



# Defense Health Agency

## ADMINISTRATIVE INSTRUCTION

NUMBER 5136.03

November 3, 2022

---

---

AD-HCA

SUBJECT: Delegation of Authority and Assignment of Responsibility for Administration and Management of Direct Care

References: See Enclosure 1.

1. PURPOSE. This Defense Health Agency Administrative Instruction (DHA AI), based on the authority of References (a) and (b), and in accordance with References (c) through (v), establishes the Defense Health Agency's delegations of authority and assignments of responsibility for the administration and management of the military medical and dental treatment facilities (MTFs/DTFs) transferred from the Military Departments (MILDEPs) to the authority, direction, and control of the DHA. All DHA DTFs are considered MTFs for purposes of this DHA AI, and any reference to an MTF from this point applies to DHA DTFs in the same fashion. Except for delegations to the MTF Director, policy, procedures, and delegations outlined in this DHA AI are not meant to cover those activities outlined in reference (m). Contact the respective DHA Headquarters Clinical Management Program offices regarding activities outlined in reference (m).

2. APPLICABILITY. This DHA AI applies to DHA and DHA Components (defined here as activities under the authority, direction, and control of DHA such as Direct Reporting Markets (DRMs), the Small Market (SM) and Stand-Alone MTF Organization (SSO) and its components, Defense Health Agency Regions (DHARs), and MTFs/DTFs).

3. POLICY IMPLEMENTATION. It is DHA's instruction, pursuant to References (a) through (t), that the authorities contained herein are delegated by the Director, DHA, to the Directors of the DRMs, SMs, the SSO, DHARs, and MTFs/DTFs, as appropriate, in order to effectively administer, manage, and control their components. This DHA AI outlines the authorities and responsibilities directors at all levels of the DHA involved in direct care have to execute their duties. Pursuant to Reference (b) and Reference (d), the Director for each MTF is responsible for: the provision and delivery of health care within each such facility; support to Combatant Commands and assistance to Market Directors in executing their responsibility to optimize the

readiness of medically ready forces and ready medical forces; management of privileging, scope of practice, and quality of health care provided within each such facility; budgetary matters; information technology; health care administration and management; supply and equipment; administrative policy and procedure; military medical construction; and any other matters the Director, DHA determines appropriate. In order to effectively administer and manage each MTF and execute DHA's readiness mission, the DHA Director must delegate certain authorities to subordinate leaders, who remain accountable to the DHA Director. Each military officer holding the designation of MTF commander or commanding officer is hereby designated as the MTF Director of the same MTF. They remain dual-hatted as their respective MILDEP's Service Commander unless otherwise directed by the MILDEP concerned. The delegations found in this DHA-AI satisfy, in part, Enclosure 2, Paragraph (v) of Reference (b). When Directors at any level of the enterprise will be away from their DHA duties and otherwise unavailable, they must formally identify the individual(s) who will be acting in their stead and identify what particular actions will be reserved for decision-making by the Director (vice the "acting" Director).

4. CANCELED DOCUMENTS. This DHA-AI cancels

a. The DHA Director Memorandum, "Delegation of Authority and Assignment of Responsibility for Administration and Management of Military Medical Treatment Facilities," September 30, 2021 (Reference (e)).

b. The DHA Director Memorandum, "Delegation of Gift Acceptance Authority for the Coronavirus National Emergency," April 8, 2020 (Reference (n)).

c. Any previous delegation of gift acceptance authority given to the former National Capital Region Medical Directorate, a former DHA Component established and in existence prior to the National Capital Region Market.

d. The DHA Director Memorandum, "Interim Extension of Expired "Delegation of Authority and Assignment of Responsibility for Administration and Management of Military Medical Treatment Facilities" Memorandum," October 21, 2022 (Reference (v)).

e. Any previous delegation of authority on management responsibilities over the Department of Defense (DoD) Pharmacy Program held by the Director, DHA, specifically including those authorities contained in Reference (q) and as delegated to the Director under References (b) and Part 199.21 of (r).

