



The Office of the Administrative Assistant to the Secretary of the Army

OAA Structure and Missions 1789-2025



In the Beginning...

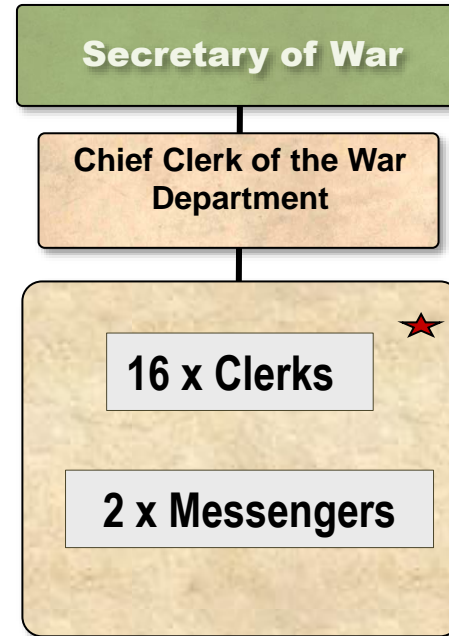
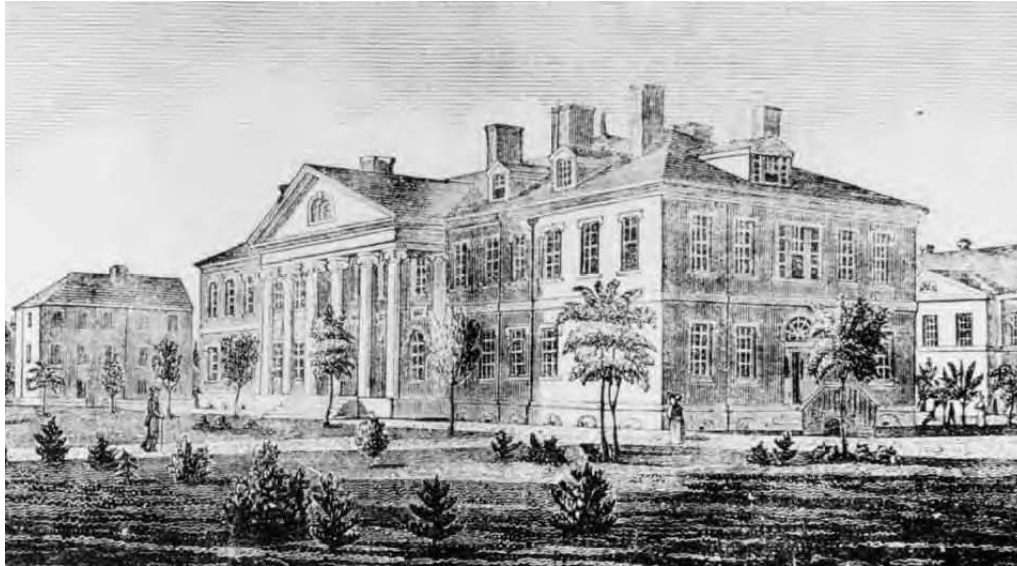
- **OAA's history dates back to the earliest days of the Nation, when on 7 August 1789, the Congress created a Department of War and specified that the Secretary of War should appoint a Chief Clerk. Mr. William Knox was the first to hold that position, brother of Henry Knox, who was then serving as the Secretary of War. The War Department was primarily an administrative and record-keeping bureau that served as a conduit for the military's large volume of correspondence and reports and was first located in a tavern in NYC.**

