



National Capital Region
Medical Directorate
ADMINISTRATIVE INSTRUCTION



NUMBER 1400.10

APR 19 2010

PERS

SUBJECT: Public Health Service Commissioned Officers Assignment to National Capital Region Medical Directorate

References: See Enclosure 1

1. PURPOSE. This Administrative Instruction (AI), in accordance with (LAW) references (a), (b) and (c), provides instruction on the management of Public Health Service (PHS) Commissioned Officers assignment to the National Capital Region Medical Directorate (NCR MD).

2. APPLICABILITY. This instruction applies to the National Capital Regional Medical Directorate Headquarters, Walter Reed National Military Medical Center (WRNMMC) and subordinate clinics, Fort Belvoir Community Hospital (FBCH) and subordinate clinics, hereinafter WRNMMC and FBCH are referred to as Medical Treatment Facilities (MTFs), and the Joint Pathology Center (JPC).

3. POLICY. It is NCR MD policy that:

a. Public Health Service Commissioned Officers assignment to the NCR MD headquarters, the MTFs and JPC will serve to enhance health care to military personnel and beneficiaries by providing a range of medical and mental health services through their subject matter expertise.

b. Orders detailing PHS officers to Department of Defense (DoD) are indefinite; however, orders for officers assigned under the MH (mental health) Memorandum of Agreement (MOA) will state that they are agreeing to a three year assignment. This is to ensure that those officers complete a minimum of a three year assignment as stated in the MH MOA. Officers must complete the initial term tour prior to requesting voluntary reassignment, curtailment, retirement, or changes/updates to billets. Changes/updates to billets are reviewed on an annual basis by the DHA Mental Health Program Manager.

c. Any changes to PHS billets are generated by the officer's supervisor and forwarded to NCR MD Regional Personnel Branch for approval. Billet upgrades and billet changes are based

on the needs of the MTFs/JPC and not to solely support the PHS officer's career advancement. PHS officers are not authorized to request changes to their position.

4. RESPONSIBILITIES. See Enclosure 2

5. MENTAL HEALTH MOA REQUIREMENTS. See Enclosure 3

6. TRICARE MANAGEMENT ACTIVITY MOA REQUIREMENTS. See Enclosure 4

7. RELEASABILITY. This AI is approved for public release and is available on the NCR MD website at www.capmed.mil

8. EFFECTIVE DATE. This AI:

a. Is effective immediately.

b. Will expire 10 years from the publication date if it has not been reissued or cancelled before this date.



Ronald J. Place
Major General, MC, USA
Director

Enclosures

1. References
2. Responsibilities
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ENCLOSURE 1

REFERENCES

- (a) Memorandum of Agreement (MOA) between Department of Defense, Office of the Assistant Secretary for Health Affairs and Department of Health and Human Services, Office of Public Health and Science for the Commissioned Corps of the U.S. Public Health Service, April 15, 2008
- (b) MOA between Department of Defense – TMA and Department of Health and Human Services (HHS), Office of the Assistant Secretary for Health, and the Commissioned Corps of the U. S. Public Health Service (HHS/CORPS), December 17, 2012.
- (c) Commissioned Corps Directive (CCD) 121.04 Non-Departmental Organization Details, September 27, 2007

ENCLOSURE 2

RESPONSIBILITIES

1. NCR MD PERSONNEL BRANCH. The Regional Personnel Branch shall:

a. Serve as the NCR MD PHS service proponent and maintain oversight and accountability of PHS Officer Assignments within NCR MD.

b. Manage PHS Officer assignment to NCR MD in concert with the Reference (a) and (b) and direction/guidance from DoD PHS Liaison Office.

c. Not initiate a By Name Request (BNR). BNR is not authorized by DoD. If there is a preferred candidate, the Hiring Manager needs to ensure the preferred candidate applies for the billet when announced.

d. Review requests for PHS Officer assignment from the MTFs and JPC for accuracy and completeness.

e. Ensure the MTFs and JPC have the required information to make informed decisions pertinent to the approval/disapproval of a PHS Officer extension of assignment.

f. Forward complete packet requests to DoD PHS Liaison office for processing.

2. MTFs and JPC. The requesting Officials at the MTFs and JPC shall:

a. Prepare the appropriate documents to request a PHS Officer Assignment either under the Mental Health MOA or the TMA MOA (also referred to as the P&R MOA or DHA MOA) and forward complete packets to NCR MD Regional Personnel Branch.

b. Ensure funding will be available for PHS Officer assignments under the TMA MOA and a memorandum to that effect is included with the request.

c. Ensure extension of PHS Officer assignments or reassignments of PHS Officers within NCR MD is coordinated with NCR MD Regional Personnel Branch.

d. Participate in the interviewing and reviewing of all applications documentation for posted positions.

e. Send selected officer information to NCR MD Regional Personnel Branch for submission to DoD PHS Liaison Office in order to start the process for requesting PHS orders for officer. Information should also include a requested start date for officer.

f. Provide administrative support to PHS officers to include identifying a sponsor, in processing; and ensuring annual evaluations and physical fitness are conducted.

3. MENTAL HEALTH MOA PROGRAM MANAGER. The Mental Health MOA Program Manager shall:

a. Meet the organization goals by serving as the Senior Program Management Officer, providing support to the PHS Commissioned Corps Officers detailed throughout the DoD to provide mental health and traumatic brain injury (TBI) care as specified in the DoD/HHS Mental Health MOA.

b. Receive the appropriate documents for billet/position request from the NCR MD Service Proponent and ensure that the billet/position conforms with MOA 2008. Upon completion of review, publish the vacancy through all PHS recruitment channels to include PHS Professional Advisory Committees (PACs) and Professional Advisory Groups (PAGs) across the disciplines and alternate disciplines required by billet/position requests.

c. Organize and present to the NCR Service Proponent all eligible candidates for billet/position requests to set up for interviews. Inform whether the candidates for the billet/positions are current PHS Officers or PHS Candidates (CADs).

d. Receive the official nomination package which includes the Administrative Checklist naming the Officer to the position and the security form from the NCR MD Service Proponent.

e. Generate the Transfer Orders or Call to Active Orders for the Officer, send household good forms and security forms to respective areas. Send a copy of those orders to the Officer and the NCR MD Service Proponent once returned.

f. The Mental Health MOA Program Manager is responsible for advising and liaising with NCR MD Service Proponent, Senior Management, Program Officials, and Officers on matters dealing with PHS personnel policies, including, but not limited to billet/position descriptions, promotion, performance management, adverse actions, commissioned officers' awards, retirement/resignation, leave, training, and MOAs.

