



National Capital Region
Medical Directorate
ADMINISTRATIVE INSTRUCTION



NUMBER 1100.01
MAR 24 2016

PERS

SUBJECT: Managing Manpower Requests

References: Enclosure 1

1. PURPOSE. This Administrative Instruction (AI), in accordance with the authority in References (a) through (e):

a. Cancels, updates, and reissues herein Reference (f) pursuant to the guidance in References (g) through (k).

b. Assigns internal guidelines and procedures to determine and staff the process of manpower requests for organizations assigned to the Defense Health Agency's (DHA) NCR MD.

2. APPLICABILITY. This AI applies to the NCR MD; Walter Reed National Military Medical Center to include the DiLorenzo Clinic and the Tri-Service Dental Clinic; Fort Belvoir Community Hospital to include the Dumfries and Fairfax Clinics; and the Joint Pathology Center. Hereafter, these facilities are collectively referred to as Joint Medical Treatment Facilities (MTFs) and Centers.

3. POLICY. It is NCR MD guidance, in accordance with References (g) through (k), that:

a. Manpower requirements are driven by workload and are established at the minimum levels necessary to accomplish the organization's mission and performance objectives. These requirements are balanced against the ability of the Services, civilian, and contractor personnel funding to provide an individual with the desired grade, skill or other special attributes that the billet requires.

b. Manpower decisions will begin in the MTFs and Center that own those resources to include validating, documenting, and prioritizing manpower requirements and authorizations.

c. A temporary detail to support a market mission does not require coordination or approval from the Services. Any approved movement of military personnel or billets will be documented in the Defense Manpower Human Resources System internet (DMHRSi).

d. With the exception of insourcing and outsourcing conversions, the MTFs and Center have the latitude of managing their contract support staff as deemed appropriate based on available funding.

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4. RESPONSIBILITIES. See Enclosure 2
5. PROCEDURES. See Enclosure 3
6. RELEASABILITY. **Cleared for public release.** This AI is approved for public release and is available on the NCR MD Website at www.capmed.mil.
7. EFFECTIVE DATE. This AI:
 - a. Is effective immediately.
 - b. Will expire 10 years from its publication date if it has not been reissued or cancelled before this date in accordance with DHA-Procedural Instruction 5025.01 (Reference (e)).



Cynthia M. Feller
Captain, NC, U. S. Navy
Interim Director

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Instructions for the Manpower Change Request (MCR)
5. Sample Manpower Change Request
6. Notification Template for Reassignment of Civilian Employee
7. Notification Template for Management Directed Realignment

Glossary

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ENCLOSURE 1REFERENCES

- (a) Deputy Secretary of Defense Action Memorandum, "Implementation of Military Health System Governance Reform," March 11, 2013
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) National Capital Region Medical Directorate (NCR MD) Concept of Operations, September 10, 2013
- (d) Office of the Assistant Secretary of Defense Health Affairs Memorandum, "Legal Effect of Joint Task Force Guidance after October 1, 2013," October 4, 2013
- (e) DHA-Procedural Instruction 5025.01, "Publication System," August 21, 2015
- (f) JTF CAPMED-I 1100.03, "Policy and Procedures for Maintenance of the Intermediate Manpower Document (IMD)/Joint Table of Distribution (JTD), November 8, 2011 (hereby cancelled)
- (g) DoD Directive 1100.4, "Guidance for Manpower Management," February 12, 2005
- (h) Defense Health Agency Directive-Type Memorandum, "Defense Health Agency Manpower and Organization Changes," January 10, 2014
- (i) DoD Instruction 1100.22, "Policies and Procedures for Determining Manpower Mix," April 4, 2010
- (j) Parts 317-901 and 902, Volume 1 of Title 5, "Reassignment and Code of Federal Transfer -",
- (k) U.S. Office of Personnel Management, Guide to Processing Personnel Actions (GPPA), Chapter 21, "Realignment," November 2015

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ENCLOSURE 2RESPONSIBILITIES1. DIRECTOR, NRC MD. The NCR MD Director shall:

- a. Establish internal procedures for manpower change requests.
- b. Coordinate with the DHA Manpower and Organization (M & O) on the annual validation of the National Capital Region (NCR) Joint Table Distribution (JTD):
 - (1) To reflect changes in mission, technology, requirements, and availability of desired skill sets,
 - (2) To process manpower change requests for military, and
 - (3) For insourcing or outsourcing.
- c. Ensure manpower requests that require the NCR MD approval are aligned with the market 5-year business performance plans.
- d. Require the use of DMHRSi throughout the NCR as one standard system to host and manage the JTD.
- e. Provide notification to the Civilian Human Resources Center (CHRC) for any civilian personnel movements approved by the Director NCR MD.

2. DIRECTORS, MTF AND CENTER. The Directors, MTF and Center, shall:

- a. Establish a process to review and approve internal movements of civilians and contractors.
- b. Consider the primary factors in considering proposed joint manpower changes, determine and validate the manpower requirements necessary to accomplish new and emerging functions.
- c. Ensure all military requests for movements (personnel or billet), internal or cross-level, changes to pay grade, skill type, subspecialty code, additional code or Service unit identification code are submitted to the NCR MD for review and approval by the Services thru DHA.
- d. Ensure all requests for cross-leveling civilians and/or billets are coordinated initially with the gaining MTF or Center prior to forwarding to the NCR MD for approval. Changes to civilian and contract billets such as pay, occupational series, grades, or titles are at the discretion of the Director, MTF or Center. Classification determination by CHRC that may affect grade, occupational series, or position titles will be approved at the MTF or Center, and updated in DMHRSi and the JTD.

ENCLOSURE 2

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e. Movement of encumbered civil service employees and their billets requires notification to the CHRC, the local bargaining unit, and the impacted employees. Any change (position title, grade, position description) to non-encumbered billets identified as “Requirement or Authorization” only requires approval within the MTF or Center that owns that billet. If the employee, billet or both is realigned or cross-leveled in the NCR MD, that movement requires approval from the NCR MD.

