# POSITION DESCRIPTION

# navy 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 the Navy is to maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas. The mission of the U.S. Marine Corps is to be trained, organized and equipped for offensive amphibious employment and as a "force in readiness." |
| Position Overview | The assistant secretary of the Navy for manpower and Reserve affairs is responsible for the overall supervision of manpower and reserve component affairs of the Navy. (10 U.S.C. § 5016) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Navy |
| **RESPONSIBILITIES** |
| Management Scope | The Navy has an annual budget in excess of $170 billion and nearly 900,000 sailors, marines and civilians. The Navy consists of two uniformed services: the Navy and the United States Marine Corps.  |
| Primary Responsibilities | * Supervises and oversees the Navy’s manpower and Reserve component affairs, including the development of programs and policy related to military personnel (active, Reserve and retired components) and the civilian workforce
* Provides a total naval force capable of supporting the National Military Strategy by:
	+ Developing integrated military and civilian human resources policies and programs
	+ Representing the Navy’s position to the services, Department of Defense, Congress and other governmental and nongovernmental organizations
	+ Advocating for Navy policies, programs and resources to support the total force
	+ Advising the Navy’s senior leaders on the implications of policy decisions impacting Navy personnel
	+ Evaluating and analyzing the impact of policy and delivery of programs
	+ Adjudicating personnel decisions on behalf of the secretary
	+ Developing and overseeing policies and programs designed to enhance the quality of life of Navy military personnel and family members, to include non-appropriated fund programs.[[2]](#endnote-2)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life (10 U.S.C. § 5016)
* Graduate level (M.A. or equivalent) degree and basic awareness (if not strong understanding) of military personnel and organization
* Leadership background in human resources in a large organization (higher-education institution, company or nonprofit) or awareness of the sensitive role and place of military human resource issues in the defense political sphere
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| Competencies | * Strong ability to work in cooperation with other stakeholders, in the Air Force and other armed services, the Office of the Secretary of Defense, Congress and various military associations
* Strong leadership skills with the ability to engage and motivate individuals, both in 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 with tight resources
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| **PAST APPOINTEES** |
| Franklin R. Parker (2016 to 2017): chief counsel for the Department of Transportation’s Maritime Administration (MARAD); Special Assistant to the General Counsel, Department of the Navy; lawyer at private law firms[[3]](#endnote-3) |
| Juan M. Garcia III (2009 to 2015): Commanding Officer of Reserve Training Squadron 28 at Corpus Christi; Flight Instructor with Training Squadron 27 at NAS Corpus Christi; sea duty aboard the aircraft carrier USS Constellation (CV 64), qualifying as officer of the deck (underway)[[4]](#endnote-4) |
| William A. Navas, Jr. (2001 to 2008): Director, Army National Guard; Deputy Director Army National Guard; Vice Chief of the National Guard Bureau; Military Executive of the Reserve Forces Policy Board; Deputy Assistant Secretary of Defense/Chief of Staff for Reserve Affairs[[5]](#endnote-5) |

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)
2. OPM [↑](#endnote-ref-2)
3. <http://www.navy.mil/navydata/bios/navybio.asp?bioID=899> [↑](#endnote-ref-3)
4. <http://www.navy.mil/navydata/bios/navybio.asp?bioID=533> [↑](#endnote-ref-4)
5. <http://www.navy.mil/navydata/bios/bio.asp?bioID=16> [↑](#endnote-ref-5)