# POSITION DESCRIPTION

**navy Secretary, Department of defense**

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| **OVERVIEW** |
| Senate Committee | Armed Services |
| Agency Mission | The mission of the Navy is to maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas. |
| Position Overview | The secretary of the Navy is responsible for and has the authority necessary to conduct, all affairs of the Department of the Navy. |
| Compensation | Level II $179,700 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Secretary of Defense |
| **RESPONSIBILITIES** |
| Management Scope | The Navy has an annual budget in excess of $170 billion and nearly 900,000 sailors, marines and civilians. The Department of the Navy consists of two uniformed services: the United States Navy and the United States Marine Corps. |
| Primary Responsibilities | * Responsible for all the affairs of the Department of the Navy, including: recruiting, organizing, supplying, equipping, training, mobilizing and demobilizing.
* Oversees the construction, outfitting and repair of naval ships, equipment and facilities.
* Formulates policies and programs that are consistent with the national security policies and objectives established by the president and the secretary of Defense.
* Implements policy, program and budget decisions and instructions of the president or the SECDEF relating to the functions of the DON in a timely and efficient manner.
* Carries out the functions of the DON so as to fulfill the current and future operational requirements of the unified and specified combatant commands.
* Cooperates and coordinates with the other military departments and agencies of the Department of Defense to provide for more effective, efficient and economical administration and to eliminate duplication.
* Presents and justifies the position of the DON on the plans, programs and policies of the DOD.
* Supervises and ensures effectiveness of the intelligence activities of the DON.
* Serves as the civilian head of the Marine Corps.
* Serves as a member of the Defense Acquisition Board, chaired by the undersecretary of Defense for acquisition, technology and logistics.
* Responsible for such other activities as may be prescribed by law or by the president or SECDEF.
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| Strategic Goals and Priorities | Depends on the policy priorities of the administration |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * A person may not be appointed as secretary of the Navy within five years after relief from active duty as a commissioned officer of a regular component of an armed force (10 U.S.C. § 5013)
* Extensive leadership and management experience
* Understanding of maritime strategy and acquisition strategy
* Strong substantive expertise in military affairs and civil military relations
* Experience in DOD, Armed Services committee and/or other relevant entities
* Background or experience in federal budgeting, acquisition and personnel matters
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| Competencies | * Strong communication and interpersonal skills
* High level of energy for extensive foreign and domestic travel and interactions
* Ability to handle sensitive matters
* Ability to work under high pressure
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| **PAST APPOINTEES** |
| Ray Mabus (2009 to 2017) – Chairman and CEO, manufacturing company; Ambassador to Saudi Arabia; Governor of Mississippi; Auditor of Mississippi; United States Navy Officer |
| B.J. Penn (2009 to 2009) (Acting) – Assistant Secretary of the Navy for Installations and Environment; Director, Industrial Base Assessments, United States Navy; Aviator, United States Navy |
| Donald Winter (2006 to 2009) – Corporate Vice President and President, Mission Systems, Northrop Grumman; President, TRW Systems; Defense Advanced Research Projects Agency, Program Manager |

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)