Fraunces Tavern New York City



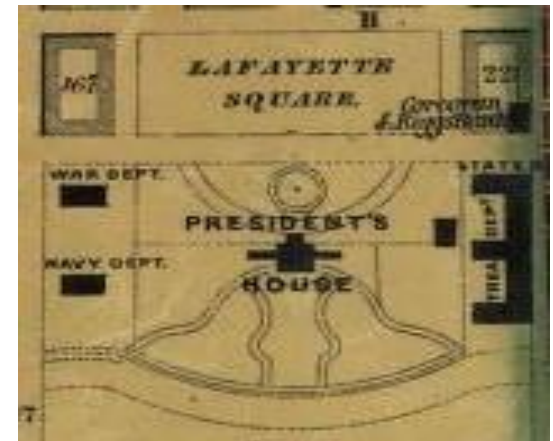


Chief Clerk 1825



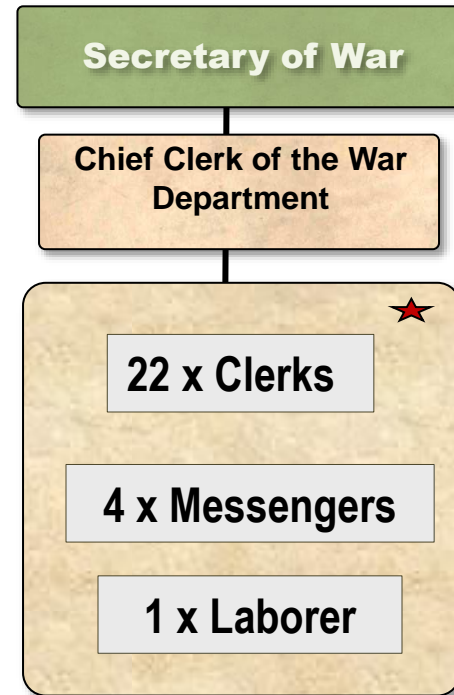
- War Department Building at 17th Street and Pennsylvania Ave NW
- Assigned to the Office of the Secretary of War
- 19 Civilians authorized
- Support to the Secretary of War

★ Official Register of the United States 1825, p71

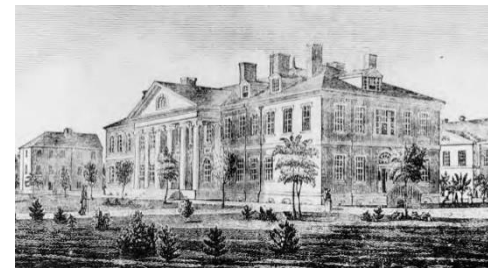




Chief Clerk 1871



- “Old” War Department Building w/2 additional floors
- Assigned to the Office of the Secretary of War
- 28 Civilians authorized
- Support to the Secretary of War



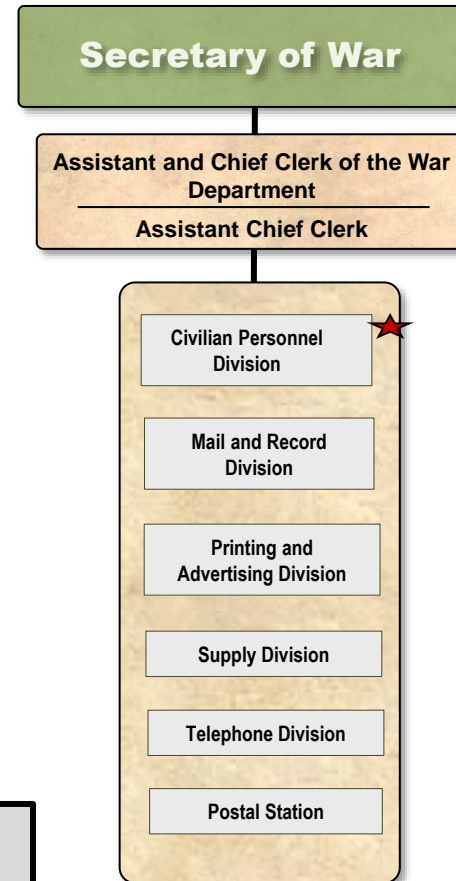
★ Official Register of the United States 1871, p202



Assistant and Chief Clerk 1925



- “State, War and Navy (SWAN) Building” on 17th Street NW
- Assigned to the Office of the Secretary of War
- 6 Divisions
- Support to the Secretary of War and the Army (Civilian Personnel)



★ Official Register of the United States 1925, p27



Administrative Assistant and Chief Clerk 1942



- WW1 Era "Munitions Building" on Constitution Ave-Pentagon still under construction. "New War Department" building currently the State Dept
- Assigned to the Office of the Secretary of War
- 5 Divisions
- Support to the Secretary of War and the Army (Civilian Personnel)

Secretary of War

Administrative Assistant and Chief Clerk of the War Department
Assistant Administrative Assistant

