# POSITION DESCRIPTION

# navy Assistant Secretary (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 United States Navy is to maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.[[2]](#endnote-2) |
| Position Overview | The assistant secretary of the Navy (energy, installations and environment) develops department-wide policies, procedures, advocacy and strategic plans. The assistant secretary is also responsible for all Department of the Navy functions and programs related to installations, safety, energy and environment.[[3]](#endnote-3) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[4]](#endnote-4) |
| Position Reports to | Secretary of the Navy |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary of the Navy (energy, installations and environment) oversees the effective management of Navy and Marine Corps real property, housing and other facilities totaling more than 87,000 buildings and 4,552,000 acres, with a plant replacement value of more than $230 billion.[[5]](#endnote-5)Within the Office of the Assistant Secretary of the Navy (Energy, Installations and Environment), the assistant secretary oversees the deputy assistant secretary of the Navy (installations and facilities), deputy assistant secretary of the Navy (energy), deputy assistant secretary of the Navy (environment) and the deputy assistant secretary of the Navy (safety).[[6]](#endnote-6) |
| Primary Responsibilities | * Oversees policy relating to Navy installations, facilities, environment, safety, shore resources management and quality improvement (32 U.S.C. § 700.325)
* Oversees environmental policy, safety, occupational health, and Marine Corps and Navy environmental affairs, including environmental protection, restoration, compliance and legislation; natural resource programs; hazardous material/waste minimization; plastics reduction and control; afloat environmental issues; state and federal agency and environmental organization coordination; and the National Environmental Policy Act (32 U.S.C. § 700.325)
* Develops, implements and evaluates military construction, facilities management and engineering, strategic homeporting (assigning a vessel’s home port), housing, utilities and base utilization issues (32 U.S.C. § 700.325)
* Advises on fiscal resources related to shore appropriations (32 U.S.C. § 700.325)
* Oversees all Department of the Navy functions and programs related to installations, safety, energy and environment, which includes the effective management of the following for the Navy and Marine Corps:
* Real property, housing and other facilities
* Natural and cultural resource protection, planning and compliance
* Safety and occupational health for military and civilian personnel
* Timely completion of closures and realignments of installations under base closure laws[[7]](#endnote-7)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * 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[[8]](#endnote-8)
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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[[9]](#endnote-9)
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| **PAST APPOINTEES** |
| Dennis McGinn (2013 to 2017) – President, American Council On Renewable Energy; Co-Chairman, CNA Military Advisory Board; International Security Senior Fellow at the Rocky Mountain Institute[[10]](#endnote-10) |
| Jackalyne Pfannenstiel (2010 to 2013) – Chairman, State of California Energy Commission; Independent Energy Consultant, Self-employed; Vice President of Corporate Planning, Pacific Gas and Electric Company[[11]](#endnote-11) |
| Roger Natsuhara (2009 to 2010) (acting) - Principal Deputy Assistant Secretary of the Navy (Energy, Installations and Environment), U.S. Navy; Director of the Real Property, Facilities and Logistics Office, National Oceanic and Atmospheric Administration; Senior Navy Market Manager, Battelle Memorial Institute[[12]](#endnote-12) |

1. Plum book [↑](#endnote-ref-1)
2. <http://www.navy.mil/navydata/organization/org-top.asp> [↑](#endnote-ref-2)
3. <http://www.navy.mil/navydata/bios/bio.asp?bioID=738> [↑](#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. OPM [↑](#endnote-ref-5)
6. <http://www.secnav.navy.mil/eie/Pages/Safety.aspx> [↑](#endnote-ref-6)
7. <http://www.navy.mil/navydata/bios/bio.asp?bioID=733> [↑](#endnote-ref-7)
8. Partnership for Public Service position description [↑](#endnote-ref-8)
9. Partnership for Public Service position description [↑](#endnote-ref-9)
10. <http://www.navy.mil/navydata/bios/bio.asp?bioID=733> [↑](#endnote-ref-10)
11. <http://www.navy.mil/navydata/bios/navybio.asp?bioID=557> [↑](#endnote-ref-11)
12. <http://www.navy.mil/navydata/bios/bio.asp?bioID=683> [↑](#endnote-ref-12)