



**DEFENSE HEALTH AGENCY**  
7700 ARLINGTON BOULEVARD, SUITE 5101  
FALLS CHURCH, VIRGINIA 22042-5101

**NOV 22 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 Aide-de-Camp to the Assistant Director, Combat Support, Defense Health Agency**

The Director, Defense Health Agency (DHA), requests Service nominations to fill the O-3/O-4 level position of Aide-de-Camp to the Assistant Director, Combat Support, DHA. The primary duty location is Falls Church, Virginia. The selected officer should arrive no later than November 01, 2020.

Duties, responsibilities, requisite experience, and grade requirement for the position are attached. The selected officer is expected to serve in the position for a minimum of 18 months from the date of arrival at the DHA. In addition, the selected officer will utilize an authorization provided by the Service during the prescribed length of the assignment. Upon the officer completing the length of assignment the authorization will be returned back to the Service. The officer's exact report date will be coordinated after the selection notification has been provided to the Services' Surgeons General.

Please provide your nominee's name, nomination memorandum, curriculum vitae, biography or record brief, and contact information no later than February 07, 2020. Submit all requested documents to the DHA Administration and Management Directorate, Human Resources Division, at the following mailbox: [dha.ncr.military-svcs.mbx.military-personnel-support@mail.mil](mailto:dha.ncr.military-svcs.mbx.military-personnel-support@mail.mil).

Guy T. Kiyokawa, SES  
Deputy Director

Attachment:  
As stated

cc:  
Chief of Staff, Defense Health Agency  
Deputy Assistant Director, Administration and Management (J-1)  
Chief, Human Resources Division (J-1)  
Assistant Director, Combat Support

**POSITION TITLE:** Aide-de-Camp

**ORGANIZATION:** Combat Support, Defense Health Agency

**LOCATION:** Falls Church, Virginia

**GRADE:** MIL/NOM O-3/O-4

**SPECIALTY:** The Flag Aide/Aide-de-Camp provides administrative support to the Assistant Director–Combat Support (AD-CS) Defense Health Agency (DHA), and executes duties as assigned. The billet requires coordination with multiple departments, directorates, and staff level personnel, and coordination through some civilian organizations for site visits and local events. A Secret clearance is required.

### **Introduction:**

This position is located in the DHA under the policy guidance and direction of the Office of the Assistant Secretary of Defense for Health Affairs (OASD(HA)). The Assistant Secretary of Defense (ASD(HA)) is responsible for the overall policy and guidance of the medical services of the military departments and the political sensitivities related to these activities as expressed by Office of the Secretary of Defense (OSD), Congress, the White House, and the civilian sector.

The DHA is responsible for the effective execution and operation of the Department of Defense (DoD) medical mission, which is to provide medical services and support to specified categories of individuals entitled to DoD medical care. Specifically, DHA is responsible for managing TRICARE, administering and managing the Defense Health Program (DHP) budget, and providing support to the Uniformed Services in the management and administration of TRICARE. DHA is geographically located in Falls Church and Arlington, Virginia; Bethesda, MD; Aurora, Colorado; San Antonio, Texas; San Diego, California, Great Lakes, Illinois; and overseas locations.

The DHA provides medical care for the DoD's 9.4 million eligible beneficiaries through the \$50 billion DHP, which includes contracted health care networks and Military Medical Treatment Facilities (MTFs). TRICARE provides comprehensive, quality, and accessible health care to members of the Uniformed Services: Army, Navy, Air Force, Marine Corps, Coast Guard, and the Commissioned Corps of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration. By law and/or agreement, benefits may be extended to member of North Atlantic Treaty Organization (NATO) States and their dependents.

The Assistant Director, Combat Support (AD-CS) reports to the Director, DHA, and works closely with other senior Military Health System (MHS) leaders inside and outside of the health care arena to address issues and identify resolutions to complex issues. In accomplishment of their duties, the AD-CS interacts directly with senior DoD leadership to include the OASD, HA, the Office of the General Council, the Uniformed Services University of the Health Sciences, the Office of the Undersecretary of Defense (Personnel and Readiness), the Service Surgeons General, and other governmental and non-governmental agencies and organizations to exchange information concerning healthcare operations matters. In addition, the Director is responsible outside of the medical community for coordinating and addressing issues of interest to the Joint Chiefs of Staff and Combatant Command (CCMD) Commanders in coordination with the Director, DHA. This includes regular and frequent interface with the Joint

Staff Surgeon and representing the DHA on the Joint Staff Surgeon's Medical Operations Deputies meetings, where the incumbent interfaces with the Deputy Surgeons General.

