

**POSITION TITLE: Chief, Directors Action Group**

**ORGANIZATION: Defense Health Agency**

**LOCATION: Falls Church, Virginia**

**ASSIGNMENT LENGTH: 36 Months**

**GRADE: O-6**

**SPECIALTY: Open to all Corps**

**FMTS#: 03206380**

**Security Clearance: Secret**

**Roles and Responsibilities:**

- Directs, plans, organizes, coordinates and manages senior executive programs and activities of the Defense Health Agency (DHA).
- Serves as key advisor to the DHA Director representing DHA interests to local, state, and federal officials.
- Directly responsible for providing a wide array of rapid and responsive analysis, assessments, studies and briefings for the Director.
- Leads Director's Action Group (DAG) operations, overseeing a specialized executive support team of military personnel, Government civilians, and contractors responsible for two primary lines of efforts: Strategic Communications and Strategic Engagement. This includes DHA Front Office analytics and archives capabilities as well as special projects as assigned.
- Serves as the Hiring Authority for DAG membership.
- Develops program policies, resolves critical problems and issues related to policy application, and coordinates major problem functions impacting the DHA. This includes analysis, development, and evaluation of broad range of issues and the implementation of solutions throughout organization.
- Provides executive level leadership support and continuity to the DHA Director as a senior executive staff member.
- Ensures policy and guidance are in compliance with Director's intent and strategic goals.
- Coordinates, plans, and schedules with other organization leaders as appropriate.
- Sets rapid and short term priorities for work to be accomplished by directorates.
- Assigns suspenses/tasks to DHA directorates; tasks include short-notice responses to Armed Services Committees, Congressional inquiries, Joint Staff, Office of the Secretary of Defense and Department of Defense policy formulation/clarification/review.
- Assigns work based on organizational priorities and consideration of the difficulty of the assignment.
- Balances workload and organization needs with overall mission requirements and resource interests.
- Establishes metric and analysis systems for units managed to assess efficiency, effectiveness, and compliance with regulatory procedures.
- Identifies need for change in organization priorities and takes action to implement changes.
- Establishes metrics and analysis systems to ensure actions are timely and adequately reviewed at critical points.

- Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.
  - Actively participates in DHA strategic planning to improve organizational direction and focus using strategic planning tools and techniques.
  - Advises and provides counsel to employees regarding policies, procedures, and directives of DHA leadership.
  - Develops and prepares a variety of correspondence and other documentation such as formal letters, position papers, reports, staff studies, staff summary packages, briefings, charts, bullet background papers, etc.
  - Recommends policy guidance to DHA Director, action officers and technical experts. Briefs unit on all policies, changes in requirements and impact to unit personnel/mission.
  - Performs other duties as assigned.
- **Experience and Required Grade:**
  - A highly motivated O-6 with a strong background in headquarters staff processes and procedures is required.
  - The candidate should be experienced in executive support team management, with a wide breadth of knowledge in total force missions and joint organization.
  - Must possess the ability to plan, organize and effectively negotiate with internal and external agencies to accept and implement recommendations, where proposals involve substantial resources and require extensive changes in established concepts and procedures.
  - Must have ability to effectively and diplomatically communicate both orally and in writing, with senior leadership internal and external to the organization.
  - Must be able to engage in collaborative efforts in high-ops tempo to meet strategic objectives.
  - Must be available for travel worldwide with senior leadership.
  - Knowledge of the Defense Health Agency directives and objectives is preferred.
  - Professional Military Education should be commensurate with grade.