# POSITION DESCRIPTION

# Assistant Secretary for Energy, Installations and Environment, Department OF DEFENSE

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| **OVERVIEW** |
| Senate Committee | Armed Services[[1]](#endnote-1) |
| Agency Mission | The mission of the Department of Defense (DOD) is to provide the military forces needed to deter war and to protect the security of our country.[[2]](#endnote-2) |
| Position Overview | The assistant secretary of defense for energy, installations and environment serves as the principal advisor to the secretary of defense and the undersecretary of defense for acquisition, technology and logistics on matters relating to energy, installations and environment and to the secretary of defense and the deputy secretary of defense regarding operational energy plans and programs.[[3]](#endnote-3) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[4]](#endnote-4) |
| Position Reports to | Undersecretary of Defense for Acquisition, Technology and Logistics[[5]](#endnote-5) |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary oversees the following offices:* Armed Forces Pest Management Board
* Department of Defense Explosive Safety Board
* Office of Economic Adjustment
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| Primary Responsibilities | * Establishes and maintains: a department-wide transformational strategy for operational energy--focused on improving the Army’s capabilities through better use of energy—which establishes near-term, mid-term and long-term goals; performance metrics to measure progress in meeting the goals; and a plan for implementation of the strategy within the military departments, the Office of the Secretary of Defense and defense agencies
* Provides leadership and facilitates communication regarding operational energy plans and programs within the Department of Defense and the Army, Navy, Air Force and Marine Corps
* Leads DOD’s alternative fuel activities and oversees the department’s investments in such activities (in consultation with the heads of the military departments and the assistant secretary of defense for research and engineering)
* Establishes guidelines and prescribes policy to streamline the investments in alternative fuel activities across the DOD (in consultation with the heads of the military departments and the assistant secretary of defense for research and engineering)
* Encourages collaboration with, and leverages investments made by, the departments of Energy and Agriculture, and other relevant federal agencies to advance alternative fuel development to the benefit of DOD (in consultation with the heads of the military departments and the assistant secretary of defense for research and engineering)
* Reviews and makes recommendations to the secretary of defense regarding all budgetary and financial matters relating to the operational energy strategy (10 U.S.C. § 138c)
* Communicates directly with the heads of DOD components, as necessary, to carry out assigned responsibilities and functions, including transmitting requests for advice and assistance[[6]](#endnote-6)
* Performs other duties as assigned by the secretary, deputy secretary or the undersecretary of defense for acquisition, technology and logistics[[7]](#endnote-7)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life (10 U.S.C. § 138)
* Extensive leadership and management experience
* Strong substantive expertise in military affairs and civil or military relations
* Experience in Department of Defense, Armed Services Committee and/or other relevant entities
* Industry experience and substantive knowledge of environmental issues, property management and occupational health
* Experience managing large and complex facilities, and knowledge of the myriad government requirements regarding those facilities
* 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** |
| Sharon Burke (2010 to 2014) - Vice President and Senior, Center for a New American Security; Member of the Policy Planning Staff, Department of State; Country Director, Department of Defense's Office of Near Eastern and South Asian Affairs[[8]](#endnote-8) |

1. <https://www.congress.gov/nomination/111th-congress/1270?q=%7B%22search%22%3A%5B%22Sharon+E.+Burke%22%5D%7D&r=1> [↑](#endnote-ref-1)
2. Partnership for Public Service position description [↑](#endnote-ref-2)
3. <http://www.acq.osd.mil/eie/OE/OE_index.html> [↑](#endnote-ref-3)
4. 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-4)
5. <http://dtic.mil/whs/directives/corres/pdf/513415p.pdf> [↑](#endnote-ref-5)
6. <http://dtic.mil/whs/directives/corres/pdf/513415p.pdf> [↑](#endnote-ref-6)
7. <http://dtic.mil/whs/directives/corres/pdf/513415p.pdf> [↑](#endnote-ref-7)
8. <http://www.accoonline.org/ccls/defense-march2011-burke.html> [↑](#endnote-ref-8)