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 Principal Deputy to the Assistant Director for Management, Defense Health Agency

The Director, Defense Health Agency (DHA) requests Service nominations to fill the O-6 level position Principal Deputy to the Assistant Director for Management (PDADM), DHA. The primary duty station is Falls Church, Virginia. The selected officer should arrive no later than June 1, 2020.

The DHA Administration and Management Directorate, Military Personnel Support Branch (MPSB) manages the Nominative Program and requests for candidates that the DHA desires to be filled via competitive selection. Duties, responsibilities, requisite experience, and grade requirement for the position are attached. The selected individual is expected to serve in this position for a minimum of 24 months from the date of arrival using an authorization provided by the Service for the length of the assignment. Once the DHA assignment is complete the authorization will be returned to the Service. The exact start date will be coordinated upon selection of the officer and/or after notification is made to each Service Surgeon General.

Please provide your nominee’s name, nomination memorandum, curriculum vitae, biography or record brief, and contact information no later than April 1, 2020 to MPSB at 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
Assistant Director for Management
Chief, Human Resources Division (J-1)
Chief, Military Personnel Support Branch (J-1)
POSITION TITLE: Principal Deputy
ORGANIZATION: Assistant Director for Management
LOCATION: Falls Church, Virginia
ASSIGNMENT LENGTH: 24 Months
GRADE: O-6
SPECIALTY: Medical Service Corps
FMTS#: 03233490

Duties and Responsibilities:
• Advises and assists the Assistant Director for Management (ADM), a Tier 3 Senior Executive, who is responsible for the optimization of the Defense Health Agency’s (DHA) resources, personnel, strategy, education and training, research and development, and operations to foster better health, improved readiness, and reduced cost across the Military Health System (MHS). In execution of these duties, the ADM supervises three FO/OA GO/SES Deputy Assistant Directors (DADs), one O-6 DAD and one GS-15.
• Serves as the Director for the Market Transition Office responsible for the implementation of the Market Construct across the DHA. Supervises 37 personnel in this capacity. Liaisons with the Services and the Military Department Medical Departments.
• Supports the ADM in rendering senior-level advice and expertise to the DHA Director, Assistant Secretary of Defense for Health Affairs, and other top officials on all aspects of the ADM’s portfolio and transition efforts.

Experience and Required Grade:
• An officer in the grade of O-6, who possesses senior MHS leadership experience, capable of succeeding in a rapidly evolving complicated and complex environment. The officer should have completed both Senior Service College and successful O-6 level command.
• Officer must possess strong oral and written communication skills, the ability to balance significant competing priorities, and the capability to creatively complete the mission in a resource constrained environment.
• Officer preferably possesses prior experience at the Office of the Secretary of Defense/Service Surgeon General staff level and has headquarter-level experience in MHS improvement initiatives in access, quality, timeliness, and safe delivery of healthcare and in oversight of managed care and health care support contracts.
• Familiar with key staff action processes needed to successfully run large and geographically dispersed organizations.
• Has senior leadership experience in healthcare operations and planning; knowledgeable of characteristic features of the MHS beneficiary population; familiar with Department of Defense healthcare policies, programs and processes.
• A top secret clearance is required for the position.