

BILLET DESCRIPTION

ITEM 1: ORGANIZATION

OS / OPHS / OSG / OCCO

ITEM2: EQUIVALENCY STATEMENT

GS-14

ITEM 2A: BILLET SENSITIVITY

Non-Sensitive

ITEM2B: GRADE

O-6

ITEM3: CAREER TRACK

94-34

ITEM4: CIVIL SERVICE SERIES

0205

ITEM 5: FUNCTIONAL TITLE

Transformation Operations Officer – Isolated Hardship Assignments (Non-Supervisory)

ITEM: 6: PERTINENT PROGRAM INFORMATION

The Office of Commissioned Corps Operations (OCCO) provides a full range of services to agencies and to active duty and inactive reserve commissioned officers assigned throughout the Nation and to overseas areas. This system provides health professionals to meet Commissioned Corps manpower requirements of the various Public Health Service (PHS) agencies as well as a number of non-PHS government agencies. Transformation implementation operations, a new function, will be separately administered within OCCO, reporting to the Director.

ITEM 7: BRIEF STATEMENT OF MOST IMPORTANT DUTIES, SUPERVISORY RESPONSIBILITIES AND WORK RELATIONSHIPS

Functions as a member of a multidisciplinary team devoted to initiating the Transformation objectives as determined by the HHS Secretary. Works closely with OCCFM and OCCO on all transformation policy development and operational matters. Collaborates with Departmental OPDIVs, STAFFDIVs and other appropriate organizations.

Major duties and responsibilities include:

1. Developing criteria for designating billets as isolated, hardship, hazardous, or hard-to-fill (3H/I).
 - Collaborate with CPO's, SGPAC, Liaisons and other Commissioned Corps entities
 - Review criteria to validate/modify the billets.
 - Develop recommendations and criteria for special pays, including assignment incentive pay, loan repayment hardship duty pay, hazardous duty pay, etc.
 - Develop recommendations and criteria for isolated/hardship and hazardous duty service awards.
2. Developing review and approval procedures for 3H/I billets.
 - Develop adjudication process.
 - Determine timeframes for review of billets for continued designation as 3H/I.
3. Coordinating with Transformation Operations Officer-Billets, OPDIVs, STAFFDIVs and other appropriate entities to determine criteria regarding recommended length of tours for 3H/I billets.
4. Collaborating with CPO's, Liaisons, PACs and other Commissioned Corps entities to determine what impact designations should have in various processes, including:
 - Promotion
 - Assimilation
 - Awards
 - Assignments
 - Career development
 - Deployability
5. Collaborating with agencies and other appropriate entities to develop non-pay related support requirements for billets designated 3H/I.
6. Collaborating with Detailers and Transformation Operations Officer-Career Development for the development of review processes, identification of assignments and prioritization of reassignment process for officers rotating out of 3H/I billets.
7. Coordinating with information systems staff:

- Development of information systems solutions to track and maintain 3H/I designations.
 - Development of system to track officers assigned to 3H/I billets.
8. Performing other Transformation related duties as assigned.
 9. In order to further the Force Readiness goal of the Corps, the incumbent may perform professional duties at facilities contingent upon being privileged and upon approval by the Director, OCCO.

ITEM 8: DIRECTION RECEIVED

Incumbent reports to the Director, OCCO, and receives direction in the form of product-oriented performance goals and objectives, general instructions, and guidance. Has broad latitude in determining work processes and works independently. Performance is rated solely on accomplishments and manner of performance. Work is reviewed by the Transformation Implementation Planning Coordination Group, the Special Assistant for Commissioned Corps Transformation, the Surgeon General, and the Assistant Secretary for Health.

ITEM 9: MINIMUM QUALIFICATIONS:

Senior officer with broad experience in the Commissioned Corps, with a demonstrated history of success in progressively more responsible positions. Incumbent must possess knowledge of the laws, regulations and policies pertaining to the Commissioned Corps. Must fully understand the intent and specifics of transformation activities and relationships to force management and operation of the Corps.