5. RESPONSIBILITIES. See Enclosure 2.

6. PROCEDURES. All procedures necessary to effectuate the delegations made in this instruction, and not otherwise found in another DHA publication or guidance, may be developed and employed by the appropriate DRM, SSO, SM, DHAR, or Stand-Alone MTF delegate.

7. PROPONENT AND WAIVERS. The proponent of this publication is the DHA Assistant Director for Health Care Administration (AD-HCA). When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, including an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to the DHA AD-HCA to determine if the waiver may be granted by the Director, DHA.

8. RELEASABILITY. **Cleared for public release**. This DHA-AI is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

9. EFFECTIVE DATE. This DHA-AI:

- a. Is effective upon signature.
- b. Will expire 10 years from the date of signature if it has not been reissued or canceled before this date in accordance with Reference (c).

/s/  
RONALD J. PLACE  
LTG, MC, USA  
Director

Enclosures

1. References
2. Responsibilities
3. Procedures
4. Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency (DHA),” September 30, 2013, as amended
- (c) DHA-Procedural Instruction 5025.01, “Publication System,” April 1, 2022
- (d) United States Code, Title 10, Section 1073c
- (e) DHA Director Memorandum, "Delegation of Authority and Assignment of Responsibility for Administration and Management of Military Medical Treatment Facilities," September 30, 2021, hereby cancelled
- (f) Deputy Secretary of Defense Memorandum, "Continuing Implementation of the Reform of the Military Health System," October 25, 2019
- (g) Deputy Secretary of Defense Memorandum, “Continuing Implementation for Reform of the Military Health System,” February 24, 2022
- (h) Under Secretary of Defense for Personnel and Readiness Memorandum, "Alignment of Operational and Installation-Specific Medical Functions and Responsibilities with Section 702 of National Defense Authorization Act for Fiscal Year 2017, and Sections 711 and 712 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019," March 27, 2019
- (i) Plan 3: Implementation Plan for the Complete Transition of Military Medical Treatment Facilities to the Defense Health Agency, Version 6.0, August 12, 2019, as amended
- (j) The Joint Travel Regulations, Chapter 3, current edition<sup>1</sup>
- (k) United States Code, Title 5
- (l) Code of Federal Regulations, Title 5
- (m) DHA Procedures Manual 6025.13, "Clinical Quality Management in the Military Health System," August 29, 2019, Volumes 1 through 7, including implementation guidance
- (n) DHA Director Memorandum, “Delegation of Gift Acceptance Authority for the Coronavirus National Emergency, April 8, 2020, hereby cancelled
- (o) United States Code, Title 10, Section 2601
- (p) DoD 7000.14-R, “DoD Financial Management Regulation,” Volume 12, Chapter 30
- (q) United States Code, Title 10, Section 1074g
- (r) Code of Federal Regulations, Title 32
- (s) DoD Instruction 1400.25, “Civilian Personnel Management”
- (t) Office of Personnel Management, Handbook of Alternative Work Schedule<sup>2</sup>
- (u) DHA Administrative Instruction 088 “Office of Inspector General (OIG)”
- (v) DHA Director Memorandum, “Interim Extension of Expired “Delegation of Authority and Assignment of Responsibility for Administration and Management of Military Medical Treatment Facilities,” October 21, 2022, hereby cancelled

---

<sup>1</sup> Available at <https://www.defensetravel.dod.mil/site/travelreg.cfm>.

<sup>2</sup> Available at <https://www.opm.gov/policy-data-oversight/pay-leave/reference-materials/handbooks/alternative-work-schedules/>.

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness and the Assistant Secretary of Defense for Health Affairs, the Director, DHA must and will:

a. Maintain overall responsibility for the administration and management of all DHA Components, consistent with Reference (c) and section 1073c of Reference (d).

b. Delegate authority and assign responsibilities for the administration and management of the MTFs.

c. Reserve the right to take final action on any matter within the purview of DHA.

d. Serve as the approval authority for all gifts proffered to the DHA of personal property under section (a) and (b) of Reference (o) or services under (b) of Reference (o) with a value up to \$500,000 on behalf of the government, in accordance with applicable statute, regulation, policy and guidance, as delegated in paragraph 3.2.4 in Reference (p).