(1) Unfunded billets can be cross-leveled with the concurrence of the gaining MTF or Center without approval from the NCR MD.

(2) Only funded billets that are encumbered or non-encumbered identified for cross-leveling requires approval from the NCR MD.

(3) Update changes to the civilian workforce requirement, authorization or characterization in DMHRSi. (See the Glossary for a definition of cross-leveling.)

f. See Enclosures 6 and 7 for templates specific to the types of written notifications, and are also located on the NCR MD website at www.capmed.mil.

g. Maintain a working JTD. MTF and Center Directors are authorized to make nominal changes to the working document. Nominal and non-nominal changes will be reviewed with the DHA M & O during the annual validation of the JTD. A complete list of any unofficial approved changes to the JTD during the previous year will be submitted to the NCR MD for DHA M & O review. A complete package is required for all nominal and non-nominal changes, audit, and validation purposes.

h. With the assistance of the DHA M & O, perform annual validation of manpower requirements and authorizations, and document in DHRMSi.

i. Have the discretion to move contractors internally or cross-level to meet mission; however, Directors should coordinate with the Contracting Representative first. Any change(s) in the contract should remain within the scope of the contract.

j. Insourcing or outsourcing a function requires approval through the DHA. Any type of proposed action to consider insourcing or outsourcing, or converting a commercial activity to inherently governmental, or the opposite, or some variation of conversion must go through DHA to analyze the appropriateness and feasibility of such action.

3. COMPTROLLERS, MTFs AND CENTER. The MTFs and Center Comptrollers shall:

a. Review each Manpower Change Request (MCR) and verify funded and unfunded requests. Recommend approval or disapproval for funded requests. Coordinate with gaining MTF or Center comptroller on cross-leveling. See Enclosure 4 for specific instructions for completing the MCR. The fillable MCR can be found on the NCR MD website at www.capmed.mil.

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- b. Document appropriate funding code for each approved MCRs.
4. DIRECTOR, CHRC. The Director, CHRC shall:
- a. Notify the local bargaining unit on all encumbered movements such as reassignments, realignments or transfers.
 - b. Work with the MTFs and Center to process actions on all approved civilian movements.
 - c. Advise MTFs and Center to issue proper notification letters to all impacted civilians.

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ENCLOSURE 3PROCEDURES1. REASSIGNMENT OF CIVIL SERVICE EMPLOYEES. See Figure 1.

a. The requesting organization "Director For" requests to *reassign employee(s) within their organization (NCR, MTFs, and, JPC) on the Manpower Change Request with all information specified in the "NCR MD AI Manpower Change Request." *The employee moves, but not the billet.

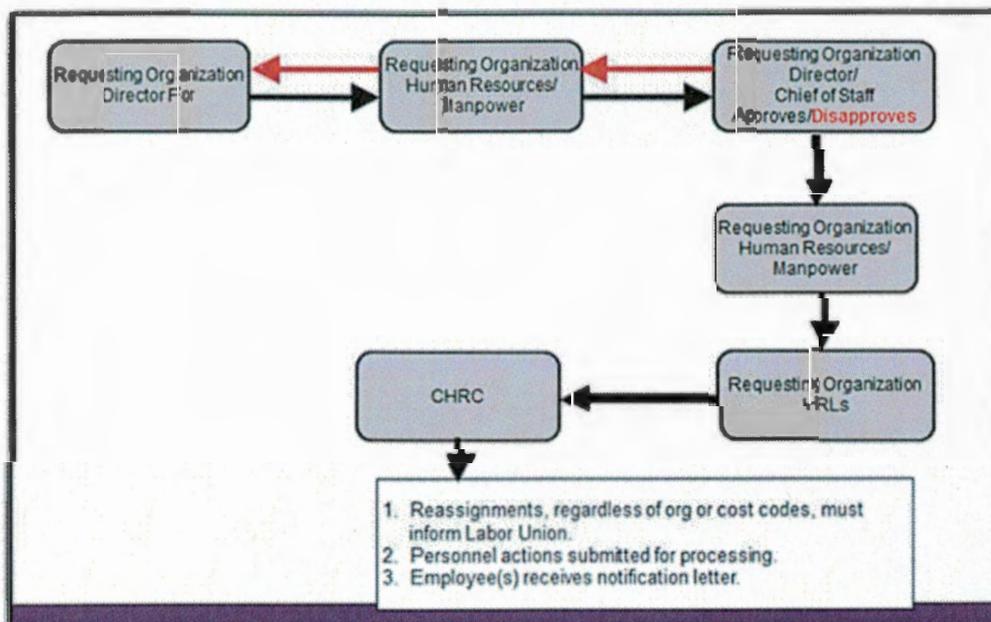
b. The requesting organization's Human Resources or Manpower validates the authorizations and ensures alignment with organization's mission or strategic goals; recommends approval/disapproval.

c. The requesting organization's Director or Chief of Staff reviews the request and recommends approval/disapproval.

d. The requesting organization's Human Resources or Manpower informs the Human Resources Liaison (HRL) to submit the request to the CHRC for processing and notification of the union; documents the request in DMHRSi and JTD.

e. CHRC notifies the Labor Union of all reassignments regardless of organization or cost codes. The personnel actions are submitted for processing and the employee receives a notification letter.

