

Functional Title: Senior Strategic Partnership Program Manager
Unit: Commissioned Corps Headquarters, Policy and Evaluation Branch
Grade: O-6
Supervisory: No
Category: Multidisciplinary
Duty Location: Rockville, MD
Date Updated: 5 October 2026

The Commissioned Corps Headquarters (CCHQ) is located within the Office of the Surgeon General under the direction of the Office of the Assistant Secretary for Health 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, deployment, and policy for the USPHS Commissioned Corps.

Introduction:

The Senior Strategic Partnership Program Manager position resides in the Policy and Evaluation Branch at CCHQ in Rockville, MD. The Policy and Evaluation Branch is responsible for developing, implementing, and evaluating policies and programs that support the administration, readiness, and personnel management of the USPHS Commissioned Corps. The Senior Strategic Partnership Program Manager is responsible for organizing, managing, and tracking assignments for Public Health Service officers assigned to non-HHS departmental, international, and non-profit organizations.

Duties:

- Manage detail programs, including tracking and monitoring Public Health Service officers assigned under reimbursable and non-reimbursable agreements.
- Monitor and evaluate memorandums of agreement supporting Public Health Service officers assigned to non-HHS agencies.
- Collaborate with agency operating divisions, international health programs, and other stakeholders to identify appropriate assignments for Public Health Service officers, including overseas details assignments.
- Manage the return to service of Public Health Service officers due to programmatic or organizational changes.
- Prepare executive correspondence, including congressional responses, decision memoranda, and briefs for senior leaders.
- Generate data driven reports to analyze program effectiveness and performance outcomes.
- Apply USPHS Commissioned Corps policies to Policy and Evaluation Branch functions and services.
- 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).
- Knowledge of the laws, regulations, and policies governing the USPHS Commissioned Corps.
- Ability to foster effective working relationships through clear communication.
- Experience delivering excellent customer service and timely services to internal and external clients, customer groups, and other stakeholders.
- Proven ability to manage urgent tasks under pressure.
- Ability to negotiate and build consensus.
- Expertise in group facilitation and presentation in high-visibility roles.
- Manage programs and resources to meet established performance goals.
- Proficiency in Microsoft 365 applications.

Reports To:

The Senior Strategic Partnership Program Manager reports directly to the Chief, Policy and Evaluation Branch with the CCHQ Deputy Director, Division of Business Operations and Management, 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 CAPT Elvira Hall-Robinson elvira.hall-robinson@hhs.gov and cc retired CAPT Gregory Stevens at gregory.stevens@hhs.gov with the email subject line: "CCHQ PEB Senior Program Manager Application."

For questions related to this announcement, contact CAPT Elvira Hall-Robinson at elvira.hall-robinson@hhs.gov.

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