2. THE DEPUTY DIRECTOR, DHA. The Deputy Director will have the same authorities as the Director, DHA (except as limited by law, regulation, or other restrictions) with respect to the administration and management of the MTFs and DTFs. However, this excludes authorities with respect to clinical quality and patient safety programs identified in Reference (m), unless the Deputy Director is officially acting as the Director, DHA.

3. THE ASSISTANT DIRECTOR FOR HEALTHCARE ADMINISTRATION (AD-HCA). The AD-HCA will:

a. Be responsible for all the duties as outlined in section 1073c(b)(3) of Reference (d).

b. Provide oversight for the SMs, DRMs, SSO, DHARs, and MTFs.

c. Serve as the approval authority for all proffered gifts to the DHA of personal property under section (a) and (b) of Reference (o) or services under section (b) of Reference (o) with a value up to \$250,000 on behalf of the government, in accordance with applicable statute, regulation, policy, and guidance.

d. With the exception of statutory requirements, serve as waiver approval authority under section (f) of Reference (r), Part 199.16.

November 3, 2022

e. Have the same authorities held by the Director, DHA in management responsibilities over the DoD Pharmacy Program. This specifically includes those authorities contained in Reference (q) and as delegated to the Director, DHA under Reference (b) and Part 199.21 of Reference (r) but excluding the following, which remain with the Director, DHA and Deputy Director, DHA:

- (1) General discretionary authority in Part 199.1(n) of Reference (r);
- (2) Responding to Reports to Congress as they relate to the DoD Pharmacy Program;
- (3) Provisional coverage DoD Pharmacy Program initiatives, providing coverage for emerging treatment and technologies;
- (4) Equitable Relief Determinations associated with the DoD Pharmacy Program.

When acting pursuant to this delegated authority for the DoD Pharmacy Program, the AD-HCA will monitor for trends and significant variations occurring in the administration of DoD pharmacy policy or program execution and will brief the Director, DHA about such trends and variations semi-annually. Possible indications of adverse trends or systematic problems which affect outcome measures and quality experience for beneficiaries will be briefed earlier as appropriate. All matters that require higher authority review shall be prepared for appropriate signature for the Deputy Director, or Director, DHA or Principal Deputy Assistant Secretary of Defense for Health Affairs with routing through the Director, DHA. The authority delegated for the DoD Pharmacy Program is not subject to re-delegation without the DHA Director's prior written consent.

f. In accordance with Volume 1230 ("DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights," July 26, 2012) of Reference (s), approve extensions for civilian employees in the competitive service in foreign areas and waive the requirement to complete two years of physical presence in the United States or non-foreign area before returning to a position in a foreign area for anything from up to five to seven years.

g. In accordance with Chapter 61 of Reference (k); Volume 610 of Reference (s) ("Hours of Duty," November 28, 2014); Reference (t); and Part 2400 of Reference (l) (with special consideration to Parts 2423 and 2472), make determinations and findings related to the initiation and termination of flexible or compressed work schedules (CWS), including a determination of adverse agency impact related to flexible work schedules or CWS. This DHA AI serves as specific proof of such delegation for purposes of Section 2472.4 of Reference (l) and for filings before the Federal Service Impasses Panel for all individuals delegated authority on this matter.

4. SM DIRECTORS, DRM DIRECTORS, THE SSO DIRECTOR, AND DHAR DIRECTORS. Under the supervision of the AD-HCA, the SM Directors, DRM Directors, the SSO Director, and DHAR Directors will, in addition to any authorities specified for Market Directors in References (b) and (d):

- a. Remain subject to the authority, direction, and control of the Director, DHA.

