POSITION DESCRIPTION

**Air force ASSISTANT secretary (Acquisition, technology, logistics), department of defense**

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| **OVERVIEW** |
| Senate Committee | Armed Services |
| Agency Mission | The mission of the United States Air Force is to fly, fight and win in air, space and cyberspace in order to preserve the peace and security, provide for the defense of the United States, support national policy, implement national objectives and overcome any nations responsible for aggressive acts that imperil the nation. |
| Position Overview | The assistant secretary of the Air Force (acquisition, technology, logistics) is a civilian officer. The assistant secretary is the Air Force service acquisition executive (SAE), responsible for all Air Force research, development and non-space acquisition activities. |
| Compensation | Level IV $158,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Air Force |
| **RESPONSIBILITIES** |
| Management Scope | As the Air Force’s SAE, the assistant secretary provides direction, guidance and supervision of all matters pertaining to the formulation, review, approval and execution of acquisition plans, policies and programs. The SAE directs $40 billion annual investments that include major programs such as the KC-X (aerial refueling tanker aircraft), F-22A (fighter aircraft), F-35 (joint strike fighter), C-17 (military transport aircraft) and munitions, as well as capability areas such as information technology, command and control, intelligence, surveillance and reconnaissance systems. The SAE formulates and executes the $210 billion Air Force investment strategy to acquire systems and support services to provide combat capability to joint warfighting commanders.The organization consists of the immediate staff to the assistant secretary, an executive action group, the Air Force Human Systems Integration Office, functional and capability directorates and program executive officers (PEOs).  |
| Primary Responsibilities | * Serves as the acquisition executive representing the Air Force to the undersecretary of defense for acquisition, technology and logistics, and to Congress, on all matters relating to acquisition policy and programs.
* Establishes policies and procedures, and manages the Air Force’s research, development and acquisition activities in accordance with Department of Defense 5000 Series directives.
* Takes responsibility for the development and acquisition of Air Force platforms and weapon systems.
* Oversees the operation of the following capability directorates:
* Information Dominance.
* Global Power.
* Global Reach.
* Space Programs.
* Special Programs.
* Provides management and oversight to the following functional directorates:
* Scientific Advisory Board.
* Contracting.
* Logistics.
* Science, Technology and Engineering.
* Acquisition Career Management.
* Acquisition Integration.
* Exercises management, oversight and responsibility for all aspects of life-cycle management for the following PEOs, which have delegated Acquisition Category (ACAT) II and III and milestone decision authority for programs in their portfolios:
* Combat and Mission Support.
* Joint Strike Fighter – F-35.
* Weapons.
* Space Systems.
* Strategic Systems.
* Air Force Research Laboratory – Technology Executive Officer.
* Tankers.
* Intelligence, Surveillance and Reconnaissance and Special Operations Forces.
* Fighter/Bomber.
* Mobility.
* Agile Combat Systems.
* Command, Control, Communications & Intelligence and Networks.
* Business and Enterprise Systems.
* Battle Management.
* Nuclear Command, Control, Communications.
* Rapid Capabilities.
* Serves as the program (milestone) decision authority on ACAT 1C programs and recommends decisions on ACAT 1D programs.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life.
* 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 scientific and/or engineering background.
* Background or experience in federal budgeting, acquisition and workforce 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** |
| William B. Roper, Jr. (2018 to 2021) – Director, Strategic Capabilities Office, Department of Defense; Ballistic Missile Architect, Missile Defense Agency; Member, National Defense Strategy steering group |
| William A. LaPlante (2014 to 2015) – Member, Defense Science Board; U.S. Strategic Command Senior Advisory Group and Naval Research Advisory Committee; Adjunct lecturer, Department of Mechanical Engineering, Catholic University of America; Missile Defense Portfolio Director, The MITRE Corporation  |
| David M. Van Buren (2009 to 2012) – Senior Vice President of Business Strategy, L-3 Communications Holdings Inc.; Chairman and Chief Executive Officer, Innovative Technical Solutions, Inc.; various leadership positions at Raytheon, Northrop Grumman and Lockheed Martin  |

**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. The Consolidated Appropriations Act, 2021 (Public Law 116-260, December 27 ,2020), contains a provision that continues the freeze on the payable pay rates for certain senior political officials through January 1, 2022. The compensation information is based on guidance from the Office of Personnel Management and can be accessed [here](https://www.chcoc.gov/content/continued-pay-freeze-certain-senior-political-officials-4#:~:text=Section%20748%20of%20division%20E,on%20December%2031%2C%202020%2C%20by). If you are selected for this position, please consult the agency’s HR representative for further guidance on compensation.  [↑](#endnote-ref-1)