Defense Centers for Public Health (DCPH) Manpower Services IDIQ Contract

Labor Categories & Descriptions

Administrative Assistant III – DCPH-Aberdeen & DCPH-FC:

The Administrative Assistant III will perform administrative support services such as preparing and editing technical or general documentation using various software packages such as Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Windows, transcription of documents, data entry, and preparing, formatting and editing management support documentation, technical reports and presentations. The Contractor shall perform administrative support services such as visitor access control, answering and forwarding telephones and taking detailed telephone messages and receptionist support. Visitor access control support may be required to be performed for any DCPH-A building, with the exception of Building E-1930, where no visitor access control support will be required. The Contractor shall perform administrative support services such as document control, tasker completion and scheduling and ensuring efficient office operations. The Contractor shall perform administrative support services such as ordering and receiving office supplies and equipment, editing and/or maintaining technical, programmatic, and administrative and management support documentation and references in both paper and electronic versions and operation of reproduction equipment to produce large volumes of documents. The Contractor shall assist with administrative support services such as Civilian timekeeping, mandatory training documentation, and preparing and/or coordinating travel requests, arrangements and documentation. The Contractor shall develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: High School Graduate (minimum)

Clearance Required: Public Trust

Experience:

- Microsoft Office Products
- Two years + Executive Administrative experience.

Animal Caretaker I – DCPH-Aberdeen:

The Animal Caretaker I will provide daily care and husbandry for research animals. The Contractor shall clean cages, equipment and the facility, as well as monitor the health and wellbeing of the animals in accordance with all applicable regulations. The Contractor will be responsible for coordinating with supervisors on operational and technical duties. The Contractor shall transfer and transport animals, assist with animal procedures, and maintain required documentation. The Contractor shall rely on instructions and pre-established guidelines to perform the functions of the job. The Contractor will rotate with other animal care staff working weekends and holidays in direct support of the Animal Program. Contractors can expect

to work 1-2 weekends monthly and will not exceed 40 hours weekly. Contractors can expect to work four federal holidays, on a rotating basis with the other animal care staff. In the event that 24-hour manning is required to meet Animal program requirements, the Contractor will equitably support the mission with the other animal support staff, not to exceed 40-hours weekly. The Contractor is required to report during inclement weather and other base closures in direct support of the Animal Program. The Contractor shall demonstrate adequate understanding through on-the-job training to meet requirements outlined in the Animal Welfare Act and Animal Welfare Regulations (9 CFR Chapter 1), *The Guide for the Care and Use of Laboratory Animals, eighth edition,* DHA-MSR 6025-02, and Public Law 99-158, and to assure that the facility retains AAALAC accreditation in accordance with DHA-MSR 6025.02 and DoDI 3216.0.

Position requirements:
Education: High School Graduate (minimum)

Certification Required: Assistant Laboratory Animal Technician (ALAT) certification from the American Association for Laboratory Animal Science (AALAS) must be obtained within 1 year of employment.

Clearance Required: Public Trust

Experience:

- Experience with laboratory rodents in a research environment.
- Experience in animal handling, specifically husbandry of rodents.

Biostatistician II – DCPH-Aberdeen or DCPH-FC:

The Biostatistician II will provide statistical guidance and recommendations for Public Health study design and statistical analysis, write and/or review statistical section of Public Health studies, prepare analysis plans, and write detailed specifications for analysis files, consistency checks, tables, and figures. They will perform appropriate statistical analyses, interpret analyses and write statistical sections of Public Health study reports, communicate with data managers, study personnel, and other customers regarding statistical design, programming, and analysis for Public Health studies; and develop and update appropriate Public Health statistical documentation, store documents and data, and perform all functions in accordance with applicable regulations, guidance, and procedures. They will ensure that Public Health study plans and execution of statistical functions meet all applicable regulations, guidance, and procedures. They will additionally review and recommend updates to policies and procedures such as documentation of Public Health study standard operating procedures for sound statistical analysis and interpretation; and develop and prepare Public Health technical reports, business process documentation,

Position requirements:

Education: Doctoral level education in Public Health or related field.

Skills Required:

- Expertise in statistics, research design, survey and surveillance analysis, including statistical testing of rates and trends, risk ratios and odds ratios, T-test, chi 2, ANOVA, regression and logistic regression, survival analysis, and longitudinal data analysis.

Clearance Required: Public Trust

Experience:

- Minimum 3 years' experience using data analysis software SPSS and SAS for analysis of large medical datasets.
- Proven experience conducting scientific literature searches, reviews, and interpretation.

Crystal Reports Writer – DCPH-Aberdeen:

The Crystal Reports Writer will create and/or automate and/or increase the efficiency of existing Crystal Reports through data consolidation and data analysis. They will write Crystal Reports queries, views and/or stored procedures to extract data from SQL Server, validate Crystal Reports to ensure accuracy and quality, and shall monitor performance of Crystal Reports and take the corrective action necessary to optimize or improve the performance of the reports when necessary. They will additionally develop and maintain a variety of Crystal Report types, including but not limited to tabular, drill down, matrix, charts, support the generation of standard Crystal Reports as well as ad hoc queries and develop and prepare technical Public Health Reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:

Education: College Degree or equivalent/documented experience

Clearance Required: Public Trust

Experience:

- At least 3 years demonstrated Crystal Report Writing Experience supporting a Laboratory, preferably in the Public Health business.
- Demonstrated experience working in relational databases.
- Helpdesk Support Experience
- Experience with LIMS databases (Preferably STARLIMS)

Data Analyst I – DCPH-Aberdeen or DCPH-FC:

The Data Analyst will review, analyze, evaluate, design, implement and maintain assigned database[s] and large data sets such as medical claims, Military administrative data and behavioral and social health data systems. They will identify data sources, assist with data collection, construct data decomposition diagrams, provide data flow diagrams, maintain documentation and develop effective business processes for effective and valid data analyses. The Data Analyst will develop Public Health study deliverables, surveillance, monitoring, field studies and program evaluations, research, map and document data housed in current relational databases and assist in developing the architecture for reporting objects, and design, develop, test and create accurate data analysis reports. They will additionally develop and implement data quality assurance processes related to Army Public Health data and advise multidisciplinary teams regarding the design of analytic project plans that minimize epidemiological data validity/accuracy concerns and increase quality control, and develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: College degree in public health or related field.

Clearance Required: Public Trust

Experience:

- One or more years of experience managing and linking large administrative datasets, preferably of medical data and/or military data.
- Experience with data analysis or data management programs, preferably SAS.
- Experience acquiring data and performing quality assurance checks on data.
- Experience preparing and reviewing data analytic plans, reports, charts, tables, and presentations.

Data Technician I– DCPH-Aberdeen or DCPH-FC:
The Data technician I will review, analyze, evaluate, design, implement and maintain assigned Public Health database(s) as well as identify Public Health data sources, construct data decomposition diagrams, provide data flow diagrams and accurately document business processes. They will analyze and interpret large amounts of qualitative Public Health data to determine themes and trends in the behavioral and social health of the U.S. Army and provide qualitative science knowledge and Public Health support through qualitative methods to include, but not limited to, grounded theory, phenomenology, and case studies and principles (such as design, sampling, interviewing and focus group facilitation, rigor) to conduct behavioral and social health studies or related program evaluations. They will also assist senior analysts in the coding of Public Health qualitative interview and focus group transcripts using appropriate

software tools and rapid thematic analyses and shall conduct Public Health epidemiological field consultations, using mixed methods, prospective and retrospective Public Health studies, qualitative data collection and related analyses. They will additionally develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: College degree in Public Health or related field, preferred

Clearance Required: Public Trust

Experience:

- One or more years of experience collaborating on the design as well as implementation of data collection, analysis, and reporting of qualitative and quantitative data for mixed methods public health field studies and program evaluations.
- Experience with online survey tools (i.e., Verint) is preferred, including proofing survey items and extracting and summarizing data from surveys.
- Experience with data management and analysis software programs, (i.e., NVivo and SPSS) is preferred.
- Experience performing literature reviews and web searches and summarizing information to inform the design of public health studies and reporting of results.
- Experience providing support in the production and publication of deliverables (e.g., technical reports and presentations) of study findings and recommendations, including formatting and reviewing text, tables, and graphs.