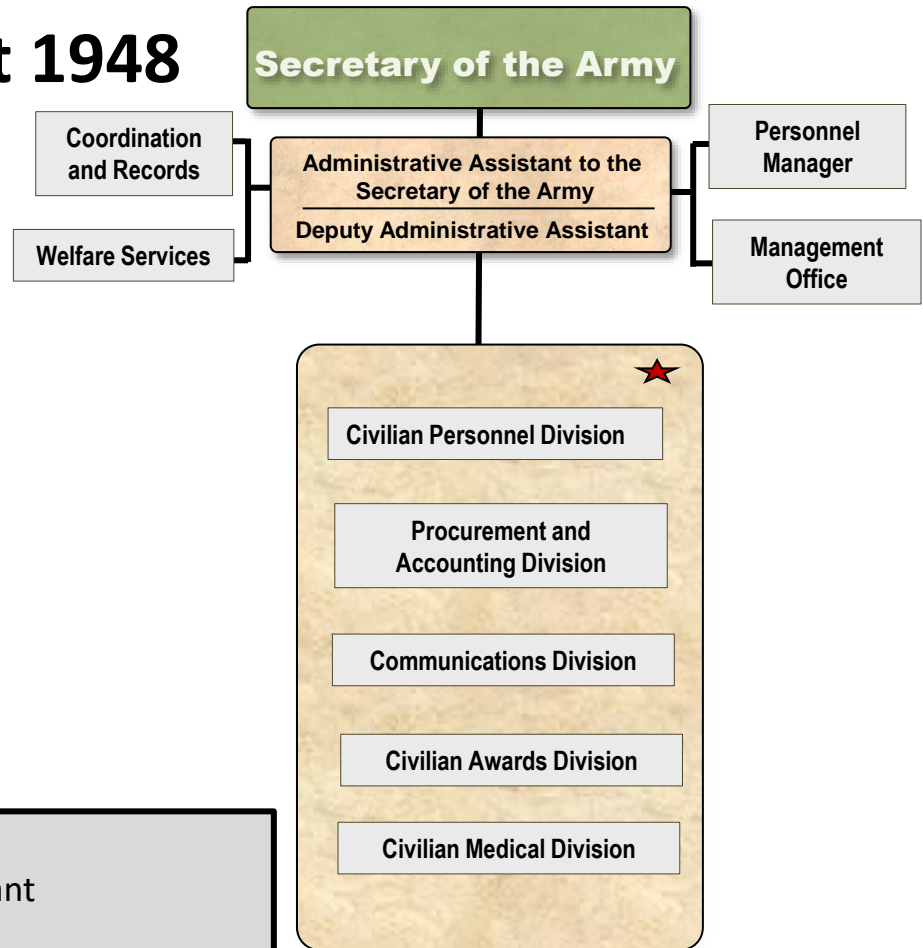
- ★ **Civilian Personnel and Training Division**
- Procurement and Accounting Division**
- Printing and Advertising Division**
- Coordination and Record Division**
- Postal Division**



