POSITION DESCRIPTION

**air force ASSISTANT secretary (INSTALLATIONS, ENVIRONMENT & ENERGY), department of defense**

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| **OVERVIEW** |
| Senate Committee | Armed Services |
| Agency Mission | The mission of the United States Air Force is to fly, fight and win in air, space and cyberspace to preserve the peace and security, provide for the defense of the United States, support national policy, implement national objectives and overcome any nations responsible for aggressive acts that imperil the nation. |
| Position Overview | The assistant secretary of the Air Force (installations, environment & energy) (SAF/IE) is responsible for all installations, environment and energy required to keep the Air Force in a state of readiness; for the occupational safety and health on Air Force installations; and for environmental issues relating to maintaining the Air Force fleet and installations. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Air Force |
| **RESPONSIBILITIES** |
| Management Scope | The office of the assistant secretary of the Air Force (Installations, Environment & Energy) is comprised of four departments that deal at the policy level with Air Force facility and logistical issues: Energy; Environment, Safety and Occupational Health; Installations; and Logistics. The principal subordinate of the SAF/IE is the principal deputy assistant secretary of the Air Force (installations, environment & energy). Other major subordinates include the deputy assistant secretary of the Air Force (installations), the deputy assistant secretary of the Air Force (environment, safety and occupational health) and the deputy assistant secretary of the Air Force (operational energy). The organization also consists of headquarters elements providing executive services and support; strategic basing; and a field operating agency, the Air Force Real Property Agency, which manages the Air Force real property portfolio. The SAF/IE provides policy and oversight for the Air Force's $6 billion annual installation programs. |
| Primary Responsibilities | The SAF/IE is responsible for leading the Air Force through oversight, advocacy, representation, innovation and policy development in the areas of environmental, safety and occupational health services to: * Sustain a ready and robust force
* Protect the health and safety of Air Force employees and their families
* Promote sound environmental practices
* Preserve the nation’s investment
* Provide guidance, direction and oversight in matters pertaining to the shaping and strengthening of installations in support of personnel and logistical combat capability
* Manage assets, including military construction, family housing, airfields and ranges
* Engage in acquisition, purchase, lease and disposal of real property
* Connect with the community and Congress
* Manage strategically the operational energy efforts required for training, moving and sustaining forces, tactical power systems, generators and weapon platforms
* Manage the Air Force real property portfolio
* Execute military construction efforts
* Engage in planning, programming, budgeting and execution for construction, operations and maintenance
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life
* Extensive leadership and management experience
* Strong substantive expertise in military affairs and civil/military relations
* Experience in Department of Defense, Armed Services Committee and/or other relevant entities
* Substantive knowledge of environmental issues, property management and occupational health
* Background or experience in workforce management, federal planning, programming and budgeting, acquisition, operations and management
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| Competencies | * Strong communication and interpersonal skills
* Ability to handle sensitive matters
* Ability to integrate diverse missions and organizations
* Ability to work under high pressure
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| **PAST APPOINTEES** |
| Miranda A. A. Ballentine (2014 to 2017) – Director of Sustainability for Global Renewable Energy and Sustainable Facilities, Walmart; Vice President for Investor Analysis and Chief Operating Officer, David Gardiner & Associates; Chair, World Economic Forum’s Global Growth Action Alliance’s Renewable Energy Working Group; member, Sustainability Consortium External Relations Committee; NetImpact Corporate Advisory Council; George Washington University’s Institute for Sustainability Research, Education, and Policy Advisory Board; guest lecturer, Duke University, University of North Carolina, and George Washington University  |
| Terry A. Yonkers (2010 to 2013) – Biologist, Southern California Edison; Environmental Coordinator, Air Force Flight Test Center, Edwards Air Force Base; Regulatory Liaison and Environmental Engineer, Air Force Regional Civil Engineering Office, Dallas; Deputy Director, Environmental Programs, Air Force Systems Command, Andrews Air Force Base; Deputy Director and Chief of Environmental Programs, Air Force Base Conversion Agency; Special Assistant to the Assistant Secretary of the Air Force (Manpower, Reserve Affairs, Installations & Environment); Deputy Assistant Secretary of the Air Force for Environment, Safety and Occupational Health; Senior Vice President (Business Development) Arcadis NV |
| William C. Anderson (2005 to 2008) – Multiple financial and tax consulting positions at Merrill Lynch, Arthur Andersen, and Ryder; Senior Counsel for Environmental, Health and Safety, General Electric |

**Endnotes**

This position description was created with the help of MITRE Corporation, a not-for-profit company that provides innovative, practical solutions for some of the nation's most critical challenges in defense and intelligence, aviation, civil systems, homeland security, the judiciary, health care and cybersecurity.

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)