Graphic Design Specialist– DCPH-Aberdeen or DCPH-FC:

The Graphics Design Specialist will provide content, and systems support for a variety of data, image, and multi-media file formats, managing information coming from a variety of sources and manage document and media information structure and accessibility of information. They will design and produce rough layouts of art and copy with respect to arrangement, size, type size and style and related aesthetic concepts and use image editing software to produce professional quality media product delivery in a variety of formats to include, but not limited to color poster production, Public Health images, PowerPoint presentations and audiovisual production planning and processing of audio/visual media. They will perform image editing, content management, storage, documentation, cataloging, presentation, and indexing of visual products and related media and develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education:

- High School Graduate (minimum)
- College level graphic design courses are preferred but not required.

Clearance Required: Public Trust

Experience:

- Microsoft Office Products (especially PowerPoint and Word)
- Expertise in Adobe Creative Cloud programs, i.e., Photoshop, Illustrator, InDesign etc.
- Expertise in graphic design- Print and Digital design (Print: Publications, Newsletters, Posters, Books, Magazines, Brochures, etc.), (Digital: Websites, interactive PDF, social media, etc.)
- Expertise in digital large format ink jet printing, high quality laser printing

Graphic Designer– DCPH-Aberdeen or DCPH-FC:

The Graphics Designer will plan, design, develop, and execute visual information projects, to include, but not limited to, publications, signage, websites, mobile, multimedia, exhibits, and presentations. They will use content to include, but not limited to, Public Health, other medical information, scientific and/or environmental engineering concepts and conceive original art and produce a high volume of interrelated publications, exhibits, multimedia and visual presentations which are often designed as sequential or unified projects. They will determine themes, designs, formats, and sizes of projects within given time and budget constraints, while considering the complexity of the subject matter. The Graphics Design Specialist will create preliminary design sketches, computer generated layouts, and illustrations and review raw information in order to recommend text modification and appropriate methods for creation of final product. They will additionally format information; select and plan the placement of illustrations and photographs; determine page appearance, type size, and the relevance of color applications through computer graphics programs and shall maximize the quality, efficiency, speed, and cost effectiveness of visual information creations, automation, and transfers to viable end products. They will provide recommendations regarding technical advantages and disadvantages regrading design components such as layout, design, format, style, techniques, lettering, color harmony, contrast special effects, media, method of reproduction, and software compatibility and will select appropriate visual images that will simplify subject matter, grab attention, and/or provide a symbolic link between concepts, abstract ideas, or thoughts. They will design publications files into page layout software, format page elements to receive data, and create and apply style sheets for publication types and will develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: -Bachelor of Fine Arts, Graphic Design or equivalent

Clearance Required: Public Trust

Experience:

- Microsoft Office Products (especially PowerPoint and Word)
- Expertise in Adobe Creative Cloud programs, i.e., Photoshop, Illustrator, InDesign etc.
- Expertise in graphic design- Print and Digital design (Print: Publications, Newsletters, Posters, Books, Magazines, Brochures, etc.), (Digital: Websites, interactive PDF, social media, etc.)
- Expertise in freehand illustration (Digital)

Project Manager II– DCPH-Aberdeen & DCPH-FC:

The Project Manager II will provide on-site supervision to ensure that all functions of the contract are carried out in an efficient, courteous and professional manner and to assure that the policies and procedures of the APHC are followed. They will manage the structure, processes and procedures necessary to control operations and organize changes to performance objectives related to this requirement and generate and deliver monthly overall progress reports. They will maintain a Government Furnished Equipment (GFE) inventory in real time to be provided to the COR monthly as well as a mandatory training tracking spreadsheet that ensures all personnel are up to date on required training which shall also be provided to the COR monthly. They will maintain copies of all complete training certificates and provide them to the COR, if necessary. They will also maintain a current contract requirement staffing report to be provided to the COR monthly. They will additionally conduct regular program reviews to ensure accountability in performance of contract-related functions and management of projects, stakeholders and suppliers are in place. They will coordinate with the COR to ensure a timely deliverable schedule and ensure no more than one compliance issue or deficiency occurs within a six-month period for the entire contract. They will provide, on a weekly basis on the last business day of the week, the status of all contract vacancies.

Position requirements:
Education: College Degree in Healthcare Administration, Business Administration, Public Health or similar field

Clearance Required: Public Trust

Experience:

- Experience working in a DoD Government environment (preferred).
- >2+ years of experience managing a Government Manpower Contract
- >2+ years of experience managing a technical Manpower contract (preferably Public Health)

Project Manager I– DCPH-Aberdeen or DCPH-FC:

The Project Manager I will organize, coordinate and monitor completion of Public Health projects. They will develop Public Health studies and/or project timelines and milestones, recommend responsibility alignment and monitor project progress with respect to cost, schedule, performance and risk. They will prepare written reports for Public Health with respect to project status and effectively manage Public Health projects using standardized project management skills and tools to plan and accomplish goals and assure the successful and timely completion of assigned projects. They will additionally communicate and collaborate with appropriate Public Health technical and support personnel as needed to solve problems and overcome project implementation challenges. They will also develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: College level education in Public Health or related field.

Skills Required:

- Mastery of the professional concepts, principles, and practices of exposure science and environmental surveillance.
- Knowledge of new developments to solve novel and obscure problems; to extend and modify existing techniques; and skill in developing new approaches to be used throughout DA and DoD in resolving exposure science and environmental surveillance problems.
- Knowledge and skill necessary to serve as an Army expert in exposure science and to provide advice, guidance, and direction on a broad spectrum of public health problems involving population exposure assessment and risk analysis.
- Advanced knowledge and ability to apply complex risk assessment methods for assessing the risk of environmental exposures that could result in chronic or acute illnesses.

Clearance Required: Public Trust

Experience:

- Experienced in the use of MS OFFICE statistical programs such as EXCEL and WORD to evaluate statistical questions.

Health Educator – DCPH-Aberdeen:

The Health Educator will evaluate and provide recommendations for Health Education program development, management, administration and quality assurance and evaluation. They will

evaluate Health Education program effectiveness using training surveys and other user feedback as well as develop Health Education initiative and product content in a variety of Public Health focus areas, to include, but not limited to, Tobacco Cessation, Healthy Living, Military Health Promotion Program Basics and other Health Promotion topics of Army significance. They will coordinate implementation of Health Education training initiatives to include, but not limited to, Charting the Course, Tobacco Cessation and other broad-based health education training. They will additionally develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education:

- Master of Education or above; or
- Master of Health Education or above; or
- Master of Public Health, or related degree with a concentration in health education or community health education or above.
- CREDENTIALS: Master Certified Health Education Specialist (MCHES)

Experience:

- Knowledge of public health and behavior change theories and frameworks.
- Knowledge of education, communication, and/or marketing principles and frameworks
- Knowledge of Army and DOD health promotion and wellness programs
- Understanding of web and social media communication
- Understanding of program planning, implementation and evaluation

Chemist – DCPH-Aberdeen:

The Chemist will provide analytical support for a wide variety of Public Health Laboratory samples in support of military deployments, industrial hygiene, water quality, waste disposal, health physics and toxicology projects. They will help solve technical problems involving identification and quantification of the metals in various solid, solid-liquid, liquid and gas samples and provide documentation of same. They will conduct complex chemical analyses of a wide variety of Public Health Laboratory samples to determine metals concentrations. Results will be evaluated and reported IAW APHC standards and policies. They will operate sophisticated laboratory equipment to include, but not limited to, inductively coupled plasma (ICP) optical emission spectrometer (OES) and ICP-mass spectrometer (ICP-MS). They will also check quality control data and perform corrective actions, as required, assess data quality impacts for quality control outlier data, identify components found, concentrations and document techniques used in analyses and report results through automated laboratory information management systems. They will identify topics within the given lab section/branch that require research, monitoring or study and will develop, plan and/or direct projects to further investigate those areas, using scientifically sound project planning/management methodology. They will

develop, adapt, modify and/or implement analytical testing methods, as needed to include, but not limited to, determining the most effective approach and required analytical instruments to obtain the necessary data. They shall develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: Minimum of a bachelor's degree in a Physical Science, Chemistry preferred.