The AD-CS also leads a Directorate with a principal deputy and once approved will consist of four subordinate Deputy Assistant Directors (DADs). The DAD for CCMD and Operational Support provides Plans, Operations, Requirements, and Liaison support for DHA's global operations. The DAD, Public Health, provides worldwide force health surveillance, immunization health care support, veterinary services, occupational health, and global health engagement. The DAD, Medical Logistics serves as the single integrator of medical logistics standardization and procurement, coordinating with the Defense Logistics Agency to ensure that Military Medical Treatment Facilities (MTFs) and the CCMDs are best supported while simultaneously conserving resources. Finally, the DAD, Operational Medicine, oversees the Armed Services Blood Donor Program, the Armed Forces Medical Examiner System, the Joint Trauma System, and the Defense Medical Readiness Training Institute.

Under the leadership of the AD-CS, the Directorate executes an annual budget in excess of \$254 million in DHP funds in Budget Activity Groups 1, 2, 3, 6, and 7 and an additional more than \$250 million on behalf of other agencies. The incumbent oversees a Directorate staff of more than 200 government civilians, 200 uniformed personnel (from the Army, Navy, Air Force, and the U.S. Public Health Service), and over 1,000 contractor personnel.

Specific duties within the position include but are not limited to the following:

#### **Duties and Responsibilities:**

- Maintains and coordinates the Assistant Director's (AD's) operational schedule and prepares all meeting arrangements. Works closely with appropriate staff in scheduling and coordinating meetings and itineraries, as well as communicating expectations for attendance and briefing materials. Serves as the principal contact point for the AD and controls appointments. Prepares, assembles, and coordinates material for use by the AD at meetings and public events.
- Establishes and maintains control systems on matters of Agency interest. Tracks progress of incoming/outgoing action items in the AD's Office and informs staff of pending status.
- Knowledgeable about the AD's preferences to include:
  - Time for specific types of appointments; e.g., briefings in AM versus PM
  - Verbal or visual preferences for briefings
  - Food and beverage preferences
  - Unique information useful for key engagements such as other leader briefing preferences or key topics of interest for that engagement; previous "hot button" issues.
- Coordinates and schedules the details associated with protocol matters, official and social calendar, and uniform requirements.
- Understands, identifies, and mitigates potential legal and ethical problems with potential engagements before they impact the AD. Coordinates with Agency ethics counsellors to present acceptable solutions to potential problems for the AD.

- Works hand-in-hand with the AD's Executive Assistant to coordinate appointments to facilitate the transaction of business. Routinely reviews the calendar with the Executive Assistant, and supporting office staff.
- Schedules and attends staff meetings in accordance with the time and frequency established by the AD. Coordinates meeting logistics (i.e. conference room reservations). Ensures coordination for all appropriate personnel to be present.
- Coordinates official travel and all travel arrangements (e.g., hotel/Very Important Person quarters, modes of travel, driving directions, phone numbers for key office personnel and frequently called personnel) and prepares trip folders. Accompanies the AD on official travel as directed. Manages official and personal expense funds for the AD and maintains receipts. Completes all travel documents to include Defense Travel System authorization and voucher reconciliation.
- Coordinates Invitational Travel Orders for the AD's spouse for certain official functions when the spouse may be authorized and required to accompany the AD.
- Represents the AD in all engagements and forms of communication.
- Performs special projects as directed.

#### **Education, Experience and Required Grade:**

- Active duty military officer in the grade of Senior O-3 or O-4 who is a demonstrated leader, excels at strategic thinking and working independently in a fast-paced, joint environment.
- Current Secret clearance
- As appropriate to nominating service, successful leadership experience in at least one assignment as a:
  - Company commander
  - Flight commander
  - Division officer
  - Battalion-level/equivalent staff section Officer in Charge
- Ability to communicate with military and civilians across all military ranks and civilian grades, to include flag/Senior Executive Service level.
- Be a model of smart appearance, courtesy, and tact.