



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

NUMBER 12312.01  
DEC 28 2009

J1

SUBJECT: Policy and Procedures for the Position Management Committee (PMC)

1. PURPOSE. To establish policies and procedures for the JTF CAPMED Position Management Committee.
2. APPLICABILITY. This instruction is applicable for all positions identified as manpower to support the JTF CAPMED mission and objectives.
3. CANCELLATION. JTF CAPMEDINST 12312.1, 11 May 2009
4. POLICY. The Position Management Committee is established to ensure command position management policies are executed in the management of personnel and billets. The PMC will be chaired by the Chief of Staff or designee. PMC Membership will consist of JTF Directors or their designees and the Command Senior Enlisted Advisor. The Committee may request the attendance of the J1 Manpower and/or Personnel Services Branch representatives when needed to respond to specific technical questions. The final approval authority on all PMC personnel actions is the Deputy Commander, JTF CAPMED or his representative.
  - a. Position management is the ongoing process of structuring positions and organizations in a manner promoting economy, productivity, and command organizational effectiveness. A balance between managing escalation of grades, providing career development opportunities, attracting the best possible candidates, and providing job satisfaction must be maintained.
  - b. The JTF manages human resources by a combination of end strength billet allocation and budgetary controls.
  - c. The assignment of duties to specific positions is inherently the responsibility of the JTF Staff Directors. Directors and/or their designee when needed must take an active part in position management.
  - d. The committee will make recommendations to concur or non-concur on personnel actions to the PMC approval authority.

DEC 28 2009

e. Personnel actions not recommended for approval by the committee may be appealed by managers/supervisors to the Deputy Commander, JTF CAPMED or his representative.

## 5. RESPONSIBILITIES

a. Directors should obtain classification for any position submitted (for example, accretion of duties or a new position), recruit to existing positions, and request establishment of any new position by contacting the J1, Personnel Services Branch.

b. The J1, Personnel Services Branch shall:

(1) Assist Directorate personnel in preparing submissions related to civilian positions and will ensure all requirements have been addressed.

(2) Do quality check on packets to include "JTF CAPMED Action Summary Sheet and JTF Program Management Committee Supplemental Information Form" prior to forwarding to the PMC as read-ahead.

(3) Prepare the minutes of the PMC, forward to committee members for review, and submit final copy to the Chief of Staff for signature.

c. When the committee recommends approval for a new or modified position, Personnel Services will initiate, coordinate and track the recruitment/hiring action and maintain metrics of overall performance in meeting staffing requirements.

d. The PMC shall:

(1) Ensure all personnel actions are consistent with the command's hiring criteria.

(2) Establish each position in a logical manner, consistent with other positions in the organization.

(3) Establish positions to maintain a balanced work force (e.g., proper ratio of supervisory to non-supervisory positions).

(4) Establish positions to ensure logical entrance levels and career patterns for progression to more skilled, increasingly responsible and higher graded positions.

(5) Establish pay setting guidelines for new hires.

(6) Approve requests for Recruitment, Relocation, and Retention bonuses. The Human Resource Service Center-Northwest will classify civilian positions on the basis of published standards, authorized classification principles and policies and negotiate salaries with candidates.

6. ACTION

a. The following personnel actions require PMC review and approval prior to implementation:

- (1) Filling civil service position vacancies.
- (2) Requests for additional billets or contract positions.
- (3) Reorganizations/realignments/transfer of functions.
- (4) Downgrades.
- (5) Upgrades.
- (6) Relocation, Recruitment, and Retention bonuses.
- (7) Promotion salary that exceeds 6 percent of the NSPS Pay Band.
- (8) Internal voluntary reassignment that generates an increase in pay of up to 5 percent of the Pay Band.
- (9) Credit for non-federal and uniformed service for determining annual leave accrual rate.

b. Directors will submit a packet to the J1, Personnel Services Branch on type of action (listed in paragraph 5.a) required for the committee review/approval. In addition to the JTF CAPMED Action Summary Sheet on the reason for the action and range of pay salary IAW the Pay Band, the packet should include supporting documents such as JTF Position Management Committee Supplemental Form, Job Description (JD), and organizational chart that depicts the position being reviewed.

(1) The packet is due to the J1, Personnel Services Branch NLT 5 business days prior to the scheduled PMC meeting.

(2) The J1, Personnel Services Branch will forward the packets as read-ahead to the committee NLT 2 business days prior to the PMC scheduled meeting.

c. Each civilian position must be supported by a position description that clearly delineates the duties to be performed, the supervisory controls over the position, and the qualifications required to perform the duties.

(1) Avoid duplicate duties, duties not directly related to mission requirements, unnecessary levels of supervision, excessively broad spans of control, and insufficient or unclear delegations of authority.

(2) Upgrading positions on the basis of the quality of the incumbent's performance rather than rewarding employees under existing incentive awards program is prohibited.

