# POSITION DESCRIPTION

# army Assistant secretary for manpower and reserve affairs, Department of defense

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| **OVERVIEW** | |
| Senate Committee | Armed Services |
| Agency Mission | The U.S. Army’s mission is to fight and win our nation’s wars by providing prompt, sustained land dominance across the full range of military operations and spectrum of conflict in support of combatant commanders. |
| Position Overview | The assistant secretary of the Army for manpower and reserve affairs has as his principal duty the overall supervision of manpower and Reserve component affairs of the department. |
| Compensation | Level IV $158,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Army |
| **RESPONSIBILITIES** | |
| Management Scope | The positions and offices within the Office of the Assistant Secretary of the Army for Manpower and Reserve Affairs are: principal deputy assistant secretary of the Army; special assistant to the assistant secretary of the Army for manpower and reserve affairs; sergeant major for manpower and reserve affairs; Army Marketing Research Group; Army Review Boards Agency; Civilian Personnel and Civilian Senior Leader Management Office; diversity and leadership office; military personnel/quality of life office; personnel and resources office, Strategic Integration Office; and training, readiness and mobilization office.  The Army had a fiscal 2016 budget of $182 billion (total budget outlays - estimate) and 674,934 employees. |
| Primary Responsibilities | * Supervises the manpower, personnel and Reserve component affairs for the Department of the Army. * Serves as the Army's point person for policy and performance oversight of human resources (military, civilian and contractor), training, readiness, mobilization, military health affairs, force structure, manpower management, equal opportunity, equal employment opportunity and other critical matters as part of the Army leadership. * Serves as the principal advisor to the secretary of the Army for manpower, human capital management, training, leader development, readiness and Reserve Affairs. * Sets the strategic direction for Army policies, plans and programs for personnel, force structure, manpower management, training, military and civilian personnel readiness, Reserve Affairs and Army protection, and ensuring these are executed consistently with law, regulation and policy. * Establishes strategic direction for the Army Planning, Programming, Budgeting and Execution process within the assistant secretary's assigned functions, and coordinates and integrates that direction with other officials of Army headquarters and other Army elements. * Exercises the secretary's human resources authorities to include strategically managing human capital (military, civilian, department executives and Army civilian senior leaders); Army learning, professional and leader education and development for soldiers and civilians; the Equal Employment Opportunity program; morale, welfare, recreation and family support programs. * Designates senior officials to serve on the boards of directors of the Army and Air Force Exchange Service and the Defense Commissary Agency board of directors. * Advises the secretary on the budgets for, and policies relating to, the Army National Guard and the U.S. Army Reserves, and ensuring they comport with Army policy and interests and are appropriately coordinated across the headquarters. * Supervises policies for, and programs related to, the accessibility and mobilization of the Reserve components, and coordinates and provides assistance and overall guidance to the Army Reserve Forces Policy Committee. * Supervises the development and ensures the execution of policies and programs pertaining to Army readiness and training. * Ensures the United States Military Academy, Reserve Officers' Training Corps and civil-military cooperation programs comply with the department's policies. * Administers the Army Review Boards Agency and its constituent boards. |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Appointed from civilian life (10 U.S.C. § 3016) * Graduate level (M.A. or equivalent) and basic awareness (if not strong understanding) of military personnel and organization. * Leadership background in human resources within a large organization (for example, higher-education institution, corporation or nonprofit) or awareness of the sensitive role and place of military human resources issues in the defense political sphere. |
| Competencies | * Strong ability to work in cooperation with other stakeholders, both within the Air Force and other armed services, along with the Office of the Secretary of Defense, Congress and various military associations. * Strong leadership skills with the ability to engage and motivate individuals, both within the immediate organization and headquarters, and across the force. * Excellent communication and interpersonal skills. * Ability to work in complex organization, across party lines, and with a variety of outside advocacy organizations to build consensus. * Ability to find elegant solutions to complicated personnel and budgetary problems, working under strict public scrutiny and very tight resources. |
| **PAST APPOINTEES** | |
| Casey Wardynski (2019 to Present) – CFO and CEO, FISH Technologies; CFO, Aurora Colorado Public Schools and Superintendent of Huntsville Alabama City Schools; Special Weapons Officer, Army | |
| Debra S. Wada (2014 to 2017) – Professional Staff Member on the House of Representatives’ Armed Services Committee; Legislative Affairs Specialist for the National Park Service; Legislative Assistant for Senator Daniel K. Akaka | |
| Thomas R. Lamont (2009 to 2013) – Member, Reserve Forces Policy Board, Office of the Assistant Secretary of Defense for Reserve Affairs, United States Department of Defense; Special Counsel, University of Illinois; Chair of the University of Illinois Board of Trustees; Attorney and Resident Partner for Gordon & Glickson, Altheimer & Gray, and Brown, Hay & Stephens; Assistant Illinois Attorney General | |

1. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27 ,2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed [here](https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4#:~:text=Section%20748%20of%20division%20E,on%20December%2031%2C%202020%2C%20by). If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation. [↑](#endnote-ref-1)