- b. Comply with all applicable law and regulatory guidance including DoD and DHA policies, publications, and guidance.
- c. Exercise authority, direction, and control over their respective components.
- d. Implement guidance and direction provided by the Director, DHA.
- e. Provide oversight and management of each MTF, to include clinical, business, and administrative functions and responsibilities, within its component.
- f. Ensure the proper implementation and execution of DHA activities within the SM offices, DRM offices, SSO office, DHAR offices, and reporting MTFs.
- g. Manage and direct the allocation of resources within their component, consistent with approved planning documents that:
  - 1) Determine the scope of health care provided at each MTF to meet the military personnel readiness requirements of the senior supported military operational commander.
  - 2) Determine total workforce requirements at each reporting MTF.
  - 3) Address personnel staffing shortages at each MTF.
- h. Execute and approve support agreements, memoranda of understanding, memoranda of agreement, training agreements, and any other such agreements necessary to fulfill the responsibilities of the DRMs, SSO, DHARs, or SMs and mission of the MTFs reporting to the Director's organization within allocated financial controls and in coordination with the DHA Agreements and Partnerships Management Office.
- i. Ensure compliance with all necessary and appropriate facility and environmental compliance requirements.
- j. Provide oversight of necessary and appropriate agency assurance functions, to include human research assurances and other related functions.
- k. Communicate with other U.S. Government officials, members of the public, and representatives of foreign governments, as appropriate, in carrying out assigned responsibilities and functions. Approve congressional correspondence and ensure the response receives a review by legal personnel assigned or detailed to the DHA Office of General Counsel (OGC) prior to signature (with the SSO Director approving congressional correspondence for the stand-alone MTFs). The SM Directors, DRM Directors, the SSO Director, and DHAR Directors may consult with the DHA Program Integration office as needed on any congressional matter. The SM Directors, DRM Directors, the SSO Director, and DHAR Directors must ensure the DHA Correspondence Control Office (CCO) receives a copy of the congressional correspondence and response, should the query come directly from the congressional office. The CCO will provide

additional guidance to SM Directors, DRM Directors, the SSO Director, and DHAR Directors regarding responses to other types of correspondence.

1. Exercise authority, direction, and control over the MTFs reporting to their respective component, with authority including, but not limited to, the ability to:

(1) Direct the movement of personnel between or among the reporting MTFs in accordance with regulations, policy, and guidance on temporary duty assignments.

(2) Communicate directly with the MILDEPs' medical components through established channels and request all clinical and administrative information necessary to execute assigned responsibilities.

(3) Exercise the powers vested in the Director, DHA, pursuant to Reference (b) on the employment, pay, performance management, direction, and general administration of DHA civilian personnel.

(4) Administer oaths of office to those entering DoD or any other oath required by law in connection with employment therein, and designate in writing, as may be necessary, officers and civilian personnel of the DHA to perform this function. The authority to further delegate is limited to a senior leader in the grades not lower than GS-15 or O-6 – and O-5 in SMs – level as appropriate for the MILDEP involved.

(5) Develop guidance, publications, and instructions, as required to manage and execute all programs and functions authorized by this DHA-AI, consistent with DoD and DHA policy, publications, and guidance. If no DoD or DHA policy, publication, or guidance exists or does not provide the level of granularity needed to address a particular question, the SM Directors, DRM Directors, SSO Director, and DHAR Directors are not bound to follow existing MILDEP policies.

(a) They may choose to follow (adopt) a MILDEP's policy as long as the MILDEP's policy is consistent with law and DoD and other DHA policy, publication, and guidance. Once DoD or headquarters DHA develops a policy, publication or guidance, any policy, publication, or guidance issued at a lower level must be reviewed to ensure it remains applicable and does not conflict with DoD or DHA policy and guidance; or

(b) They may also develop SM, DRM, SSO, or DHAR-specific policies, publications, or guidance. When doing so, they must coordinate with internal stakeholders within the SM, DRM, SSO, or DHAR and should coordinate with DHA headquarters functional components to standardize the guidance, procedure, or process. Once DoD or headquarters DHA develops a policy, publication, or guidance, any policy, publication, or guidance issued at a lower level must be reviewed to ensure it remains applicable and does not conflict with DoD or DHA policy, publication, and guidance.

