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DEPARTMENT OF THE ARMY  
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ESTABLISHMENT OF POSITION OF SPECIAL ASSISTANT TO THE SECRETARY OF THE ARMY FOR RESERVE AFFAIRS..... Section I  
ESTABLISHMENT OF POSITION OF SPECIAL ASSISTANT TO THE SECRETARY OF THE ARMY FOR EDUCATION..... II

**I. ESTABLISHMENT OF POSITION OF SPECIAL ASSISTANT TO THE SECRETARY OF THE ARMY FOR RESERVE AFFAIRS.**—The Assistant Secretary of the Army (Manpower and Reserve Forces) is responsible to the Secretary of the Army for the direction and general supervision within the Department of all policies relating to the Reserve Forces. To assist in the discharge of these duties and responsibilities, there is established in the Office of the Assistant Secretary of the Army (Manpower and Reserve Forces) the position of Special Assistant to the Secretary of the Army for Reserve Forces.

Within the areas of responsibility of the Assistant Secretary with regard to Reserve Forces, the Special Assistant acts for the Secretary of the Army and the Assistant Secretary of the Army. In this respect he:

Advises the Secretary and Assistant Secretary of the Army on all matters pertaining to Reserve Forces, and is responsible for review, surveillance, and all internal and external coordination and liaison in connection therewith at the Secretariat level.

Recommends such action as is deemed essential to enable the Assistant Secretary to discharge his functional responsibilities as to the Reserve Forces most effectively.

Undertakes such studies, investigations, reviews, and analyses as are appropriate and necessary to supply the Secretary and Assistant Secretary with current and accurate information concerning specific or general problems pertaining to Reserve Forces, and in this connection recommends action pertaining to Army policy.

Represents the Secretary of the Army in his relations with recognized Reserve associations, such as the National Guard Association and the Reserve Officers Association.

Serves as official alternate for the Assistant Secretary of the Army on the Reserve Forces Policy Board, OSD, and keeps the Assistant Secretary briefed on matters under consideration by that Board.

The Special Assistant will also be authorized from time to time to act for the Assistant Secretary of the Army (Manpower and Reserve Forces) with respect to other matters falling within the Assistant Secretary's general areas of responsibility.

**II. ESTABLISHMENT OF POSITION OF SPECIAL ASSISTANT TO THE SECRETARY OF THE ARMY FOR EDUCATION.**—The Assistant Secretary of the Army (Manpower and Reserve Forces) is responsible to the Secretary of the Army for personnel as individuals and for manpower as resource. To assist in the discharge of his duties relating to the educational and informational aspects of his personnel and manpower responsibilities, there is established in the Office of the Assistant Secretary of the Army (Manpower and Reserve Forces) the position of Special Assistant to the Secretary of the Army for Education.

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Within the areas of responsibility of the Assistant Secretary with regard to education, the Special Assistant acts for the Secretary of the Army and the Assistant Secretary of the Army. In this respect he:

Recommends such action as is deemed essential to enable the Assistant Secretary to discharge his functional responsibilities as to education most effectively.

Undertakes such studies, investigations, reviews and analyses as are appropriate and necessary to supply the Secretary and Assistant Secretary with current and accurate information concerning the general and specific problems pertaining to education, and in this connection recommends action pertaining to Army policy.

Advises the Secretary and Assistant Secretary of the Army on all matters pertaining to education and is responsible for review, surveillance, and all internal and external coordination and liaison in connection therewith at the Secretarial level.

Represents the Secretary and the Assistant Secretary of the Army in his relations with recognized educational associations, agencies, institutions, etc.

The Special Assistant may also be authorized from time to time to act for the Assistant Secretary of the Army (Manpower and Reserve Forces) with respect to other matters falling within the Assistant Secretary's general areas of responsibility.

FRANK PACE, JR.  
*Secretary of the Army*

OFFICIAL:

Wm. E. BERGIN  
*Major General, USA*  
*Acting The Adjutant General*