Clearance Required: Public Trust

Experience:

- Four or more years' experience operating analytical chemistry equipment.
- Four or more years' experience in a production laboratory setting doing sample preparation and analysis of industrial hygiene and/or environmental samples.
- Preferred experience working in an ISO 17025 accredited laboratory.
- Preferred experience with one or more of the following methods:
    - EPA 331/6850 Perchlorate in Water/Soil, EPA 531.2 (Carbamates), EPA 537 (Glyphosate), EPA 300.0 (Anions), EPA 415.3 (Total Organic Carbon), EPA 350.1 (Ammonia in Water), EPA 365.1 (Phosphorus in Water), EPA 353.2 or similar method (Nitrate/Nitrite in Water), OSHA-ID 215 or similar method (Hexavalent Chromium in Air/Wipes), EPA 504.1 EDB and DBCP in Water, EPA 505 Organochlorine Pesticides and PCBs in Water, EPA 515.3 Acid Herbicides in Water, EPA 552.3 Haloacetic Acids in Water, EPA 8081/8082/8141 Organochlorine and Organophosphate Pesticides and PCBs in Water/Soil, EPA 8151A Acid Herbicides in Water/Soil, and NIOSH/OSHA methods for organic analytes in air.

Toxicology Support– DCPH-Aberdeen:

The Toxicologist will provide consultations and advice on the toxicity and potential environmental effects of various items of equipment and substances or environmental contaminants. They will determine potential toxicological and/or environmental effects of compounds of interest and review and/or author toxicity information to develop toxicity clearances and/or toxicity assessments to protect military personnel from potential adverse effects from environmental and/or occupational exposures. They will perform comprehensive literature reviews on specific content and provide synopses of results in a clear, concise and accurate format and shall characterize toxicology dose-response information and weight of evidence procedures in developing toxicology benchmarks. They will review documents for toxicology accuracy, soundness of interpretations of data and development of safe benchmarks for exposure and shall improve toxicology risk assessment methods to improve prediction of adverse effects from exposure. They shall provide input for the design of toxicology studies and experiments to define the pharmacological and toxicological effects of toxicants to include, but not limited to, insecticides, insect repellents, fungicides, clothing and material impregnates,

industrial chemicals and other unique materials and shall translate results into qualitative and quantitative terms and follow Good Laboratory Practices GLP procedures.

Position requirements:
Education: PhD in the field of Toxicology or related field

Clearance Required: Public Trust

Experience:

- Knowledge of toxicology, health effects, human exposure pathways of contaminants; their chemical and physical properties, fate & transport mechanisms in soil, water, and air.
- Understanding of the principles of chemistry, biochemistry, toxicology, and physiology, to perform hazard identification and dose-response assessments.
- Familiar with Regulatory Guidelines including Federal EPA and FDA test guidelines, laws and regulations, the Toxic Substances Control Act (TSCA), the Federal Insecticide, Fungicide & Rodenticide Act (FIFRA). policy statements, and directives; DA regulations, manuals, pamphlets, bulletins and the Agency for Toxic Substances and Disease Registry (ATSDR) guidance, state regulations, and scientific periodicals, textbooks, and reports.
- Familiarity with Good Laboratory Practices (GLP) guidelines

Records Management Specialist – DCPH-Aberdeen & DCPH-FC:

The Records Management Specialist will provide functional specialist support in the areas of Records Management and Forms Control in order to provide efficient and systematic life-cycle management of all organizational recorded information (to include, but not limited to, core mission technical publications, administrative policies, procedure publications) IAW to the Army Records Information Management System (ARIMS). They will create and maintain required records, as needed, in support of electronic recordkeeping and email systems, assist in file and document preparation for disposal or transfer; ensure files are properly labeled, arranged, and packed prior to movement to Records Holding Area for transfer to the National Archives. They will also perform required support to ensure necessary technical and programmatic record metadata are created, linked to disposition authorities, and maintained in a usable format for the life cycle of the records and shall perform research and retrieval of documents to support FOIA requests and processes. They will maintain a current and accurate spreadsheet of print-requested products, estimated and actual costs to ensure allotted budgets are not exceeded. They will additionally develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: High School Diploma (Minimum)

Clearance Required: Public Trust

Experience:

- Experience querying databases for records research and FOIA
- Familiar with Army Correspondence and Publishing Regulations
- Familiar with the Army Records Information Management System (ARIMS)
- Assisted with the administration of Records Management programs.
- Assisted in conducting inspections of recordkeeping processes.

Program Evaluator III– DCPH-Aberdeen:

The Program Evaluator III will provide Public Health Program Evaluation guidance and recommendations for IAW scientific survey review standards for study design and statistical analysis. They will write and/or review Public Health Program Evaluation sections of Public Health studies, prepare scientifically sound review and analysis plans, and write detailed specifications for analysis files, consistency checks, tables, and figures. They will perform appropriate science-based statistical analyses and Public Health Program Evaluations, interpret analyses and write Public Health Program Evaluation sections of study reports and shall develop and update appropriate Public Health Program Evaluation documentation, store documents and data, and perform all functions in accordance with applicable regulations, guidance, procedures and scientifically sound program evaluation practice. They will ensure that plans and execution of Public Health Program Evaluation functions meet all applicable regulations, guidance, and procedures and shall review and recommend updates to Public Health Program Evaluation policies and procedures, such as documentation of standard operating procedures for sound scientific analysis, review and interpretation. They will additionally develop and prepare science-based Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education:

- Masters in public health, community health, evaluation, health behavior, psychology, or a related social science with a minimum of 8 years of experience OR
- Doctoral degree in relevant field with 3 years of experience required.

Skills Required:

- Ability to facilitate consensus building and remain mission focused on groups of diverse stakeholders with divergent opinions of evaluation priorities.
- Knowledge of program evaluation practices, to include logic model development, formative and summative evaluation, program evaluation frameworks, and evaluation design, preferably in a public health context.

- Skills in survey development, management, analysis, and reporting, particularly in the area of health behaviors and health attitudes.
- Ability to facilitate consensus building and remain mission focused on groups of diverse stakeholders with divergent opinions of evaluation priorities.
- Skill in working with stakeholders to develop feasible recommendations.
- Ability to prepare and present evaluation results in a manner that increases the likelihood that they will be used and accepted by a diverse group of stakeholders.
- Ability to develop and execute action plans and systems to facilitate and track implementation of evaluation findings and recommendations.
- Advanced expertise and experience managing and analyzing quantitative data using statistical software (SAS or SPSS). Fluency in syntax development required.
- Skill in developing and executing mixed and/or multi methods (qualitative and quantitative) projects.