4. TMA MOA PROGRAM MANAGER. The TMA MOA Program Manager shall:

a. Provide guidance and support during the entire hiring process.

b. Review requests for PHS Officer Assignment for accuracy and completeness.

c. Post the vacancy announcement to PHS officers and other agency liaison via email for specified business days (depending on how long the MTF wants the announcement open).

d. Start the process to get the officers orders cut so they will be released by their current agency. The process takes a minimum of 45 days. Requested start date should be no sooner than 45-60 days.

e. Ensure the request for orders (PHS 1662) are completed once the losing agency releases the officer.

f. Provide a copy of the orders to NCR MD Regional Personnel Branch once they have been processed by Division Commissioned Corps Personnel and Readiness (DCCPR).

ENCLOSURE 3

MENTAL HEALTH MOA REQUIREMENTS

1. The Mental Health MOA supports the assignment of PHS Officers in occupational series which directly support Mental Health, TBI or Post Traumatic Stress Disorders (PTSD).
2. Funding under this MOA is provided through Department of Defense (DoD).
3. Assignment under this MOA is against an already authorized/established billet within NCR HQ, the MTFs or JPC. PHS Officer Assignments does not increase the Full Time Equivalent (FTE) targets.
4. PHS Officers assigned under this MOA are subject to the Uniform code of Military Justice (UCMJ) and all other rules/regulations for Uniformed Personnel at the assigned organization.
5. The following documents must be completed or provided (with appropriate signatures where applicable) and forwarded as a complete package to NCR MD Regional Personnel Branch for further processing:
 - a. Attachment 1: Mental Health MOA Nomination Memo
 - b. Attachment 2: Mental Health MOA Billet Request Form
 - c. Attachment 3: Mental Health MOA Administrative Checklist
 - d. Attachment 4: HHS 207- Request for Security Clearance
 - e. Nominated Officer Curriculum Vitae (CV)
 - f. Position Description (PD) for the billet the PHS officer will be assigned against.

ATTACHMENT 1

SAMPLE MENTAL HEALTH NOMINATION MEMO

[Insert Date]

MEMORANDUM THRU

[INSERT Reviewing Official] Initial/Date _____

[INSERT Service Proponent] Initial/Date _____

FOR Program Manager, DoD-DHHS Mental Health MOA

SUBJECT: Nomination of [INSERT Nominee], U.S. Public Health Service

I received and reviewed the candidate cohort for the [INSERT Vacancy] requirement at [INSERT MTF, Installation], as authorized by 2008 Mental Health Memorandum of Agreement (MOA). I – or my designee – interviewed all candidates, checked their references, and nominate the following individual for the position:

[INSERT Nominee]

1. I certify that this individual is qualified to perform the official duties outlined in the approved Mental Health MOA Billet Request.
2. In accordance with the language of the Mental Health MOA, I acknowledge that this detail represents a 36-month assignment tour, starting on or about [INSERT Requested Start Date]. The Effective Date on the officer's official personnel orders reflects the start date of this 36-month term.
3. The POC is the undersigned at [INSERT Contact Information for Requesting Official or their designee].

[INSERT Requesting Official Signature Block]

ATTACHMENTS
[List Attachments]

ATTACHMENT 2

MENTAL HEALTH MOA BILLET REQUEST FORM

DEPARTMENT OF DEFENSE / DEPARTMENT OF HEALTH & HUMAN SERVICES
MENTAL HEALTH MEMORANDUM OF AGREEMENT

BILLET REQUEST (USPHS Commissioned Officers)

SECTION I – Action Requested

REQUEST TYPE: (Select one) NEW BILLET REQUEST UPDATE TO EXISTING BILLET BACKFILL REQUEST

INCUMBENT OFFICER NAME
(For update / backfill only)

REQUEST RATIONALE: (Select one) UNABLE TO FILL WITH CIVILIAN OR MILITARY (RECRUITMENT EFFORTS UNSUCCESSFUL) DEMAND FOR CARE EXCEEDS CAPACITY OF MTF'S AUTHORIZED STAFFING

SECTION II – Sponsoring Military Treatment Facility

SERVICE AFFILIATION ARMY NAVY AIR FORCE NCR Med. Dir.

PRIMARY DUTY STATION
INSTALLATION
MTF
PHYSICAL DUTY LOCATION / MAILING ADDRESS

MULTI-SERVICE MARKET? (Check here if this billet covers the delivery of care at multiple Military Treatment Facilities within a multi-Service market, secondary duty location must be identified below in Description of Duties)

SECTION III – Proposed Billet Designation

JOB TITLE TARGET DISCIPLINE ALTERNATE DISCIPLINE

BILLET DESIGNATION SUPERVISORY EXPLANATION (see below) NUMBER SUPERVISED (as applicable)

>> PLEASE NOTE: Supervisory work, at a minimum, includes responsibility for planning and scheduling work; assigning work to employees; accepting, amending, or rejecting completed work; assuring that production and accuracy requirements are met; appraising performance and recommending performance standards and ratings; approving leave; and effecting minor disciplinary measures.

SHIFT WORK? (Select one) ON-CALL RESPONSIBILITIES? (Select one)

BRIEF DESCRIPTION OF DUTIES for billet/vacancy announcement (e.g., scope of practice, secondary duty location, etc.):

(This area is intentionally left blank for the user to provide a brief description of duties.)

Maintains all basic readiness standards as required by the U.S. Public Health Service. PHS officers assigned under this Memorandum of Agreement (MOA) must remain available for PHS deployments. Under this MOA, PHS officers are not authorized to deploy with the military. 3-year (minimum) assignment tour.

CIVILIAN-EQUIVALENT POSITION DESCRIPTION SHOULD ACCOMPANY THIS REQUEST

SPECIFIC CREDENTIALS, QUALIFICATIONS, EXPERIENCE, AND PROFICIENCY REQUIRED (e.g., degree, licensure, trainings, etc.)

