



JOINT TASK FORCE
NATIONAL CAPITAL REGION MEDICAL
8901 WISCONSIN AVENUE, BUILDING 27
BETHESDA, MD 20889-5605

JUN 15 2012

MEMORANDUM FOR COMMANDER, WALTER REED NATIONAL MILITARY
MEDICAL CENTER
COMMANDER, FORT BELVOIR COMMUNITY HOSPITAL
DIRECTOR, JOINT PATHOLOGY CENTER

SUBJECT: Extension of the Position Classification Moratorium

References: (a) Joint Task Force National Capital Region Medical (JTF CapMed)
Memorandum, September 30, 2011 (copy attached)
(b) Joint Task Force National Capital Region Medical (JTF CapMed)
Memorandum, January 24, 2012 (copy attached)

The purpose of this memorandum is to extend the classification moratorium described in the references. The Joint Pathology Center (JPC) is excluded from coverage of this memorandum as the classification review of position descriptions at the JPC is complete.

A comprehensive and systemic review of JTF CapMed's position descriptions has begun and will continue over the months ahead. This work must continue on a fast track and to this end the classification moratorium is extended until December 31, 2012.

Classification appeals, grievances or other formal actions will be addressed immediately by the Civilian Human Resources Center, but routine position description revisions will be held in abeyance until there is a systemic classification across the enterprise as appropriate.

Point of contact for this memo is COL Debra M. Stewart, Director, Manpower and Personnel at (301) 319-8797.


STEPHEN L. JONES
Major General, U.S. Army
Acting Commander

Attachments:
As stated



**JOINT TASK FORCE
NATIONAL CAPITAL REGION MEDICAL
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SEP 8 2011

MEMORANDUM FOR COMMANDER, WALTER REED NATIONAL MILITARY
MEDICAL CENTER
COMMANDER, FORT BELVOIR COMMUNITY HOSPITAL
DIRECTOR, JOINT PATHOLOGY CENTER
DIRECTOR, NATIONAL INTREPID CENTER OF EXCELLENCE

SUBJECT: Classification and Recruitment of DoD Civilians – Establishment of Regional
Position Management Board

Reference: CJTF Memorandum dated May 5, 2011 (copy attached)

The purpose of this memorandum is to outline immediate actions that must be taken to implement the classification policy issued in the above reference and to address risk associated with hiring actions that, if continued at present levels without corresponding reductions or offsets, will result in civilian pay shortfalls for FY 2012.

On 14 August, the civilian workforces at Walter Reed Army Medical Center, National Naval Medical Center, DeWitt Army Community Hospital, Dilorenzo Medical Clinic, Carderock Clinic, the National Intrepid Center of Excellence, Joint Task Force (JTF) HQ and the Joint Pathology Center became DoD civilians assigned to Walter Reed National Military Medical Center, Fort Belvoir Community Hospital, JTF Headquarters and the Joint Pathology Center. In some cases, organizations had "surged" the hiring of permanent staff to deal with the demands of Base Realignment and Closure (BRAC) and in anticipation of accelerated turnover associated with the transition. Current on-board numbers and recruitment actions exceed authorizations by 682 positions. Many of those recruitment actions were approved by local Position Management committees or boards based on the structure that existed prior to the BRAC transition. It is now essential that those requests be re-evaluated based on the current structure, manning, and authorized funding for FY 2012. In addition to the large number of recruitment actions, there are a growing number of requests for classification actions to address a myriad of grading and job description concerns.

The movement of our civilian employees into newly settled, and in some cases, newly established departments and services is a work in progress. There is some anecdotal information to suggest that there are areas where there are surplus personnel in certain occupational series. It is essential that we now establish a regional model of civilian personnel management that enables us to optimize the use of these skilled and costly resources. In order to do this, we must begin to practice a more rigorous form of position management when deciding to develop new position descriptions and fill vacancies of existing positions.

Effectively immediately, I am directing the establishment of a Regional Position Management Board (RPMB) to assess recruitment actions currently underway and to establish criteria for the approval of new positions and the recruitment of positions as they become vacant.



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JAN 24 2012

MEMORANDUM FOR DEPUTY COMMANDER, WALTER REED NATIONAL MILITARY
MEDICAL CENTER
COMMANDER, FORT BELVOIR COMMUNITY
HOSPITAL
DIRECTOR, JOINT PATHOLOGY CENTER

SUBJECT: Extension of the Position Classification Moratorium

Reference: Commander, Joint Task Force National Capital Region Medical (JTF CapMed)
Memorandum, (September 30, 2011) (copy attached)

The purpose of this memorandum is to extend the classification moratorium described in the reference.

A comprehensive and systemic review of JTF CapMed's position descriptions has begun and will continue over the months ahead. This work must continue on a fast track and to this end the classification moratorium is extended until 1 July 2012.

Classification appeals, grievances or other formal actions will be addressed immediately by the Civilian Human Resources Center, but routine position description revisions will be held in abeyance until there is a systemic classification across the enterprise as appropriate.

The point of contact for this action is Clodeth C. Findlay, Deputy Director, Manpower and Personnel at Clodeth.findlay@med.navy.mil or (301) 319-4789.


STEPHEN L. JONES
Major General, U.S. Army
Deputy Commander