



JOINT TASK FORCE  
NATIONAL CAPITAL REGION MEDICAL  
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APR 22 2011

MEMORANDUM FOR JTF CAPMED  
JTF CAPMED JOINT MTF COMMANDERS  
JOINT PATHOLOGY CENTER

SUBJECT: Directive Type Memorandum (DTM) JTF CAPMED-DTM 11-01, Interim Policy for Approval of Recruitment, Retention, and Relocation Incentives for Army/Navy Civilian Employees Transferring to DoD Employment

References: See Enclosure

Purpose. This DTM, under the authority of the Deputy Secretary of Defense Memorandum, Deputy Secretary of Defense Action Memorandum, Comprehensive Master Plan for the National Capital Region Medical, and the Supplement to the Comprehensive Master Plan for the National Capital Region Medical (References (a) through (d)), establishes the policy and procedures for approving the payment of incentives to Army and Navy civilian employees when they transfer to DoD civilian employment, and for approving incentives for new DoD civilian employees of Joint Task Force National Capital Region Medical (JTF CapMed) and its Joint Medical Treatment Facilities (MTFs). This DTM is effective immediately; it shall be converted to a new Directive within 180 days.

Applicability. This DTM applies to JTF CapMed and all Joint MTFs in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center); it also applies to civilian employees of JTF CapMed and its subordinate organizations receiving approved incentives and whose Service agreements will not be completed prior to the transition to DoD civilian employment and new hires.

Policy. It is JTF CapMed policy that:

- JTF CapMed and the Joint MTFs are subject to the provisions of the Deputy Secretary of Defense Memorandum for Director, Tricare Management Activity; Public Law 108-411; title 5, United States Code; title 5, Code of Federal Regulations; DoD Policy and Plan, "Implementation of Recruitment, Relocation, and Retention Incentives,"; DoD 1400.25-M; Volumes 1-15 of the DoD 7000.14-R; and Under Secretary of Defense for Personnel and Readiness Memorandum (References (e) through (l)) in approving recruitment, relocation, and retention incentives.
- Approval of an agreement for payment of incentives to Army and Navy civilian employees whose Service agreements will not be completed prior to

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the transition to DoD civilian employment will incorporate the terms of the original agreement when the employee is performing similar work in a similar position.

- The Commander, JTF CapMed (or his or her designee) must concur with proposed incentives for Army and Navy civilian employees hired after the effective date of this DTM and before the transfer to DoD civilian employment when the Service agreement extends beyond the transfer date. When the Commander, JTF CapMed (or designee) concurs, there is no requirement for a second review upon the Army or Navy civilian employee's transfer to DoD civilian employment.
- Incentives for DoD civilian employees hired on or after the date of the transfer to DoD civilian employment will be based on the policy and procedures effective on the date of transfer. Any new agreements for payment of incentives to DoD civilian employees after the transfer date will be based on the policy and procedures effective on the date of transfer to DoD civilian employment.

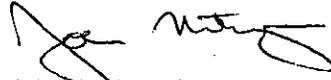
Responsibilities. The Director J1, JTF CapMed shall:

- Review all Service agreements and documentation sent by the Commanders or their designees.
- Perform the necessary review and notify designated officials of the results of the review.
- Prepare a consolidated report of all incentives reviewed and recommended for approval and forward the report to the Commander JTF CapMed (or his or her designee) for approval.
- Propose disapproval of the incentive if there is insufficient documentation, or:
  - Coordinate with designated officials to either obtain additional documentation, or
  - Provide justification for reconsideration of the disapproval recommendation before finally presenting the incentive request to the Commander JTF CapMed (or his or her designee) for a final decision. Commanders (or their designee) will be notified of any disapproved incentive request within 10 working days of the decision.
- Coordinate the preparation of necessary documentation with the JTF CapMed, Civilian Human Resources Center to ensure that Army or Navy civilian employees who are approved for payment of incentives upon their transfer to

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DoD civilian employment actually receive the incentive payments once they become DoD civilian employees.

Releasability. UNLIMITED. This DTM is approved for public release and is available on the Internet from the JTF CapMed Web Site at [www.capmed.mil](http://www.capmed.mil).



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

Attachment:  
As stated

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ENCLOSUREREFERENCES

- (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 Memo, "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 for Director, Tricare Management Activity, Subject: "Executive Agent for Civilian Personnel for Joint Task Force National Capital Region Medical," December 22, 2010
- (f) Public Law 108-411, "Federal Workforce Flexibility Act of 2004," October 30, 2004
- (g) Title 5, United States Code
- (h) Title 5, Code of Federal Regulations
- (i) Under Secretary of Defense for Personnel and Readiness Memorandum, "Implementation of Recruitment, Relocation, and Retention Incentives," September 21, 2006
- (j) DoD 1400.25-M, "Department of Defense Civilian Personnel Manual," December 1, 1996
- (k) Volumes 1-15 of DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)," date varies by volume
- (l) Under Secretary of Defense for Personnel and Readiness Memorandum, "Implementation of Enhanced Retention Incentives Authorities," February 5, 2008