(3) Structure positions consistent with the premise of equal pay for work of substantially equal difficulty and responsibility.

d. Re-organization, aimed primarily toward obtaining higher grades is strictly prohibited.

e. Grade levels will depend on grade-controlling factors such as knowledge/skills required for successful job performance, nature and scope of assignment, independence of operation, nature and purpose of contacts, and commitment authority.

7. FORMS AND FORMAT. Can be found in the JTF Shared Documents on the Share Point under JTF Forms.

8. ACTION. All JTF CAPMED directors or representatives will adhere to the policy and their responsibilities in this instruction.

9. RELEASABILITY. This Instruction is approved for public release and is available on the Internet from the JTF CAPMED Web Site at <http://www.jtfcapmed.mil>.

10. EFFECTIVE DATE. All provisions of this Instruction are effective immediately.



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

Enclosures

1. JTF CAPMED Action Summary Form 1 Feb 08
2. JTF Position Management Committee Supplemental Information Form

DEC 2 8 2009

ENCLOSURE 1

<b>JTF CAPMED ACTION SUMMARY SHEET</b>						<b>1. STAFF ACTION FOR:</b> Position Management Committee	
<b>2. SUBJECT:</b>						<b>3. SUSPENSE DATE:</b>	
						<b>4. DATE:</b>	
<b>5. SUMMARY OF ACTION (Briefly describe purpose, discussion/background, and recommendation for the action.)</b>							
1. Recommended personnel action:							
2. Position number & billet title:							
3. Justification for personnel action:							
4. Recommended pay schedule & band: _____ Base salary: _____ + LMS (23.1%) = Total salary _____							
5. Enclosures: Draft pay setting worksheet, wire diagram, new or updated position description (PD)							
<b>6. COORDINATION</b>							
CODE OR ORGANIZATION	GRADE & LAST NAME	INI	DATE	CODE OR ORGANIZATION	GRADE & LAST NAME	INI	DATE
<b>ROUTING CODES:</b> A = Action      C = Comments      E = Endorsement      ED = Edit      F = File      I = Information P = Process      R = Review      S = Signature      F/S = Final Approval Signature							
<b>7. JTF CAPMED REVIEWS / APPROVAL</b>							
	GRADE & LAST NAME	ROUTING	INIT	DATE	COMMENTS		
DIRECTOR		A					
J1	COL Pierce	P			Approved _____ Disapproved _____		
J8	CAPT Mundt	P			Approved _____ Disapproved _____		
ADMIN OFFICER	Mr. Gilbert Mahi	P					
CoS	Col Edward	F/S			Approved _____ Disapproved _____		
<b>8. NAME, GRADE, &amp; PHONE NUMBER OF ACTION OFFICER</b>					<b>9. SIGNATURE</b>		

DEC 28 2009

## ENCLOSURE 2

**JTF Position Management Committee  
Supplemental Information Form  
As of Mar 2009**

**JTD Position Number: (completed by J1)** \_\_\_\_\_

**Position Description:** (Title, occupational code/series, /pay band)  
\_\_\_\_\_

1. Is this position a new action? Yes \_\_\_\_\_, NO \_\_\_\_\_
2. Is this position a Vice action? (Replacing a current vacancy with essentially the same PD.)  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Is this position converting a Contract to Civilian :Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Please identify the position to include JTD Number \_\_\_\_\_
4. When did the position become vacant? \_\_\_\_\_
5. Are there other similar positions in the immediate directorate? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Is the position supervisory? If yes, how many individuals will this individual supervise? \_\_\_\_\_  
Will this individual direct contractor work? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Has this position been advertised before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, have there been any recruitment problems with this position in the past? If yes, please explain:
8. Are you considering requesting a Recruitment Bonus? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how much: \_\_\_\_\_ and please provide justification and offset:
9. If there are several qualified candidates for this position who could be hired at the minimum band, will you request a mid-level or maximum band? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide justification:
10. Is office space currently available for this position? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is any new or additional equipment or furniture required? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Are travel and training funds available for this position? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_
12. Will there be any Relocation/Moving Expenses? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please justify and identify offset:
13. Do you have funding available in your civilian personnel budget to pay for this position at the requested basic salary and locality pay including recruitment bonus, or relocation bonus requested?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain.
14. Will you offer leave accrual credit for Uniformed Service work experience? Yes \_\_\_\_\_ No \_\_\_\_\_  
If, Yes, the request and approval must occur prior to the candidates "Entrance on Duty" (EOD)
15. Are there any other expenses or costs not itemized above? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain.

ENCLOSURE 2

**Note:** *If the approved request does not cover pay band range, Recruitment Bonus, or Relocation Bonus actions, and one is requested later, then the requesting Directorate must come back to the committee for approval and be prepared to identify offsets for cost, if funds are not available.*

**J8:**

**Recommendations:**

**Date :** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Comment:**


**J1:**

**Recommendations:**

**Date :** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Comment:**


**Position Management Committee Comments:**

**Recommendations:** Concur \_\_\_\_\_ Nonconcur \_\_\_\_\_

**Date :** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Comment:**
