May 4, 2020

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 Director
Defense Health Agency

The Director, Defense Health Agency (DHA) requests Service nominations to fill the
O-4 level position Aide-de-Camp to the Director, DHA. The primary duty station is Falls
Church, Virginia. The selected officer should arrive no later than January 1, 2021.

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 15-16 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 July 14, 2020, to MPSB at
dha.ncr.military-svcs.mbx.military-personnel-support@mail.mil.

Attachment:
As stated

cc:
Chief of Staff, Defense Health Agency
Chief, Human Resources Division (J-1)
Chief, Military Personnel Support Branch (J-1)
The Flag Aide/Executive Assistant provides administrative support to the Director, Defense Health Agency (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:

**Duties and Responsibilities:**
- 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:**
- O-4
- Secret clearance required
- Ability to communicate with military and civilians across all military ranks and civilian grades