, "Administration/Personnel Decision Making Committee (APDMC) Charter," May 20, 2010
 - (b) DoD Directive 1100.4, "Guidance for Manpower Management," February 12, 2005
 - (c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
 - (d) DoD Instruction 1100.22, "Policy and Procedures for Determining Workforce Mix," April 12, 2010

1. PURPOSE. This Instruction, in accordance with the authority in Reference (a), establishes policy in accordance with References (b), (c), and (d) for workforce mix in regard to inherently governmental (IG) activities.

2. APPLICABILITY. This Instruction applies to Joint Task Force National Capital Region Medical (JTF CapMed) and all Joint Medical Treatment Facilities 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:

a. The workforce of JTF CapMed shall successfully execute its missions at a low to moderate level of risk. Accordingly, risk mitigation shall take precedence over cost savings when necessary to maintain appropriate control of JTF CapMed operations, missions, and patient safety.

b. The workforce shall be structured with sufficient manpower to provide ready forces and satisfy projected mobilization and crisis demands.

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c. Functions that are IG cannot be contracted. The Manpower Mix Criteria codes in Reference (d) reconcile and consolidate definitions and examples of IG, and serve as the JTF CapMed standard for determining IG functions. Functions that are IG are designated for JTF CapMed civilian or military performance consistent with the criteria.

d. Functions that are not IG are commercial in nature. Commercial activities (CAs) that are exempted from private sector performance by law, Executive Order (E.O.), treaty, or International Agreement (IA) shall be exempted from private sector performance and designated for JTF CapMed civilian or military performance, as necessary, to provide for readiness and workforce management needs (i.e., functions shall be exempt from private sector performance to mitigate operational risk to provide sufficient personnel for wartime assignments, overseas or sea-to-shore rotation, career development, continuity of operations, and esprit de corps).

e. If a function is not IG or exempted from private sector performance, it is designated for DoD civilian performance unless an approved analysis for either of the following exceptions has been addressed consistent with the DoD regulatory guidelines:

(1) A cost comparison or a public-private competition shows that DoD civilian personnel are not the low-cost provider.

(2) There is a legal, regulatory, or procedural impediment to using DoD civilian personnel. This will include determinations by Civilian Human Resource Council that DoD civilians cannot be hired, hired in time, or retained to perform the work.

f. Consistent with Reference (d), manpower shall be designated as civilian except when one or more of the following conditions apply:

(1) Military-unique knowledge and skills are required for performance of the duties.

(2) Military incumbency is required by law, E.O., treaty, or IA.

(3) Military performance is required for command control, risk mitigation, or esprit de corps.

(4) Military manpower is required to provide for overseas and sea-to-shore rotation, career development, or wartime assignments.

(5) Unusual working conditions or costs are not conducive to civilian employment.

4. RESPONSIBILITIES. Joint Military Treatment Facility Commanders. Joint Military Treatment Facility Commanders will ensure compliance with this Instruction. The IG/CA – A 76 Decision Tree is provided in the Enclosure. More detailed guidance shall be obtained from Reference (d).

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5. PROCEDURES. The decision chart provided as an enclosure demonstrates the basic Manpower Mix Decision Process. More detailed guidance shall be obtained from Reference (d).

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

IG/CA – A 76 Decision Tree

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ENCLOSURE

IG/CA – A 76 DECISION TREE