DOES THIS POSITION REQUIRE A SECURITY CLEARANCE? EXPLANATION (if applicable; see HHS 207)

FORM CONTINUES ON NEXT PAGE

DEPARTMENT OF DEFENSE / DEPARTMENT OF HEALTH & HUMAN SERVICES
MENTAL HEALTH MEMORANDUM OF AGREEMENT

BILLET REQUEST (USPHS Commissioned Officers)

FORM CONTINUED FROM PREVIOUS PAGE

SECTION IV – Routing and Coordination

The Service Proponents have designated the following authorities for the coordination and review of this Mental Health MOA Billet Request.

(Select from drop-down)

	REQUESTING OFFICIAL	REVIEWING OFFICIAL

SECTION IV.A – Certification by Requesting Official

By signing below, the signatory certifies that this request for a Public Health Service officer billet accurately represents a valid support requirement that will demonstrably yield access to direct patient care for mental health and/or traumatic brain injury.

NAME		RANK	TITLE
PHONE		E-MAIL ADDRESS	
SIGNATURE			DATE

SECTION IV.B – Concurrence by Reviewing Official

NAME		RANK	TITLE
PHONE		E-MAIL ADDRESS	
SIGNATURE			DATE
<input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR			

REMARKS (Include supplemental documentation as necessary)

SECTION IV.C – Concurrence by Service Proponent

NAME		RANK	TITLE
PHONE		E-MAIL ADDRESS	
SIGNATURE			DATE
<input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR			

REMARKS (Include supplemental documentation as necessary)

SECTION IV.D – Mental Health MOA Program Determination

SIGNATURE			DATE
<input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR			

REMARKS (Include supplemental documentation as necessary)

SECTION IV.E – DoD PHS Liaison

SIGNATURE			DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED			

REMARKS (Include supplemental documentation as necessary)

ATTACHMENT 3

MENTAL HEALTH MOA ADMINISTRATIVE CHECKLIST

DEPARTMENT OF DEFENSE / DEPARTMENT OF HEALTH & HUMAN SERVICES
MENTAL HEALTH MEMORANDUM OF AGREEMENT

ADMINISTRATIVE CHECKLIST (USPHS Commissioned Officers)

This Administrative Checklist is to be completed by the Field Organization Supervisor and routed as a part of the official Mental Health MOA Nomination Packet. It may be submitted as a standalone document only when reporting changes or updates the information contained in Section III on Page 3.

SECTION I – Identification of PHS Officer

PHS OFFICER NAME	RANK	DISCIPLINE	MH MOA BILLET DESIGNATION
PRIMARY DUTY LOCATION		SECONDARY DUTY LOCATION (if applicable)	

If this box is checked, the incoming PHS officer is a new Call to Active Duty or an Inter-Service Transfer; as a result, they will be required to attend the 2-week PHS Officer Basic Course prior to reporting to their Mental Health MOA duty station.

SECTION II – Acknowledgement of Contract Terms

Supervisor Initials: REFERENCE: DoD/DHHS Mental Health Memorandum of Agreement (MOA), signed April 2008 by the Assistant Secretary of Defense for Health Affairs and the Assistant Secretary for Health (DHHS)

- I received and reviewed a copy of the 2008 Mental Health Memorandum of Agreement (MOA), which authorizes the detail of the incumbent PHS officer into the billet identified above.
Questions about the terms of the MOA should be directed to the Mental Health MOA Program Manager.
- The incumbent PHS officer is an asset of the Mental Health MOA program, attached to my facility for purposes of daily accountability, privileging, supervision, and administrative oversight.
- The incumbent PHS officer occupies an approved PHS billet (with fixed Discipline, Billet Grade, and Supervisory Status) for a minimum assignment tour of 36 months; no changes will be authorized without a specific request coordinated through the Service Proponent and explicit, advanced approval from the Mental Health MOA program office.
- The incumbent PHS officer is only authorized to perform work at the duty location(s) identified above; they may not be relocated beyond the authorized duty location(s) – to include reassignment to other facilities within the same Enhanced Multi-Service Market (eMSM) – without a specific request coordinated through the Service Proponent and explicit, advanced approval from the Mental Health MOA program office.
- Release of an officer prior to completion of their initial 36-month tour obligation (e.g., transfer to another duty location) requires prior approval of an official Time on Station Waiver Request by the Mental Health MOA program office. Field Supervisors are not authorized to provide release concurrence.
- Once officially detailed under the Mental Health MOA, the incumbent PHS officer remains attached to the duty location(s) identified above until the Effective Date of updated PHS personnel orders indicating otherwise (e.g., transfer orders, retirement/separation orders, etc.).
- Retention of the indicated billet and the incumbent officer beyond the initial 36-month assignment tour is not guaranteed. The Service Proponents will conduct an annual (at minimum) Billet Review Exercise and report to the Mental Health MOA program office which billets they wish to retain, delete, or relocate.
- The incumbent PHS officer is subject to the same command-specific policies and procedures as are applied to other similarly situated military officers at the indicated duty location(s), to include the Uniform Code of Military Justice (UCMJ). For the administration of military justice and other administrative action deemed appropriate by the Commander or their designee, the incumbent PHS officer falls under a locally-prescribed UCMJ Command Authority [Section III.A on Page 3].

FORM CONTINUES ON NEXT PAGE

ADMINISTRATIVE CHECKLIST (USPHS Commissioned Officers)

FORM CONTINUED FROM PREVIOUS PAGE

SECTION II – Acknowledgement of Contract Terms (continued)

