



**DEFENSE HEALTH AGENCY  
NATIONAL CAPITAL REGION MARKET**  
8955 WOOD ROAD, BUILDING 1, FLOOR 9  
BETHESDA, MARYLAND 20889-5628

November 5, 2020

**MEMORANDUM FOR DIRECTOR, WALTER REED NATIONAL MILITARY MEDICAL CENTER**

DIRECTOR, FORT BELVOIR COMMUNITY HOSPITAL  
DIRECTOR, JOINT PATHOLOGY CENTER  
COMMANDING OFFICER, NAVAL HEALTH CLINIC QUANTICO  
OFFICER-IN-CHARGE, NAVY YARD BRANCH HEALTH CLINIC  
COMMANDING OFFICER, NAVAL HEALTH CLINIC  
ANNAPOLIS  
COMMANDER, KIMBROUGH AMBULATORY CARE CENTER  
COMMANDER, ANDREW RADAR HEALTH CLINIC  
COMMANDER, FORT MCNAIR HEALTH CLINIC  
COMMANDER, MALCOLM GROW MEDICAL CLINIC AND  
SURGERY CENTER  
COMMANDER, PENTAGON FLIGHT CLINIC  
COMMANDER, BOLLING MEDICAL CLINIC

**SUBJECT: Leadership Opportunity Request for Director for Clinical Support Services (DCSS)  
Fort Belvoir Community Hospital (FBCH), National Capital  
Region (NCR) Market, Defense Health Agency (DHA)**

The Director, NCR is seeking recommendations to fill the recurring position of Director for Clinical Support Services (DCSS), FBCH (see attached job description). The DCSS serves as the staff advisor to the FBCH Director and directs the operation and coordination of clinical support functions of the hospital. As a member of the FBCH executive team, the DCSS supports and facilitates an interdisciplinary team approach to the overall delivery of care to patients and families across the National Capital Region.

The Officer should be in the grade of O5/O6 (MC, MSC, NC, SP, or DC), be able to serve a minimum of 24 months and hold a secret clearance. The Officer should have senior leadership experience in clinic, department and hospital management programs and planning. The duty station is Fort Belvoir, Virginia and the selected individual will report directly to the FBCH chief of staff. The service of the nominee chosen will need to provide a valid position to the DHA for the duration of this position. The nominee should report NLT July 2021.

Interested candidates must submit a Letter of Intent, curriculum vitae, and Officer Record Brief, Single Unit Retrieval Format of Officer Data Card. For applicants outside the military medical treatment facility or the Joint Pathology Center, a Command endorsement acknowledging the candidate's eligibility to report is required.

packets may also include up to two additional letters of recommendation and must be received no later than 30 Nov 20 to the NCR Market Office Military Personnel Manager. If you request additional information please contact at Mr. Monte Clingerman, NCR Military Personnel Manager at (301) 295-0308 or email address: [monte.l.clingerman.civ@mail.mil](mailto:monte.l.clingerman.civ@mail.mil).



A. M. Swap  
RADM, MSC, USN  
Director

Attachment:  
As stated

## **DIRECTOR FOR CLINICAL SUPPORT SERVICES**

**MISSION:** To direct, plan, coordinate, implement and evaluate activities related to the delivery of clinical support services provided by Fort Belvoir Community Hospital, maximizing quality, readiness and stewardship of resources.

### **FUNCTIONS:**

- As a member of the Board of Directors, advises the Hospital Director on all matters pertaining to the management of Pharmacy, Pathology, Radiology, Public Health, Medical Readiness and Virtual Health departments
- In conjunction with other FBCH executive leadership, participate in strategic planning, development, implementation, and evaluation of clinical programs and services, assuring appropriate resources for the delivery of care
- Coordinates, implements and executes policies and procedures relative to Departments assigned to the Directorate for Clinical Support Services
- Responsible for the timely and effective operation of subordinate Departments
- Contributes to strategic planning and business case analysis that ensure stewardship of resources and optimizes competitive enterprise practices
- Maintains the highest standards for professional services and delivery of care with emphasis on patient safety, patient confidentiality, patient satisfaction, and process improvement
- Maximizes operational readiness and keeps the Uniformed Services mission-ready
- Identifies and articulates the vision and strategic direction for the delivery of patient care and the clinical support services across all patient care settings for FBCH; directs and collaborates on the implementation of strategies to achieve them
- Chairs the Radiation Safety Committee and responsible for ensuring continuous compliance with The Joint Commission and Nuclear Regulatory Commission standards
- Articulates the Military Health System vision and priorities, and is accountable for patient care quality and safety in collaboration with hospital leadership
- Promotes and fosters a multidisciplinary approach to patient care and hospital operations
- Assures the Directorate for Clinical Support Services is in compliance with all applicable standards and requirements of The Joint Commission and all applicable regulatory bodies
- Collaborates actively in an integrated National Capital Region Market
- Performs other appropriate functions as directed by higher authority

Point of contact for additional information on this position is:

CDR Emily J. Sprague, MSC, USN

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