

Functional Title: Separations Counselor
Unit: Commissioned Corps Headquarters, Separations and Assignments Branch
Grade: O-4
Supervisory No
Category: Multidisciplinary Duty
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 Separations Counselor position resides within the Separations and Assignments Branch (SAB) at CCHQ in Rockville, MD. SAB provides services such as officer assignments, billet updates, separations and retirements assistance. The Separations Counselor is responsible for supporting Public Health Service officers in preparation for retirement or separation from the USPHS Commissioned Corps.

Duties:

- Collaborate with internal and external stakeholders to process personnel orders to retire or separate Public Health Service officers from the USPHS Commissioned Corps.
- Create and analyze data reports to identify officers eligible for retirement or separation.
- Plan one-on-one pre-separation counseling sessions to assist officers with planning for their retirement or separation.
- Review, prepare and process requests for prior military service credits.
- Calculate various service dates such as training and experience, creditable service, retirement and base pay.
- Coordinate and facilitate retirement and separation seminars, webinars and other information sessions.
- Prepare and coordinate professional boards to make recommendations for retirement extension requests.
- Provide timely, expert resolution of customer inquiries to ensure high-quality service delivery.
- Accurately track and maintain separations data to report to internal and external stakeholders.
- Deliver presentations at the Officer Basic Course on topics related to retirements and separations.
- 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 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 through clear communication.
 - Experience delivering excellent customer service and timely services to internal and external clients, customer groups, and other stakeholders.
 - Proven capability to handle urgent tasks and deadlines with efficacy and resilience under conditions of pressure and uncertainty.
 - Ability to negotiate and build consensus within immediate staff and among customer groups and to be open to team dynamics.
 - Proficiency in Microsoft 365 applications, such as PowerPoint, Excel and Word.
 - Strong analytic skills to include experience in statistics and data analysis.
 - Exceptional written and oral communication skills.
 - Ability to plan and direct the completion of complex projects and assignments.

Reports To:

The Separations Counselor reports directly to the Chief of the Separations and Assignments Branch, with the Deputy Director of the Division of Commissioned Corps Services as the Reviewing Official.

How To Apply:

1. Interested Public Health Service officers should submit the following in **one PDF document**:
2. 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.
3. CV in current required format.
4. Last three COERs.
5. Contact information for two references (one must be your supervisor) who can attest to your professionalism, dedication, officership, skills, and abilities.

Please submit your application materials as one PDF document to CDR Alexander Amankwah at alexander.amankwah@hhs.gov and cc: RDML Cedric Guyton @ cedric.guyton@hhs.gov. Use the email subject line: "CCHQ Separations Counselor Application."

For questions related to this announcement, contact CDR Alexander Amankwah at alexander.amankwah@hhs.gov.

Applications will be accepted on a rolling basis until the position is filled.