



DEFENSE  
HEALTH AGENCY

# National Capital Region Medical Directorate INSTRUCTION



NUMBER 1304.01  
MAR 04 2014

PERS

SUBJECT: Qualifications and Selection Process for Joint Senior Leadership Nominative Positions

References: See Enclosure 1

1. PURPOSE. This Instruction based on the authority of References (a) through (c) shall:

a. Provide direction on the qualifications and selection process required for officers and/or civilians to serve in joint senior leadership nominative positions within the National Capital Region Medical Directorate (NCR MD). These appointments include Chief of Staff, "Director For" positions at Fort Belvoir Community Hospital (FBCH), Walter Reed National Military Medical Center (WRNMMC), and Director positions of DiLorenzo TRICARE Health Clinic (DTHC) and the Joint Pathology Center (JPC).

b. Cancels and reissues Reference (d) to update policy and responsibilities for the NCR MD.

2. APPLICABILITY. This Instruction applies to the NCR MD, WRNMMC to include the DTHC and the Tri-Service Dental Clinic, FBCH to include the Dumfries and Fairfax Health Centers, and the JPC. These facilities are collectively referred to hereafter as Joint MTFs and Centers. Any deviations or exceptions to this guidance are subject to the prior approval of the Director, NCR MD.

3. POLICY. It is NCR MD policy that:

a. Service personnel will be represented in the senior leadership of Joint MTFs and Centers to assure Service equities.

b. Joint MTF and Center Chief of Staff, "Director for," and Director, DTHC and JPC (collectively referred to hereafter simply as "Director") are Service-nominated positions. Selection is based on an individual's potential to serve in positions of greater responsibility and demonstrated medical department leadership development obtained through experience in a variety of Service assignments, education, and training.

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c. The nomination package will include Curriculum Vitae, Officer Record Brief or Single Unit Retrieval Format, and a Letter of Recommendation from the first Flag Officer in the Chain of Command. These nomination packages will be provided by the respective Service Regional Commanders to the NCR MD. Service nominations may be made by either the Service Regional Commander or Service Surgeon General.

d. Normal tour length for military Chief of Staff, "Director for," and Director positions at Joint MTFs and Centers is 24 months. This is to ensure that a complete turnover of leadership does not occur in the same year.

e. Tour length for a civilian to serve as Chief of Staff, "Director for," and Director positions at Joint MTFs and Centers will be a term appointment of 24 months. Civilians selected to serve as "Director for" will sign the "Civilian Director for Assignment Agreement" as a temporary assignment not to exceed (NTE) 24 months. At the completion of the assignment, the selectee will be returned to the position he or she occupied at the time of the agreement to a position of like seniority, status, and pay. The agreement will accompany the Request for Personnel submitted to the Civilian Human Resources Center (CHRC).


4. RESPONSIBILITIES. See Enclosure 2

5. RELEASABILITY. **Unlimited**. This Instruction is approved for public release and is available on the NCR MD Website at: [www.capmed.mil](http://www.capmed.mil).

6. EFFECTIVE DATE. This Instruction:

a. Is effective upon publishing to the NCR MD Website; and

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with JTF CapMed Instruction 5025.01 (Reference (e)). If not, it will expire effective 10 years from the publication date and be removed from the Website.

  
R. C. BONO  
RDML, MC, USN  
Director

#### Enclosures

1. References
2. Responsibilities
3. Position Qualifications
4. Civilian "Director for" Assignment Agreement

#### Glossary

ENCLOSURE 1

REFERENCES

- (a) Deputy Secretary of Defense Action Memorandum, "Implementation of Military Health System Governance Reform," March 22, 2013
- (b) DoD Directive 5136.13, "Defense Health Agency (DHA)," September 30, 2013
- (c) National Capital Region (NCR) Medical Directorate Concept of Operations, September 10, 2013
- (d) JTF CapMed Instruction 1304.01, "Joint Deputy Commander and Chief of Staff Qualifications and Selection Process," July 9, 2010 (hereby cancelled)
- (e) JTF CapMed Instruction 5025.01, "Formats and Procedures for the Development and Publication of Issuances," March 5, 2012

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ENCLOSURE 2

RESPONSIBILITIES

1. PERSONNEL SERVICES BRANCH. Personnel Services Branch will:

a. Prepare tasking orders for Chief of Staff, "Director for," and Director positions at DTHC and JPC no later than 9 months prior to prescribed rotation date.

b. Receive, review, and prepare all nomination packets upon receipt of Service nominations for Joint MTF and JPC positions. Ensure nominations are accurate and complete in accordance with guidelines.

c. Schedule meetings for the advisory committee to convene to make recommendations to the Joint MTF Director or, in case of the DTHC and JPC, the Director, NCR MD.

d. Serve as recorder to advisory committee.

e. Prepare congratulatory letter for Director, NCR MD signature and ensure distribution to selectee and the Service regional medical command of that selection.

