POSITION DESCRIPTION

**air force undersecretary, 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 undersecretary of the Air Force is responsible for all Air Force affairs on behalf of the secretary of the Air Force, including matters pertaining to the organization, training, logistical support, maintenance, welfare of personnel, administration, recruiting, research and development, and other activities prescribed by the president or secretary of defense. This individual serves as acting secretary of the Air Force in the secretary’s absence. In accordance with Section 904(b) of the National Defense Authorization Act for Fiscal Year 2008, the undersecretary serves as the chief management officer of the Air Force. |
| Compensation | Level III $168,400 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Air Force |
| **RESPONSIBILITIES** |
| Management Scope | On behalf of the secretary of the Air Force, the undersecretary oversees the management and oversight of the Air Force’s 685,000 military and civilian personnel and budget of about $166 billion. Designated by law as the chief management officer, the undersecretary is responsible for the management of business operations for the service.The USECAF has several direct reports: the deputy undersecretary of the Air Force (Space Programs); the deputy undersecretary of the Air Force (International Affairs); the Directorate of Space Acquisition; the National Security Space Office; the Office of Small Business Programs of the Department of the Air Force and the deputy chief management officer. The Air Force Program executive officer for the Space Radar Program and the Air Force Program executive officer for environmental satellites also report directly to the USECAF. |
| Primary Responsibilities |

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| * Subject to the direction and control of the secretary of the Air Force (SECAF):
	+ Exercises the full authority of the secretary (except as limited by law, regulation, Office of Secretary of Defense or SECAF restrictions) in all affairs of the Department of the Air Force and relationships and transactions with Congress and other governmental and non-governmental organizations and individuals.
	+ Develops, oversees and executes programs enabling the United States to exploit, integrate and control space to protect and defend the nation and its global interests from peace through war.
	+ In accordance with Section 904, NDAA fiscal 08, the USECAF is designated as the chief management officer of the Air Force and assigned duties and authority relative to the management of business operations of the Air Force.
* Serves as the acting SECAF when the position of the SECAF is vacant.
* Manages key relationships with the United Commands, Joint Staff, intelligence community, defense agencies and other military departments and the headquarters Air Force staff.
* Communicates Air Force policies, plans, programs, capabilities, and accomplishments to the service and external audiences.
* Recommends methodologies and criteria to synchronize, integrate, and coordinate the business operations of the department to ensure optimal alignment.
* Exercises primary responsibility for the oversight of the Air Force Special Access Program space activities.
* Directs and oversees activities of the Air Force program executive officer for space, the Air Force program executive officer for the space radar program, the Air Force program executive officer for environmental satellites, the Directorate of Space Acquisition, the deputy undersecretary of the Air Force (space programs), the deputy undersecretary of the Air Force (international affairs) and the Office of Small Business Programs of the Department of the Air Force.
* Serves as the milestone decision authority for Department of Defense Major Defense Acquisition Programs (MDAP) when delegated by the undersecretary of Defense (Acquisition Technology and Logistics) and re-delegated by the SECAF.
* Recommends, to the heads of the DOD Components, DOD-wide processes for the development, coordination, integration, review and implementation of space system plans, strategy and acquisition programs.
* Prepares the annual National Security Space Plan in consultation with the heads of DOD components and the director of National Intelligence.
* Reviews annually, in coordination with the other DOD components and the intelligence community, the space program, budget and accounting mechanism.
* Represents and advocates DOD-wide space interests in the planning and programming processes and defense acquisition process.
* Integrates the needs and requirements of the DOD components into space plans and space MDAP capabilities documents and submits them to the Joint Requirements Oversight Council for validation.
* Prepares annually, in consultation with the heads of DOD components and the director of national intelligence, the national security space program assessment reports on the consistency of the implementation of defense and intelligence space programs with policy, strategy, planning and programming guidance and architectural decisions, based on the Future Years Defense Program.
* Provides direct oversight over the Operationally Responsive Space (ORS) Office and acts for the SECAF as the service acquisition executive for the office’s efforts. Convenes the ORS executive committee in coordination with the commander, U.S. Strategic Command.
* Serves as the DOD representative on the National Polar-Orbiting Operational Environmental Satellite System Executive Committee; the co-chair of the Space Industrial Base Council; a member of the Space Partnership Council; the co-chair of the Space Professional Oversight Board; the co-chair of the Space Steering Council.
* Serves as the co-chair of the top Air Force corporate decision making body, the Air Force Council.
* Represents the Air Force as a member of the deputy secretary of Defense’s Defense Management Advisory Group.
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration.] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Extensive leadership and management experience.
* Strong substantive expertise in military affairs and civil-military relations.
* Experience in DOD, 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.
* Ability to integrate diverse missions and organizations.
* Ability to handle sensitive matters.
* Ability to work under high pressure.
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| **PAST APPOINTEES** |
| Matthew P. Donovan (2017 to 2019) – Majority Policy Director, Senate Armed Services Committee; Professional Staff Member, Senate Armed Services Committee; Director of Staff, Deputy Chief of Staff for Strategic Plans and Programs, US Air Force; Associate Chief, Program Integration Division, Directorate of Programs, US Air Force |
| Lisa Disbrow (2016 to 2017) – Assistant Secretary of the Air Force for Financial Management and Comptroller; Vice Director for Force Structure, Resources and Assessment on the Joint Staff; Chairman of the Joint Requirements Oversight Council; Special Adviser for Policy Implementation and Execution, National Security Adviser |
| Eric Fanning (2013 to 2015) – Deputy Undersecretary of the Navy/Deputy Chief Management Officer, United States Navy; Deputy Director, Commission on the Prevention of Weapons of Mass Destruction Proliferation and Terrorism; Senior Vice President, Business Executives for National Security |

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)