



**DEPARTMENT OF THE ARMY**  
WARRIOR TRANSITION COMMAND  
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ALEXANDRIA, VIRGINIA 22332

18 AUG 2014

MCWT-RMD

WCTP Policy Memo 14-008

Expires: 18 AUG 2016

MEMORANDUM FOR Commanders, US Army Regional Medical Commands (RMCs)

SUBJECT: Procedure to Obtain Over Hire Approval in WTUs

1. References:

a. MEDCOM Memorandum dtd 30 Sep 13, Subject: Fiscal Year 2014 (FY14) US Army Medical Command (MEDCOM) Funding Guidance, Annex A, para 4.3.1 (F)

b. MEDCOM Memorandum dtd 16 Dec 13, Subject: Fiscal year 2014 (FY14) Civilian Manpower Ceilings Reclama Response

2. Purpose: To establish procedure for obtaining approval for over hires within the Warrior Care and Transition Program (WTCP).

3. Proponent: The proponent for this policy is the Warrior Transition Command (WTC) G8, Army Medical Action Plan Resourcing Program Manager.

4. Policy: This policy establishes the Program and Budget Advisory Committee (PBAC) as the governing body for providing guidance to RMCs regarding the ability to hire above current documented Fiscal Year 14 Temporary Duty Assigned (TDA) positions. This policy applies to all Warrior Transition Units (WTUs) across the WCTP footprint. This policy does not apply to the WTC.

a. The PBAC will be held once per month on the first Wednesday of each month beginning January 2014.

b. RMCs requesting over hire approval will provide the required documentation two weeks prior to a PBAC to ensure appropriate preparation for the requests' review. RMCs will provide the following documentation:

- 1) PBAC Quad Chart (enclosed) summarizing request.
- 2) Memorandum requesting over hire approved by the RMC WTO Director. Memorandum will include at a minimum the WTUs requiring the over hires, the position(s) requested at each, justification for the request (including established and validated workload), impact if the request is denied.
- 3) Copy of manning document aligned with the TDA showing fills

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c. The PBAC will ensure a response is provided to the requesting RMC within 10 business days of the PBAC via memorandum with commander's endorsement.

d. The RMC will reclaims any denials in time to be adjudicated at the next PBAC. The PBAC will provide a response to RMC's reclaims within 10 business days of the PBAC via memorandum with commander's endorsement.

e. In accordance with reference 1b, RMCs will ensure requests for over hires do not exceed civilian manpower ceilings established by MEDCOM.

f. Local hiring procedures and policies will be adhered to regarding hiring documented TDA positions. Documented TDA positions are not to be brought before the PBAC.

g. The PBAC will consider the following when adjudicating requests:

- (1) Submission of complete packet with required documentation.
- (2) Strength of justification (including establishment of validated workload).
- (3) Funding availability.
- (4) Pending and known future Force Structure actions.
- (5) Enterprise considerations.

5. This policy is effective immediately.

Encl  
PBAC Quad Chart



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