



DEFENSE HEALTH AGENCY
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MAY 17 2019

**MEMORANDUM FOR DEPUTY SURGEON GENERAL OF THE ARMY
DEPUTY SURGEON GENERAL OF THE NAVY
DEPUTY SURGEON GENERAL OF THE AIR FORCE**

**SUBJECT: Request Service Nominations for the Position of Chief of Staff, Walter Reed
National Military Medical Center, National Capital Region - Medical Directorate
Defense Health Agency**

The Director, Defense Health Agency (DHA) requests Service nominations to fill the O-6 level position of Chief of Staff (CoS), Walter Reed National Military Medical Center (WRNMMC), National Capital Region - Medical Directorate (NCR-MD). The selected officer will report to the Director, WRNMMC. The primary duty station is the WRNMMC in Bethesda, Maryland. The selected officer should arrive no later than June 15, 2020.

The DHA Administration and Management Directorate, Military Personnel Support Division manages the Nominative Program and requests for candidates that the DHA desires to be filled via competitive selection. Duties, responsibilities, requisite experience, and grade requirement for the position are attached. The selected individual is expected to serve in this position for a minimum of 24 months from the date of arrival using an authorization provided by the Service for the length of the assignment. Once the DHA assignment is complete the authorization will be returned to the Service. The exact start date will be coordinated upon selection of the officer and/or after notification is made to each Service Surgeon General.

Please provide your nominee's name, nomination memorandum, curriculum vitae, biography or record brief and contact information no later than August 15, 2019 to the Military Personnel Support Division at dha.ncr.military-svcs.mbx.military-personnel-support@mail.mil.

Guy T. Kiyokawa, SES
Deputy Director

Attachment:
As stated

cc:
Director, Walter Reed National Military Medical Center, NCR-MD
Chief of Staff, Defense Health Agency
Deputy Assistant Director, Administration and Management
Chief, Military Personnel Support Division

Chief of Staff, Walter Reed National Military Medical Center, J-11

The Chief of Staff (CoS) is responsible for the management and execution of business activities, critical support services, and long-range strategic planning for the Walter Reed National Military Medical Center (WRNMMC). Directs WRNMMC's planning and execution of financial processes, manpower and personnel, information management; strategic planning; personnel resource assignments and skill development; and oversees other critical support services such as, Executive and Legislative Affairs, legal and special staff functions. These managed activities interface the National Capital Region - Medical Directorate (NCR - MD) higher headquarters and Multi-Service Market Partners, conduct extensive coordination of staff actions, develop policies and guidance, and provide expert staff advice to the Director, WRNMMC. The position must exercise an extraordinary high level of managerial competence and functional expertise. The incumbent assists the Director, WRNMMC to oversee and assure unity in effort in support of a patient friendly, high quality care delivery organization. Coordinates closely with NCR - MD CoS and medical leadership within the military services.

Roles and Responsibilities:

- The CoS ensures that all organizational programs, plans, and policies are systematically integrated into an overall plan of operation for WRNMMC and in support of the NCR - MD Multi-Service Market.
- Works closely with the Board of Directors in assessing mission and work requirements and developing plans, goals, and objectives.
- Executes processes for moving WRNMMC towards identified strategic goals. Assists the Director, WRNMMC in leading the establishment and review of performance objectives and metrics in support of WRNMMC and NCR - MD Multi-Service Market strategic and business plans.
- Exercises broad delegated authority for planning, directing and evaluating organizational financial and human resources. Assists the Director, WRNMMC to determine organizational goals, develops plans, formulates, defends and justify personnel and financial resources, and distribution of resources to support the work activity.
- Maintains a continuous program of review and analysis to assess the progress and effectiveness of the organization in relation to program objectives, budgetary limitations, schedules and priorities.
- Reviews work efforts within WRNMMC staff to ensure continued support to mission elements of the WRNMMC as well as progress and timeliness of products. Identifies problem areas, coordinates corrective action and directs changes to implement improvements as necessary. Assists the Director, WRNMMC to develop overall strategy for moving the WRNMMC forward to support a Multi Service Market environment. Considers a broad spectrum of factors when making decisions, including public relations and policy, labor-management relations, economic impact and impact on other organizations.
- Assists Director, WRNMMC in exercising managerial authority to set long range goals and objectives, translate objectives into specific projects, determine program emphasis, plan for long range staffing and organization needs, manage organizational changes, and decide on the full range of personnel actions affecting the organization.
- Advises Board of Directors and subordinate supervisors on program goals and objectives, makes decisions on work problems presented by Board of Directors and subordinate supervisors.
- Assists Director, WRNMMC in approving or deciding on personnel actions, selects on key positions and approves selections made by subordinate supervisors. Hears and decides on group grievances and serious disciplinary measures. Demonstrates consistent emphasis on equal opportunity, affirmative action, and avoidance of discrimination in employee selection, promotion, and training and other personnel activities and actions.

- As needed, represents the Director, WRNMMC at meetings with key officials of military services, industry, academia, and state and local governments.
- Represents the Directorate on special boards, panels, and committees. Under the direction of the Director, WRNMMC makes commitments, which obligate WRNMMC to a particular course of action.
- In the absence of the Director, WRNMMC, the CoS is the Acting Director.
- Performs other duties as assigned.

Experience and Required Grade:

- The Officer should be in the grade of O6 (MC, MSC, NC, or DC) and be able to serve a minimum of two years and hold a secret clearance.
- The Officer should have senior leadership experience in clinic, department and hospital management programs and planning.