



DEPUTY SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-1010

MAY 23 2011

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
DEPUTY CHIEF MANAGEMENT OFFICER
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
DIRECTOR, COST ASSESSMENT AND PROGRAM
EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Implementation Guidance Regarding the Establishment of the Office of the Assistant Secretary of Defense for Readiness and Force Management

Pursuant to section 138 of title 10, United States Code (U.S.C.), this memorandum establishes the position of Assistant Secretary of Defense for Readiness and Force Management (ASD(R&FM)). The ASD(R&FM) will report to the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) and Principal Deputy Under Secretary of Defense for Personnel and Readiness (PDUSD(P&R)), and will be responsible for ensuring the readiness of the Total Force.

Specifically, the ASD(R&FM) will develop policies, provide advice, and make recommendations to the USD(P&R), PDUSD(P&R), and the Secretary in the areas of civilian and military personnel policy, readiness of the force, and military community and family policy. Additionally, the ASD(R&FM) will be responsible for allocating assigned resources and providing oversight of subordinate activities, including the overall day-to-day supervision of the Department of Defense Education Activity and the Defense Commissary Agency (DeCA). The Director, DeCA shall continue to report to the DeCA Board of Directors, which is the commissary system governing board established pursuant to section 2485(c) of title 10, U.S.C., and, through the Chair, be accountable to the USD(P&R)/PDUSD(P&R), through the ASD(R&FM).

The Director of Administration and Management, in coordination with the USD(P&R) and other cognizant officials, will take the actions necessary to implement this direction, including development of the inaugural chartering DoD Directive for the ASD(R&FM), making conforming changes to related DoD Issuances, and implementing other administrative, manpower, financial, personnel, information technology, and support actions necessary to establish the Office of the ASD(R&FM).

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