Supervisor Initials	REFERENCE: DoD/DHHS Mental Health Memorandum of Agreement (MOA), signed April 2008 by the Assistant Secretary of Defense for Health Affairs and the Assistant Secretary for Health (DHHS)
	9. Returns to Service are only authorized as outlined in §IV.A.9 of the Mental Health MOA and require documentation of cause and any previous or current efforts to remediate. A formal memorandum must be submitted to the DoD PHS Liaison at least 150 days in advance of the requested return date.
	10. The incumbent PHS officer is <i>authorized all the rights, benefits, and obligations</i> provided to other similarly situated military officers at the indicated duty location(s).
	11. In order to maintain clinical currency and professional licensure, the incumbent PHS officer will be provided with the same opportunities for professional training and continuing education as afforded to other similarly situated military officers at the indicated duty location(s).
	12. Official travel (e.g., official training, approved continuing education, etc.), unless otherwise sponsored, is funded by the local facility and should follow the same local policies and procedures for review and approval as applied to other similarly situated military officers at the indicated duty location(s).
	13. A ranking official has been designated as Field Organization Supervisor (Rater) [Section III.B on Page 3], responsible for administrative oversight and direct supervision of the incumbent PHS officer.
	14. FOR NEW NOMINEES ONLY: An onsite sponsor of similar rank and job series has been assigned to the incoming PHS officer [Section III.C on Page 3], who will receive the officer upon reporting for duty and assist with in-processing activities.
NOTE: For questions related to PHS officer performance appraisals, award nominations, promotions, readiness, leave policies, and general career guidance, please contact the DoD PHS Liaisons at DHAHR_PHS_CCTeam@dha.mil .	
	15. I understand that the PHS Commissioned Corp collects <i>annual performance appraisals</i> each October using <i>Form PHS-838</i> . The DoD PHS Liaisons will circulate guidance annually to Field Supervisors.
	16. I understand that PHS officers detailed under the Mental Health MOA are <i>eligible for both PHS and DoD Service awards and decorations</i> .
	17. I am familiar with the <i>types of leave</i> granted to PHS officers (see Commissioned Corps Instruction 361.01) and will use <i>Form PHS-1345</i> to document all leave taken by the incumbent PHS officer; leave requests will be reviewed and approved according to the same policies and procedures applied to other similarly situated military officers at the indicated duty location(s).
	18. I designated a <i>Leave Maintenance Clerk</i> [Section III.D on Page 3], who will be registered and receive training on the use of the Commissioned Officers Leave Tracking System (COLTS), which will be used to track the leave balance and file completed leave requests for the incumbent officer.
	19. I will notify the Mental Health MOA Program Manager and the DoD PHS Liaisons within 24 hours of any of the following scenarios involving the incumbent PHS officer: a. <i>Any serious or life-threatening illness or event</i> (e.g., natural or man-made disaster); or b. <i>Any period of (or request for) leave in excess of 30 consecutive calendar days</i> .
	20. Upon turnover of any individual identified in Section III of this form, I will notify the Mental Health MOA Program Manager and the DoD PHS Liaisons with updated name and contact information, as applicable.

FORM CONTINUES ON NEXT PAGE

ADMINISTRATIVE CHECKLIST (USPHS Commissioned Officers)

FORM CONTINUED FROM PREVIOUS PAGE

SECTION III – Identification of Administrative POCs

The following individuals will serve as the administrative points of contact for the Mental Health MOA program office on matters falling within their purview (as described in the previous sections). Any changes should be reported directly to the MOA Program Manager and DoD PHS Liaisons.

SECTION III.A – Uniform Code of Military Justice (UCMJ) Authority

The individual identified in this section represents the command authority to which the indicated PHS officer is attached for the administration of military justice and other administrative actions deemed appropriate by the Commander or their designee.

UCMJ AUTHORITY NAME		RANK	TITLE
PHONE		E-MAIL ADDRESS	

SECTION III.B – Field Organization Supervisor

The individual identified in this section is responsible for daily accountability and oversight of the incumbent PHS officer; they may be uniformed or civilian but must be of equal or superior rank to the incumbent PHS officer.

SUPERVISOR NAME		RANK	TITLE
PHONE		E-MAIL ADDRESS	

REMARKS (include supplemental documentation as necessary)

SECTION III.C – Sponsor for Incoming PHS Officer

The individual identified in this section will serve as an onsite sponsor for the incoming officer; they will receive the officer upon initial report for duty and will assist with in-processing activities.

SPONSOR NAME		RANK	TITLE
PHONE		E-MAIL ADDRESS	

SECTION III.D – Leave Maintenance Clerk

The individual identified in this section will serve as the Leave Maintenance Clerk for the incumbent PHS officer; they will be registered with and trained on the use of COLTS and will receive and file leave slips (Form PHS-1345) for completed annual leave charged against the PHS officer.

CLERK NAME		RANK	TITLE
PHONE		E-MAIL ADDRESS	

SECTION IV – Acknowledgement by PHS Officer

The MOA Program Office will secure signature from the Nominated/Incumbent PHS Officer.

By signing below, the officer acknowledges that they have reviewed and understand the terms of this contract, established under the authority of the Mental Health MOA. Prior to signing to acknowledge these terms, questions should be directed to the Mental Health MOA Program Manager.

PHS OFFICER NAME		RANK	DISCIPLINE	MH MOA BILLET DESIGNATION
PHONE		E-MAIL ADDRESS		
SIGNATURE			DATE	

ATTACHMENT 4

HHS 207 – REQUEST FOR SECURITY CLEARANCE

DEPARTMENT OF HEALTH AND HUMAN SERVICES OFFICE OF THE SECRETARY		
REQUEST FOR SECURITY CLEARANCE For Access to Classified National Security Information		Date _____
INSTRUCTIONS: The Personnel Security Representative of employee's organization shall submit to the Personnel Security Division, Office of Security and Strategic Information (OSSI), this completed request form and, if necessary, a memorandum explaining any known security, suitability or misconduct information about this employee. The clearance justification statement must specifically explain the need for access to classified national security information and the highest level of access required.		
It is requested that a security clearance be granted to the below named employee to permit access to information and material classified up to and including the circled level: <input type="checkbox"/> Confidential <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret		
Employee Name	Title, Division, Bureau, Agency	Last 4 SSN
	Department of Defense detailed through Mental Health Memorandum of Agreement (MOA)	GRADE
Justification: 		
PSR: for Reciprocity: Clearance Level _____ Date Granted _____ by _____ Date of Last Investigation _____ Investigation Type _____		
REQUESTED BY (Supervisor)	Signature _____ Title _____	
I concur with the justification statement above relating to my need for a security clearance. If granted, I will be required to sign a Nondisclosure Agreement at the time of my initial security briefing. I am also aware that if this clearance is at the Top Secret level that I will be subject to random drug testing under the HHS Drug-Free Workplace Program since my position will become a Testing Designated Position.		
Employee's Signature _____ Date _____		
CONCURRENCE		Personnel Security Representative for: _____
CERTIFICATE OF SECURITY CLEARANCE		
This is to certify that the above named employee has been cleared for access to classified national security information up to and including the _____ level on a need-to-know basis. Clearance is based on _____		
Signature of Associate Director, Office of Security and Strategic Information		DATE
The Personnel Security Representative is responsible for the security briefing of the employee. Security Clearance does not become effective until employee has had a security briefing and signs a SF-312, Classified Information Nondisclosure Agreement.		
HHS 207 (4/10)		