(6) Initiate and respond to investigations, inquiries, audits, climate assessments, inspections, and other forms of fact-finding necessary to manage risks and resolve clinical or



personnel-related issues arising in the Director's organization or at an MTF reporting to the Directors, except to the extent exercising those authorities or functions would be dependent upon authorities and responsibilities not vested in the Director, DHA, under References (a) through (v), such as requiring administrative control or taking administrative or disciplinary action regarding members of the uniformed services under the Uniform Code of Military Justice (UCMJ) or otherwise.. In the event of uncertainty about authorities and responsibilities the Directors shall seek guidance from the AD-HCA, who will consult with legal personnel assigned or detailed to the DHA OGC. The Directors shall coordinate with the DHA Office of the Inspector General (OIG) in accordance with reference (u).

(7) Exercise and further delegate authority to certify funds as necessary.

(8) Authorize and approve:

(a) Temporary duty travel for uniformed Service members assigned or detailed to the DHA, in accordance with Reference (j), other applicable regulations, and Reference (j).

(b) Movement of personnel in accordance with Reference (h) and established DHA policies, publications, and guidance.

(c) Travel for DHA civilian personnel (including MILDEP detailees), in accordance with Reference (j) and other applicable regulations.

(d) Invitational travel to eligible individuals who are not a Service member or civilian employee, in accordance with Chapter 3, Section 0305, "Invitation to Travel," in Reference (j).

(e) Overtime work for DHA civilian personnel, in accordance with section 5542 of Reference (k) and parts 550 and 551 of Reference (l). SM and DRM, SSO, and DHAR directors may delegate approval for overtime to O-6/GS-15 supervisors

(f) Funds for incidental travel expenses that assigned or detailed personnel may incur when they attend technical, scientific, professional meetings, or other similar events.

(g) Publishing of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required for the effective administration and operation of the DRMs, SSO, SMs, or DHARs.

(h) Necessary security regulations for the protection of property and places under their cognizance.

(i) Certification of funds in accordance with applicable statute, regulation, policy and guidance within the funds allocation provided by the DHA.

p. Serve as the approval authority for all proffered gifts to the DHA of personal property under section (a) and (b) of Reference (o) or services under section (b) of Reference (o) with a

November 3, 2022

value up to \$100,000 on behalf of the government, in accordance with applicable statute, regulation, policy, publication, and guidance.

m. In accordance with Volume 1230 (“DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights,” July 26, 2012) of Reference (s), DHAR Directors may approve extensions for civilian employees in the competitive service in foreign areas and waive the requirement to complete two years of physical presence in the United States or non-foreign area before returning to a position in a foreign area for anything from up to five to seven years.

n. In accordance with Chapter 61 of Reference (k); Volume 610 of Reference (s) (“Hours of Duty,” November 28, 2014); Reference (t); and Part 2400 of Reference (l) (with special consideration to Parts 2423 and 2472), make determinations and findings related to the initiation and termination of flexible work schedules or CWS, including a determination of adverse agency impact related to flexible work schedules or CWS.

o. Appoint an Acting SM Director/DRM Director/SSO Director/DHAR Director during their absence. The Acting SM Director/DRM Director/SSO Director/DHAR Director will inure all authorities and responsibilities of the SM Director/DRM Director/SSO Director/DHAR Director, consistent with applicable laws and regulations unless specifically restricted in the Acting Director appointment memorandum.