Clearance Required: Public Trust

Experience:

- Experience with meeting facilitation, conflict resolution, and negotiation to engage stakeholders in an evaluation process based on shared priorities.
- Experience as a program evaluator with community health, wellness, and/or quality of life programs, policies, or practices for 2 years or more. Significant data management and statistical duties
- Experience with meeting facilitation, conflict resolution, and negotiation to engage stakeholders in an evaluation process based on shared priorities.
- Experience documenting evaluation study findings via a variety of technical (reports, manuscripts) and non-technical channels. Strong technical and writing skills required. Experience publishing on peer-reviewed channels preferred.
- Experience ethically collecting data from human subjects and in navigating human subjects' reviews (e.g., IRB).
- A minimum of four years of experience as a program evaluator with public health, community health, wellness, and/or quality of life programs, policies, or practices with significant evaluation development, planning, execution, data management, and analytic duties.
- A minimum of four years of experience in survey development, programming, management, analysis, and reporting, particularly in the area of health behaviors and health attitudes.
- A minimum of four years of experience conducting focus groups or interviews.
- Knowledge of Army or military culture, traditions, and organization preferred.
- Knowledge and experience with dashboard platforms preferred.
- Knowledge of and experience applying health behavior theory is strongly preferred.
- A minimum of two years' experience working in an applied (non-academic) setting strongly preferred.

Program Evaluator II– DCPH-Aberdeen:

The Program Evaluator II will provide statistical guidance and recommendations for Public Health Program Evaluation study design and statistical analysis. They will write and/or review statistical sections of Public Health Program Evaluation studies, prepare analysis plans, and write detailed specifications for analysis files, consistency checks, tables, and figures as well as perform appropriate Public Health Program Evaluation statistical analyses, interpret analyses and write statistical sections of study reports. They will communicate with Public Health Program Evaluation data managers, study personnel, and other customers regarding statistical design, programming, and analysis. They will additionally develop and update appropriate Public Health Program Evaluation statistical documentation, store documents and data, and perform all functions in accordance with applicable regulations, guidance, and procedures. They will also develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: Master's in public health, community health, evaluation, health behavior, psychology, or a related social science with a minimum of 3 years professional experience required; additional education may be substituted for experience.

Skills Required:

- Knowledge of program evaluation practices, to include logic model development, formative and summative evaluation, program evaluation frameworks, and evaluation design, preferably in a public health context.
- Skill in working with stakeholders to develop actionable recommendations that are data informed, can feasibly be implemented and align with the intent and scope of the study.
- Ability to prepare and present evaluation results in a manner that increases the likelihood that they will be used and accepted by a diverse group of stakeholders.
- Ability to develop and execute action plans and systems to facilitate and track implementation of evaluation findings and recommendations.
- Skill in developing and executing mixed and/or multi methods (qualitative and quantitative) projects.

Clearance Required: Public Trust

Experience:

- Experience with meeting facilitation, conflict resolution, and negotiation to engage stakeholders in an evaluation process based on shared priorities.
- A minimum of two years of experience as a program evaluator with public health, community health, wellness, and/or quality of life programs, policies, or practices with significant evaluation development, planning, execution, data management, and analytic duties.

- A minimum of two years of experience in survey development, programming, management, analysis, and reporting, particularly in the area of health behaviors and health attitudes.
- A minimum of one year's experience conducting focus groups or interviews.
- Expertise and experience managing and analyzing quantitative data using statistical software (SAS or SPSS). Fluency in syntax development required.
- Experience managing and analyzing qualitative data using specialized software (NVivo or Atlas TI) required.
- Experience documenting evaluation study findings via a variety of technical (reports, manuscripts) and non-technical channels. Strong technical and writing skills required. Experience publishing on peer-reviewed channels preferred.
- Knowledge and experience with dashboard platforms preferred.
- Knowledge of military culture, traditions, and organization preferred.
- Knowledge of and experience applying health behavior theory is strongly preferred.

Videographer– DCPH-Aberdeen:

The Videographer will provide photographic and video production, post-production and digital imaging support for presentations of scientific and technical Public Health studies, Public Health information and other related Public Health products. They will independently conceptualize, direct, and produce video productions, multimedia projects, and informational programs for interactive training, briefings and technical presentations. They will select appropriate media, to include, but not limited to, digital movies, digital audio, photography, 3D animation, computer graphics and/or programming to create interactive multimedia programs of professional quality for delivery of final production and support web site creation. They will also direct and produce live video documentation of seminars, symposiums, and demonstrations and direct the shooting of video projects, multimedia presentation, photography and audio recording. They will additionally use digital computer editing techniques to provide complete video production services, including videotaping, editing, special effects, and duplication. They will assemble video and audio mixing of final production, maintain a substantial video library to support Army Public Health projects and provide professional quality photography support to include consideration of best camera locations, lighting setup detail requirements and other photography logistics in a variety of environments, using color and/or black and white photography and the use of digital still cameras and accessories. They will also develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: - Bachelor's degree in film & Video production/editing or equivalent

Clearance Required: Public Trust

Experience:

- Microsoft Office Products (especially PowerPoint and Word)
- Expertise Video Recording and Editing
- Expert in Adobe Creative Suite (Photoshop, Premier Pro, After Effects, Audition,)
- Expertise Sound Recording and Editing
- Expertise in digital Video Conversion (Digital)
- Expertise in Still Photography
- Digital Asset Collection and Management
- Video Stream Recording

Biomedical Equipment Technician– DCPH-Aberdeen:

The Biomedical Equipment Technician will coordinate with relevant hand receipt holders to pick up, return, and schedule calibration of Test, Measurement, Diagnostic Equipment (TMDE). They will coordinate with TMDE Service Center-Aberdeen (TSC-Aberdeen) to pick up completed TMDE equipment, to drop off TMDE equipment for calibration, and regularly follow up with TSC-Aberdeen for status on items previously dropped off for calibration as well as complete and submit all required documentation for calibration, to include, but not limited to repair and calibration worksheets and other required forms. They will use the Defense Medical Logistics Standard Support (DMLSS) or other appropriate system to forecast requirements for TMDE calibration 30 and 60 days in advance and provide planned schedules to relevant hand receipt holders. They will also use DMLSS or other appropriate systems to input all required equipment maintenance and calibration data for all TMDE items. They will ensure all TMDE items are on the property book within DMLSS or other appropriate system. They will also communicate with relevant hand receipt holders, as required, to address questions or concerns brought with respect to TMDE and TMDE processes and assist with other equipment maintenance requirements, as necessary. They will additionally develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: High School Graduate

Skills Required:

- Must have a moderate level of knowledge and skills involving mechanical, electrical, hydraulic, pneumatic and electronic equipment and components in order to independently perform work ranging from minor repairs and adjustments to new installation. Work requires knowledge of various trades including mechanical, electrical, steam, refrigeration, plumbing and welding, and of all pertinent safety practices.
- Must be able to determine nature and extent of repairs necessary, materials and parts needed, plan and lay out work using work orders, sketches, blueprints, technical manuals and other specifications, and be skilled in the use of test equipment. Must be able to use a variety of power and hand tools.

- Must be competent in interpreting statutory and regulatory requirements for GLP and AAALAC and translating those requirements into written policies and procedures.
- Must be able to train laboratory personnel in the proper use and operator maintenance of equipment to meet GLP and multiple Accreditation standards.
- Must have a moderate level of knowledge and skills involving a variety of service contract efforts, which involves initiation of procurement action, budget planning, payment, work scheduling, contractor surveillance, contractor performance assessment, development of modifications and issue/problem resolution.
- Be able to lift up to 50 pounds.