2. ADVISORY COMMITTEE. The advisory committee will:

a. Convene to vet fully qualified officers who are nominated to fill the Joint MTFs or Centers positions.

b. Consist of the Chiefs of Staff, NCR MD, FBCH, and WRNMMC and the Director of Clinical Operations, NCR MD. The Joint MTF Chief of Staff whose facility announced the nominated position(s) will chair the advisory committee.

c. Make a recommendation to the Joint MTF Director or in case of the DTHC and JPC, the Director, NCR MD for final selection decision.

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ENCLOSURE 3POSITION QUALIFICATIONS

<b>POSITION</b>	<b>GRADE</b>	<b>CORPS</b>	<b>QUALIFICATION</b>
Chief of Staff	O-6 or civilian equivalent [O-5(P), O-6 select included]	All	<ol style="list-style-type: none"> <li>1. Previous Command, Major MTF (Medical Center) Deputy Commander or Demonstrated Major MTF Command potential.</li> <li>2. Relevant MTF leadership experience for 3 of the past 7 years.</li> </ol>
Director for Surgery	O-6 or civilian equivalent [O-5(P), O-6 select included]	All	<ol style="list-style-type: none"> <li>1. Board Certified Surgeon.</li> <li>2. Clinical or position based relevant MTF leadership experience within the past 5 years. (Any surgical specialty or subspecialty, to include Oral and Maxillofacial Surgery).</li> </ol>
Director for Medicine	O-6 or civilian equivalent [O-5(P), O-6 select included]	All	<ol style="list-style-type: none"> <li>1. Board Certified Provider. (Any Medicine, Neurology, Emergency Medicine, Pediatrics, Family Medicine specialty, subspecialty or from the Readiness Department).</li> <li>2. Clinical or position based relevant MTF leadership experience within the past 5 years.</li> </ol>

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POSITION	GRADE	CORPS	QUALIFICATION
Director, DTHC	O-6 or civilian equivalent [O-5(P), O-6 select included]	All	<ol style="list-style-type: none"> <li>1. Previous Command, Major MTF (Medical Center) Deputy Commander or Demonstrated Major MTF Command potential.</li> <li>2. Relevant MTF leadership experience for 3 of the past 7 years.</li> <li>3. Experience in multi-service environments and service on multi-General Officer / Flag Officer Staffs desired. Ability to personally provide primary care to Senior Department Leaders.</li> </ol>
Director for Clinical Support	O-6 or civilian equivalent [O-5(P), O-6 select included]	All	<ol style="list-style-type: none"> <li>1. Board Certified Provider. (Any Pathology, Radiology, Pharmacy, Preventive Medicine, or Occupational Health specialty or subspecialty).</li> <li>2. Clinical or position based relevant MTF leadership experience within the past 5 years.</li> </ol>
Director, Joint Pathology Center	O-6 or civilian equivalent [O-5(P), O-6 select included]	MC	<ol style="list-style-type: none"> <li>1. Board Certified Pathologist.</li> <li>2. At least two years of prior Medical Center level Laboratory Director experience.</li> </ol>