Figure 1. Reassignment of Civil Service Employees

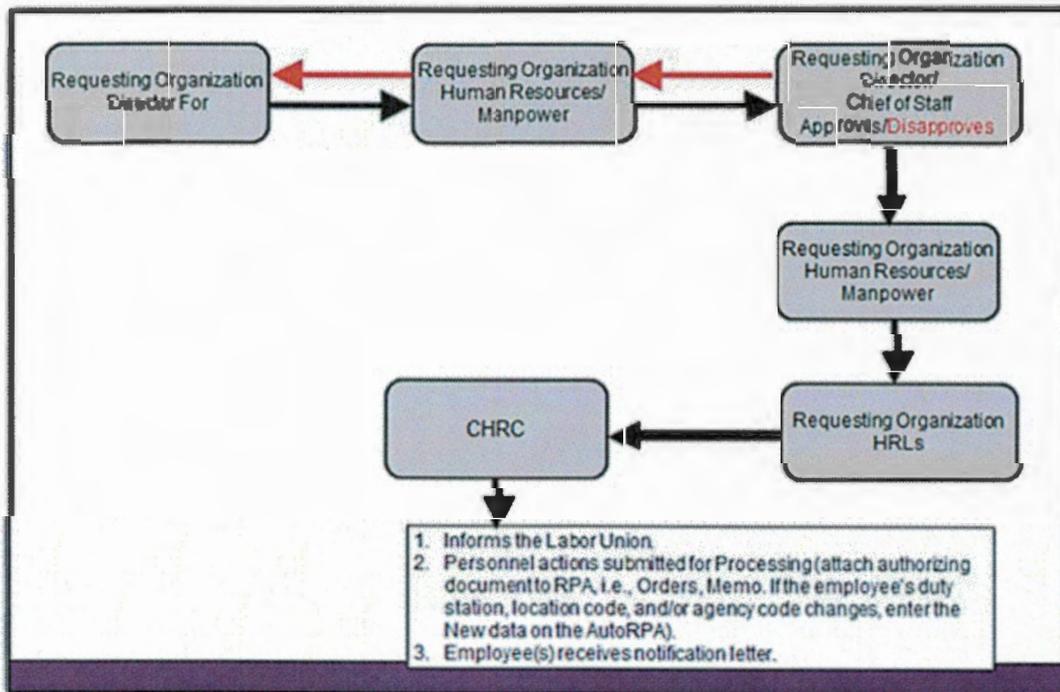


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2. REALIGNMENT OF CIVIL SERVICE EMPLOYEES (ENCUMBERED BILLETS). See Figure 2.

- a. The requesting organization “Director For” submits request to *realign employee(s) within their organization (NCR, MTFs, and JPC) on the Manpower Change Request with all information specified in the “NCR MD AI Manpower Change Request.” *The employee and the employee’s position/billet moves.
- b. The requesting organization’s Human Resources or Manpower validates the authorizations and ensures alignment with organizational mission and recommends approval/disapproval.
- c. The requesting organization’s Director or Chief of Staff reviews the request and recommends approval/disapproval.
- d. The requesting organization’s Human Resources or Manpower documents the request on file; informs the requester of the decision.
- e. CHRC notifies the Labor Union. The personnel actions are submitted for processing by attaching the authorizing document to RPA (i.e., orders, memo). If the employee’s duty station, location code, and/or agency code changes, enter the new data on the autoRPA. The employee receives a notification letter.
- f. The Human Resources Liaison document the decision in DMHRSi.

Figure 2. Realignment of Civil Service Employees (Encumbered Billets)



3. MANPOWER REQUEST IN REALIGNMENT OF CIVIL SERVICE (UNENCUMBERED BILLETS). See Figure 3.

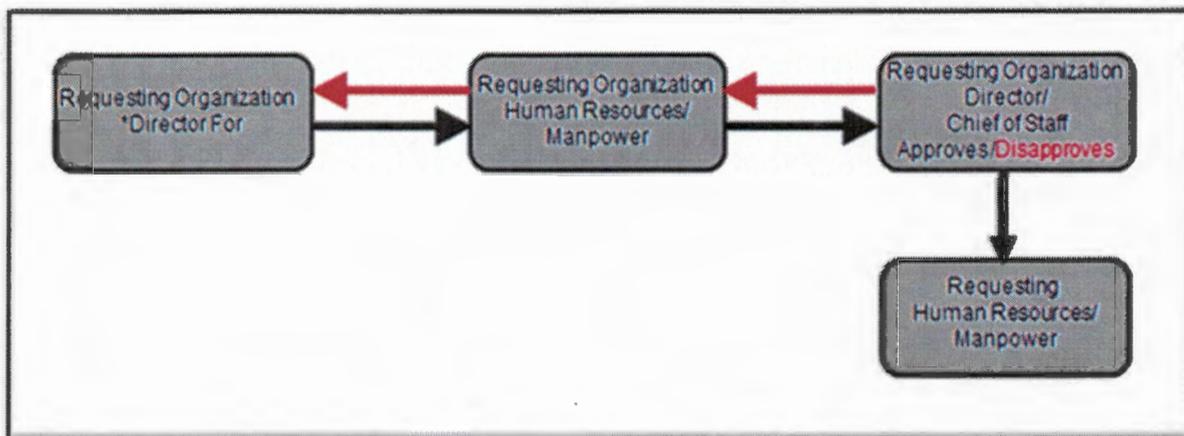
a. The requesting organization “Director For” submits request to realign billet(s) within their (NCR, MTF, and JPC) organization on the Manpower Change Request with all information specified in the “NCR MD AI Manpower Change Request.” The billet is vacant or unencumbered.

b. The requesting organization’s Human Resources or Manpower validates the requirements or authorizations and ensures the request aligns with the organizational mission.

c. The requesting organization’s Director or Chief of Staff reviews the request and recommends approval or disapproval.

d. The requesting organization’s Human Resources or Manpower documents the requests in DMHRSi and JTD; informs the requesting organization of the decision.

Figure 3. Manpower Request in Realignment of Civil Service (Unencumbered Billets)



4. MANPOWER REQUEST FOR CROSS-LEVELING REALIGNMENT OF CIVIL SERVICE ENCUMBERED BILLETS. See Figure 4.

a. The requesting organization “Director For” submits request to realign employee(s) in the NCR (from one UIC to a different UIC, HQ, MTF, and JPC) on the Manpower Change Request with all information specified in the “NCR MD AI Manpower Change Request” Guidance. A realignment is the movement of an employee and the employee's position.

b. The requesting organization’s Human Resources or Manpower validates and ensures coordination with gaining organization manpower staff and requesting and gaining organization’s comptrollers.

