# POSITION DESCRIPTION

# Air Force Assistant secretary For financial management and comptroller, Department of defense

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| **OVERVIEW** |
| Senate Committee | Privileged nomination under S. Res. 116Otherwise, Armed Services |
| Agency Mission | The mission of the United States Air Force is to fly, fight and win in air, space and cyberspace. Airmen pursue their mission with excellence and integrity to become leaders, innovators and warriors. |
| Position Overview | The assistant secretary of the Air Force for financial management and comptroller is the Air Force's comptroller and chief financial officer. This individual serves as the principal advisor to the secretary and chief of staff of the Air Force on all financial matters, and is responsible for providing the financial management and analytical services necessary for the effective and efficient use of Air Force resources.[[1]](#endnote-1) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[2]](#endnote-2) |
| Position Reports to | Secretary of the Air Force |
| **RESPONSIBILITIES** |
| Management Scope | The assistant secretary for financial management and comptroller is responsible for providing the financial management and analytical services necessary for the effective and efficient use of Air Force resources, to include nearly 700,000 military and civilian personnel and a budget of about $167 billion.[[3]](#endnote-3)Key personnel under the assistant secretary for financial management include a principal deputy assistant secretary of the Air Force for financial management and comptroller, a military assistant and an executive for enlisted matters.[[4]](#endnote-4) |
| Primary Responsibilities | * Exercises comptroller functions of the Air Force (10 U.S.C. § 8016)
* Is responsible for all financial management activities and operations of the Air Force (10 U.S.C. § 8016)
* Advises Air Force senior leadership on financial management affairs (10 U.S.C. § 8016)[[5]](#endnote-5)
* Provides timely and dependable analysis and recommendations[[6]](#endnote-6)
* Serves as a member of the Air Force Council
* Serves as the focal point for contact with congressional appropriations committees, budget committees and the congressional budget office
* Serves as the Air Force focal point for contact with the Office of Management and Budget (OMB), the General Accounting Office and the Department of the Treasury on financial and related matters
* Supervises and directs the preparation of budget estimates of the Air Force
* Evaluates and improves financial management systems and processes, in coordination with the undersecretary of defense (comptroller) and the director of the defense finance and accounting service, to ensure that they provide commanders all necessary financial data in a timely, accurate fashion and move toward compliance with applicable laws, regulations and governmental accounting standards, including the Chief Financial Officers Act of 1990
* Ensures that the Air Force conforms with all laws relating to financial management
* Provides guidance, direction and supervision related to:
	+ Short- and long-range financial management planning and wartime planning for comptroller activities
	+ Liaison with the Defense Finance and Accounting Service relative to maintaining accounting and finance operations, systems and cost reporting
	+ Military banking, credit union programs, foreign currency buy and sell transactions, contract financing, and contracts for financial management services
	+ Economic analysis
	+ Financial analysis of defense-related industries and individual companies
	+ Integrated performance measurement and cost control and reduction
	+ The Air Force Cost Analysis Agency, and cost estimating and cost analysis
	+ Identifying and implementing improved business practices
	+ Financial management for security assistance
	+ Financial oversight of nonappropriated fund activities Air Force-wide[[7]](#endnote-7)
* Performs duties and exercises that powers such as the secretary of the Air Force may prescribe (10 U.S.C. § 8016)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life (10 U.S. Code § 8016)
* Strong background in financial management with an understanding of budgeting, program execution, accounting and cost analysis
* Leadership experience with an ability to steer, engage and motivate an organization with multiple divisions
* Skill in partnering with other Department of Defense (DOD) offices that have oversight and shared responsibility for financial management
* Knowledge of the department’s functions and policies
* Understanding of the budget-setting role of other executive branch organizations, including OMB, and the overarching authorities of Congress
* Familiarity with information technology, risk management and data analytics (a plus)
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| Competencies | * Strong communications and interpersonal skills
* Ability to lead people and organizations through change
* Ability to work under high pressure
* Ability to handle sensitive and high-profile matters
* Ability to lead meetings efficiently and effectively
* Strong business acumen to achieve effective and efficient results
* Ability to clearly articulate complex budget issues to senior leaders, OMB, Congress and the media
* Ability to collaborate with DOD senior leaders—both military and civilian—as well as other chief information officers and OMB
* Knowledge of, and relationships with Congress or ability to develop them
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| **PAST APPOINTEES** |
| Ricardo A. Aguilera (2016 to 2017): Department of Defense Comptroller Chair, CFO Academy, National Defense University; Associate Director for Contingencies and International Affairs in the Office of the Undersecretary of Defense (Comptroller); Deputy Chief of the Operations and Personnel Support Branch, Office of Management and Budget, National Security Division[[8]](#endnote-8) |
| Lisa S. Disbrow (2014 to 2016): Vice Director, Force Structure, Resources, and Assessment, J-8; Principal Deputy Director, Force Management, Joint Staff/J-8; Special Advisor for Policy, Implementation and Execution, National Security Council[[9]](#endnote-9) |
| Jamie Michael Morin (2009 to 2014): member of the professional staff of the Senate Committee on the Budget, serving as the committee’s lead analyst for the defense, intelligence and foreign affairs budgets; served in the Office of the Undersecretary of Defense for Policy and as an economic development strategist with the firm J.E. Austin Associates[[10]](#endnote-10) |

1. <http://www.af.mil/AboutUs/Biographies/Display/tabid/225/Article/702832/ricardo-a-aguilera.aspx> [↑](#endnote-ref-1)
2. 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-2)
3. <http://www.af.mil/AboutUs/Biographies/Display/tabid/225/Article/702832/ricardo-a-aguilera.aspx> [↑](#endnote-ref-3)
4. <http://www.saffm.hq.af.mil/>

2017 data [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. <http://www.saffm.hq.af.mil/> [↑](#endnote-ref-6)
7. OPM [↑](#endnote-ref-7)
8. <http://www.af.mil/AboutUs/Biographies/Display/tabid/225/Article/702832/ricardo-a-aguilera.aspx> [↑](#endnote-ref-8)
9. <http://www.af.mil/AboutUs/Biographies/Display/tabid/225/Article/497432/lisa-s-disbrow.aspx> [↑](#endnote-ref-9)
10. <http://www.defense.gov/About-DoD/Biographies/Biography-View/Article/602744/dr-jamie-m-morin> [↑](#endnote-ref-10)