★ Official Register of the United States 1942, p60



Administrative Assistant 1948

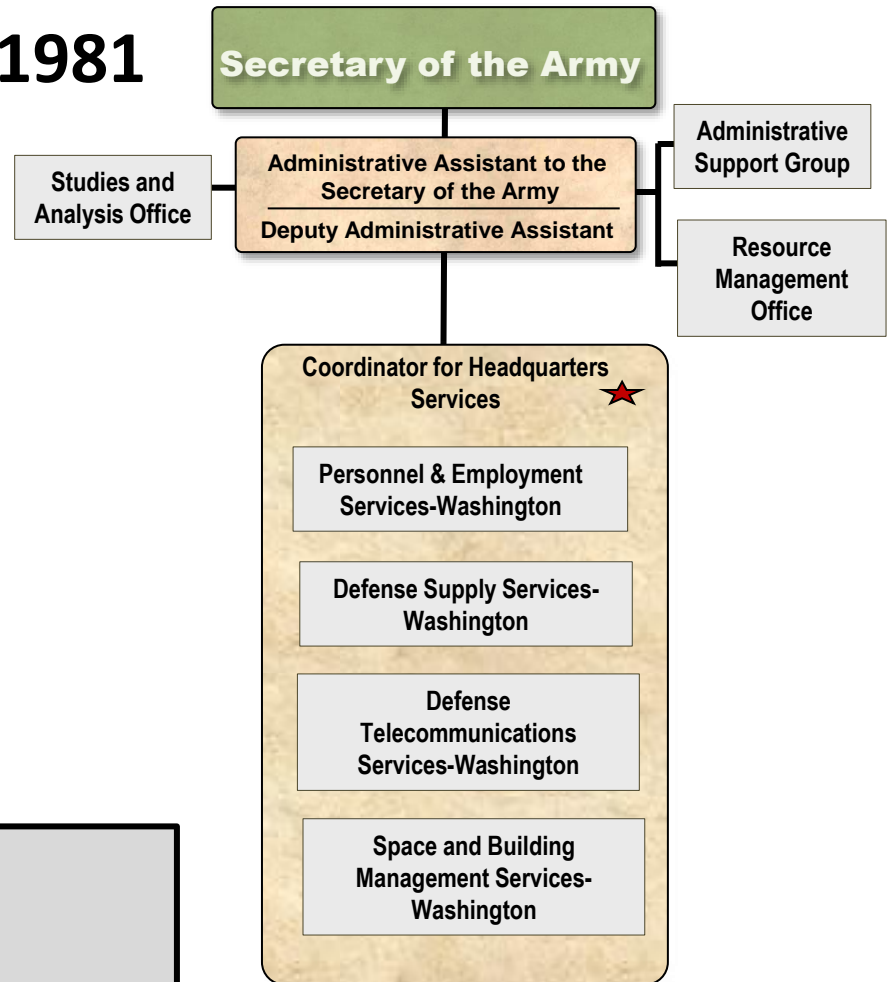


- The Pentagon
- Assigned to the Office of the Administrative Assistant
- OAA HQs and 5 Divisions
- ~60 CIV in OAA HQs and ~664 CIV in the assigned Divisions
- Support to Secretary of the Army and the Army (Civilian Personnel)

★ 1948 OAA Organization Chart



Administrative Assistant 1981

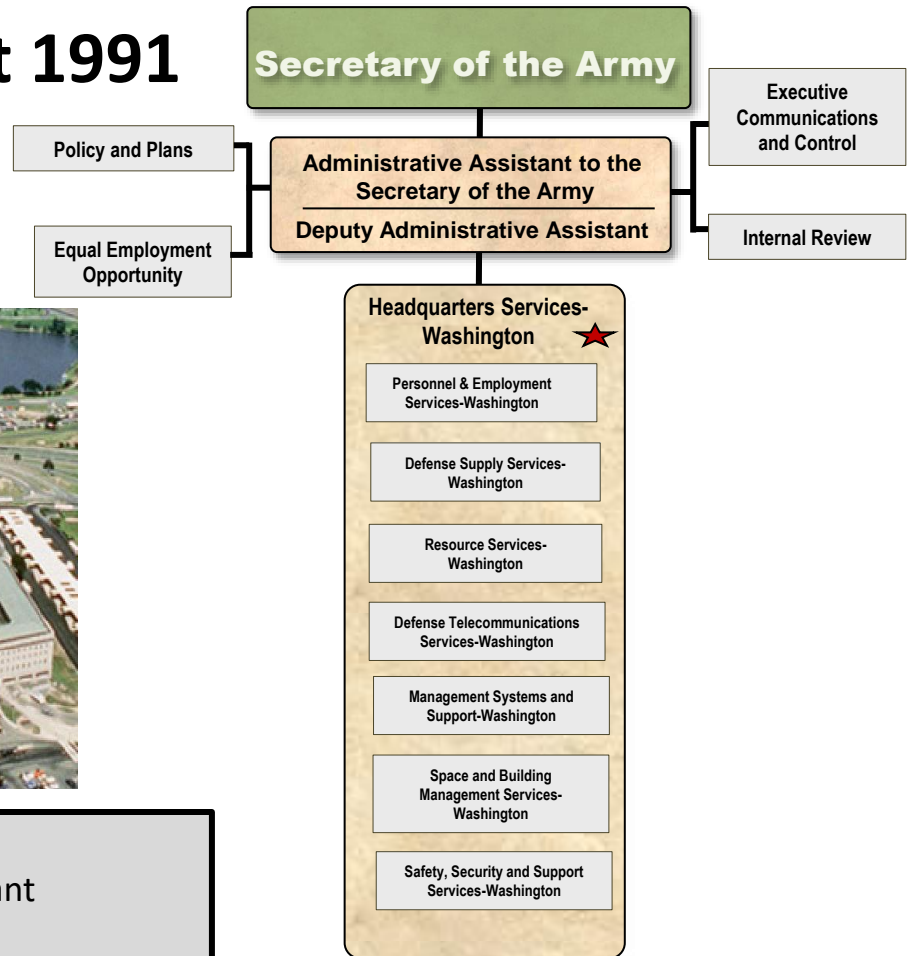


- The Pentagon
- Assigned to the Office of the Administrative Assistant
- 3 Directorates and 4 Field Operating Agencies
- 51 Mil/CIV in OAA HQs and ~338 Mil/CIV in the FOAs
- Support to SA, Secretariat, Army in the NCR and DOD