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c. The requesting organization’s Director or Chief of Staff reviews the request and recommends approval/disapproval.

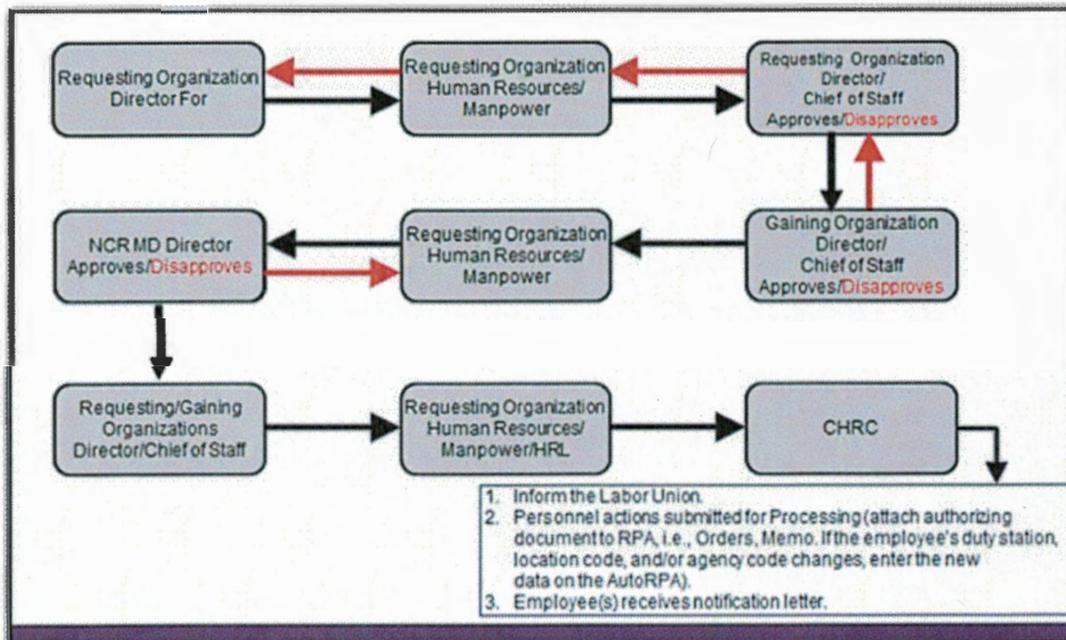
d. The gaining organization’s Director or Chief of Staff reviews the request, recommends approval/disapproval, and returns the package to the requesting organization’s Human Resources or Manpower.

e. The requesting organization’s Human Resources or Manpower provides it to the NCR MD Director for review and to approve/disapprove.

f. CHRC notifies the Labor Union. The personnel actions are submitted for processing by attaching the authorizing document to RPA (i.e., orders, memo). If the employee’s duty station, location code, and/or agency code changes, enter the new data on the autoRPA. The employee receives a notification letter.

g. The requesting and gaining organizations document the realignment of employee in DMHRSi and JTD.

Figure 4. Manpower Request for Cross-Leveling Realignment of Civil Service Encumbered Billets

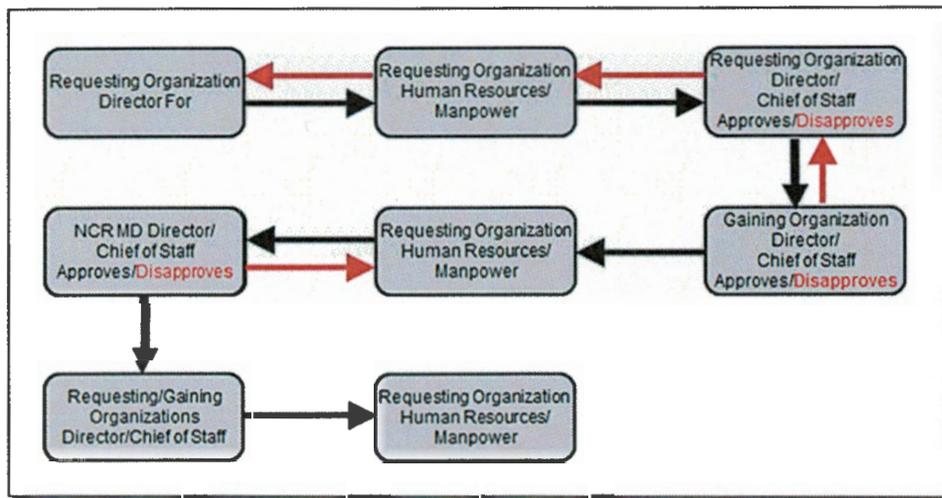


ENCLOSURE 3

5. REQUEST FOR MANPOWER CROSS-LEVELING OF CIVILIAN SERVICE UNENCUMBERED BILLETS. See Figure 5.

- a. The requesting organization “Director For” submits request to cross-level an unencumbered billet in the NCR (from one UIC to a different UIC, HQ, MTFs, and JPC) on the Manpower Change Request with all information specified in the “NCR MD AI Manpower Change Request” guidance.
- b. The requesting organization’s comptrollers validate the authorizations and ensure coordination with requesting and gaining organizations’ Director For Resources.
- c. The requesting organization’s Director or Chief of Staff reviews the request and recommends approval/disapproval.
- d. NCR MD reviews and approves/disapproves; if approved, the requesting and gaining organizations document the billet in DMHRSi and JTD.

