

### **Mary A. Dix, M.S.**

Raised in Northern Minnesota, **Mrs. Mary A. Dix** received her Bachelor of Science (1969) and Master of Science (1976) degrees from the University of Minnesota, Duluth. Majoring in English program development, she taught high school English and directed the senior class plays from 1969-1978. From 1978-1982, Mrs. Dix served four years in the United States Army as the speech writer and communications consultant for the Sergeant Major of the Army. From 1983-1988, Mrs. Dix held a senior position as the Director of Administration for the National Security Council (NSC), Executive Office of the President (EOP) of the United States, where she fulfilled the following: budget preparation and the provision of congressional testimony; oversight for all administrative and financial areas; and liaison with the Office of Management and Budget, the General Services Administration, the United States Congress, the Department of Defense (DoD), the Central Intelligence Agency, and the Department of State. Upon her departure from the NSC, she earned the highest government ratings for the administration of internal controls in the EOP. From 1989-1991, Mrs. Dix served as the Special Assistant to the Director of Administration and Management at the Office of the Secretary of Defense where she developed a comprehensive comparison of the goals and objectives of the President of the United States and the Secretary of Defense, critical to the development of the functional enterprise model for DoD's Corporate Information Management Architecture. Mrs. Dix joined the Uniformed Services University of the Health Sciences (USU) in January of 1991 as the Vice President for Administration and Management, a position she held until May of 2006. In that position, her assigned areas of oversight included: Personnel; Security; Logistics; Facilities (renovations and construction); Administrative Support; Liaison with the Office of the Secretary of Defense, the United States Congress, other Federal Agencies, and numerous medical, military, and veterans associations; university-wide outcomes assessment; and, the Equal Employment Opportunity and Freedom of Information Programs. Currently, Mrs. Dix serves as an Assistant to the USU President for Special Projects. Mrs. Dix has received numerous honors and awards, selected examples follow: USU Distinguished Service Medal (2006); Senatorial Letter of Recognition (2005); Tribute from the Surgeon General of the United States (2005); Congressional Tribute, *Congressional Record* (2003); Presidents' Awards from the Retired Officers Association (1996), the Air Force Association (1995), and the Association of Uniformed Services (1996); USUHS Awards and Commendations to include the Exceptional, Outstanding, and Meritorious Service Awards; the Academy of Public Administration Distinguished Service Award (1991); the Secretary of State Tribute of Appreciation (1988); the Army Meritorious Service Medal (1982); memberships in Phi Delta Kappa International, Professional Association in Education, from 1975 to present, and Executive Women in Government from 1991 to present. Mrs. Dix and her husband, Marvin, live in Alexandria, VA.