ENCLOSURE 4

TRICARE MANAGEMENT ACTIVITY MOA REQUIREMENTS

1. The TMA MOA supports the assignment of PHS officers in occupational series not limited to mental health.
2. Funding under this MOA is provided by the requesting organization. The requesting organization MUST include a memo signed by the Resource Manager stating that funding of the PHS Officer assignment is approved.
3. Assignment under this MOA is against an already authorized/established billet within NCR HQ, the MTFS or JPC. PHS Officer Assignments does not increase the FTE targets.
4. PHS Officers assigned under this MOA are subject to the rules/regulations for Uniformed Personnel at the assigned organization. UCMJ does not apply.
5. In addition to the funding memo, the following documents must be completed or provided (with appropriate signatures where applicable) and forwarded to NCR MD Personnel Branch for further processing.
 - a. Attachment 1: PHS – 4392 - Billet Description Form
 - b. Attachment 2: Sample Organization Chart
 - c. Attachment 3: Sample Vacancy Announcement
 - d. Attachment 4: Sample Classified Position Description

ATTACHMENT 1

PHS 4392 – Billet Description

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
COMMISSIONED OFFICER'S

BILLET DESCRIPTION
(See back for instructions)

1. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station
Department of Defense, Defense Health Agency, Walter Reed National Military Medical Center, DMS, DiLorenzo - Pharmacy

Items 2B, 2C, 3, and 4 to be completed by the Office of Commissioned Corps Operations ONLY.

2. EQUIVALENCY STATEMENT	2A. BILLET SENSITIVITY	2B. GRADE	3. CAREER TRACK	4. CIVIL SERVICE SERIES
		2C. TOTAL		

5. FUNCTIONAL TITLE Supervisory Pharmacist GS-0660-13

6. Pertinent program information (e.g., size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc.)
DiLorenzo TRICARE Health Clinic (DTHC) Pharmacy, Pentagon, Washington D.C. - 7600 enrolled beneficiaries
Primary Function: Provide pharmaceutical care to DTHC beneficiaries, assist DTHC in managing medications, assisting providers, and ensuring joint commission readiness. Pharmacy Staff Size: 3 Pharmacists, 6 Technicians. Pharmacy averages approximately 500 prescriptions/day from DTHC and surrounding Military treatment facilities.

7. Brief statement of most important duties, including significant supervisory responsibilities and work relationships.
Responsible for the professional and administrative management of an assigned area in pharmacy service. Such individuals have responsibilities for supervising multiple pharmacists and technicians. Manages people, maintains effective interdepartmental relations, and cooperates with other services to accomplish the clinic's mission and goals. Develops performance standards, assures that the program area is compliant with all regulatory and accrediting body requirements, designs and implements orientation and training programs for staff, and develops and maintains systems to monitor the performance of staff activities. Develops policies and procedures relative to their assigned area.

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion).
Title of Supervisor: Director of Medical Services
Type of Direction Received: Direct Personal Contact

9. Minimum qualifications (education and experience) required to perform this job satisfactorily.
Pharmacy degree from approved College of School of Pharmacy; Active license to practice pharmacy; Experience, minimum 1 year

10. INCUMBENT'S NAME		11. INCUMBENT'S CATEGORY		12. INCUMBENT'S RANK Permanent Temporary	
13. SERIAL NUMBER		14. INCUMBENT'S PROFESSION		15. (Check one) <input type="checkbox"/> Regular Corps <input type="checkbox"/> Reserve Corps	
16. Certification or concurrence of the officer's supervisor		Signature		Title (Position) Date	

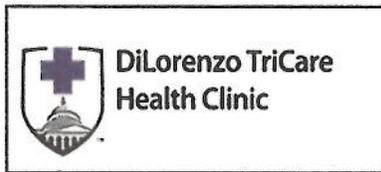
**INSTRUCTIONS FOR COMPLETING
BILLET DESCRIPTION**

PHS-4392

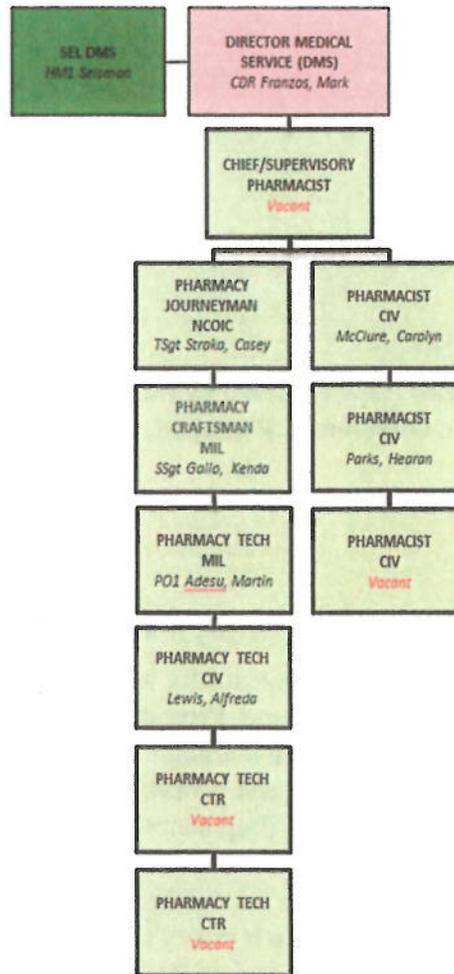
- Item 1.** Self-explanatory.
- Item 2.** If non-standard billet, provide civil service equivalency statement.
- Items 2B, 2C, 3, and 4.** Please leave these items BLANK.
- Item 5.** Please enter the title by which the position (incumbent) is generally known around the installation.
- Item 6.** Describe the setting in which the incumbent works. For instance, if the officer is the medical officer in charge of a hospital, is its capacity 50 beds or 500 beds? Is it a General Medical and Surgical hospital or a specialty hospital? Is the incumbent an engineer in a small water pollution control project, or a staff engineer in a headquarters branch? What is the primary function of the branch or section incumbent works in? Is it a nationwide, regional, or local function?
- Item 7.** Describe the major duties that are performed in order of importance. For your assistance, it can be said that most positions involve no more than five major duties, and that each major duty can be described with one or two sentences. The supervision that the incumbent gives to other persons, if it is a major duty, should be described in this item. Include number supervised and kind of supervision given (e.g., directly to subordinates, through subordinate supervisors, constant observation of work, cursory review of completed work, etc.). Also include the nature and purpose of work relationships (e.g., with persons in own unit to exchange information, with officials outside the Federal Government to interpret and seek support for plans and policies).
- Item 8.** First state by whom (billet, not name) the officer is supervised. Then tell how the officer is directed. Be sure to include such items as degree and type of direction from the onset, through to completion of work (e.g., is direction received from direct personal contact, from established policy, precedents, guides, methods, etc.?). For instance, if the officer is an engineer are his/her computations checked for accuracy, are his/her professional engineering judgments reviewed, or is the officer's work only reviewed for compliance with policy? There must be situations that lie between these examples. Do not use such terms as "under immediate supervision," "under general supervision," etc.
- Item 9.** To be completed by the officer's supervisor. Please include both education and years of experience required. Be sure to list minimum qualifications (which will not necessarily coincide with present incumbent's qualifications). Advanced degrees, board certification, etc., should be listed only if an essential requirement of the position.
- Items 10, 11, and 12.** Self-explanatory.
- Item 13.** Self-explanatory.
- Item 14.** List your profession or specialization (i.e., medical record librarian, psychologist, entomologist). Your category (Item 11) may be Environment Health but your profession may be Chemist.
- Item 15.** Self-explanatory.
- Item 16.** The officer's supervisor will complete this item. Both incumbent and supervisor should agree with the contents of the billet before it is certified.

