

Functional Title: Chief, Medical Affairs Branch
Unit: Commissioned Corps Headquarters (CCHQ), Division of Business Operations and Management
Grade: O-5/O-6
Supervisory (Y/N): Yes
Category: Multidisciplinary: Physician, Nurse (Nurse Practitioner), Pharmacist (Clinician), Health Services Officer (Physician Assistant)
Duty Location: Rockville, MD
Date Updated: 5 October 2026

The Commissioned Corps Headquarters (CCHQ) is located within the Office of the Surgeon General (OSG) under the direction of the Office of the Assistant Secretary for Health (OASH) in the Department of Health and Human Services (HHS). CCHQ serves as the principal staff arm and advisor to the Surgeon General and Deputy Surgeon General on all matters related to the U.S. Public Health Service (USPHS) Commissioned Corps. CCHQ is responsible for all functions regarding personnel, administration, operations, readiness, recruitment, deployment, and policy for the USPHS Commissioned Corps.

Introduction:

The Chief of Medical Affairs Branch (MAB) position resides in the Division of Business Operations and Management (DBOM) at CCHQ in Rockville, MD. This position is responsible for providing leadership and oversight for CCHQ medical programs that support the health, readiness, deployability, and resiliency of Public Health Service officers. The Chief oversees medical qualification, Periodic Health Updates, medical waivers, deployment readiness, Fitness for Duty evaluations, Medical Review Boards, duty limitations, and other medical determinations affecting an officer's ability to safely serve. The position also oversees coordination of TRICARE and other health benefits, specialty care, medical travel, referrals and authorizations, immunization requirements, and other medically related support for officers.

Duties:

- Develop strategic plans and establish work priorities that align with branch objectives and mission requirements.
- Supervise MAB staff, complete annual COERs, and mentor all staff to ensure their career progression and mission success.
- Plan overall work to be accomplished by the branch, delegate authority, set priorities, establish milestones, and provide professional advice and administrative guidance to staff.
- Provide authoritative technical review and input to CCHQ leadership on policy and practice decisions impacting medical readiness of applicants, student/trainees, active-duty officers, and ready reserve officers.
- Serve as the residing occupational health expert and advises CCHQ leadership on a broad range of occupational health issues including medical and physical standards for commissioning and retention.
- Provide medical and scientific expertise on health and safety concerns and develop mitigation strategies for Public Health Service officers on deployment.
- Liaise with the Defense Health Agency programs which provide medical and dental care to Public Health Service officers and their families.
- Perform other duties as assigned.

Minimum qualifications (education, experience, and skills):

- Current active-duty officer in the USPHS Commissioned Corps in good standing (i.e., no current adverse actions, basic ready, all COERs on file).
- Ten years of experience in a clinical billet.
- Supervisory experience.
- Current National or State licensure and Board certification in good standing.
- Exceptional written and oral communication skills.
- Knowledge of the laws, regulations, and policies of the USPHS Commissioned Corps.
- Expertise in group facilitation and presentation to represent HHS and the USPHS Commissioned Corps in a high-visibility role with national-level impact.
- Ability to foster positive, trusting, and effective working relationships.
- Experience delivering excellent customer service and timely services to stakeholders.
- Proven capability to handle urgent tasks and deadlines with efficacy and resilience.
- Ability to negotiate and build consensus within immediate staff and among customer groups and to be open to team dynamics.
- Strong analytic skills to include experience in statistics and data analysis.
- Ability to plan and direct the completion of complex projects and assignments.
- Proficiency in Microsoft 365 applications, such as PowerPoint, Excel and Word.

Desired Qualifications (Education, Experience and Skills):

- Advanced knowledge of the USPHS Commissioned Corps medical and readiness standards, policies and procedures.
- Experience in Occupational Health, Internal Medicine, Primary Care or Emergency Medicine.
- Understanding of government disability ratings.

Reports To:

The MAB Branch Chief reports directly to the CCHQ Deputy Director, Division of Commissioned Corps Services with the Director, CCHQ as the Reviewing Official.

How To Apply:

Interested Public Health Service officers should submit the following in **one PDF document**:

1. Detailed cover letter not exceeding one page (Times New Roman, 12-point font) explaining your interest and how you meet the requirements and qualifications of the position.
2. CV in current required format.
3. Last three COERs.
4. Contact information for two references (one must be your supervisor) who can attest to your professionalism, dedication, officership, skills, and abilities.

Submit application materials as one PDF document to RDML Elizabeth Helm at Elizabeth.helm@hhs.gov and cc Ms. Patrice Jones at patrice.jones1@hhs.gov with the email subject line: "CCHQ Chief, Medical Affairs Branch Application."

For questions related to this announcement, contact RDML Elizabeth Helm at Elizabeth.helm@hhs.gov

Applications will be reviewed on a rolling basis until the positions are filled.