Figure 5. Request for Manpower Cross-Leveling of Civilian Service Unencumbered Billets



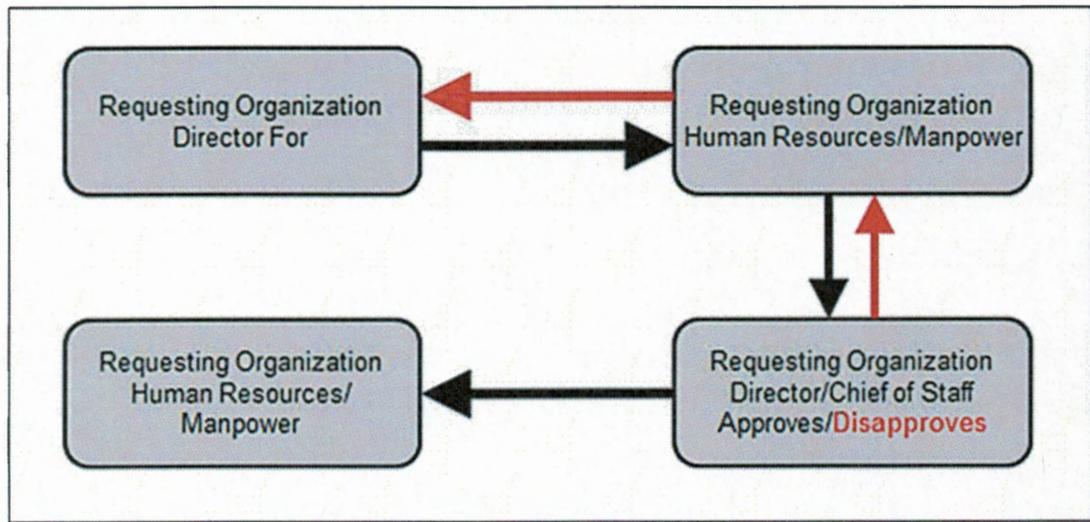
6. MOVE A MILITARY MEMBER WITHIN AN ORGANIZATION. See Figure 6.

- a. The requesting organization “Director For” submits request to move military member, but not the billet within an organization on the Manpower Change Request with all information specified in the “NCR MD AI Manpower Change Request.”
- b. The requesting organization’s Human Resources or Manpower validates authorization and recommends approval/disapproval.
- c. The requesting organization’s Director or Chief of Staff reviews the request, approves/disapproves, and returns the decision to the requesting organization’s Human Resources or Manpower.

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d. The requesting organization's Human Resources or Manpower forwards the decision to the requester and documents to move the military member in DMHRSi (Human Resources and Labor Cost Accounting modules), but billet remains in current assignment.

Figure 6. Move a Military Member within an Organization



7. TO REALIGN MILITARY BILLETS OR CHANGE MOS WITHIN AN ORGANIZATION.
See Figure 7.

a. The requesting organization "Director For" submits request to move military member and billet within HQ, MTF, and JPC or within an organization on the Manpower Change Request with all information specified in the "NCR MD AI Manpower Change Request."

b. The requesting organization's Human Resources or Manpower validates the authorization or organizational strategic goals and recommends approval/disapproval.

c. The requesting organization's Director or Chief of Staff reviews the request and recommends approval/disapproval.

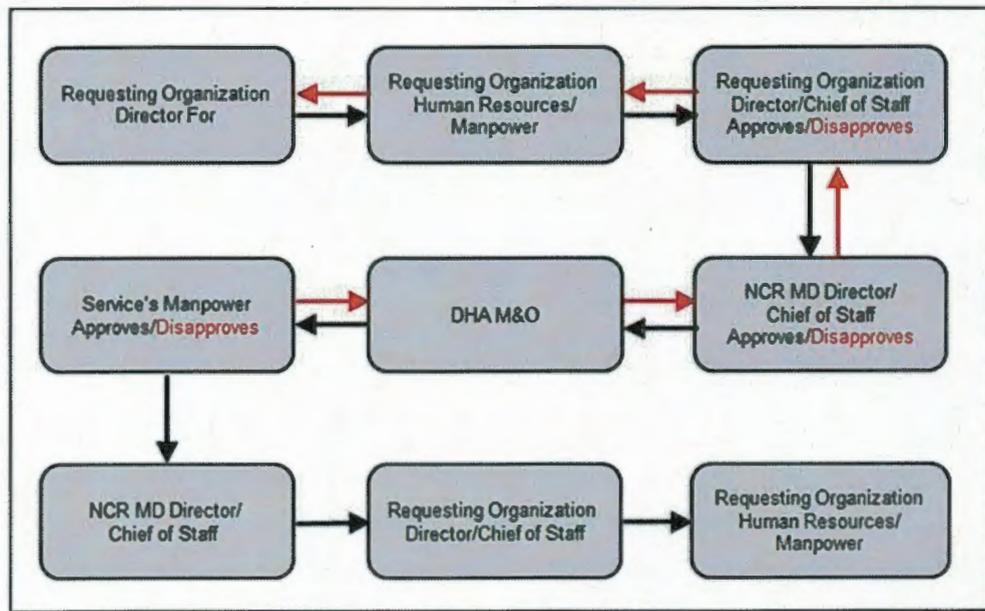
d. NCR MD reviews and approves/disapproves.

e. DHA M & O coordinates with the Service for approval or disapproval; approval affects change request on their manpower documents and forwards approval to NCR MD.

f. Requesting organizations document their JTD and DMHRSi with the approved changes.

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Figure 7. To Realign Military Billets or Change MOS within an Organization



8. CROSS-LEVELING MILITARY OR CHANGE OF MOS IN NCR. See Figure 8.

a. The “Director For” submits request to cross-level military member and billet in the NCR (HQ, MTF, and JPC) or changes MOS or grade on the Manpower Change Request with all information specified in the “NCR MD AI Manpower Change Request” guidance.

b. Manpower validates the authorization and organizational strategic goals and recommends approval/disapproval.

