

DA Job Code Description: Program Management Officer

DA Position #: 19371134

Position Title: Chief, Student and Training Program Section
**Unit: Division of Commissioned Corps Personnel and Readiness/
Recruitment Branch**
Grade: O6
Supervisory (Y/N): Yes
Category: Multidisciplinary
Duty Location: Rockville, MD
Date Updated: September 30, 2015

Pillar: Agency leadership has determined that this position meets criteria:

3: Assignment requires individual to be available for rapid deployment – domestic or international – at the direction of the agency head (as distinguished from deployment for natural disaster or international response) or requires availability to perform duties 24/7, including when on leave

4: Assignment requires regular engagement with other uniformed services.

Introduction:

The **Chief, Student and Training Program Section** position resides in the Recruitment Branch, Division of Commissioned Corps Personnel and Readiness (DCCPR), Office of the Surgeon General. DCCPR provides the administration, policy, readiness and operational management of the Commissioned Corps under the direction of the Surgeon General.

The Chief is expected to independently lead the student and training section which includes Corps officers, civilian members, and federal contractors. The Chief is responsible for recruiting, managing and delivering new Ready Reserve officers into the Corps' five student and training programs including the Junior and Senior Commissioned Officer Student Training and Extern Program (JRCOSTEP and SRCOSTEP), Indian Health Service Pharmacy Residency, Centers for Disease Control and Prevention Epidemic Intelligence Service, and the Uniformed Services University of the Health Sciences. Officers in these programs receive unique training and experience in the Corps. These training opportunities also serve as pipeline programs for officers seeking a Regular Corps commission. The overall scope and responsibility of this position has significant national impact.

Duties:

- Supervise, mentor and manage the daily operations of up to eight staff
- Build, maintain and leverage relationships with Agency stakeholders
- Identify effective and innovative processes whereby the student and training programs are best used as a pathway to recruit highly qualified officers suitable for general duty commissions
- Establish, track and meet performance metrics
- Implement an online appointment board process for general duty and student programs
- Administration of Corps Recruitment outreach systems including the call center, social media sites, and the applicant Learning Management System

- Prepare and deliver briefings to key stakeholders and agency leadership
- Management of Presidential and Secretarial nomination lists
- Creation of a highly qualified applicant pool with active marketing to customers
- Plan and manage acquisitions and interagency agreements
- Prepare executive correspondence such as response to Congressional inquiries, decision memos, and issue briefs
- Facilitate and manage Direct Access training activities for each student program
- Additional responsibilities as necessary that are consistent with the objectives of DCCPR by leading or assisting in special projects and other process improvement initiatives and tasks

Reports to: Director, Recruitment Branch

Minimum Qualifications (Education, Experience, Skills)

1. Passionate about recruiting and commissioning individuals best suited for life in the Corps and who best associate with the Commissioned Corps values of leadership, service, excellence and integrity
2. Current active duty officer in the Commissioned Corps of the USPHS in good standing and basic readiness qualified
3. Ten years overall experience serving in a uniformed service with at least 8 years serving in the Commissioned Corps
4. Skill in identifying innovative ideas to improve recruitment processes
5. At least 1 year of supervisory experience
6. Two years of experience in the management and administration of a PHS program
7. Demonstrated success in the ability to coordinate and complete multiple tasks simultaneously, including timely and accurate responses to all stakeholders
8. Possess characteristics that reflect highly of officership, leadership, consensus-building, and quality work
9. Proficiency in oral and written communication skills
10. Demonstrated positive interactions with senior officers and leadership.

Desired Qualifications (Education, Experience, Skills)

1. Advanced knowledge of Commissioned Corps standards, policies and procedures.
2. Commander
3. Strong working knowledge of computer programs such as PowerPoint and Adobe Connect, Microsoft word, excel, and Access.
4. Demonstrated ability and proven track record of project management.
5. Superior diplomacy, tact and professionalism
6. Certified as a Contracting Officer Representative (COR) Level 1 or possession of the certification within 6 months of reporting

How to Apply:

This is a challenging and rewarding opportunity. If you are passionate about recruiting and process improvement and willing to consensus-build with a large stakeholder group, please prepare and submit the following:

- Detailed cover letter explaining how you meet these requirements and qualifications. The cover letter must not exceed one-page
- Updated CV with your contact information
- Contact information for two references that can attest to your knowledge, skills and abilities.

Submit this information to CDR Christopher Dunbar via email (Christopher.dunbar@hhs.gov).
The submission must be received by October 16, 2015 COB.