

POSITION TITLE: Aide-de-Camp
ORGANIZATION: Defense Health Agency
LOCATION: Falls Church, Virginia
ASSIGNMENT LENGTH: 12 Months
GRADE: O-4
SPECIALTY: Open to all Corps
FMTS#: 3196891
Security Clearance: SECRET (required); TOP SECRET / Sensitive Compartmented Information (preferred)

Overview:

This position is located at the Defense Health Headquarters (DHHQ) in the Defense Health Agency (DHA) under the policy guidance and direction of the Office of the Secretary of Defense (Health Affairs)(OASD (HA)).

The DHA supports the delivery of integrated, affordable, and high quality health services throughout the Military Healthcare System (MHS). It executes the Department's medical mission and manages the execution of policy issued by the Assistant Secretary of Defense (HA) and serves as the program manager for the TRICARE health and medical resources, Defense Healthcare Management Systems, and Reserve Component Medical Programs. In doing so, the DHA supports the goals of efficiency, readiness, and deployed operations. The DHA exercises authority, direction and control of all Military Medical Treatment Facilities (MTFs) and Dental Treatment Facilities (DTFs) in the Department of Defense. The DHA is also responsible for the execution of missions in support of the Army, Navy, and Air Force as well as the Combatant Commanders in areas including health IT, medical data management, the Defense Health Program appropriation, medical education, medical analytics, enterprise medical logistics, research & development, public health, health facilities planning, Joint Trauma System, Armed Forces Medical Examiner, Armed Forces Blood Program, and Armed Forces Health Surveillance.

The DHA is responsible for health care delivery for 9.6 million beneficiaries and to support the Services in their military medical readiness mission. This includes the management of six TRICARE contracts requiring integration with the Direct Care system, MTF care. As compared to other private and government healthcare programs, TRICARE is one of the most comprehensive and complex programs with an annual cost exceeding \$15 billion. The TRICARE program covers a worldwide population affecting military members and their family members as well as providers on a global basis. The TRICARE program has high visibility both in Congress and the media around the world.

The Flag Aide/Executive Assistant provides administrative support to the Director, DHA and executes duties as assigned. The billet requires coordination with multiple department, directorate and staff level personnel, and coordination through some civilian organizations for

site visits and local events. A Secret clearance is required. Specific duties within the position include but are not limited to the following:

Primary Duties:

- Maintain and coordinate Director's schedule and prepare all meeting arrangements to include read ahead materials
- Schedule travel, prepare trip folders, arrange billeting, and prepare itinerary
- Directly supports the Director in handling all aspects of visits, conferences, tours, and social functions
- Extensive travel with the Director required to execute official engagements
- Assists with the preparation and development of all speeches and presentations given by the Director
- Prepare all of the Director's official and personal outgoing correspondence and reviews and sorts all incoming correspondence
- Advise Director and staff on military customs, courtesies, missions, history and policies
- Manage official and personal expense funds for the Director and maintain receipts
- Serve as driver for the Director to and from official meetings and events

Experience and Required Grade:

- An officer in the grade of O-4 who is a demonstrated self-starter with MHS leadership experience; should have served at MTF and be familiar with DoD healthcare policies, programs and processes
- Familiar with key staff action processes needed to successfully run large, complex organizations.
- Ability to communicate with military and civilians across all military ranks and civilian grades
- Currently holds a secret clearance and eligible to apply for a Top Secret / Sensitive Compartmented Information clearance