ATTACHMENT 2

SAMPLE ORGANIZATION CHART



Pharmacy Services



ATTACHMENT 3SAMPLE VACANCY ANNOUNCEMENTDefense Health Agency

*****FOCUS AREA*****

Agency leadership has determined that this position meets Criteria 4: Assignment requires regular engagement with other uniformed services. **

*****POSITION TITLE*****

Supervisory Pharmacist (O-5 Billet)

*****LOCATION DESCRIPTION*****

This position is located at Walter Reed National Military Medical Center, Dilorenzo Tricare Health Clinic, Medical Service Directorate, Pentagon, Arlington, VA.

*****CLOSING DATE********** JOB DESCRIPTION*****

Specific duties and responsibilities include, but are not limited to the following:

1. Operates the pharmacy service with responsibility for the professional and administrative management of the assigned pharmacy service. Provides pharmaceutical care to over 7,600 enrolled beneficiaries, assisting in managing medications, assisting providers, and ensuring joint commission readiness. Establishes policies and procedures, and work methods for the operation of the pharmacy. Establishes guidelines for drug security and maintains the necessary controlled drug supply records. Dispenses all pharmaceuticals to patients and using agencies within the clinic, and satellite facilities, insuring that a licensed pharmacist, physician or dentist dispenses any drug which is subject to control. Conducts periodic inspections and establishes stock levels of pharmaceuticals maintained in the clinic and related areas. Is responsible for developing, preparing cost analyses and forecasting budget estimates for the pharmacy. Serves as the staff drug authority providing consultative and advisory service on pharmaceuticals to professional personnel of the clinic. Advises the medical staff on prescribing practices which will facilitate the coordinating of the operations of the pharmacy and surrounding Military Treatment Facilities (MTFs). Manages people, maintains effective interdepartmental relations and cooperates with other services to accomplish the clinic's mission and goals. Maintains the clinic formulary and drug reference library. 50%
2. Responsible for monthly inspections of clinic medication storage areas to ensure proper storage and potency of stocked medications. Assists in assuring pharmacy and clinic compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, Federal, DoD, and state regulations. Incumbent is responsible for the proper handling of specific hazardous waste generated by the pharmacy. 25%

3. Informs employees of pharmacy policies and procedures. Assigns work to subordinates based on work priorities, consideration of the difficulty, requirements of the assignments and the capabilities of the employees. Evaluates performance of the employees and gives advice and counsels for performance improvement, and on both work and administrative matters. Interviews candidates for positions and makes recommendations for appointments, promotions or reassignments involving such positions. Hears and resolves complaints from employees, refers the more serious complaints not resolved to higher level of supervision. In addition, effects minor disciplinary measures such as warnings and reprimands and identifies developmental and training needs of employees. Approves leave. Finds ways to improve production or increase the quality of the work directed. Serve as a Contracting Officer's Representative on one or more contracts with accountability for preparation of performance work statements, development of independent government cost estimates, acquisition strategy, market research, approval of invoices and oversight of progress reports and deliverables. – 25%

Performs other duties as assigned.

CONDITIONS OF EMPLOYMENT:

- This position is a Testing Designated Position (TDP) subject to passing initial drug test and random drug testing thereafter for the duration of employment.
- Background and security investigation required
- Employees assigned to this position may be designated as Mission Essential and assume Essential Personnel status during inclement weather/emergencies

Basic Requirements

Education: Four-year bachelor's degree in pharmacy recognized by the American Council on Pharmaceutical Education.

Licensure: All applicants must be licensed to practice pharmacy in a State, territory of the United States, or the District of Columbia.

Key Requirements

- U. S. Citizenship required
- Must pass pre-employment examination

Medical Requirements

- Applicants must be able to distinguish basic colors.
- Must pass pre-employment examination

*****CONTACT INFORMATION*****

Interested USPHS Commissioned Corps officers should forward a cover letter highlighting relevant experience and education, curriculum vitae, and last two COERS via email to CDR Mark Franzos, Director Medical Service at mark.a.franzos.mil@mail.mil. **Applications must be received no later than close of business**

If you have any questions, please contact CAPT Jena Vedder, Associate DoD Commissioned Corps Liaison at Jennifer.a.vedder.mil@mail.mil or 703-681-0362.

