



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

July 15 2021

MEMORANDUM FOR DEPUTY SURGEON GENERAL OF THE ARMY  
DEPUTY SURGEON GENERAL OF THE NAVY  
DEPUTY SURGEON GENERAL OF THE AIR FORCE

SUBJECT: Request to the Services to Fill the Nominative Position of Executive Assistant/  
Executive Officer, Small Market and Stand-Alone Organization, Defense Health  
Agency

The Director, Defense Health Agency (DHA) requests the fill of the O-3/4 level position of Executive Assistant/Executive Officer (EA/XO), Small Market and Stand-Alone Organization (SSO), DHA. The selected individual will report to the SSO Director. More so, the selected individual must possess the required experience and demonstrated exceptional Knowledge, Skill and Ability to perform and execute the duties and responsibilities as outlined at the attached Position Description.

The selected individual is expected to serve in the position for 12 months from the date of arrival using an authorization provided by the DHA for the length of the assignment. The primary duty location is San Antonio, Texas; and the selected individual should arrive no later than September 7, 2021.

The Office of Primary Responsibility for the DHA Rotational Program for Military Positions is the DHA, Administration and Management Directorate, Human Resources Division, Flag Officer/General Officer/Senior Executive Service Programs Support Office (FO/GO/SES PSO). The DHA will coordinate with the appropriate Service assignment points of contact to provide a valid authorized Fourth Estate Management System position number to execute the assignment of the selected individual. Please provide the selected individual's name, curriculum vitae, biography or record brief and contact information no later than July 30, 2021, to the FO/GO/SES PSO at [dha.ncr.dha-hr.mbx.fo-go-ses-sr-ldr@mail.mil](mailto:dha.ncr.dha-hr.mbx.fo-go-ses-sr-ldr@mail.mil).

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Guy T. Kiyokawa, SES  
Deputy Director

Attachment:  
As stated

cc:  
Chief of Staff, Defense Health Agency  
Assistant Director, Health Care Administration  
Deputy Assistant Director, Administration and Management (J-1)  
Chief, Human Resources Division (J-1)  
Chief, Military Personnel Support Branch (J-1)  
Flag Officer/General Officer/Senior Executive Service Programs Support Office (J-1)

**POSITION TITLE:** Executive Assistant/Executive Officer, Small Market and Stand-Alone Organization

**ORGANIZATION:** Defense Health Agency

**LOCATION:** San Antonio, Texas

**ASSIGNMENT LENGTH:** 12 Months

**GRADE:** O-3/4

**SPECIALTY:** Open to All Corps

**FMTS#:** 03240628

**Overview:**

This position is located at the Small Market and Stand-Alone Organization (SSO) at San Antonio, Texas, 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 incumbent should be a mid-level staff officer supporting the SSO Director with the authority to act on behalf of the Director related to crucial decisions affecting the support of the SSO Director in decision-making, policy setting, and oversight of the military and civilian staff supporting the Director and management of the Military Treatment Facilities (MTF).

**Executive Assistant/Executive Officer Duties and Responsibilities:**

- Manages the administrative front office operations to ensure that the most efficient and effective support is provided to the administrative staff in the execution of their responsibilities in support of the Director.
- Serves as a principal advisor to the SSO Director on administrative matters to include the internal management of the DHA staff and synchronized efforts with SSO and MTF staff.
- Coordinates externally with the OASD(HA), DHA, and other high-level Department of Defense (DoD) and civilian agencies staff elements and organizations for high level Senior Leader meetings/hearings etc.
- Provides advice and assistance on all administrative matters and manages the operational schedule for the Director's calendar. Works closely with appropriate staff (internal and external DHA, DoD and civilian leaders) in scheduling and coordinating meetings and itineraries, as well as communicating expectations for attendance and briefing materials.
- Reviews, identifies, and prepares synopses of correspondence, reports, publications, and other communications for the Director to ensure he/she is current and briefed on urgent and important matters.
- Researches and gathers background material on confidential projects of special interest to the Director/Deputy Director while ensuring that the appropriate administrative coverage is maintained in support of daily operations.
- Coordinates externally with the MTF Leaders, DHA and other high-level DoD staff elements and organizations for daily operational requirements and to ensure cross collaboration of efforts.
- Effectively analyzes complex situations, interprets broad guidance, communicates ideas, and possesses the ability to build consensus in a politically sensitive Joint environment; ensure desired outcomes are met.

**Experience and Required Grade:**

- An officer in the grade of O-3/O-4 who is a demonstrated self-starter with DHA leadership experience; should have served at Military Treatment Facility in a mid-level officer role
- Should have headquarters-level administrative experience in resource management, legislative matters organizational management, manpower issues, human resource actions (military and civilian), training, space management, and/or correspondence management.
- Familiar with key staff action processes needed to successfully run large, complex organizations.
- Experience in healthcare operations and planning; knowledgeable of characteristic features of the MHS beneficiary population; be familiar with DHA and DoD healthcare policies, programs and processes.
- Secret Clearance.