5. MTF DIRECTOR. The MTF Director will, in addition to any authorities specified for MTF Directors in References (b) and (d):

a. Be responsible for:

- (1) Ensuring the MTF is ready to support all mission requirements.
- (2) Furnishing the health care and medical treatment provided within the MTF.
- (3) Executing clinical quality and patient safety programs in accordance with Reference (m). The MTF Director is the privileging authority.
- (4) Meeting the military medical readiness requirements of the senior supported military operational commander(s).
- (5) Exercising operational control over uniformed medical and dental personnel assigned, allocated, detailed to, or otherwise used to perform duties and functions associated with MTF operations, including delivery of clinical/health care services and MTF business operations.
- (6) Facilitating actions by the respective Surgeon General(s) to ensure that the operational medical force readiness organizations of the MILDEP support the medical and dental readiness responsibilities of the Director, DHA.

(7) Executing effective management over budgetary matters, information technology, cyber security, privacy impact assessments, financial auditability, internal controls, health care administration, delivery of care, and administrative policies, publications, guidance, and procedures in accordance with guidance provided by the Director, DHA.

b. Exercise authority, direction, and control over, a leadership team and staff in numbers and capabilities appropriate to the totality of duties, authorities, and responsibilities at their MTF. The leadership team and MTF staff will report to the MTF Director.

c. Exercise authority, direction, and control of all MTF operations and operational control of all personnel assigned, allocated, detailed to, or otherwise used to perform duties and functions associated with MTF operations, including the delivery of clinical/healthcare and MTF business operations. These MTF operations include the operations for any MTF's child clinic.

d. Exercise authority including, but not limited to, the ability to:

(1) Manage and allocate the budget for the MTF in accordance with DHA guidance.

(2) Direct the movement of personnel between or among their subordinate MTFs in accordance with regulations, policy, publications, and guidance on temporary duty assignments and in accordance with Reference (j).

(3) Communicate directly with the HQ, SM, DRM, SSO, or DHAR, as appropriate in the reporting chain, through established channels and request all clinical, administrative, and budgetary information necessary to execute assigned responsibilities.

(4) Exercise the powers vested in the Director, DHA pursuant to Reference (b) on the employment, pay, performance management, direction, and general administration of DHA civilian personnel.

(5) Execute and approve support agreements, memorandums of understanding, memorandums of agreement, training agreements, and any other such agreements necessary to fulfill the responsibilities of the MTF in coordination with their immediate higher headquarters and the DHA Agreements and Partnerships Management Office.

(6) Administer oaths of office to those entering DoD or any other oath required by law in connection with employment therein, and designate in writing, as may be necessary, officers and civilian personnel of the DHA to perform this function. The authority to further delegate is limited to a senior leader in the grades not lower than GS-15 or O-5 level as appropriate for the Military Department involved.

(7) Develop guidance, publications, and instructions, as required to manage and execute all programs and functions authorized by this DHA-AI, consistent with DoD and DHA policy, publications, and guidance. If no DoD or DHA policy, publication, or guidance exists or does not provide the level of granularity needed to address a particular question, MTF Directors are not bound to follow existing MILDEP policies.

(a) They may choose to follow (adopt) a MILDEP's policy as long as the MILDEP's policy is consistent with law and DoD and other DHA policy, publication, and guidance. Once DoD or headquarters DHA develops a policy, publication or guidance, any policy, publication, or guidance issued at a lower level must be reviewed to ensure it remains applicable and does not conflict with DoD or DHA policy and guidance; or

(b) They may develop their own policies, publications, or guidance. When doing so, they must coordinate with internal stakeholders within the SM, DRM, SSO, or DHAR and should coordinate with DHA headquarters functional components to standardize the guidance, procedure, or process. Once DoD or headquarters DHA develops a policy, publication, or guidance, any policy, publication, or guidance issued at a lower level must be reviewed to ensure it remains applicable and does not conflict with DoD or DHA policy, publication, and guidance.