Clearance Required: Public Trust

Experience:

- Skill in utilizing electronic test equipment such as multimeters, oscilloscopes, signal generators; electrical test equipment such as ohmmeters, test meters; equipment such as micrometers and calipers to detect wear and misalignment of gears, cams, valves, and other mechanical parts; and seat wrenches, and end pressure gauges when working on hydraulic systems.
- Experienced in interpreting and applying blueprints, schematic drawings, wiring diagrams, liquid and air flow sheets, technical manuals, and other specifications and makes mathematical computations, using algebraic expressions and shop formulas relating to load requirements of wiring and equipment.

Laboratory Technician– DCPH-Aberdeen:

The Laboratory Technician will prepare environmental, clinical, and/or industrial hygiene samples for various toxic contaminants with various extraction, digestion and wet chemical techniques. They will analyze environmental, clinical, and/or industrial hygiene samples by various instrumental analysis techniques to include, but not limited to, spectrophotometric and chromatographic methods. They will also conduct literature searches to determine the methods and procedures appropriate to obtain requested analyses and modifies and/or adapt instrumental techniques and procedures to complete assignments. They will additionally perform required calculations, record data obtained, report findings and any data quality issues and develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations.

Position requirements:
Education:

- High School Graduate (minimum)
- College level chemistry and physics courses are preferred but not required.

Clearance Required: Public Trust

Experience:

- One year of specialized experience:
    - Performing sample analysis and/or preparation in a laboratory setting following published procedures or Standard Operating Procedures (SOPs)
    - Performing required analytical method Quality Control (QC); and
    - Accurately documenting records related to assigned laboratory procedures.

Technical Writer/Editor– DCPH-Aberdeen or DCPH-FC:

The Technical Writer/Editor will plan and implement draft, review and revision cycles assigned documents and projects and prepare, review and/or edit technical reports IAW established objectives for specified results, content, language, clarity and technical soundness. They will provide completed reviews and revisions IAW written APHC, U.S. Army and DOD policies, standards and requirements and shall provide electronic and/or hard copy documents and report deliverables, as required, using software and editing methodology compatible with APHC, US Army and DOD standards. They will also develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: High School Diploma (Minimum)

Clearance Required: Public Trust

Experience:

- Familiar with U.S. Army/Department of Defense publishing regulations

Security Specialist I– DCPH-Aberdeen or DCPH-FC:

The Security Specialist I will receive facility visitors in a professional and tactful manner, referring them as appropriate IAW local procedures and explaining applicable security rules, regulations, and procedures regarding visitors to employees, managers, and visitors. They will obtain guidance and decisions from Intel and Security staff regarding visitor authorization and individual escort requirements and maintain and control visitor log. They will issue visitor badges and passes for required visitors, ensuring each visitor has the required access and/or escorts for the area for which they are entering and ensure badges are returned, taking

appropriate steps to retrieve those not immediately returned by visitors. They will provide receptionist and customer service support, using established protocols, business rules and guidance to answer recurring questions and resolve routine problems and answer telephone calls and refers calls appropriately, based on knowledge of programs and operations. They will also answer questions received utilizing knowledge of the organization, organizational units, functions, and key personnel as well as handle emergency calls such as fire alarms, calls for police, or ambulance services, within the bounds of established security procedures. They will also coordinate with appropriate receiving authorities for facility deliveries, complying with established facilities and organization protocols and guidance. They will additionally monitor Closed Circuit Television and review camera footage, as needed, and when directed. They will maintain inventories and issues all furniture keys throughout the APHC Lab and provide key control officer support by maintaining, inventorying, and issuing all APHC Lab keys. Conducts monthly and/or semi-annual inventories as required by regulatory guidance. They will also develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required. They will be required to have a SECRET security clearance in order to access classified secure areas and information systems.

Position requirements:
Education: High School Diploma (Minimum)

Skills Required:

- Knowledge of Federal and/or DoD security policies and procedures
- Possess basic computer knowledge to include the skills to use a security database and email.
- Working knowledge of badging, access control systems, alarm systems, CCTV, and other related infrastructure.
- Be able to maintain security documentation and files in accordance with government regulations.

Clearance Required: Secret Clearance

Experience:

- Two years of security-related work experience

Health Outreach Coordinator (Red Hill) – Defense Health Agency DCPH-FC

The Red Hill Health Outreach Coordinator will conduct ongoing outreach to the over thirty thousand military Service members, military family members, Department of Defense (DoD) Civilians, DoD Contractors, and non-DoD-affiliated Hawaii residents (collectively the "Red Hill community") who were potentially exposed to the November 2021 JP-5 (aviation fuel)

contamination of the Joint Base Pearl Harbor-Hickam water system through residential and/or work exposures. The Red Hill fuel contamination has led to significant loss of trust and confidence in the Department of Navy and DoD. As of January 2023, the majority of the Red Hill community still resides in Hawaii, but over the next two years most of the military families will have moved from Hawaii. However, the Red Hill community includes all impacted people regardless of where they currently live. The Contractor will directly contact or facilitate contact with Red Hill community members through multiple modalities, including in-person, telephone, email, and live video (e.g., Microsoft TEAMS) to hear their concerns and suggestions; answer questions; and communicate and receive feedback on Defense Health Agency initiatives to support the health needs of the Red Hill community – all in support of the long-term goal of restoring trust and confidence. The Contractor will serve as an Ombudsman and carefully listen to Red Hill community concerns and share these concerns and community feedback to the Defense Health Agency (DHA) Red Hill Health Advisory Council (RHHAC) and senior leaders in DHA, Office of the Assistant Secretary of Defense (Health Affairs), and Office of the Under Secretary of Defense (Personnel and Readiness). As necessary, the Contractor will engage with military families who arrived in Hawaii after the exposure period (20 November 2021 – 18 March 2022) to answer questions and clarify facts pertaining to the Red Hill health response. The Contractor will be a key participant in the RHHAC Communications and Outreach Team and will provide updates to the RHHAC. The Contractor will manage the DHA Red Hill Health email account and promptly respond to messages or task DHA staff for actions. The Contractor will work with other DHA staff in managing the Red Hill registry, by helping to enroll new registry participants; responding to registry queries; encouraging completion of registry questionnaires; reviewing registry questionnaires; connecting registry participants to recommended clinical services; and communicating registry updates and findings to the Red Hill community. The Contractor will work directly with the local and regional Public Affairs Officers (PAO) and follow all guidance policies for disseminating communication materials. The Contractor will organize Red Hill community events, including but not limited to in-person meetings, focus groups, and webinars. The Contractor will advise the RHHAC Chair and DHA Communications on Red Hill Health website and social media content and provide Red Hill community feedback. The Contractor will monitor traditional and social media for trends in Red Hill community sentiment and provide updates to the RHHAC. The Contractor will recruit and organize Red Hill community leaders to incorporate Red Hill community voices into the Red Hill registry and epidemiologic studies. The Contractor will network with similar outreach coordinators in Department of Veterans Affairs registries. The Contractor will perform various administrative duties, including organizing mailings; managing the Red Hill health activities budget; recording and distributing RHHAC meeting minutes; and organizing travel. The Contractor will collect, analyze, and report data on outreach activities. The Contractor will participate in evaluation and improvement of Red Hill health initiatives.

Position requirements:
Education:

- Minimum of a bachelor's degree; preferably in Marketing, Media Relations, Public Relations, Social Services, Public Health, Nursing or related fields

Skills Required:

- Ability to organize a community through outreach, communication, motivation, networking, and partnering with other stakeholders.
- Ability to optimize website and social media content to advance outreach.
- Ability to independently collect, analyze, report, and summarize data.

