# POSITION DESCRIPTION

# Principal Deputy UnderSecretary for Intelligence, department of defense

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| **OVERVIEW** | |
| Senate Committee | Armed Services |
| DOD 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.[[1]](#endnote-1) |
| Position Overview | The principal deputy undersecretary of defense for intelligence is responsible for assisting the undersecretary of defense for intelligence (USD(I)) in supporting the secretary of defense in discharging his intelligence-related responsibilities and authorities under Title 10 and Title 50 of the United States Code.[[2]](#endnote-2) |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[3]](#endnote-3) |
| Position Reports to | Undersecretary of Defense for Intelligence USD(I) |
| **RESPONSIBILITIES** | |
| Management Scope | The principal deputy undersecretary assists the undersecretary of defense for intelligence who oversees the $17 billion military intelligence program, the Department of Defense portion of the $54 billion national intelligence program, the intelligence interests within the battlespace awareness portfolio and over 110,000 personnel. |
| Primary Responsibilities | * Advises and assists the USD(I) and the secretary of defense on intelligence planning, policy and resources, and acts for them in their absence * Assists the USD(I) in ensuring full intelligence support for ongoing operations; that intelligence operations conducted by the DOD are effective and in compliance with all relevant statutes, authorities, directives and policies; that the Defense Intelligence Enterprise is postured to prevent strategic surprise; that the director of national intelligence has visibility and oversight over the full range of intelligence activities in the DOD (without abrogating the secretary’s statutory responsibilities); and that the Defense Intelligence Enterprise is as efficient as possible * Assesses the effectiveness of plans and activities to implement and operationalize the USD(I)’s priorities * Understands the challenges posed by the current fiscal environment, resource constraints ahead and opportunities for efficiencies across the Defense Intelligence Enterprise to sustain and strengthen USD(I)’s budgetary oversight * Assists the USD(I) in his exercise of the secretary of defense’s authority, direction, control and relationships with the Defense Security Service, National Security Agency, National Geospatial-Intelligence Agency, National Reconnaissance Office and Defense Intelligence Agency * Sustains the relationship with the director of national intelligence * Performs other duties and assistance with priorities as needed, and as warranted by the incumbent’s background and experience |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Appointed from civilian life * Broad knowledge of the mission, organization and functions of the DOD and the intelligence community (IC) * Advanced experience and familiarity in developing strategy, direction and policy for U.S. national security and intelligence-related matters * Strong engagement skills and experience in: negotiation across organizations for setting priorities; budget development and management; oversight and assessment of programs; and support to operations * Subject matter expertise (IC and DOD domain, budget, special authorities, law, acquisition) to advise the USD(I) and other major DOD and IC stakeholders regarding organizational, process, resource management decisions and changes * Expert knowledge of federal, DOD and IC acquisition practices and appropriations, including ability to evaluate compliance with applicable laws and regulations; the effectiveness and efficiency of resource utilization; and whether desired results are achieved * Experience in the development and delivery of assessment briefings to other senior DOD and IC officials, congressional members and staff |
| Competencies | * Superior analytic, strategic and critical-thinking skills, including the ability to conduct assessments; identify needs and requirements; integrate diverse viewpoints; make trade-offs; and develop process improvements that support quality and effectiveness of intelligence activities * Superior communication and engagement skills, including the ability to write clearly and effectively; exert influence to senior leadership; communicate with people at all levels and of diverse backgrounds; and regulate, develop and deliver briefings * Exceptional ability to lead, manage and direct a professional staff, evaluate performance, collaborate on goal-setting, and provide feedback and guidance regarding personal and professional development opportunities * Discretion and ability to manage sensitive communication under high pressure and time constraints * Superior ability to administer human, financial, material and information resources effectively, and to design and implement strategies that maximize operational initiatives * Ability to build coalitions internally and externally to achieve common goals |
| **PAST APPOINTEES** | |
| Marcel Lettre (2013 to 2015) - Special Assistant to Secretaries of Defense Chuck Hagel, Leon Panetta and Bob Gates, serving as Deputy Chief of Staff to Secretary Panetta; led both the Gates-Panetta and Panetta-Hagel transition teams; Principal Deputy Assistant Secretary of Defense for Legislative Affairs; Senior National Security Advisor to the U.S. Senate Majority Leader; Senior Defense and Intelligence Advisor[[4]](#endnote-4) | |

# 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. <http://www.defense.gov/About-DoD> [↑](#endnote-ref-1)
2. DoD Directive 5143.01, “Undersecretary of Defense for Intelligence (USD(I)),” Nov. 23, 2005, DoD Directive 5143.02, August 18, 2010. [↑](#endnote-ref-2)
3. 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-3)
4. <http://www.defense.gov/About-DoD/Biographies/Biography-View/Article/602729/marcel-lettre> [↑](#endnote-ref-4)