## POSITION DESCRIPTION

**Army Secretary, 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 secretary of the Army is the senior official of the Department of the Army and is responsible for the effective and efficient functioning of the Army. |
| Compensation | Level II $183,100[[1]](#endnote-2) |
| Position Reports to | Secretary of Defense |
| **RESPONSIBILITIES** |
| Management Scope | * The Army had a fiscal 2020 budget request of $182 billion. The overall Army personnel in fiscal 2020 is 1,200,434 (1,005,500 soldiers and 194,934 civilians).
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| Primary Responsibilities | * Has statutory responsibility for all matters relating to the United States Army: manpower, personnel, reserve affairs, installations, environmental issues, weapons systems and equipment acquisition, communications and financial management.
* Advises the secretary of Defense and the executive branch of the federal government on the capabilities and requirements of the Army to perform its statutory mission.
* Presents and justifies Army policies, plans, programs and budgets to the secretary of Defense, executive branch and Congress.
* Implements policy, program and budget decisions and instructions of the president or the secretary of Defense relating to the functions of the Department of the Army.
* Carries out the functions of the Department of the Army so as to fulfill the current and future operational requirements of the unified and specified combatant commands.
* Communicates Army policies, plans, programs, capabilities and accomplishments to the public.
* Tasks other members of the headquarters, Department of the Army and other elements of the Army, as necessary, to accomplish missions and functions.
* Convenes meetings with the senior leadership of the Army as necessary to debate issues, define and provide direction and seek advice.
* Manages the external affairs and the compliance of functions of the Army with the advice and assistance of the chief of staff of the Army.
* Prescribes relationships of each office in the secretariat and Army Staff to ensure the chief of staff receives such support as the chief of staff considers necessary to perform assigned duties and responsibilities.
* Manages the civilian aides to the Secretary of the Army Program.
* Ensures effective cooperation and coordination between the Department of the Army and the other military departments and agencies of the Department of Defense to facilitate its effective, efficient and economical administration.
* Serves as a member of the Defense Acquisition Board, chaired by the undersecretary of Defense for acquisition, technology and logistics.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * A person may not be appointed as secretary of the Army within five years after relief from active duty as a commissioned officer of a regular component of an armed force (10 U.S.C. § 3013).
* Extensive leadership and management experience.
* Strong substantive expertise in military affairs and civil military relations.
* Experience in DOD, Armed Services committee and/or other relevant entities.
* Background or experience in federal budgeting, acquisition and personnel matters.
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| Competencies | * Strong communication and interpersonal skills.
* High level of energy for extensive foreign and domestic travel and interactions.
* Ability to handle sensitive matters.
* Ability to work under high pressure.
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| **PAST APPOINTEES** |
| Ryan McCarthy (2019 to 2021) – Vice President, Lockheed Martin Corporation; Special Assistant to the Secretary of Defense; Special Assistant to the Undersecretary of Defense for Acquisition Technology and Logistics; Professional Staff Member in the U.S. House of Representatives Committee on International Relations; Vice President of Commercial Financing for the Hongkong Shanghai Banking Corporation. |
| Mark Esper (2017 to 2019) Vice President, Government Relations, Raytheon; Executive Vice President, U.S. Chamber of Commerce’s Global Intellectual Property Center; Commissioner, U.S.-China Economic and Security Review Commission; Assistant Secretary of Defense for Negotiations Policy; National Security Advisor for former Senate Majority Leader Bill Frist; Senior Professional Staff Member on the Senate Foreign Relations and Government Affairs committees; Officer, U.S. Army. |
| Eric Fanning (2016 to 2017) – Acting Secretary of the Army; Designated Acting Undersecretary of the Army; Chief of Staff, Secretary of Defense; Undersecretary of the Air Force; Acting Secretary of the Air Force. |
| John McHugh (2009 to 2015) – Member of Congress, New York; Ranking Member, House Committee on Armed Services; Chairman, Morale, Welfare and Recreation Panel; Ranking Member, Subcommittee on Military Personnel; House International Relations Committee; House Permanent Select Committee on Intelligence. |
| Pete Geren (2007 to 2009) – Acting Secretary of the Army; Undersecretary of the Army; Special Assistant to the Secretary of Defense; Member of United States House of Representations, 12th district of Texas. |

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-2)