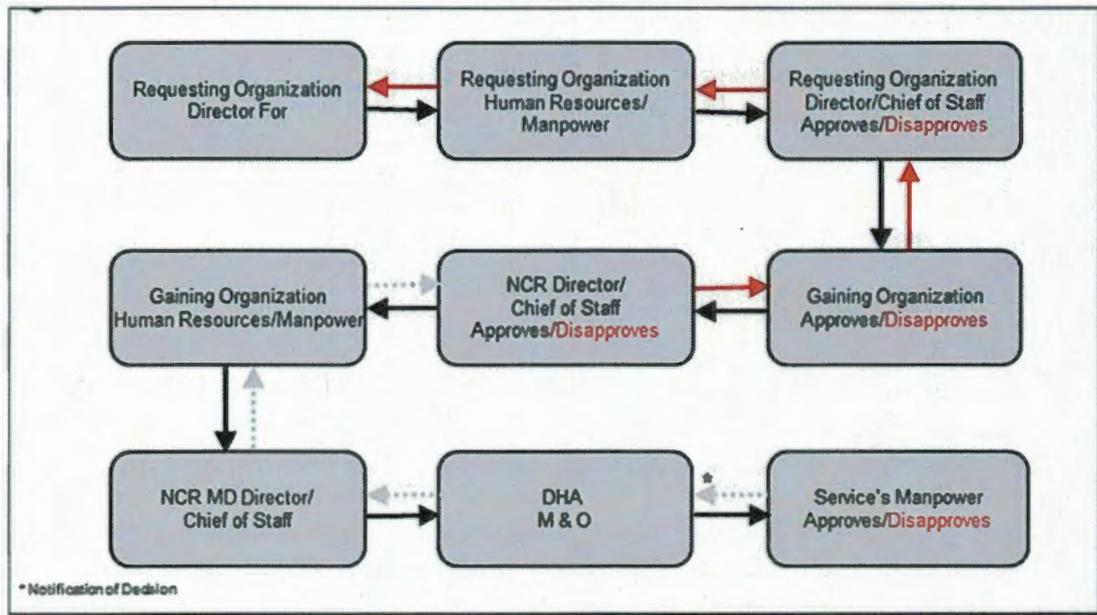
c. Director, thru the Chief of Staff, reviews the request and approves/disapproves.

d. NCR MD approves/disapproves movement or change in MOS or grade.

e. DHA M & O forwards to the Services to approve/disapprove; if approved, changes reflected on Services’ manpower documents and forwards approval to NCR MD.

f. Requesting and gaining organizations document their JTD and DMHRSi with the changes.

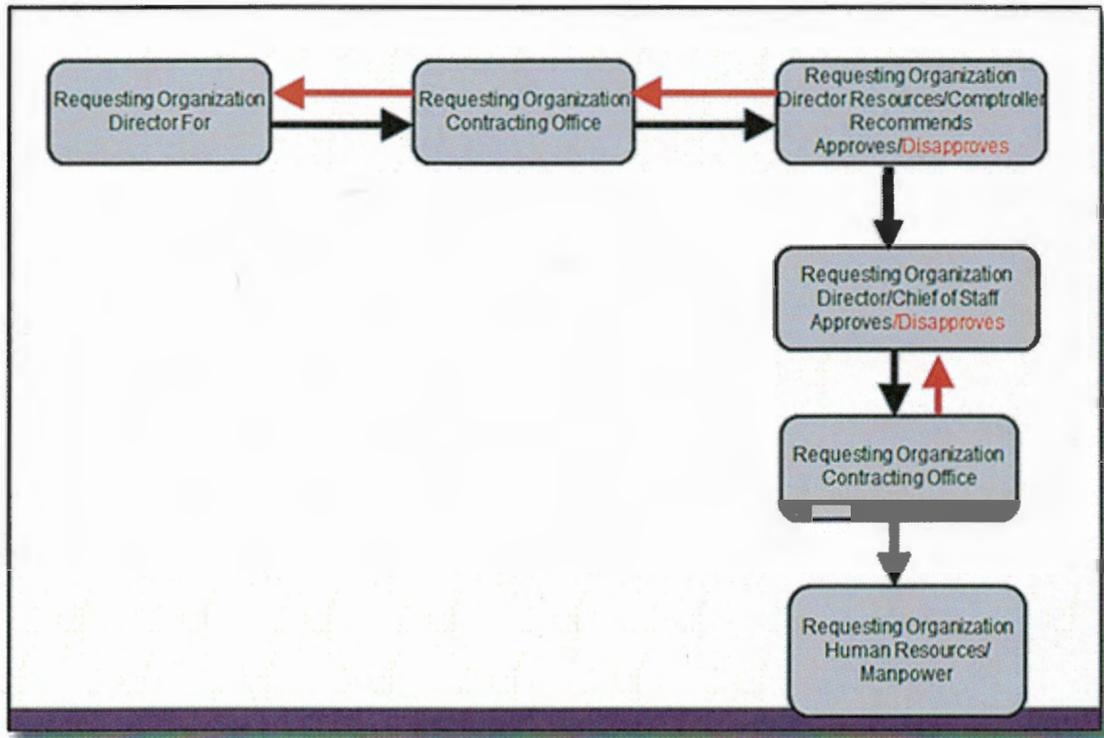
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Figure 8. Cross-Leveling Military or Change of MOS in NCR

9. CONTRACT BILLET MOVE. See Figure 9.

- a. The Director For requests to move contract billets within their organization (NCR, MTF, and, JPC) on the Manpower Change Request with all information specified in the “NCR MD AI Manpower Change Request.”
- b. The Contracting Office and the Director For Resources/Comptroller validate the funding and recommend approval/disapproval.
- c. Director, thru the Chief of Staff, reviews the request and approves/disapproves.
- d. Manpower documents the request in DMHRSi and JTD; informs the requesting and gaining Director For.

Figure 9. Contract Billet Move



10. CROSS-LEVELING CONTRACT BILLETS. See Figure 10.

a. The Director For submits request to move contract billets in the NCR (from one UIC to a different UIC, HQ, MTF, and JPC) on the Manpower Change Request with all information specified in the “NCR MD AI Manpower Change Request.”

