# POSITION DESCRIPTION

**Assistant secretary for MANPOWER AND reserve affairs, DEPARTMENT OF DEFENSE**

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| **OVERVIEW** |
| Senate Committee | Armed Services |
| Agency Mission | The mission of the Department of Defense is to provide the military forces needed to deter war and to protect the security of our country.  |
| Position Overview | The assistant secretary of defense for manpower and reserve affairs is the principal advisor to the secretary of defense and the undersecretary of defense for personnel and readiness on all matters relating to military and civilian personnel policies and programs, military community and family policy, reserve component affairs and integration and total force planning and requirements. The assistant secretary has responsibility for the overall supervision of matters involving the reserve components, including the Army National Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve and Coast Guard Reserve. Travel management, family programs, commissary shopping, workforce planning, compensation and reserve component integration are key areas that fall within the manpower and reserve Affairs portfolio. |
| Compensation | Level IV $158,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary of Defense for Personnel and Readiness |
| **RESPONSIBILITIES** |
| Management Scope | The DOD budget was approximately $718.3 billion for fiscal 2020. The assistant secretary of defense for manpower and reserve affairs leads the Office of Manpower and Reserve Affairs. With eight organizations supported by nearly 27,000 personnel spanning three locations, the department supports the total force by planning, directing, coordinating and supervising the more than 2.1 million active and reserve service members and 742,000 civilian personnel. |
| Primary Responsibilities | * Ensures the development and delivery of all personnel policy, both civilian and military and implements human resource solutions that support the Total Force and mission readiness.
* Delivers credible advice and information proactively about the capabilities of the reserve components and develops the policies and resources necessary to fully exploit those capabilities.
* Develops policies and legislation to ensure operational and strategic reserve components that are seamlessly integrated with the total force supporting national security at home and abroad.
* Oversees the operations of the Department of Defense education activity, the Defense Commissary Agency and the Armed Forces retirement home and provides policy oversight of the Office of Family and Employer Programs and Policy.
* Engages Congress on issues impacting the manpower and reserve affairs portfolio, responds to congressional inquiries and meets with members of Congress and professional staff members of key defense committees on a regular basis to address major issues impacting total force.
* Provides relevant and timely policy, as well as procedural updates to Congress, the military service leadership, Defense department policy influencers, service members, civilians, their families, veterans, service providers and volunteers.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Effective communications skills.
* Exceptional leadership and business skills.
* An understanding of interagency relationships in the community.
* Experience interacting with senior military leaders and a background in defense would be beneficial.
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| Competencies | * *Collaboration & Influencing*: Works effectively with peers, partners and others who are not in the line of command.
* *Strategic Orientation*: Demonstrates complex thinking abilities, incorporating both analytical and conceptual abilities to manage and develop plans and strategies.
* *Results Orientation*: Drives for improvement of results, as demonstrated by a track record of substantially enhancing the performance of the organization under this individual’s leadership. Sets appropriate metrics and tracks progress and results in line with the administration’s policy objectives.
* *Team Leadership*: Inspires teams to achieve excellence by attracting and developing exceptional talent in the organization. Fosters an environment of openness, respect and desire for achievement.
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| **PAST APPOINTEES** |

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| James Stewart (2018 to 2019) – Economic Development Committee Chair, North Carolina Military Affairs Commission; Major General, United States Airforce (37 years of service) |
| Todd Weiler (2016 to 2017) – Consultant/President and Chief Executive Officer, One Hemisphere Ventures; Owner and Chief Operating Officer, Arrowpoint Corporation; Deputy Assistant Secretary, Department of the Army |
| Richard Wightman Jr. (2014 to 2015) – Principal Deputy, Assistant Secretary of Defense, Reserve Affairs; Deputy Assistant Secretary for Materiel and Facilities, Department of Defense; Commanding General, NATO Headquarters, Sarajevo |

# Endnotes

This position description was created with the help of Egon Zehnder, a global executive search firm.

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)