★ 1981 OAA Handbook, p8



Administrative Assistant 1991



- The Pentagon
- Assigned to the Office of the Administrative Assistant
- 8 Field Operating Agencies
- 1,213 Military and Civilian authorized
- Support to all of HQDA, Army in the NCR and DOD

★ Shannon-Reimers HQDA Transformation Study 1993, App1, pp59-80

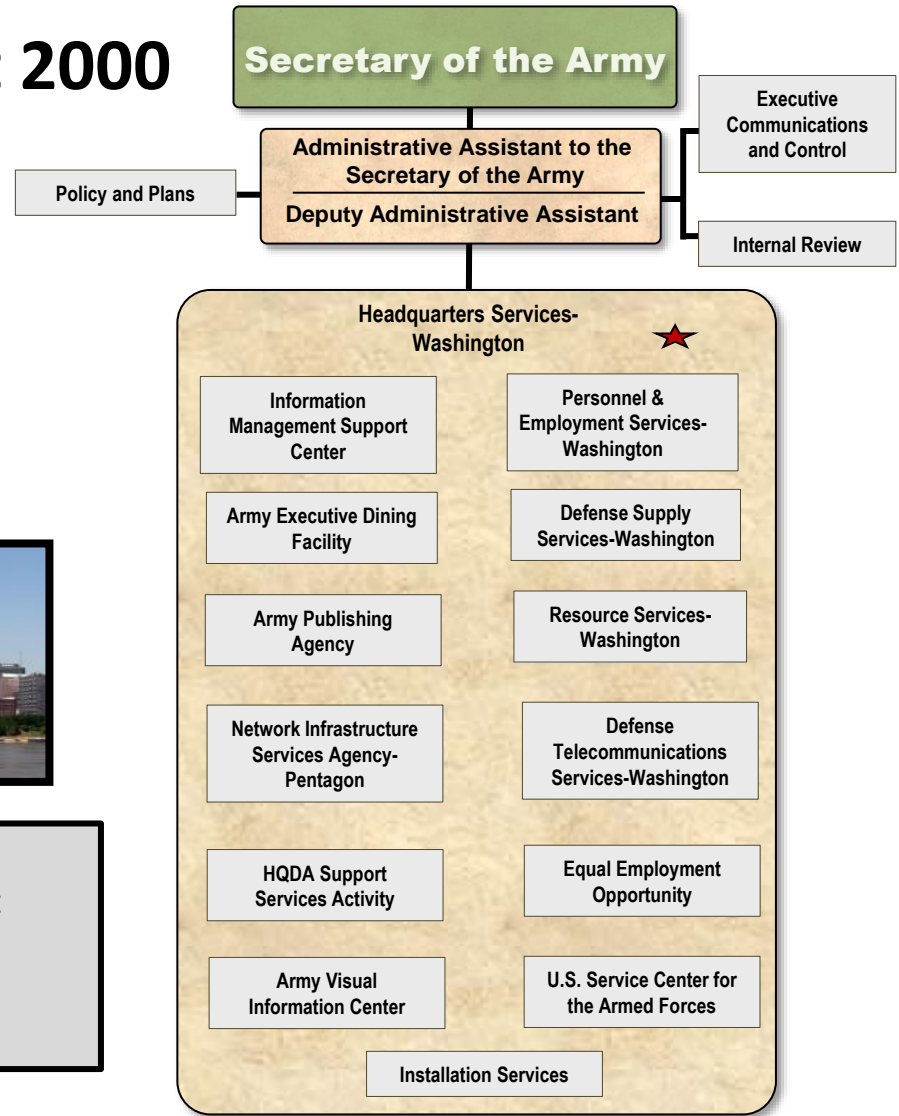


Administrative Assistant 2000



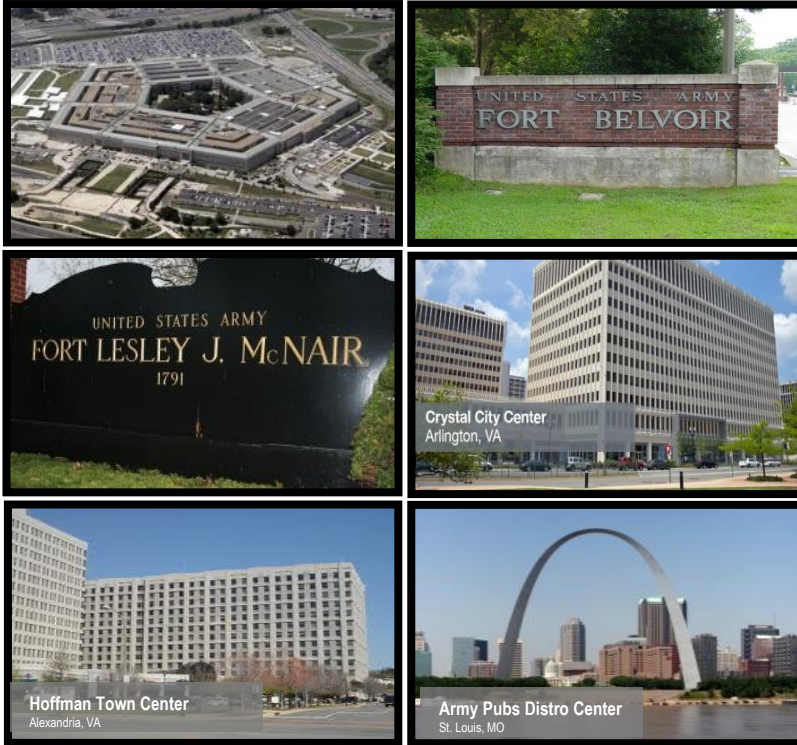
- 4 Primary operating locations
- Assigned to the Office of the Administrative Assistant
- 1 Field Operating Agency/14 Directorates
- 2,199 Military and Civilian authorized
- Support to HQDA, Army in the NCR and DOD