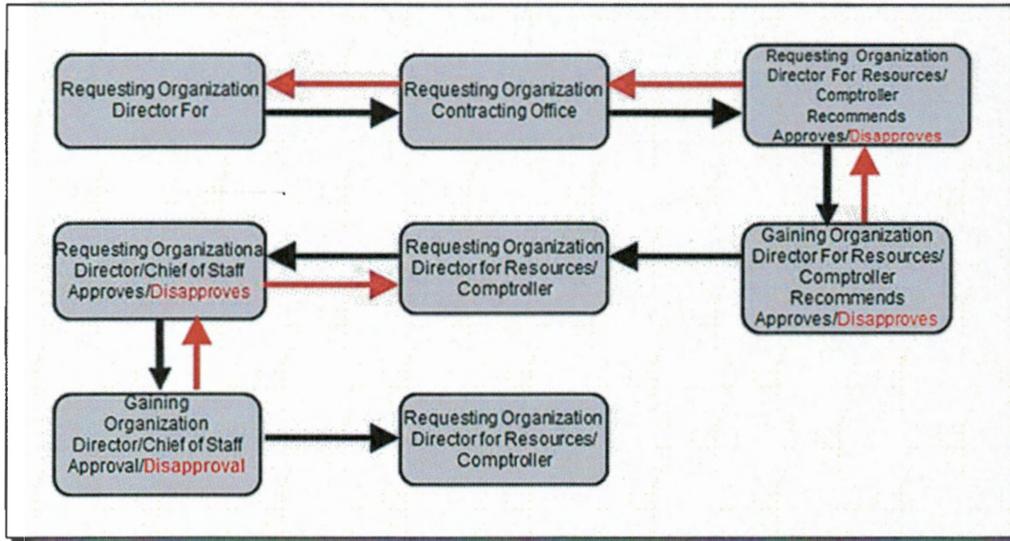
b. The Contracting Office and Director For Resources/Comptroller validate the funding and coordinate with gaining organization Director For Resources.

c. Director, thru the Chief of Staff, reviews the request and recommends approval/disapproval.

d. Approval for movement of contract billets should be documented in DMHRSi and JTD by the requesting and gaining organizations.

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Figure 10. Cross-Leveling Contract Billets



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ENCLOSURE 4INSTRUCTIONS FOR THE MANPOWER CHANGE REQUEST (MCR)

All requests for proposed movement and nominal or non-nominal personnel (military, civilians or contractors) will be documented on the NCR MD MCR.

1. Action Requested

1a. Type of Action (individual manpower change, organization change, or both; also indicate if this is an addition, deletion or modification.)

1b. Desired effective date: The validation process could take 30 days or longer, depending on the complexity of the request.

2. Request Summary. Provide a short description of what is being requested and why. (A short overall description of requested manpower and/or organizational change(s) requested and high-level justification for the requested changes.)

3. Justification. Note: Due to the significantly varying scope of change requests, the extent of this analysis should be proportional to the nature of the change.

a. Describe the nature of the proposed action: requesting additional manpower, changing approved requirements, cross-leveling approved requirements from one organization to another, or eliminating existing requirements.

b. Detail the specific data elements affected (e.g., Personnel Type and Quantity, Grade/Rank, Occupational Series/Specialty, Position Title, Position Number, Permanent/Term/Temporary, Other) in a current and proposed manpower document.

c. Is the requirement temporary or permanent?

d. Why is the action needed? Identify factors driving the need for the action (e.g., new or revised directives, changes to mission/function statements, planned efficiencies, etc.), and attach the related references.

e. If the requirement is approved, what type of manpower resources are you considering (military, civilian or contractor)? Please explain why. Consider the appropriate manpower resourcing mix in Reference (i) for determining workforce mix.

f. What are the expected benefits to the organization? Provide a business case analysis or other verifiable evidence such as backlog reduction, customer satisfaction improvement or other statement of benefit appropriate to the scope of the change.

g. Has other options been explored? (e.g., process improvements, skill upgrades, technology changes, etc.)

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- h. Will there be any changes to the existing military duty or civilian position descriptions?
- i. What costs/savings will occur as a result of the proposed action, if any?
- j. When does this action need to be accomplished?

4. Current Position/Billet Information (Old)

5. New Position/Billet Information (Change To)

6. Civilian billets realigned or cross-leveled within NCR, only requires approval from the NCR MD.

7. Military personnel and/or billets moved to new department/ section within MTFs/ Center or changes requires notification to the Service.

8. Insourcing/outsourcing must be approved through NCR MD and DHA.

9. Cross-leveling of contract support with funding managed between requesting and receiving MTFs and Center.

ENCLOSURE 4

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ENCLOSURE 5SAMPLE MANPOWER CHANGE REQUEST

Manpower Change Request	
Organization: Requestor:	Date:
Requestor E-Mail:	Requestor Phone:
Subject:	
1a. Type Action: MIL CIV CTR Change Delete Move	1b. Desired Effective Date:
2. Request Summary (BLUF):	
3. Justification:	
a) Describe proposed action:	
b) Is the requirement temporary or permanent?	
c) Why is the action needed?	
d) Type of resource requested (Military, Civilian, Contractor)?	
e) What are the expected benefits to the organization? Provide a business case analysis or other verifiable evidence such as backlog reduction, customer satisfaction improvement, or other statement of benefit appropriate to the scope of the change.	
f) Have other options been explored, e.g., process improvements, skill upgrades, technology changes, etc.	
g) Will there be any changes to existing military duty or civilian position descriptions?	
h) What costs/savings will occur as a result of the proposed action, if any?	

