POSITION DESCRIPTION

**ASSISTANT secretary for LOGISTICS AND MATERIEL READINESS, Department of defense**

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| **OVERVIEW** |
| Senate Committee | Armed Services |
| Agency Mission | The mission of the Department of Defense (DOD) is to provide the military forces needed to deter war and protect the security of our country. |
| Position Overview | The assistant secretary of defense for logistics and materiel readiness (ASD(L&MR)) serves as the principal staff assistant and advisor to the undersecretary of defense for acquisition, technology and logistics (USD(AT&L)) and to the deputy secretary and secretary of defense on matters related to DOD logistics and materiel readiness. He or she also serves as the principal logistics official in DOD’s senior management team. In this capacity, the ASD(L&MR) prescribes policies and procedures for DOD logistics, maintenance, materiel readiness, strategic mobility and sustainment support. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Undersecretary of Defense for Acquisition, Technology and Logistics |
| **RESPONSIBILITIES** |
| Management Scope | The ASD(L&MR) serves as the principal advisor to the USD(AT&L) in the oversight of logistics policies, practices, operations and efficiencies in support of enhanced readiness. The logistics portfolio includes maintenance, materiel readiness, supply chain integration, transportation policy and program support. The following officials report to the ASD(L&MR):* Director of the Defense Logistics Agency
* Deputy assistant secretary of defense for maintenance policy and programs
* Deputy assistant secretary of defense for materiel readiness
* Deputy assistant secretary of defense for program support
* Deputy assistant secretary of defense for supply chain integration
* Deputy assistant secretary of defense for transportation policy
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| Primary Responsibilities | As DOD’s principal logistics official, the ASD(L&MR):* Monitors all of DOD’s logistics, maintenance, materiel readiness, strategic mobility and sustainment support programs
* Participates in the DOD planning, programming and budgeting relevant to assigned areas of responsibility
* Develops and issues logistics, supply, maintenance, strategic mobility, transportation and sustainment policies and procedures through DOD instructions, DOD publications and one-time directive-type memoranda
* Obtains reports, information, advice and assistance as necessary for carrying out assigned functions
* Communicates with the heads of DOD components and combatant commands about logistics and materiel readiness through the chairman of the Joint Chiefs of Staff and secretaries of the military departments
* Arranges for DOD participation in nondefense government programs relating to logistics, supply, maintenance, sustainment and mobility
* Communicates with other government agencies, representatives of the legislative branch and members of the public, as appropriate, in carrying out assigned functions
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life
* Extensive knowledge of logistics and supply chain management
* Comprehensive understanding of military materiel requirements
* Strong understanding of military affairs and strategy
* Background or experience in federal budgeting, planning, acquisition and workforce management
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| Competencies | * Strong interpersonal and communication skills
* Ability to work under high pressure
* Ability to integrate diverse missions and organizations
* Ability to handle sensitive matters
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| **PAST APPOINTEES** |
| Kristin K. French (Acting) (2016 to 2017) – Commanding General, Army Joint Munitions and Lethality Life Cycle Management Command; Commanding General, Army 3rd Sustainment Command (Expeditionary); Military Advisor to the ASD(L&MR); Executive Officer to the Director of the Logistics Agency; Commander, 406th Army Field Support Brigade |
| Alan F. Estevez (Performing Duties) (2011 to 2016) – Principal Deputy Assistant Secretary of Defense for Logistics and Materiel Readiness; Assistant Deputy Undersecretary of Defense for Supply Chain Management |

# Endnotes

This position description was created with the help of MITRE Corporation, a not-for-profit company that provides innovative, practical solutions for some of the nation's most critical challenges in defense and intelligence, aviation, civil systems, homeland security, the judiciary, health care and cybersecurity.

1. The Consolidated Appropriations Act, 2017 (Public Law 115-31, May 5, 2017), contains a provision that continues the freeze on the payable pay rates for certain senior political officials at 2013 levels during calendar year 2017. [↑](#endnote-ref-1)