(8) Initiate and respond to investigations, inquiries, audits, climate assessments, inspections, and other forms of fact-finding necessary to manage risks and resolve clinical or personnel-related issues arising in their MTF subject to the authority, direction, and control of the DHA, except to the extent exercising those authorities or functions would be dependent upon authorities and responsibilities not vested in the Director, DHA under References (a) through (r), such as requiring administrative control or taking administrative or disciplinary action regarding members of the uniformed services under the UCMJ or otherwise. In the event of uncertainty about authorities and responsibilities of the MTF director, the MTF director shall consult with legal personnel assigned or detailed to the DHA OGC as necessary. The MTF directors shall coordinate with the DHA OIG in accordance with reference (u).

(9) Exercise authority to obligate and certify funds as necessary.

(10) Authorize and approve:

(a) Temporary duty travel for uniformed Service members assigned or detailed to the DHA, in accordance with Reference (j), other applicable regulations, and Reference (j).

(b) Movement of personnel in accordance with Reference (h) and established DHA policies, publications, and guidance.

(c) Travel for DHA civilian (or MILDEP detailees) personnel, in accordance with Reference (j) and other applicable regulations.

(d) Invitational travel to eligible individuals who are not a Service member or civilian employee, in accordance with Chapter 3, Section 0305, "Invitation to Travel," in Reference (j).

(e) Overtime work for DHA civilian personnel, in accordance with section 5542 of Reference (k) and parts 550 and 551 of Reference (l). MTF directors may delegate approval for overtime to an O-6/GS 15 supervisor.

*November 3, 2022*

(f) Publishing of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required for the effective administration and operation of the MTF.

(g) Necessary security regulations for the protection of property and places under the jurisdiction of the Director, DHA.

(h) Beneficiary correspondence, in coordination with their respective SM, DRM, DHAR, or SSO Director.

e. Consults with legal personnel assigned or detailed to the DHA Office of General Counsel in the event of uncertainty about authorities and responsibilities of the MTF Director, as needed.

f. Serve as the approval authority for all proffered gifts to the DHA of personal property under section (a) and (b) of Reference (o) or services under section (b) of Reference (o) with a value up to \$50,000 on behalf of the government, in accordance with applicable statute, regulation, and policy.

g. In accordance with Volume 1230 (“DoD Civilian Personnel Management System: Employment in Foreign Areas and Employee Return Rights,” July 26, 2012) of Reference (s), may approve extensions for civilian employees in the competitive service in foreign areas and waive the requirement to complete two years of physical presence in the United States or non-foreign area before returning to a position in a foreign area for anything up to five years.

h. In accordance with Chapter 61 of Reference (k); Volume 610 of Reference (s) (“Hours of Duty,” November 28, 2014); Reference (t); and Part 2400 of Reference (l) (with special consideration to Parts 2423 and 2472), make determinations and findings related to the initiation and termination of flexible work schedules or CWS, including a determination of adverse agency impact related to flexible work schedules or CWS. The authority for MTF Directors may not be further delegated.

i. Appoint an Acting MTF Director during their absence. The Acting MTF Director will inure all authorities and responsibilities of the MTF Director, including delegated authorities and all MTF Director authorities outlined in reference (m), consistent with applicable laws and regulations unless specifically restricted in the acting director appointment memorandum.

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

AD-HCA	Assistant Director, Healthcare Administration
CCO	Correspondence Control Office
CWS	Compressed Work Schedule
DHA	Defense Health Agency
DHA-AI	Defense Health Agency Administrative Instruction
DHAR	Defense Health Agency Region
DRM	Direct-Reporting Market
DTF	Dental Treatment Facility
MILDEP	Military Department
MTF	Military Medical Treatment Facility
SM	Small Market
SSO	Small Market and Stand-Alone MTF Organization
UCMJ	Uniform Code of Military Justice

### PART II. DEFINITIONS

Adverse agency impact. As set forth in Section 6131(b) of Reference (k), this means a finding of one or all of the following: (1) a reduction of the productivity of the agency, (2) a diminished level of services furnished to the public by the agency, or (3) an increase in the cost of agency operations.

MTF. Any fixed facility of the DoD that is outside of a deployed environment and used primarily for health care; and any other location used for purposes of providing health care services as designated by the Secretary of Defense.