Clearance Required: Public Trust

Experience:

- Minimum three years of experience in a frontline position involving community, customer, and/or patient relations with demonstrated application of conflict management.
- Work experience demonstrates track record of being a self-motivated, resourceful, persevering, creative problem solver.
- Direct knowledge and experience with Red Hill fuel contamination is preferred (not required)

Vector-Borne Disease Bioinformatics Lead Scientist – DCPHA Support:

The VBD Bioinformatics lead scientist performs a variety of specialized laboratory procedures involved in the identification of ticks and other arthropods associated with diseases, and in the detection and identification of pathogenic organisms transmitted by arthropods. They are responsible for standing up next-generation sequencing capabilities related to vector-borne disease biosurveillance, and well as supporting the DoD Military Tick Identification/Infection Confirmation Kit (MilTICK) Program and other efforts related to the detection and mitigation of vector-borne disease threats to the U.S. military. Results are used by the DoD to assess the risk of vector-borne disease at military installations and provide actionable evidence to DoD-affiliated tick-bite victims and their health care providers. The bioinformatics lead also participates also as a member of operational field and laboratory studies to evaluate tick control practices and conduct vector-borne disease assessments. This bioinformatics lead is responsible for the day-to-day operations of a molecular biology laboratory dedicated to the detection of tick- and other vector-borne pathogens, as well as other emerging infectious agents. The bioinformatics lead performs technical work in an analytical laboratory requiring practical knowledge of the methods and techniques of one or more of the biological sciences. Responsibilities include identifying necessary equipment, reagents, and methods for conducting sequencing-based surveillance for arthropod-borne diseases, as well as taking the lead on library preparation, sequencing, and bioinformatics/data analysis. The bioinformatics lead will also participate in arthropod identification, utilizing an electronic laboratory information management system, archiving data in accordance with accrediting body and organization standards, testing arthropods for pathogens using molecular methods, maintaining laboratory equipment, coordinating preventative maintenance and repairs, procuring supplies, training military and civilian personnel, validating molecular methods, conducting data analysis, and assisting the Team Lead with supporting the DoD MilTICK Program, the DoD Lyme Disease Program, and other work under the umbrella of the Vector-Borne Disease Branch.

Position requirements

Education: Master of Science in the field of biology or related natural sciences (at a minimum)

Certifications Required: None Noted

Clearance Required: Public Trust

Experience:

- MUST HAVE
  - Two years of specialized entomology or molecular biology experience
  - Bioinformatics and next-generation sequencing experience (any platform)
- PREFERRED
  - Tick identification experience
  - PCR experience
  - Oxford nanopore sequencing experience
  - Illumina sequencing experience
  - Vector-borne disease research experience
  - Experience with a laboratory information management system
  - Molecular assay development experience
  - Data analysis or bioinformatics experience

Biological Sciences Technician – DCPHA Support:

The Biological Sciences Technician serves as laboratory technician performing a variety of specialized laboratory procedures involved in the identification of ticks and other arthropods associated with diseases, and in the detection and identification of pathogenic organisms transmitted by arthropods. Work supports the DoD Military Tick Identification/Infection Confirmation Kit (MilTICK) Program and other efforts related to the detection and mitigation of vector-borne disease threats to the U.S. military. Results are used by the DoD to assess the risk of vector-borne disease at military installations and provide actionable evidence to DoD-affiliated tick-bite victims and their health care providers. The technician also participates as a member of operational field and laboratory studies to evaluate tick control practices and conduct vector-borne disease assessments. This technician is responsible for the day-to-day operations of a molecular biology laboratory dedicated to the detection of tick-and other vector-borne pathogens, as well as other emerging infectious agents. This technician performs technical work in an analytical laboratory requiring practical knowledge of the methods and techniques of one or more of the biological sciences. Responsibilities include arthropod identification, utilizing an electronic laboratory information management system, archiving data in accordance with accrediting body and organization standards, testing arthropods for pathogens using molecular methods, maintaining laboratory equipment, coordinating preventative maintenance and repairs,

procuring supplies, training military and civilian personnel, validating molecular methods, conducting data analysis, and assisting the Team Lead with supporting the DoD MilTICK Program, the DoD Lyme Disease Program, and other work under the umbrella of the Vector-Borne Disease Branch.

Position requirements

Education: Bachelor's degree (B.S. or B.A.) in the field of biology or related natural sciences (at a minimum)

Certifications Required: None Noted

Clearance Required: Public Trust

Experience:

- MUST HAVE
  - One year of specialized entomology or molecular biology experience
- PREFERRED
  - Tick identification experience
  - PCR experience
  - Vector-borne disease research experience
  - Experience with a laboratory information management system
  - Molecular assay development experience
  - Data analysis or bioinformatics experience

DoD Military Working Dog Trauma Registry Clinical Data Specialist (Data Abstractor) support:

DoD Military Working Dog Trauma Registry Clinical Data Specialist (Data Abstractor), as a part of developing new techniques, prototypes, knowledge and technologies DoD MWD Research Program, the Data Abstractor will:

- Collect comprehensive, accurate data relating to military working dog (MWD) trauma and Disease Non-Battle Injury patients in operational and operational training environments by abstracting all trajectories of care, verify and update all information compiled and enter data into the Registry in a timely manner, perform coding of injuries, procedures, and causes of injuries using standard medical record references, specifically International Classification of Diseases (ICD)-9/10 codes or similar codes for MWD (such as SNOMED CT), assign diagnoses Abbreviated Injury Scale (AIS) and ICD-9/10-CM codes, (or MWD equivalent) and complete Injury Severity Score (ISS) as applicable and other trauma score calculations equal to or greater than an average of 12 records per week, maintaining a 90% Accuracy Rate as directed.

- Utilize Abstracting Business Rules as described in data abstraction resources.
- Serve as SME for MWD injury and procedure coding for registry customers.
- Assist PM with quality assurance evaluations for clinical accuracy of Registry data at all Roles of Care, maintaining a 90% Accuracy Rate as directed.

Travel: Official travel is allowed for the contracted personnel within CONUS. The purpose of traveling is to access legacy hard copy MWD records at the LTC Daniel E. Holland Military Working Dog Hospital for data abstraction purposes. Travel shall be paid in accordance with JTR regulations. The contracted personnel shall make every reasonable effort to minimize travel costs. All travel must first be approved by the DHA, VS government project manager or designee and authorized by the COR prior to travel dates. E-mail shall be used to request travel by the contractor and receive approval by the Government. Travel Locations and frequencies anticipated. Below are the estimated trips as understood at this time, but alterations to plans frequently occur so variations are possible and allowable.

Location	Duration days	Persons	Quantity/annum
San Antonio, TX	14	1	2

Skills and Qualifications:

Security Requirements. The contracted personnel shall possess a security clearance at a minimum level of SECRET. The work to be performed under this contract and the handling of documents will normally be conducted at the UNCLASSIFIED and SECRET level.

Experience: (Required)

- Contractor employees performing these services must have veterinary (veterinary assistant or technician at a minimum) or experience working with clinical registries.
- Demonstrated proficiency in medical terminology is required.
-

Experience: (Preffered)

- Experience with a clinical registry abstraction certifications
- Associate or bachelor's degree in a related subject
- Experience working with canines and/or military medicine.

Place of Performance: All work except for travel can be conducted on a remote basis.

Government Furnished Facilities, Equipment and/or Data: The Government will provide the contracted personnel with office space, access to a telephone, and the capability to connect to a computer on-site. The Government will also provide access to individuals and information required in accomplishing assigned tasks.

DoD Military Working Dog Trauma Registry Casualty Care Program Coordinator support:

DoD Military Working Dog Trauma Registry Casualty Care Program Coordinator is responsible for managing the efficient and effective coordination and accomplishment of planning for the Canine Combat Casualty Care Program. Supports and provides guidance on the analysis of activities, projects, program requirements, coordinating with other divisions, offices and directorates as appropriate. Presents explains and justifies recommended project/program management activities to senior leadership. Recommends and/or implements projects/programs that shape or improve the structure, effectiveness, efficiency, or productivity of operations, primary missions, goals and objectives.