ATTACHMENT 4

SAMPLE CLASSIFIED POSITION DESCRIPTION

DHA POSITION DESCRIPTION

PD#: JTJTF1164

Sequence#:
VARIES

Replaces PD#:

SUPERVISORY PHARMACIST

GS-0660-13

POSITION LOCATION:

Servicing CPAC: NATIONAL CAPITAL REGION
MEDICAL DIRECTORATE

Agency: VARIES

Installation: VARIES

Army Command:
VARIES

Region: NORTH CENTRAL

Command Code:
VARIES

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:

Citation 1: OPM PCS PHARMACIST SERIES, GS-660, FEB 68

Citation 2: OPM GENERAL SCHEDULE HRCD-5 JUNE 1998, APRIL 98

Supervisory Certification: *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

Supervisor Name: CDR FRANZOS

Reviewed Date: 08/15/2017

Classification Review: *This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Reviewed By: NCR-MD/CHRC

Reviewed Date: 08/15/2017

POSITION INFORMATION:

Cyber Workforce:

- Cert Type/Level Required 1: VARIES
- Cert Type/Level Required 2: VARIES
- Cert Type/Level Required 3: VARIES

FLSA: EXEMPT

FLSA Worksheet: EXEMPT

FLSA Appeal: NO

Bus Code: VARIES

DCIPS PD: NO

- Mission Category:
- Work Category:
- Work Level:

Acquisition Position: NO

- CAP:
- Career Category:
- Career Level:

Functional Code: 81

Interdisciplinary: NO

Supervisor Status: VARIES

PD Status: VERIFIED

DCA Override: NO

CONDITION OF EMPLOYMENT:

Drug Test

Required: VARIES

Financial Management Certification:

Position Designation: VARIES

Position Sensitivity: VARIES

Security Access: VARIES

Emergency Essential:

Requires Access to Firearms: VARIES

Personnel Reliability Position: VARIES

Information Assurance: N

Influenza Vaccination:

Financial Disclosure: NO

Enterprise Position: VARIES

POSITION ASSIGNMENT:

Competitive Area: VARIES

Competitive Level: VARIES

Career Program: VARIES

Career Ladder PD: NO

Target Grade/FPL: 13

Career Pos 1:

Career Pos 2:

Career Pos 3:

Career Pos 4:

Career Pos 5:

Career Pos 6:

POSITION DUTIES:

THIS IS A STANDARDIZED JOB DESCRIPTION. DO NOT MAKE ANY CHANGES WITHOUT NCR-MD APPROVAL.

MAJOR DUTIES

Serves as a Supervisory Pharmacist of an outpatient pharmacy clinic having general medical and numerous specialty practices and serving patients of all age groups in direct support of the provision of healthcare to patients. The incumbent is recognized as an expert on pharmaceuticals, pharmacokinetics and pharmacotherapeutics. Responsible for monitoring and evaluating the use of pharmacotherapeutic substances (drugs), processes, procedures and policies. The incumbent is responsible for the effective and efficient use of pharmaceuticals in treating the various diseases and conditions of human patients. Also accountable for clinical and staff pharmacist functions of the Pharmacy Service.

1. Operates the pharmacy service with responsibility for the professional and administrative management of the assigned pharmacy service. Provides pharmaceutical care to over 7,600 enrolled beneficiaries, assisting in managing medications, assisting providers, and ensuring joint commission readiness. Establishes policies and procedures, and work methods for the operation of the pharmacy. Establishes guidelines for drug security and maintains the necessary controlled drug supply records. Dispenses all pharmaceuticals to patients and using agencies within the clinic, and satellite facilities, insuring that a licensed pharmacist, physician or dentist dispenses any drug which is subject to control. Conducts periodic inspections and establishes stock levels of pharmaceuticals maintained in the clinic and related areas. Is responsible for developing, preparing cost analyses and forecasting budget estimates for the pharmacy. Serves as the staff drug authority providing consultative and advisory service on pharmaceuticals to professional personnel of the clinic. Advises the medical staff on prescribing practices which will facilitate the coordinating of the operations of the pharmacy and surrounding Military Treatment Facilities (MTFs). Manages people, maintains effective interdepartmental relations and cooperates with other services to accomplish the clinic's mission and goals. Maintains the clinic formulary and drug reference library.

a. The incumbent is recognized as an expert on pharmaceuticals, polypharmacy and pharmacotherapeutics. Provides authoritative instructions, advice, and assistance to prescribing and dispensing officials on effectiveness, suitability, hazards, appropriateness for the intended use, economy and all other aspects of their use. Prepares and dispenses medications using appropriate techniques and following the health system's policies and procedures.

b. The incumbent monitors the dispensing of all pharmaceuticals in the clinic. When called upon, analyzes patterns and trends to determine appropriate, effective, and economical prescribing and dispensing. Recommends alternatives that will satisfy the medical needs of the situation. Looks for indications of misuse or abuse of pharmaceuticals and recommends corrective or remedial activities to ensure compliance with operating instructions and quality assurance criteria and procedures. As tasked, the incumbent provides pharmacy input to quality assurance reviews and similar processes. Uses pharmacy technical and clerical personnel effectively.

c. Provides medication use and disease state education to patients and caregivers in both individual and group settings that effectively meet their needs. Advises and counsels patients and caregivers, providing information on drug therapy, adverse effects, compliance, appropriate use, handling, and drug administration. Provides concise, applicable, and timely responses to requests for drug information from health care providers and patients. (Approx. 50%)

2. Responsible for monthly inspections of clinic medication storage areas to ensure proper storage and potency of stocked medications. Assists in assuring pharmacy and clinic compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, Federal, DoD, and state regulations. Incumbent is responsible for the proper handling of specific hazardous waste generated by the pharmacy. (Approx. 25%)

3. SUPERVISORY DUTIES: Informs employees of pharmacy policies and procedures. Assigns work to subordinates based on work priorities, consideration of the difficulty, requirements of the assignments and the capabilities of the employees. Evaluates performance of the employees and gives advice and counsels for performance improvement, and on both work and administrative matters. Interviews candidates for positions and makes recommendations for appointments, promotions or reassignments involving such positions. Hears and resolves complaints from employees, refers the more serious complaints not resolved to higher level of supervision. In addition, effects minor disciplinary measures such as warnings and reprimands and identifies developmental and training needs of employees. Approves leave. Finds ways to improve production or increase the quality of the work directed. (Approx. 25%)

Performs other duties as assigned.

FACTOR 1. PROGRAM SCOPE AND EFFECT - Level 1-2 - 350 Points

The incumbent directs a program segment of work that is professional and technical in the management of a Clinic, providing pharmacy care to the clinic that supports a multi-functional facility, servicing an active duty, retiree and civilian community in a large metropolitan area. The work of the organization supports and facilitates the work of physicians by filling patients' prescriptions. The work directly involves the provision of essential support operations to complex technical and professional functions. The assigned activities have significant effect on the overall accuracy and timeliness of the overall health provision capability to the serviced customers.

