# POSITION DESCRIPTION

# Assistant Secretary for Nuclear, Chemical and Biological Defense, 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[[1]](#endnote-1) |
| Position Overview | The assistant secretary of defense for nuclear, chemical and biological defense serves as the principal advisor to the secretary of defense, deputy secretary of defense and the undersecretary of defense for acquisition, technology and logistics on nuclear energy, nuclear weapons, and chemical and biological defense.[[2]](#endnote-2) |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[3]](#endnote-3) |
| Position Reports to | Undersecretary of Defense for Acquisition, Technology and Logistics[[4]](#endnote-4) |
| **RESPONSIBILITIES** | |
| Management Scope | The assistant secretary oversees the director of the Defense Threat Reduction Agency, the deputy assistant secretary for nuclear matters, the deputy assistant secretary of defense for chemical and biological defense, and the deputy assistant secretary of defense for threat reduction and arms control.[[5]](#endnote-5) |
| Primary Responsibilities | * Develops policies, provides advice and makes recommendations on nuclear energy, nuclear weapons, and chemical and biological matters[[6]](#endnote-6) * Chemical and Biological Defense (CBD):   + Oversees the development of chemical, biological, radiological and nuclear defense capabilities to protect national interests at home and abroad   + Ensures the integration of DOD efforts related to science & technology, advanced development, test and evaluation, and the CBD Program Objective Memorandum * Defense Threat Reduction Agency: Addresses the entire spectrum of chemical, biological, radiological, nuclear and high-yield explosive threats * Nuclear Matters: Through the deputy assistant secretary of defense for nuclear matters, sustains a safe, secure and effective nuclear deterrent and counters the threat from nuclear terrorism and nuclear proliferation * Threat Reduction and Arms Control: Through the deputy assistant secretary of defense for threat reduction and arms control:   + Is responsible for acquisition oversight, implementation and compliance with nuclear, biological and chemical treaties; cooperative threat reduction; chemical demilitarization programs; and building global partner capacity to counter weapons of mass destruction   + Exercises oversight of the Defense Threat Reduction Agency-executed Cooperative Threat Reduction Program and provides oversight of the Chemical Demilitarization Program   + Provides oversight of implementation and compliance with existing and prospective nuclear, biological and chemical arms control agreements * Serves as a primary point of contact for Congress, other agencies and the public[[7]](#endnote-7) * Serves as staff director of the Nuclear Weapons Council[[8]](#endnote-8) |
| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** | |
| Requirements | * Experience in chemical, biological or nuclear issues * Industry experience |
| Competencies | * Ability to work under high pressure * Ability to handle sensitive matters * Ability to work in a matrixed structure with senior-most government officials |
| **PAST APPOINTEES** | |
| Andrew C. Weber[[9]](#endnote-9) (2009 to 2017) – Advisor for threat reduction policy, Office of the Secretary of Defense; Foreign Service Officer, Department of State | |
| Fred Celec (2008 to 2009) – Member, Institute for Defense Analyses | |
| Dr. A. Thomas Hopkins (acting, 2006 to 2008) – Director of Technology Development Directorate, Defense Threat Reduction Agency, Department of Defense[[10]](#endnote-10) | |

1. Partnership for Public Service position description [↑](#endnote-ref-1)
2. <http://dtic.mil/whs/directives/corres/pdf/513408p.pdf> [↑](#endnote-ref-2)
3. 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-3)
4. <http://www.acq.osd.mil/ncbdp/pages/organization.htm> [↑](#endnote-ref-4)
5. <http://www.acq.osd.mil/ncbdp/pages/organization.htm> [↑](#endnote-ref-5)
6. <http://dtic.mil/whs/directives/corres/pdf/513408p.pdf> [↑](#endnote-ref-6)
7. http://www.acq.osd.mil/ncbdp/pages/organization.htm [↑](#endnote-ref-7)
8. <http://dtic.mil/whs/directives/corres/pdf/513408p.pdf> [↑](#endnote-ref-8)
9. <http://www.acq.osd.mil/ncbdp/pages/ncb_history.htm> [↑](#endnote-ref-9)
10. <https://lo.bvdep.com/PeopleDocument.asp?PersonId=-1&LDIPeopleId=472956&Save=1> [↑](#endnote-ref-10)