POSITION DESCRIPTION

**navy Undersecretary, Department of defense**

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| **OVERVIEW** |
| Senate Committee | Armed Services |
| Agency Mission | The mission of the Navy is to maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas. |
| Position Overview | The Undersecretary of the Navy serves as the deputy and principal assistant to the Secretary of the Navy and acts with full authority of the Secretary in the general management of the Department of the Navy and supervision of offices, organizations, and functions as assigned by the Secretary. The individual serves as Acting Secretary of the Navy in the Secretary’s absence. The Undersecretary also serves as the Chief of Staff of the Secretariat and is the chief operating officer of the department. In accordance with Section 904(b) of the National Defense Authorization Act for Fiscal Year 2008, the Undersecretary also serves as the department’s chief management officer. |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Secretary of the Navy |
| **RESPONSIBILITIES** |
| Management Scope | The Department of the Navy consists of two uniformed services: the United States Navy and the United States Marine Corps. On behalf of the Secretary of the Navy, the Undersecretary oversees the management and oversight of an annual budget in excess of $170 billion and is responsible for the health and well-being of nearly 900,000 Sailors, Marines, civilians and their families. |
| Primary Responsibilities | * Serves as the deputy and principal assistant to the Secretary of the Navy and acts with full authority of the Secretary (except as by limited by law, regulation, Office of Secretary of Defense, or Secretary of the Navy restrictions) in the general management of the Department of the Navy and supervision of offices, organizations, and functions as assigned by the Secretary.
* Serves as Acting Secretary of the Navy when the positon of the Secretary is vacant.
* Serves as the chief of staff of the secretariat.
* On behalf of the Secretary of the Navy, is responsible for all Department of the Navy affairs, to include Navy and Marine Corps integration, acquisition, finance, personnel, legislative affairs, and research and development.
* In accordance with Section 904, National Defense Authorization Act for Fiscal Year 2008, serves as the chief management officer for the Department of the Navy, ensuring efficient management of the department’s resources through sound business practices.
* Represents the Navy to the Department of Defense (DOD) in those areas relating to the Undersecretary’s principal functions and responsibilities.
* Communicates Navy policies, plans, programs, capabilities, and accomplishments to external audiences.
* Communicates information pertaining to the business operations of the department to the DOD’s chief management officer and deputy chief management officer.
* Develops and submits to the Secretary a well-defined enterprise-wide business system architecture and transition plan encompassing end-to-end business processes and a comprehensive business transformation plan, with measurable performance goals and objectives that achieve an integrated management system for the business operations of the Navy.
* Recommends to the Secretary methodologies and measurement criteria to better synchronize, integrate, and coordinate the business operations of the department to ensure optimal alignment with the DOD and Department of the Navy missions.
* Assists Department of the Navy principal officials in developing performance goals and measures for their areas of responsibility and supervises the development of methods assessing progress against those goals to ensure the department’s policies, plans, and programs are effective, efficient, and in furtherance of the Secretary’s strategy and priorities.
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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, Armed Services Committee, and/or other relevant entities
* 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** |
| Janine Davidson (2016 to 2017) – Senior Fellow for Defense Policy, Council on Foreign Relations; Deputy Assistant Secretary of Defense for Plans; Director, Stability Operations Capabilities, Office of Special Operations and Low Intensity Conflict; Presidential appointee to the National Commission on the Structure of the Air Force |
| Robert Work (2009 to 2013) – Defense Transition Team, President Barack Obama; Direction and Analysis of War Games for the Office of Net Assessment and the Secretary of Defense; Speaker, U.S. Navy strategies and programs; Senior Fellow, Center for Strategic and Budgetary Assessments  |
| Dionel Aviles (2004 to 2009) – Assistant Secretary of the Navy, Financial Management and Comptroller; Staff, House Armed Services Committee; National Security Division, Office of Management and Budget; Program Engineer, Naval Air Systems Command |

1. 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-1)