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## POSITION DESCRIPTION

# Air Force secretary, 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. Airmen pursue their mission with excellence and integrity to become leaders, innovators and warriors. |
| Position Overview | The Secretary of the Air Force is responsible for all the affairs of the Department of the Air Force, including the organizing, training, equipping and providing for the welfare of its nearly 660,000 active duty, guard, reserve and civilian airmen and their families. The secretary is responsible for the effectiveness and efficiency of the Air Force in carrying out its missions. |
| Compensation | Level II $183,100[[1]](#endnote-2) |
| Position Reports to | Secretary of Defense |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2020, the Secretary of the Air Force is responsible for 697,000 active duty, Guard, Reserve, and civilian Airmen, Guardians and their families and overseeing a budget of more than $205 billion.  |
| Primary Responsibilities | * Formulates policies and programs that are fully consistent with national security objectives and policies established by the president or the secretary of Defense.
* Carries out the functions of the department to fulfill the current and future operational requirements of the combatant commands.
* Ensures effective cooperation and coordination with other military departments and defense agencies, the intelligence community, Congress, NASA, FAA and others to facilitate effective, efficient and economical administration.
* Serves as principal Department of Defense space advisor (PDSA) and chairs the Defense Space Council.
* Serves as a member of senior Department of Defense governance bodies as directed.
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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 Air Force within five years after relief from active duty as a commissioned officer of a regular component of an armed force (10 U.S.C. § 8013).
* Extensive leadership and management experience.
* Strong substantive expertise in military affairs and civil military relations.
* Experience in the Department of Defense, the aerospace industry, 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** |
| Barbara M. Barrett (2019 to 2021) – Chairman of the Board, Aerospace Corporation; Interim President, Thunderbird School of Global Management; United States Ambassador to Finland. |
| Heather Wilson (2017 to 2019) – President, South Dakota School of Mines & Technology; Member of House of Representatives, First District, New Mexico; Secretary, New Mexico Department of Children, Youth and Families. |
| Deborah James (2013 to 2017) – Senior Vice President and Director of Homeland Security, Science Applications International Corporation; Executive Vice President and Chief Operating Officer, Business Executives for National Security; Vice President of International Operations and Marketing at United Technologies; Assistant Secretary of Defense for Reserve Affairs, Department of Defense. |

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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-2)