



**JOINT TASK FORCE
NATIONAL CAPITAL REGION MEDICAL
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MAY 20 2010

MEMORANDUM FOR COMMANDER, NORTHERN REGIONAL MEDICAL COMMAND
COMMANDER, NAVY MEDICINE, NATIONAL CAPITAL AREA
COMMANDER, 75TH MEDICAL WING
COMMANDER, WALTER REED ARMY MEDICAL CENTER
COMMANDER, NATIONAL NAVAL MEDICAL CENTER
COMMANDER, DEWITT ARMY COMMUNITY HOSPITAL
COMMANDER, MALCOLM GROW MEDICAL CENTER

SUBJECT: GUARANTEED PLACEMENT PROGRAM POLICY AND IMPLEMENTING PROCEDURES

1. BACKGROUND. On 9 September 2008, the Joint Task Force National Capital Region Civilian Human Resources Council was chartered to oversee the development and implementation of specific regional civilian human resources strategies and processes to be utilized by Walter Reed Army Medical Center (WRAMC), the National Naval Medical Center (NNMC), DeWitt Army Community Hospital (DACH), and Malcolm Grow Medical Center (MGMC). Those policies and procedures were needed to ensure the placement of employees who remain at WRAMC hospital and designated Dental Command (DENCOM) organizations through closure or until their work is transferred. These policies and procedures are designed to provide a phased approach to maximize the movement of current employees to preferred locations in 2011 while minimizing workforce instability in the region.
2. PURPOSE. This policy letter provides the basic principles of the JTF (CapMed) Guaranteed Placement Program Policy. The attachment further amplifies the policy through detailed business rules and procedures governing the reassignment of permanent employees at WRAMC, DENCOM, NNMC and DACH when their work is realigned to the new Walter Reed National Military Medical Center (WRNMMC) and the new Community Hospital at Fort Belvoir (FBCH).
3. COVERAGE.
 - a. Permanent employees remaining at Walter Reed Army Medical Center hospital and designated Dental Command organizations through closure or through the transfer of the work they perform are covered by the JTF CapMed implementation of the Deputy Secretary of Defense's Guaranteed Placement Program.
 - b. The basic principles of the JTF (CapMed) Guaranteed Placement Program are that:
 - 1) Employees will be placed to ensure the right mix of skills in the two Joint hospitals;
 - 2) Employees will follow their work to the new location to the maximum extent possible;

3) Employees' geographic preferences will be met to the maximum extent possible; and,

4) Employees transitioning to WRNMMC and FBCH will be reassigned to the new position with no loss of pay during the transition period or until September 15, 2011.

4. PROPONENT. The JTF CapMed is the proponent of this policy. The point of contact is Debra Edmond, Special Assistant for Civilian Human Resources, debra.edmond@med.navy.mil.



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

Attachment

BUSINESS RULES AND IMPLEMENTING PROCEDURES FOR GUARANTEED PLACEMENT PROGRAM AND REASSIGNMENTS TO WRNMMC AND FBCH

The following business rules, roles and responsibilities, and procedures will govern the implementation of the Guaranteed Placement Program for WRAMC and designated DENCOM civil service employees and the placement of WRAMC, designated DENCOM, NNMC and DACH civil service employees in the new WRNMMC and FBCH. These business rules and procedures may be augmented as needed to ensure that the goals of the Program are met and that managers have the necessary discretion to meet the mission and the needs of the workforce.

1. Business Rules

- a. The required balance of skills will be maintained in both hospitals to ensure accomplishment of the regional mission.
- b. Permanent employees currently working at Walter Reed Army Medical Center and designated Dental Commands will be placed at one of the two Joint hospitals.
- c. Permanent employees of the National Naval Medical Center and DeWitt Army Community Hospital hired prior to 1 February 2010 will remain in their current geographic location. Exceptions to this guidance may be approved based on the availability of positions in the other location and the employee's request to be reassigned or other extenuating circumstances.
- d. Military personnel and permanent civilian employees will be matched to billets in the new hospitals first. Civilian employees on term and temporary appointments and contractor personnel may be matched to remaining vacancies if no displacement of military or qualified permanent civilian employees will result from those placements.
- e. WRAMC employees covered by GPP will be assigned to available positions based on their desired geographic location to the maximum extent possible. An employee with the longer current period of employment at WRAMC will be accorded higher preference for assignment if there are insufficient positions to accommodate all employees desiring that location.
- f. Employees will receive written notification of the position and location of their position match and any subsequent updates that modify the initial match. These notifications will become final when a personnel action is issued to effect the reassignment or transfer to the position at WRNMMC or FBCH.

g. When employees are not assigned to their preferred locations, they may request placement on a waiting list for reassignment to their preferred location. Employees hired prior to 1 February 2010 will receive priority consideration for vacancies in the preferred location.

h. Requests for reassignment will be considered after the initial matching of covered WRAMC and designated Dental Command employees are completed.

i. After all WRAMC hospital and eligible designated Dental Command employees are matched to positions at WRNMMC and FBCH, permanent civil service employees of the WRAMC Garrison, not otherwise placed, may be offered vacant positions for which they qualify on the WRNMMC or FBCH manning documents.

j. Appointments of temporary employees at all MTFs will be terminated with the closure of WRAMC. Those employees may be reappointed at WRNMMC or FBCH if their services are still required.

2. Roles and Responsibilities:

a. The Integrated Chiefs (ICs), Transition Chiefs (TCs) or designated managers will make initial matching and final placement decisions for their departments and will make these decisions with the larger goal of the Joint end-state organizations in mind.

b. The Civilian Human Resource (CHR) staff members, consisting of subject matter experts from the Civilian Personnel Advisory Centers (CPACs), Human Resources Office (HRO) and JTF (CapMed) J1 CHR will assist the Integrated Chief or designated manager by advising them on personnel rules and regulations that must be adhered to when matching personnel to the new Joint structures. CHR will also be involved throughout the matching process to ensure transparency and consistency of applying the business and operating rules identified below.

c. The Joint Task Force (JTF) CapMed staff will oversee the matching process by providing necessary information to stakeholders in order to complete the process. Once the initial matching is complete, JTF will do a corporate review of the matches and will finalize for CJTF approval.

3. Procedures

a. When current staff in any occupational series/grade/band exceed the number of authorized positions, the manager will explore options with assistance of the CPACs/HRO. Where there are two equally graded/banded supervisory or lead positions in the current structure(s), the manager will work with the CPACs/HRO to determine restructuring and/or

assignment options that best serve the interests of the organization and the individuals involved. Staffing options will be developed and sent through an appropriate higher level review process before implementation.

b. When the designated manager determines s/he needs to make a placement decision that is not consistent with these procedures, the manager will prepare a memorandum (in a predetermined format) for the record stating specifically why an employee is being assigned contrary to the procedures. These exceptions will be rare and must always be merit-based. The Integrated Department Chief or designee will review and approve such actions.

c. Notifications of initial matching results will be provided prior to 1 July 2010 and a process will be developed to track gains and losses and provide amended notifications as needed through the transition of the employees to WRNMMC and FBCH.