Travel: Official travel is allowed for the contracted personnel within CONUS. The purpose of traveling is to organize and attend meetings. Travel shall be paid in accordance with JTR regulations. The contracted personnel shall make every reasonable effort to minimize travel costs. All travel must first be approved by the DHA-VS government project manager or designee and authorized by the COR prior to travel dates. E-mail shall be used to request travel by the contractor and receive approval from the Government. Travel Locations and frequencies anticipated. Below are the estimated trips as understood at this time, but alterations to plans frequently occur so variations are possible and allowable.

Location	Duration days	Persons	Quantity/annum
San Antonio, TX	5	1	1
Falls Church, VA	5	1	1

Skills and Qualifications:

Security Requirements. The contracted personnel shall possess a security clearance at a minimum level of SECRET. The work to be performed under this contract and the handling of documents will normally be conducted at the UNCLASSIFIED, CUI and SECRET level.

The Contractor shall possess a security clearance at a minimum level of SECRET, and at least a minimum of a bachelor's degree (a veterinary professional is highly preferred) from an accredited college or university or be able to show documented comparable experience.

Experience:

- Experience in military medicine, preferably on active duty or reserve status.
- Be able to demonstrate at least 1-2 years' experience both working independently and in groups of Two (2) or more with successful work products

- Excellent verbal and written communication skills to communicate effectively with both military and civilian veterinarians (DVM/VMD), physicians (MD/DO) and PhD-level staff to coordinate and execute actions.
- Experience in a professional position providing program oversight, training, education, guidance, and technical expertise to interdisciplinary/multi-service teams of professionals.

Mechanical Engineer– DCPH-Aberdeen:

The Mechanical Engineer will serve as a DCPH-A consultant on mechanical engineering, heating, ventilation and air condition (HVAC) aspects of facilities maintenance and construction matters obtaining general guidance from the Chief of the Logistics and Facilities Division, Business Operations Directorate, Defense Centers for Public Health-Aberdeen (DCPHA). Assignments are based upon the incumbent's recognized broad ability range, depth, and extensive technical and professional experience in statutory, multi-jurisdictional regulations, funding, and engineering competencies, including commercial and industrial design, architecture, construction in mechanical engineering (heating, ventilation, air conditioning) and space utilization. Incumbent independently determines the technical actions necessary to accomplish the work, make decisions, and initiate actions relative to a broad range of assigned tasks and those necessary to meet objectives. They will serve as a Subject Matter Expert in the field of Mechanical engineering as they contracture to the DCPH-A annual facilities work plan. They will oversee the external servicing units in their execution of Cetner business plans for DPCH-A facilities management. They will recommend design and construction programs within an environment on continual change and competing priorities. They will monitor and evaluate space utilization and occupancy factors with local Department of Public Works (DPW) staff. They will assist in the planning, programming and determination of the allocation of DCPH-A major repair and minor construction funds for approved projects. They will develop or review technical specifications of each job order to ensure suitability and adequacy; determine prioritization, verify available funding support; provide technical and logistical coordination with appropriate personnel throughout each project, and perform periodic on-site technical inspections to ensure adequacy of repairs or construction. The mechanical engineer will maintain a comprehensive job order summary which is continuously updated through interaction with installation and other project personnel. They will provide facilities operations and maintenance guidance and support to personnel throughout DCPHA on the procurement, installation, and operation, maintenance and disposal of equipment. They will assist in the preparation of relevant Standing Operating Procedures (SOPs) and review, accept, or correct Branch work in mechanical engineering matters performed by in-house, maintenance contractors, or APG work as necessary. They will assist in the preparation of organization review and analysis data and cost analysis of operations. They will additionally develop and prepare Public Health technical reports, business process documentation, oral reports, charts, tables and/or professional quality presentations, as required.

Position requirements:
Education: A Degree in Mechanical Engineering

Skills Required:

- Skilled at reading blueprints; leading teams, conducting engineering surveys; checking compliance with governing laws and regulations; and applying new developments, experience and judgement on a variety of highly complex problems.

Clearance Required: Public Trust

Experience:

- Contain an Expert knowledge of: mechanical engineering concepts, principles, and practices applicable to heating, ventilating, air conditioning in a wide range of range of specialized facilities and technical requirements (e.g., laboratories (including chemical, animal toxicology, entomology, and physical sciences (including air and soil analysis, lasers, radio frequency, audiology, etc.), administrative, physical and information security areas, library, etc.); and a complete grasp of all aspects of state-of-the-art facilities design, construction, and maintenance to include system controls and electrical support of mechanical systems.
- Experienced in developing engineering designs and plans for mechanical utility
- systems (e.g., heating, ventilating, air conditioning, and refrigeration) as a part of complex construction projects for government structures and laboratories; determine equipment capacity requirements to meet the facility's needs and conform with agency specifications and standards.
- Working with other engineering professionals; advising on the interpretation, application and implementation of national standards and engineering criteria; selecting and interpreting applicable guidance and regulations; communicating orally and in writing; assessing ventilation systems; conduct training; measuring and comparing ventilation system performance; evaluating plans and specifications for new construction and renovation projects.

Data Scientist/Engineer – DCPH-FC-GEIS Support:

Oversee the GEIS data lake environment to ensure data is properly ingested and high-quality raw data is available for analysis. Establish a data governance strategy, including data lifecycle policies, object tagging and data catalog development to maintain an accessible data lake environment. Develop, organize, manage, and maintain (i.e., develop data elements, clean data, combine/merge data, and make data requests) datasets of GEIS-funded surveillance data for the purpose of supporting GCCs and other GEIS stakeholders. Coordinate with the Focus Areas and the Senior Biosurveillance Specialist in developing and executing an approach for standardized structured data collection across the GEIS network.

Position requirements

Education: MPH or MS

Certifications Required: None Noted

Clearance Required: Public Trust

Experience: Three Years of database development and management experience (minimum)

Epidemiologist – DCPH-FC

Assists with the full scope of the projects as stated in the Performance Work Statement Epidemiology and Analysis Section (E&A) Support. This requirement includes providing support for recurring reports, Request for Information (RFl)'s, assistance with epidemiologic oversight of MSMR publications, and with the Preventive Medicine Residents.

Position requirements

Education: Bachelor's degree (Epidemiology, Biostatistics, Public Health), PREFER Master of Public Health (MPH), Master of Science (MS) (Epidemiology, Biostatistics)

Certifications Required: None Noted

Clearance Required: (2) with Secret Clearance. Additional with Public Trust

Experience:

- At least 3 years of experience in related fields
- At least 3 years of SAS Coding experience

Geographic Information System (GIS) Specialist - DCPH-FC

Applies knowledge and experience in GIS to design, build, and support IB Section and AFHSD requirements. Works to develop new GIS capabilities to capture, store, manipulate, analyze, manage, and present various types of geographical data. Make recommendations to staff regarding ways to improve the management and use of GIS related products and systems. Coordinates with IB epidemiologists and GIS specialists the initial ingest/acquisition of health event data from open sources to include human-based health surveillance and outbreak reports, human-based environmental/occupational surveillance reports, non-human (animal) disease and veterinary surveillance assessments/reports and other infectious disease threat assessment reports which are originally produced by other DoD (e.g. CBEP/DTRA, NCMI), other USG interagency partners (e.g. CDC, DHS-NBIC, FDA) or international health organizations (e.g. PAHO, WHO, county MoHs).