★ 2000 OAA Handbook, p7

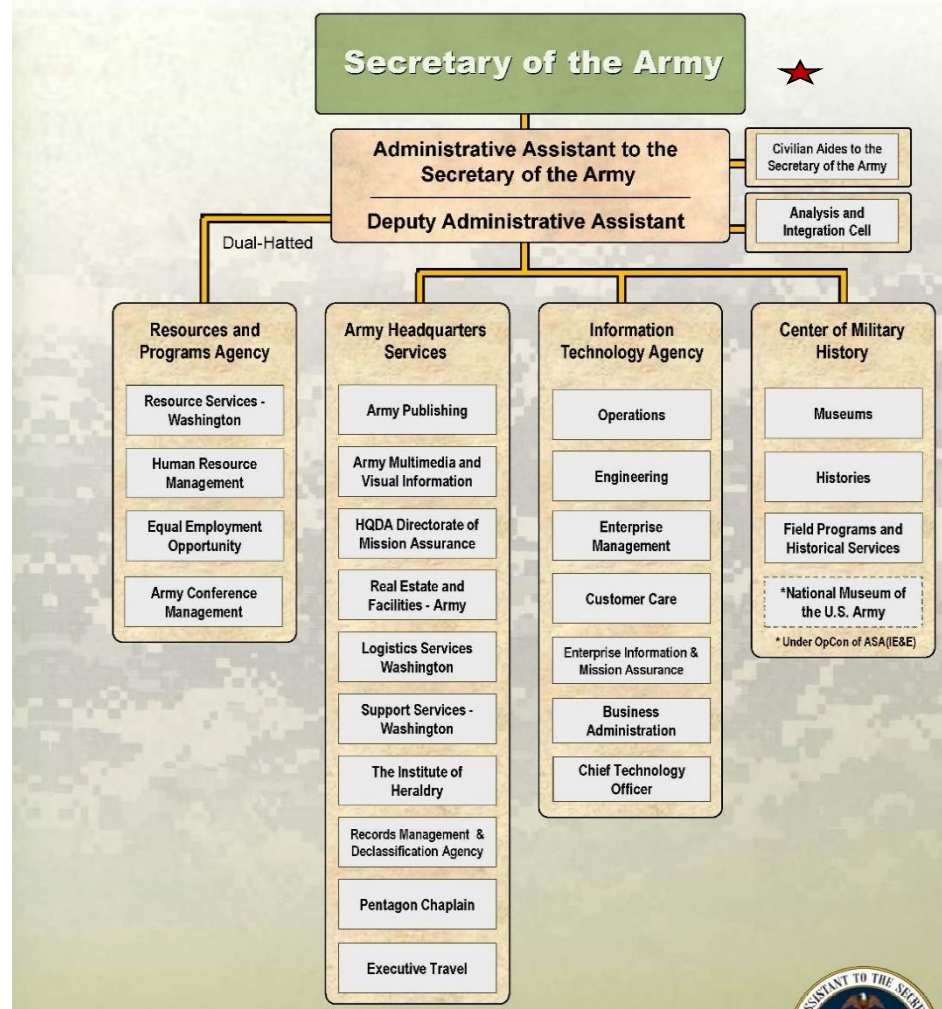




Administrative Assistant 2015



- 6 primary operating locations
- Assigned to the Office of the Administrative Assistant
- 4 Field Operation Agencies/27 Directorates
- 1,250 military and civilian employees
- Support to HQDA, DOD, and Federal Agencies