FACTOR 2. ORGANIZATIONAL SETTING - Level 2-1 - 100 Points

Works under the general supervision of the Director, a position that is two or more levels below the first SES, flag or general officer, equivalent to or higher level position in the direct supervisory chain.

FACTOR 3. SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED - Level 3-2c - 450 Points

Plans the work to be accomplished by subordinates, sets and adjusts short-term priorities,

and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty, and requirements of assignments, and the capabilities of employees. Evaluates work performance of subordinates. Gives advice, counsel, and instruction to employees on both work and administrative matters. Interviews candidates for positions in the section. Recommends appointment, promotion, or reassignment to such positions. Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor. Effects minor disciplinary measures, such as warnings, and reprimands, recommending other action in more serious cases. Identifies developmental and training needs of employees, providing or arranging for needed development and training.

FACTOR 4. PERSONAL CONTACTS

SUBFACTOR 4A - NATURE OF CONTACTS - Level 4A-2 - 50 Points

The employee has frequent work contacts with other high level officials, civilian and military in other military organizations; physicians, clinicians, patients and family members inside and outside the facility.

SUBFACTOR 4B - PURPOSE OF CONTACT - Level 4B-2 - 75 Points

The purpose of the contacts are to (1) Accomplish scheduling for pharmacy services; (2) Coordinate operation of the clinic with other staff personnel, MTFs and outlying clinics in the eMSM; (3) Maintain effective communication with all personnel within and outside the directorate; and (4) Participate in numerous organizational and clinic activities.

FACTOR 5. DIFFICULTY OF TYPICAL WORK DIRECTED - Level 5-7 - 930 Points

The highest level of mission-oriented nonsupervisory work performed by the organization, constituting 25 percent or more of the supervised workload, is GS-12.

FACTOR 6. OTHER CONDITIONS - Level 6-5 - 1225 Points

Position supervises professional work comparable in difficulty to the GS-12 level. Substantial coordination is required in integrating the work of the team through the identification and integration of internal and external program issues that affect pharmacy services as directed by credentialed care-providers. In addition, there is required coordination of services to the outlying clinics to insure timeliness, quality of product, consistency, conformance to established standards and to programs and JACHO criteria.

TOTAL POINTS: 3180

Range: 3155-3600 = GS-13

Fair Labor Standards Act (FLSA) Determination = (EXEMPT)

1. Availability Pay Exemption - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).

2. Foreign Exemption - (Note: Puerto Rico and certain other locations do not qualify for this exemption – See 5 CFR 551.104 for a list of Nonexempt areas.)

3. Executive Exemption:

a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND

b. Customarily and regularly directs 2 or more employees, AND

c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or “matrix management” responsibility for a project team does not meet the above criteria. Limited “assistant manager” functions or “acting in the absence” of the manager does not meet the above criteria.

4. Professional Exemption:

a. Professional work (primary duty)

b. Learned Professional, (See 5 CFR, 551.208) (Registered Nurses, Dental Hygienists, Physician’s Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or

c. Creative Professional, (See 5 CFR, 551.209) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or

d. Computer Employee, (See 5 CFR, 551.210) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).

5. Administrative Exemption:

a. Primary duty consistent with 5 CFR 551 (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.

- FLSA Conclusion:**
 Exempt
 Non Exempt

FLSA Comments/Explanations:

EXEMPT

CONDITIONS OF EMPLOYMENT & NOTES:

This position is a Testing Designated Position (TDP) subject to passing initial drug test and random drug testing thereafter for the duration of employment.

POSITION EVALUATION:**CLASSIFICATION SUMMARY OF NON-SUPERVISORY DUTIES (TECHNICAL DUTIES)**

SERIES AND TITLE: The duties of the position require an extensive and intensive professional knowledge of pharmacy science to advise on, monitor, and evaluate the use of pharmacotherapeutic substances (drugs) processing procedures, and policies. Pharmacology is concerned with determining the properties of pharmaceuticals and their effects on various organisms. This position is concerned with the effective and efficient use of pharmaceuticals in treating the various diseases and conditions of human patients. This position is responsible for the clinical pharmacy functions of the Pharmacy Service. The title provided for by the standard for supervisory work in this field is "Supervisory Pharmacist."

GRADE: As defined in the 0660 standard, the technical aspects of this position are graded as Chief Pharmacist GS-11; the Chief Pharmacist for a pharmacy serving a small to medium medical care facility with a limited to moderate diversity of patient care.

SCOPE AND COMPLEXITY OF THE ASSIGNMENT:

These duties are similar to the Chief Pharmacist functions discussed at the GS-11 level. The GS-11 Chief Pharmacist has overall professional and administrative responsibility for the entire pharmacy service for a small to medium medical care facility having a limited to moderate diversity of patient care. The Clinical Pharmacist is the technical expert. Because the pharmacy is characteristically in a fairly stabilized situation posing relatively uncomplicated problems, existing guidelines can be used without considerable variation and modification. The Chief Pharmacist serves as the top drug authority for the facility. This position does not meet the GS-12 level. At the GS-12 level, the facility has ongoing special programs involving a moderate degree of activity in medical research and/or teaching.

PERSON-TO-PERSON WORK RELATIONSHIPS:

The Chief Pharmacist at the GS-11 level has continuous association with management and professional personnel to determine the scope and nature of the pharmacy service needed. He/she works very closely with key personnel and administrative staff in planning and coordinating the total pharmacy contribution to the facility's patient care program.

SCOPE AND LEVEL OF RESPONSIBILITY:

The clinical pharmacist effectively performs most of the consultative, advisory, and educational aspects of the Chief Pharmacist as depicted in the standard. Incumbent works under general direction. Incumbent has complete technical and administrative responsibility for his pharmacy operation. As Chief Pharmacist, incumbent is responsible for providing a balanced and efficient pharmacy service. This includes responsibility for establishing and maintaining standards of service, and maintaining maximum efficiency and economy of operations through proper organization, management and coordination. The scope and nature of the pharmacy operation, rather than the presence or absence of supervision over others, are the significant characteristics of chief pharmacist positions.

Determination of Technical duties - GS-11.

FINAL CLASSIFICATION: Supervisory Pharmacist, GS-0660-13.

Position reviewed by Bonnie Amacher.

COMP LEVEL: A0B0