



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

OFFICE OF THE PRESIDENT
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August 24, 2021

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

SUBJECT: Nominations for the Commandant, F. Edward Hebert School of Medicine Position
at the Uniformed Services University of the Health Sciences

I request your assistance in nominating highly qualified senior officers for the position of Commandant, F. Edward Hebert School of Medicine. Colonel Catherine Kimball-Eayrs, USA, has served admirably but is anticipated to be transferring in the summer of 2022.

In considering potential nominees for this position, I ask that you take the following into consideration:

- a. The successful candidate will be a commissioned military medical corps officer who:
 - 1) Is in the grade of O-5 or O-6 or has been selected for promotion to that grade.
 - 2) Has the background, experience and character traits to credibly represent the University with the DoD, the Federal government and within the academic community.
 - 3) Is eligible for faculty appointment at the level of Assistant Professor or above (has doctoral degree).
 - 4) Will serve as a positive role-model of a career-oriented military medical leader and officer.
 - 5) Has completed grade-appropriate Service-specific professional military education.
 - 6) Demonstrated the ability to lead successfully within the complex military environment.
 - 7) Is available for a three year assignment.
- b. Additionally, previous success in a military command and in an academic setting are preferred, though not required.

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All qualified MC Officers will be considered for the position. Each nomination should be accompanied with the following:

- a. A letter of command endorsement.
- b. A letter of interest from the officer that includes a summary of military and civilian education, assignment history, and names and contact information of three references.
- c. Copies of candidate's last three performance reports.
- d. Up to three supplemental letters of recommendation.
- e. Resume / Curriculum Vitae.

I strongly encourage nominations of qualified under-represented minority candidates.

Nominations should be electronically forwarded to the Office of the Brigade Commander at patrick.donahue@usuhs.edu by 1 November. This will provide time for the selection committee to consider the nominations and make a recommendation by the end of January 2022. The successful candidate would be expected to report to USUHS NLT 1 June, 2022.

If an officer is recommended and selected from either the Army, Navy or Air Force, the respective Service will need to provide a billet/position for assignment. Thank you for your assistance in identifying candidates for this critical position.

Thank you!

William M. Roberts, MD, MBA
Acting President

cc:
COL Patrick Donahue, Brigade Commander
Dr. Eric A. Elster, Dean, SOM