POSITION DESCRIPTION

**undersecretary for acquisition, technology and logistics, Department of defense**

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| **OVERVIEW** |
| Senate Committee | Armed Services |
| Agency Mission | The mission of the Department of Defense is to provide the military forces needed to deter war and to protect the security of our country.  |
| Position Overview | The undersecretary of Defense for acquisition, technology and logistics is the principal staff assistant and advisor to the secretary of Defense and deputy secretary of Defense for all matters concerning acquisition, technology and logistics. |
| Compensation | Level II $187,000 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Secretary of Defense |
| **RESPONSIBILITIES** |
| Management Scope | The DOD budget was approximately $576 billion for fiscal 2016. The DOD has more than 2.1 million active and reserve service members and 742,000 civilian personnel.As DOD’s chief administrative officer, the undersecretary of defense for acquisition, technology and logistics oversees installation management; military construction; occupational health management; utilities and energy management; business management modernization; document services; and nuclear, chemical, and biological defense programs. The following officials report to the undersecretary of defense for acquisition, technology and logistics:* Principal Deputy Undersecretary of Defense for Acquisitions, Technology and Logistics
* Assistant Secretary of Defense for Acquisition
	+ President, Defense Acquisition University
	+ Director, Defense Contract Management Agency
* Assistant Secretary of Defense for Nuclear, Chemical and Biological Defense Programs
	+ Director, Defense Threat Reduction Agency
* Assistant Secretary of Defense for Research and Engineering
	+ Director, Defense Advanced Research Projects Agency
	+ Administrator, Defense Technical Information Center
* [Assistant Secretary of Defense for Logistics and Materiel Readiness](https://en.wikipedia.org/wiki/Assistant_Secretary_of_Defense_for_Logistics_and_Materiel_Readiness)
	+ Director, Defense Logistics Agency
* Deputy Undersecretary of Defense for Installations and Environment
* Assistant Secretary of Defense for Operational Energy Plans and Programs
* Director, Missile Defense Agency
* Director, Test Resources Management Center
* Director, Corrosion Policy and Oversight
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| Primary Responsibilities | * Serves as the principal staff assistant and advisor to the secretary of Defense for all matters relating to the Department of Defense acquisition system; research and development; modeling and simulation; systems engineering; advanced technology; developmental test and evaluation; production; systems integration; logistics; installation management; military construction; procurement; environment, safety and occupational health management; utilities and energy management; business management modernization; document services; and nuclear, chemical and biological defense programs.
* Establishes policies for acquisition (including procurement of goods and services, research and development, development testing and contract administration) for all elements of the DOD.
* Establishes policies and programs that improve, streamline and strengthen DOD Component technology access and development programs.
* Establishes policies for logistics, maintenance and sustainment support for all elements of the DOD.
* Establishes policies of the DOD for maintenance of the defense industrial base sector of the United States.
* Oversees the work of the Office of the Undersecretary of Defense for Acquisition, Technology and Logistics conducted through the following staff directorates:
	+ Human Capital Initiatives Directorate, responsible for executing all workforce responsibilities identified by the secretary of defense
	+ Acquisition Resources and Analyses Directorate, which integrates the diverse aspects of defense acquisition into a balanced and coherent program that supports the national strategy and makes the most effective use of resources provided
	+ International Cooperation Directorate, which supports the undersecretary of defense for acquisition, technology and logistics in all aspects of international cooperation, develops policy for international cooperative armaments programs, and provides the undersecretary a single, integrated picture of international cooperative activities
	+ Special Programs Directorate, which manages the DOD Special Access Program management and control structures
	+ Small Business Programs Directorate, which advises the secretary of defense on all matters related to small business and is committed to maximizing the contributions of small business in DOD acquisitions
	+ Administration Directorate, which serves as the central focal point for all Office of the undersecretary of defense for acquisition, technology and logistics civilian and military personnel programs, organizational management, space, facilities, supply management, security, information management, travel, budgeting and training
	+ Defense Procurement and Acquisition Policy Directorate, responsible for all DOD acquisition and procurement policy matters, including serving as the principal adviser to the undersecretary of defense for acquisition, technology and logistics on acquisition/procurement strategies for all major weapon systems programs, major automated information systems programs, and services acquisitions
	+ Joint Rapid Acquisition Cell, which provides a single point of contact in the [Office of the Secretary of Defense](https://en.wikipedia.org/wiki/Office_of_the_Secretary_of_Defense) for tracking the timeliness of immediate warfighter need actions for the senior leadership and facilitating coordination with other government agencies
	+ Defense Science Board, which provides senior DOD leadership independent advice and recommendations on scientific, technical, manufacturing, acquisition process, and other matters of special interest to DOD
	+ Office of the Deputy Assistant Secretary of Defense for Manufacturing and Industrial Base Policy, responsible for ensuring that DOD policies, procedures and actions stimulate and support vigorous competition and innovation in the industrial base supporting defense and establish and sustain cost-effective industrial and technological capabilities that ensure military readiness and superiority
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| Strategic Goals and Priorities | Depends on the policy priorities of the administration |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * “Appointed from civilian life” and “from among persons who have an extensive management background” (10 U.S.C. § 133)
* Extensive financial management and procurement expertise
* Experience in the defense industrial sector
* Strong substantive expertise in military affairs and strategy
* Background or experience in federal budgeting, acquisition and workforce management
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| Competencies | * Strong interpersonal and communication skills
* Ability to work under high pressure
* High level of energy for extensive foreign and domestic travel and interactions
* Ability to integrate diverse missions and organizations
* Ability to handle sensitive matters
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| **PAST APPOINTEES** |
| Frank Kendal III (2012 to 2017) – Principal Deputy Undersecretary of Defense; Acting Deputy Undersecretary of Defense; Assistant Deputy Undersecretary of Defense for Strategic Defense Systems |
| Ash Carter (2009 to 2011) – Assistant Secretary of Defense for International Security Policy; Professor, Stanford University; Professor, Harvard University |
| John Young (2001 to 2005) – Director, Defense Research and Engineering; Assistant Secretary of the Navy for Research, Development and Acquisition; Staff, United States Senate Committee on Defense Appropriations |

1. 2017 data [↑](#endnote-ref-1)