Position requirements

Education: Bachelor's or master's Degree (i.e. Geographic Information Systems, Social Science, Public Health or closely related field)

Certifications Required: None Noted

Clearance Required: Secret Clearance

Experience:

- 1-3 years of experience developing custom GIS tools and applications including:

o Familiarity with ESRI suite of software (ArcGIS Map, ArcGIS Pro, ArcGIS Server ArcGIS Portal, ArcGIS Online)

o Familiarity with coding Languages: Python, JavaScript, HTML, CSS, C#, .NET

Understanding of vector and raster GIS data types

o Ability to create and modify geographic data from a variety of sources such as text files.

Laboratory Systems Officer – DCPH-FC - GEIS Support

Serves as SME on infectious disease testing, clinical laboratory testing, lab quality, biological safety and regulatory requirements. Maintains awareness of DoD and non-DoD laboratory capabilities and FDA cleared assays for infectious disease of military relevance and emerging threats of concern. Promotes common interests of the AFHSD related to laborato1y practices within DoD and with other federal agencies leading to establishment of fruitful collaborations and partnerships, leveraging and building appropriate relationships. Makes recommendations regarding the standardization of laboratory data within the DoD.

Position requirements

Education: Bachelor of Science in Medical Laborato1y Science/Medical Technology

Certifications Required: American Society of Clinical Pathology (ASCP) certification or equivalent

Clearance Required: Public Trust

Experience:

- postgraduate training and experience in clinical laborato1y science with an emphasis on microbiology, infectious diseases, or public health.
- Minimum 5 years of experience in a clinical laboratory.

Managing Editor - DCPH-FC - Epidemiology & Analysis Section

Manages all MSMR editorial content. Receives arid tracks all MSMR submissions, coordinates reviewer responses and correspondence with authors. Manages MSMR editorial and production calendar. Edit all MSMR manuscripts to ensure MSMR standards for quality, graphics, formats and style are met. Select appropriate open-source images (e.g. photos, figures) for each monthly MSMR publication. Coordinates with graphic designer to facilitate MSMR layout; facilitates uploading of MSMR to website. Coordinates with Public Affairs Officer regarding MSMR Operations Security review. Coordinates with publisher of hard copy MSMR. Manages uploading of monthly MSMR abstracts to *PubMed. Manages MSMR library.

Position requirements

Education: Bachelor's Degree: in English, Journalism, Communications, or related degree

Certifications Required: None Noted

Clearance Required: Public Trust

Experience: At least 3 years of related experience

Medical Surveillance Monthly Report (MSMR) Consultant – DCPH-FC - Epidemiology & Analysis Section

Provides input to the MSMR in the form of surveillance summaries. Writes and edits medical and scientific papers. Mentors junior analytic staff. Provides consultative support in epidemiology, biostatistics and public health to AFHSD and other government personnel.

Position requirements

Education: Doctor of Medicine (MD), Doctor of Osteopathic Medicine (DO) in Preventive Medicine (PM) or Occupational Medicine (OM) and Master of Public Health (MPH), or Master of Science (MS) in Epidemiology or PhD in Epidemiology

Certifications Required: None Noted

Clearance Required: Secret Clearance

Experience: Prior military service with at least 5 years of related experience

Operations Coordinator– DCPH-FC - Headquarters Support

Performs basic administrative duties and assists AFHSD Program Manager (Operations) in fulfilling six AFHSD Operations areas to include mission readiness, product requests and management; strategic plan implementation; award and recognitions management, policy and SOP development; and VIP visit management. Tracks and records required training and readiness requirements and annual personnel performance evaluation reports. Responsible for the DHA ETMS2 Coordination and tracking. Records receipt and assignment of all TMT and other taskers received. Assists Government with inventory and tracking of Government property. Maintains current personnel rosters. Assists Senior Operations Coordinator as needed. Provides front desk support as needed. Drafts and edits memorandums and other documents assigned by the AFHSD Program Manager (Operations). Receives, relays, takes messages; handles and tracks all incoming phone calls; distributes faxes and mail; orders office supplies; and perlom1S other clerical duties. Professionally greets all visitors to the AFHSD. Informs AFHSD staff of visitor arrivals. Maintain conference room calendars, phone lists, and make arrangements for meetings as necessary. Assists with tracking of computer software; and preparation and tracking of AFHSD Support agreements.

Position requirements

Education: Bachelor's Degree or equivalent work experience

Certifications Required: None Noted

Clearance Required: Public Trust

Experience:

- Minimum of 3-5 years of related experience in project or program management
- Experience writing Department of Defense (DoD) Correspondence

Operations Security Coordinator – DCPH-FC - Headquarters Support

Facilitates visitor pre-registration using Visitor Management System (VMS) , parking requests, access and visitor badges for approved personnel, and escort as needed. Conducts JPAS record reviews and pass clearances for visit requests. Facilitates Privileged Management Program (PMP) certificates for personnel building access. Reports and tracks facility maintenance requests. Conducts mail inspections, sorting, and delivering. Serves as the back-up key and access badge issuer. Ensures proper handling, storage, and disposition of sensitive but unclassified client and company information, including Personally Identifiable Information (PII).

Position requirements

Education: Bachelor's Degree, preferred

Certifications Required: None Noted

Clearance Required: Secret Clearance

Experience: Demonstrated experience in a Security Specialist role

Senior Media Public Relations Specialist – DCPH-FC - Headquarters Support

Develops, coordinates, and evaluates AFHSD media and community relations programs. Provides draft strategic communications products to the Government in support of the AFHSD mission. Use public affairs, communications, and marketing experience to report on current surveillance activities involving AFHSD in print, web, electronic presentations, or multimedia production.

Position requirements

Education: Bachelor's Degree, preferred

Certifications Required: None Noted

Clearance Required: Secret Clearance

Experience:

- Demonstrated experience in journalism
- Experience in working with Public Health Issues and topics

Senior Security Manager – DCPH-FC - Headquarters Support

Serves as the Chief of Security for AFHSD. Determines and recommends policy or action involving readiness, force protection, and major projects. Coordinates work with the Pentagon Force Protection Agency (PFPA). Under the guidance of the AFHSD Program Manager (Operations), plans, develops, executes and analyzes all force protection, training, and emergency management programing requirements.

Position requirements

Education: Bachelor's Degree

Certifications Required: None Noted

Clearance Required: TOP Secret (SCI Eligible)

Experience:

- Demonstrated experience in a Security Specialist role
- Supervisory experience
- Operational Security (OPSEC) Experience

Senior Technical Writer - DCPH-FC - Epidemiology & Analysis Section

Research prepares, and edits manuscripts for Medical Surveillance Monthly Report (MSMR) publication to include design of surveillance analyses in collaboration with a senior managing epidemiologist. Provides literature and background reviews for topics of MSMR articles. Prepares analytic reports and surveillance reports for the MSMR. Ensures documents meet editorial and customer specifications and adheres to MSMR standards for quality, graphics, format, and style.

Position requirements

Education: Master of Public Health (MPH), or Master of Science (MS) in Epidemiology (minimum)

Certifications Required: None Noted

Clearance Required: Public Trust

Experience: Prior medical literature review experience is essential

Senior Vector Surveillance Specialist – GEIS Support

Provide scientific expertise to evaluate and provide guidance on GEIS-funded activities as they relate to entomology and vector surveillance across the GEIS partner network. Assist in the development of guidelines and protocols for entomological surveillance, data generation, analysis, and sharing. Support GEIS partners during the development of manuscripts and reports for DoD stakeholders and peer-reviewed publications. Assist in proposal review for meeting strategic priorities, scientific relevance, and return on investment (ROI) in coordination with the Focus Area Leads. Provide scientific and program management expe1tise in order to enhance entomological surveillance data coordination across the Services and establish processes for entomological surveillance data management in-house at AFHSD

Position requirements

Education: PhD in Entomology, or related field

Certifications Required: None Noted

Clearance Required: Secret Clearance

Experience: At least 3 years of post-doctoral experience in the field of entomology or vector surveillance