



DEFENSE
HEALTH AGENCY

National Capital Region Medical Directorate DIRECTIVE



NUMBER 1401.01
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PERS

SUBJECT: Manage to Full Time Equivalent (FTE) Program

References: See Enclosure

1. PURPOSE. This Directive, based on the authority of References (a) through (c), establishes policy for the effective management of National Capital Region Medical Directorate (NCR MD) civilian personnel. This Directive is intended to provide the authority to approve hiring actions within the limits of FTE targets as provided by the Director, NCR MD, or designee.

2. APPLICABILITY. This Directive applies to the NCR MD, Walter Reed National Military Medical Center (WRNMMC) to include the DiLorenzo Clinic and the Tri-Service Dental Clinic, Fort Belvoir Community Hospital (FBCH) to include the Dumfries and Fairfax Clinics, and the Joint Pathology Center (JPC). These facilities are collectively referred to hereafter as DoD Facilities. 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 DoD Facility Directors will have the authority to approve hiring actions for their MTF or Center within the limits of their FTE target, as determined by the Director, NCR MD. DoD Facility Directors will work toward meeting or falling below the FTE target established by the Regional Position Management Board (RPMB) through position management strategies.

4. RESPONSIBILITIES. The RPMB will provide regional oversight for management to FTE targets and will set these targets and parameters as needed to ensure targets are not exceeded. DoD Facility Directors, or their designees, will be responsible for submitting requested reports on their current personnel hiring actions using the position management strategy and will attend monthly RPMB meetings.

5. RELEASABILITY. **Unlimited**. This Directive is approved for public release and is available on the NCR MD Website at: www.capmed.mil.

FEB 11 2014

6. EFFECTIVE DATE. This Directive:

- 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 (d). If not, it will expire effective 10 years from the publication date and removed from the NCR MD Website.


R. C. BONO
RDML, MC, USN
Director

Enclosure
References

FEB 11 2014

ENCLOSURE

REFERENCES

- (a) Deputy Secretary of Defense Action Memorandum, "Implementation of Military Health System Governance Reform," March 11, 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 5025.01, "Formats and Procedures for Development and Publishing of Issuances," March 5, 2012