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i) When does this action need to be accomplished?
<p>4. Position/Billet Information (Current)</p> <p>(Old) Position Title:</p> <p>Rank/Grade:</p> <p>AOC/MOS/Occupational Series:</p> <p>Position/Billet Number:</p> <p>UIC</p>
<p>5. Position/Billet Information (Change To)</p> <p>(New) Position Title:</p> <p>Rank/Grade:</p> <p>AOC/MOS/Occupational Series:</p> <p>Position/Billet Number:</p> <p>Branch of Service:</p> <p>UIC:</p>
6. Civilian billets realigned or cross-leveled within NCR? Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Military personnel and/or billets moved to new department/ section within MTFs or Center? Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Insourcing /outsourcing? Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Cross-leveling of contract support? Yes <input type="checkbox"/> No <input type="checkbox"/>

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ENCLOSURE 6

NOTIFICATION TEMPLATE FOR REASSIGNMENT OF CIVILIAN EMPLOYEE

Organization Letterhead

MEMORANDUM FOR (Insert Employee Name, Duty Title, Series), (Insert Section), (Insert Organization Name)

SUBJECT: Management Directed Reassignment

1. This memorandum serves as notice of (your position being transferred to or your reassignment from xxxxx to xxxxxx.) As a means to promote efficiency of the agency or (due to funding requirements, etc.), (insert reasons/justification for required change-MUST BE MISSION SPECIFIC.)

2. Effective (insert starting date), you are to report to (specific location within the hospital, room, bldg., etc., and specific individual supervisor, if known) and (if you have certain training instructions, please insert here.) Your tour of duty will be (insert hours.) Your new position description will reflect (insert applicable information.) Your new supervisor will be (insert appropriate information.)

3. If you feel this action is in any way improper or if you do not accept the reassignment, you may initiate a (negotiated or administrative) grievance within fifteen (15) calendar days following the effective date of this action. If you exercise your right to grieve, you will remain in your current position until a final decision is made. (LMER will insert appropriate instructions regarding the grievance procedures.)

4. If you have any questions regarding this change, you may call me at (XXX) XXX-XXXX.

Authorized Official signature block

Please acknowledge receipt of this memorandum by signing and dating the record copy provided.

(Signature)

(Date)

ENCLOSURE 7

NOTIFICATION TEMPLATE FOR MANAGEMENT DIRECTED REALIGNMENT

Organization Letterhead

MEMORANDUM FOR (Insert Employee Name, Duty Title, Series), (Insert Section), (Insert Name of Organization)

SUBJECT: Realignment of Position

1. This memorandum serves as notice of (your position being realigned to or the realignment of your position from xxxxx to xxxxxx.) As a means to promote efficiency of the agency or (due to funding requirements, etc.), (insert reasons/justification for required change-MUST BE MISSION SPECIFIC.)
2. Effective (insert starting date), you are to report to (specific location within the hospital, room, bldg., etc., and specific individual supervisor, if known) and (if you have certain training instructions, please insert here.) Your tour of duty will be (insert hours.) Your new supervisor will be (insert appropriate information.)
3. If you feel this action is in any way improper or if you do not accept the realignment, you may initiate a (negotiated or administrative) grievance within fifteen (15) calendar days following the effective date of this action. If you exercise your right to grieve, your position will remain as is until a final decision is made. (LMER will insert appropriate instructions regarding the grievance procedures.)
3. If you have any questions regarding this change, you may call me at (XXX) XXX-XXXX.

Authorized Official signature bloc

Please acknowledge receipt of this memorandum by signing and dating the record copy provided.

(Signature)

(Date)

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GLOSSARYPART I. ABBREVIATIONS AND ACRONYMS

AI	Administrative Instruction
CHRC	Civilian Human Resources Center
DHA	Defense Health Agency
DMHRSi	Defense Manpower Human Resources System internet
FBCH	Fort Belvoir Community Hospital
HRL	Human Resources Liaison
JPC	Joint Pathology Center
JTD	Joint Table Distribution
MCR	Manpower Change Request
M & O	Manpower and Organization
MTFs	Medical Treatment Facilities
NCR MD	National Capital Region Medical Directorate
WRNMMC	Walter Reed National Military Medical Center

PART II. DEFINITIONS

Cross-leveling. The authority and ability to shift personnel (military, civilian and contractors) from one organization to another to meet the requirement of that organization.

Insourcing. Converting contract billets to civilian billets to perform inherently governmental functions.

Nominal Changes. Routine billet changes **not** affecting pay grade, skill type, subspecialty code, additional code, Program Element (PE) code, Resource identification code, Service Unit Identification Code or transfer outside the NCR.

Outsourcing. Converting civilian billets to contract billets to perform non- inherently governmental functions.

Realignment. The movement of an employee and employee's position:

- when an organization change (such as reorganization or transfer of function) occurs, the employee stays in the same agency, *and* there is no change in the employee's position, grade or pay.

- must include an “authorizing” document that authorizes the realignment to determine which employee(s) are affected by the change and whether the change will place the employee(s) under the jurisdiction of a different servicing personnel or payroll office.

If the employee’s duty station, location code, and/or agency code changes, enter the new data necessary for the official request for personnel action. Movement between WRNMMC, FBCH and JPC would be by realignment (billet, position, and person).

Reassignment. The change of an employee from one position to another without promotion or change to lower grade, level or band. Reassignment includes:

- movement to a position in a new occupational series, or to another position in the same series;

- assignment to a position that has been reclassified due to the introduction of a new or revised classification or job grading standard;

- assignment to a position that has been reclassified as a result of position review; and

- movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

Service. Active duty in a branch of the armed forces: Army, Navy Air Force, and Marine Corps.

Transfer. When an employee is moved to another agency as defined by regulation, i.e., Army to DoD; Navy to Army; DoD to VA, etc. Movement of employees within the NCR MD, and/or from the NCR MD to another Directorate under DHA would not meet the regulatory definition of a transfer.

An agency may appoint by transfer to a competitive service position, without a break in service of a single workday, a current career or career-conditional employee of another agency to the same grade or to a position in a different pay plan.