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POSITION	GRADE	CORPS	QUALIFICATION
Director for Behavioral Health	O-6 or civilian equivalent [O-5(P), O-6 select included]	All	<ol style="list-style-type: none"> <li>1. Board Certified in an area of clinical practice (any Psychiatry, Psychology, Social Work, or Addictions Treatment specialty or subspecialty).</li> <li>2. Recent MTF experience (within last 5 yrs) (any Psychiatry, Psychology, Social Work, or Addictions Treatment specialty or subspecialty).</li> </ol>
Director for Dentistry	O-6 or civilian equivalent [O-5(P), O-6 select included]	DC	<ol style="list-style-type: none"> <li>1. Board Certified Dental Corps Officer.</li> <li>2. Hospital Dental Department / Service experience within the past 5 years.</li> </ol>
Director for Nursing	O-6 or civilian equivalent [O-5(P), O-6 select included]	AN/NC	<ol style="list-style-type: none"> <li>1. Clinical or position based relevant MTF leadership experience within the past 5 years.</li> <li>2. Current in service required professional and medical education.</li> </ol>
Director for Healthcare Operations and Strategic Planning	O-6 or civilian equivalent [O-5(P), O-6 select included]	All	<ol style="list-style-type: none"> <li>1. Relevant experience in MTF healthcare operations, performance improvement, strategic communication, or senior leadership experience.</li> <li>2. Recent experience within the past 5 years.</li> </ol>

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POSITION	GRADE	CORPS	QUALIFICATION
Director for Education, Training & Research	O-6 or civilian equivalent [O-5(P), O-6 select included]	All	<ol style="list-style-type: none"> <li>1. GME, Health Education and/or Research background within the past 5 years.</li> <li>2. Leadership experience with oversight of HPE, GME, GDE, or research program.</li> <li>3. Demonstrated academic and professional acumen (e.g., authorship, professional association leadership, presentations / publications).</li> <li>4. Advanced degree (PhD) for Nursing and Administrative specialties.</li> </ol>
Director for Administration	O-6 or civilian equivalent [O-5(P), O-6 select included]	MS/MSc/BSc	<ol style="list-style-type: none"> <li>1. At least two years as a MTF Administrator (DCA, DFA, ADFA, SGA) within the past 5 years.</li> </ol>
Director for Readiness & Operations	O-6 or civilian equivalent [O-5(P), O-6 select included]	All	<ol style="list-style-type: none"> <li>1. Relevant leadership experience in MTF operations, security, or emergency management within the past 5 years.</li> </ol>



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ENCLOSURE 4

**NATIONAL CAPITAL REGION MEDICAL DIRECTORATE  
CIVILIAN DIRECTOR FOR ASSIGNMENT AGREEMENT**

In accordance with NCR MD Instruction 1304.01 "Qualifications and Selection Process for Joint Senior Leadership Nominative Positions," this agreement constitutes the written record of the obligation and responsibilities of the parties to an assignment of a Civilian "Director for." The tour length for a Civilian "Director for" position is an appointment for 2 or 3 years. At the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status, and pay.

**PART 1 – EMPLOYEE INFORMATION**

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Name (Last, First, Middle)	SS# (Last Four)
	****
E-Mail Address	Telephone

**PART 2 – POSITION DATA**

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**Position Currently Held**  
(\*Attach a copy of the classified position description to this agreement)

Position Title:		Series:	Grade:
Pay Plan:			
IMD #:			
Command:			
Deputy Command/NCR Code:			
Department/Service:			

**Position To Which Assignment Will Be Made**  
(\*Attach a copy of the classified position description to this agreement)

Position Title:		Series:	Grade:
Pay Plan:			
IMD #:			
Command:			
Deputy Command/NCR Code:			
Department/Service:			

Start Date:	End Date:
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**PART 3 – CERTIFICATIONS**

By signing this agreement, I certify that I understand the terms of this agreement and agree to the temporary nature of this assignment.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this agreement, I certify that:

- the description of duties and responsibilities is current and fully and accurately describes those of the assigned employee;
- at the completion of the assignment, the participating employee will be returned to the position he or she occupied at the time this agreement was entered into or a position of like seniority, status pay.

Director Name: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAR 04 2014**GLOSSARYACRONYMS

AN	Army Nurse
BSC	Biomedical Science Corp
CHRC	Civilian Human Resources Center
DTHC DC	DiLorenzo TRICARE Health Clinic Dental Corp
FBCH	Fort Belvoir Community Hospital
HQ	Headquarters
JPC	Joint Pathology Center
MC	Medical Corp
MS	Medical Service
MSC	Medical Service Corp
MTF(s)	Medical Treatment Facility/Facilities
NC	Nurse Corp
NCR MD	National Capital Region Medical Directorate
NTE	not to exceed
WRNMMC	Walter Reed National Military Medical Center