

POSITION TITLE: Executive Officer

ORGANIZATION: Defense Health Agency

LOCATION: Falls Church, Virginia

ASSIGNMENT LENGTH: 36 Months

GRADE: O-5

SPECIALTY: Open to all Corps

FMTS#:

Security Clearance: SECRET (required); TOP SECRET SCI eligible (preferred)

Overview:

This position is located at the Defense Health Headquarters (DHHQ) in the Defense Health Agency (DHA) under the policy guidance and direction of the Office of the Secretary of Defense (Health Affairs) (OASD (HA)). This position is a dual hatted position: (1) Executive Assistant often referred to as Executive Officer and (2) Assistant Chief of Staff. The incumbent should be a senior staff officer supporting the Director with the authority to make crucial decisions affecting the decision-making, policy setting, and oversight of the military and civilian staff supporting the Director.

The DHA supports the delivery of integrated, affordable, and high quality health services throughout the Military Healthcare System (MHS). It executes the Department's medical mission and manages the execution of policy issued by the Assistant Secretary of Defense (Health Affairs) (ASD (HA)) and serves as the program manager for the TRICARE health and medical resources, Defense Healthcare Management Systems (DHMS), and Reserve Component Medical Programs. In doing so, the DHA supports the goals of efficiency, readiness, and deployed operations. The DHA exercises authority, direction and control of all Military Treatment Facilities (MTFs) and Dental Treatment Facilities in the Department of Defense (DoD). The DHA is also responsible for the execution of missions in support of the Army, Navy, and Air Force as well as the Combatant Commanders in areas including health IT, medical data management, the Defense Health Program appropriation, medical education, medical analytics, enterprise medical logistics, research & development, public health, health facilities planning, Joint Trauma System, Armed Forces Medical Examiner, Armed Forces Blood Program, and Armed Forces Health Surveillance.

The DHA is responsible for health care delivery for 9.6 million beneficiaries and to support the Services in their military medical readiness mission. This includes the management of six TRICARE contracts requiring integration with the Direct Care system, MTF care. As compared to other private and government healthcare programs, TRICARE is one of the most comprehensive and complex programs with an annual cost exceeding \$15 billion. The TRICARE program covers a worldwide population affecting military members and their family members as well as providers on a global basis. The TRICARE program has high visibility both in Congress and the media around the world.

The DHA is comprised of the DHA Leadership, the Health Care Administration Directorate; the Support Directorate and its Direct Reporting Organizations (DROs); and the staff, including the Director's Personal and Special Staff and the primary staff (i.e., J-Code Staff Sections). The DHA also has several DROs that report to the Director, DHA, that are administratively managed by (i.e., the Markets, Small Market and Stand-Alone Organization, and the Defense Health Agency Regions), and by the Support Directorate (i.e., the Medical Education Training Campus,

DHA Public Health, DHA Research and Development. The DHA also provides administrative support to the Program Executive Office DHMS through the Support Directorate.

Executive Officer Duties and Responsibilities:

- Manages the administrative Front Office operations of the Director's Support Staff. The Director's Front Office Support Staff maintains schedules, provides administrative and logistical support for the Director, Deputy Director, and Senior Enlisted Advisor.
- Serves as a principal advisor to the DHA Director on administrative matters to include the internal management of the DHA staff and synchronized efforts with all DHA Directorates.
- Coordinates externally with the OASD (HA) and other high-level 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 calendar. Works closely with appropriate staff (internal and external 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 Agency 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.
- Prepares itineraries for distinguished visitors to the DHA and monitor their execution.
- Monitors preparation and execution of all official events and ceremonies involving the Director, DHA; Deputy Director, DHA; and other key leaders as required.
- May require some travel.

Experience and Required Grade:

- An officer in the grade of O-5 who is a demonstrated self-starter with senior MHS leadership experience; should have served at MTF in a major milestone leadership 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.
- Senior leadership experience in healthcare operations and planning; knowledgeable of characteristic features of the MHS beneficiary population; be familiar with DoD healthcare policies, programs and processes