★ 2015 OAA TDAs

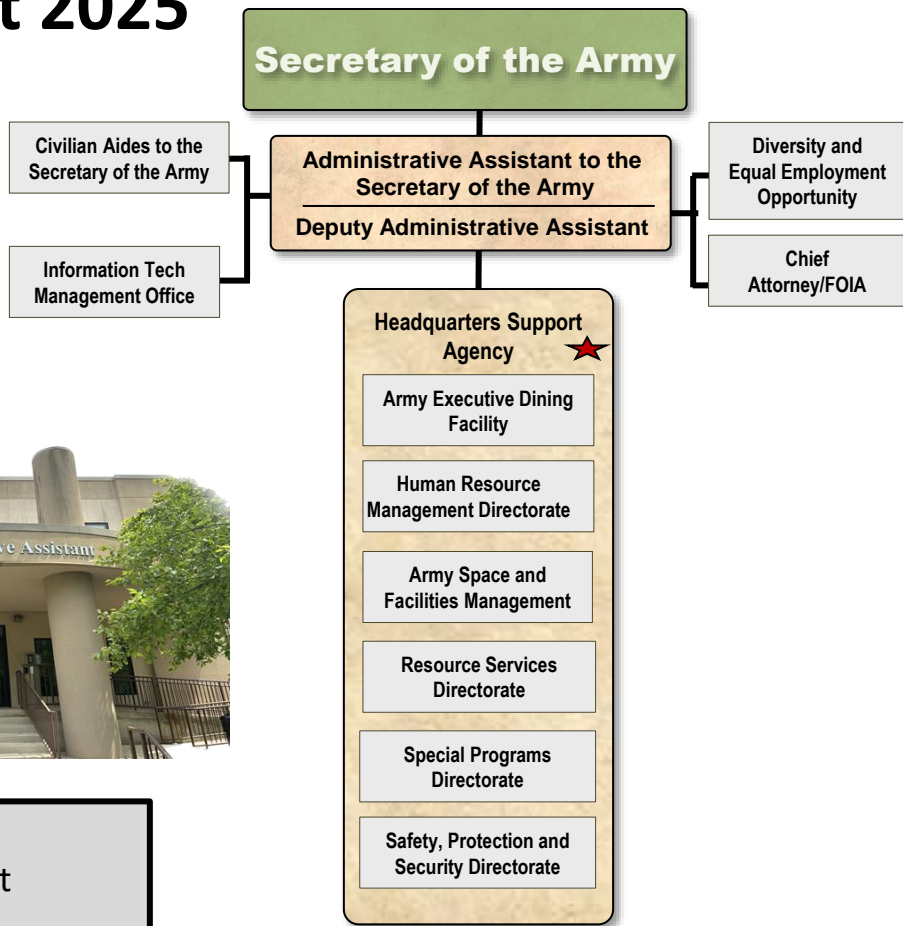




Administrative Assistant 2025



- The Pentagon and Fort Belvoir
- Assigned to the Office of the Administrative Assistant
- 1 Field Operating Agency/9 Directorates
- 232 Military and Civilian authorized
- Direct Support to HQDA and Enterprise Services Armywide



★ 2025 OAA TDAs