POSITION DESCRIPTION

**PRINCIPAL DEPUTY undersecretary for acquisition, technology and logistics, Department of defense**

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| **OVERVIEW** |
| Senate Committee | Armed Services |
| Agency Mission | The mission of the Department of Defense (DOD) is to provide the military forces needed to deter war and to protect the security of our country.  |
| Position Overview | The principal deputy undersecretary of defense for acquisition, technology and logistics is the first assistant to the undersecretary of defense for acquisition, technology and logistics. The principal deputy is not directly responsible for a specified portfolio but, instead, is responsible for assisting the undersecretary with his or her entire portfolio of duties. The undersecretary serves as the staff assistant and advisor to the secretary of defense and deputy secretary of defense for all matters concerning acquisition, technology and logistics. |
| Compensation | Level III $165,300 (5 U.S.C. § 5313)[[1]](#endnote-1) |
| Position Reports to | Undersecretary of Defense for Acquisition, Technology and Logistics |
| **RESPONSIBILITIES** |
| Management Scope | The DOD budget was approximately $576 billion for fiscal 2016. The DOD has more than 2.1 million active and reserve service members and 742,000 civilian personnel. As the DOD’s chief administrative officer, the undersecretary of defense for acquisition, technology and logistics oversees installation management; military construction; occupational health management; utilities and energy management; business management modernization; document services; and nuclear, chemical and biological defense programs. The principal deputy undersecretary assists the undersecretary, and acts for and exercises the powers of the undersecretary, when the undersecretary is unable to perform the office’s functions and duties.The following officials report to the undersecretary and principal undersecretary of defense for acquisition, technology and logistics:* Assistant Secretary of Defense for Acquisition
	+ President of the Defense Acquisition University
	+ Director of the Defense Contract Management Agency
* Assistant Secretary of Defense for Nuclear, Chemical and Biological Defense Programs
	+ Director of the Defense Threat Reduction Agency
* Assistant Secretary of Defense for Research and Engineering
	+ Director of the Defense Advanced Research Projects Agency
	+ Administrator of the Defense Technical Information Center
* [Assistant Secretary of Defense for Logistics and Materiel Readiness](https://en.wikipedia.org/wiki/Assistant_Secretary_of_Defense_for_Logistics_and_Materiel_Readiness)
	+ Director of the Defense Logistics Agency
* Deputy Undersecretary of Defense for Installations and Environment
* Assistant Secretary of Defense for Operational Energy Plans and Programs
* Director of the Missile Defense Agency
* Director of the Test Resources Management Center
* Director of Corrosion Policy and Oversight
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| Primary Responsibilities | * Assists the undersecretary of defense for acquisition, technology and logistics in the performance of the duties of the position, which are to serve as the staff assistant and advisor to the secretary of defense and deputy secretary of defense for all matters concerning acquisition (including procurement of goods and services; research and development; testing; and contract administration); technology; logistic and material readiness; maintenance; nuclear, chemical and biological weapons; operational energy; installations and environment; and the defense industrial base
* Assists in the establishment of policies that improve, streamline and strengthen DOD component technology access and development programs
* Assists in the oversight and management of work of the office of the undersecretary of defense for acquisition, technology and logistics conducted through the following staff directorates:
* Human Capital Initiatives Directorate, responsible for executing all workforce responsibilities identified by the secretary of defense
* Acquisition Resources and Analyses Directorate, which integrates the diverse aspects of defense acquisition into a balanced and coherent program that supports the national strategy and makes the most effective use of resources provided
* International Cooperation Directorate, which supports all aspects of international cooperation, develops policy for international cooperative armaments programs and provides the undersecretary a single, integrated picture of international cooperative activities
* Special Programs Directorate, which manages the DOD special access program management and control structures
* Small Business Programs Directorate, which advises the secretary of defense on all matters related to small business and is committed to maximizing the contributions of small business in DOD acquisitions
* Administration Directorate, which serves as the central focal point for all Office of the Undersecretary of Defense for Acquisition, Technology and Logistics civilian and military personnel programs, organizational management, space, facilities, supply management, security, information management, travel, budgeting and training
* Defense Procurement and Acquisition Policy Directorate, responsible for all DOD acquisition and procurement policy matters, including serving as the principal adviser to the undersecretary of defense for acquisition, technology and logistics on acquisition/procurement strategies for all major weapon systems programs, major automated information systems programs, and services acquisitions
* Joint Rapid Acquisition Cell, which provides a single point of contact in the [Office of the Secretary of Defense](https://en.wikipedia.org/wiki/Office_of_the_Secretary_of_Defense) for tracking the timeliness of immediate warfighter need actions for the senior leadership and facilitating coordination with other government agencies
* Defense Science Board, which provides senior DOD leadership independent advice and recommendations on scientific, technical, manufacturing, acquisition process and other matters of special interest to the DOD
* Office of the Deputy Assistant Secretary of Defense for Manufacturing and Industrial Base Policy, responsible for ensuring that DOD policies, procedures and actions stimulate and support vigorous competition and innovation in the industrial base supporting defense, and establish and sustain cost-effective industrial and technological capabilities that ensure military readiness and superiority
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life from among persons who have an extensive management background (10 U.S.C. § 133)
* Extensive financial management and procurement expertise
* Experience in the defense industrial sector
* Strong substantive expertise in military affairs and strategy
* Background or experience in federal budgeting, acquisition and workforce management
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| Competencies | * Strong interpersonal and communication skills
* Ability to work under high pressure
* High level of energy for extensive foreign and domestic travel and interactions
* Ability to integrate diverse missions and organizations
* Ability to handle sensitive matters
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| **PAST APPOINTEES** |
| Alan Estevez (2011 to 2017) – Assistant Secretary of Defense for Logistics and Materiel Readiness; Principal Deputy Assistant Secretary of Defense for Logistics and Materiel Readiness; Assistant Deputy Undersecretary of Defense for Supply Chain Management |
| Frank Kendall III (2010 to 2011) – Principal Deputy Undersecretary of Defense; Acting Deputy Undersecretary of Defense; Assistant Deputy Undersecretary of Defense for Strategic Defense Systems |
| Michael W. Wynne (2001 to 2005) – Chairman and Chief Executive Officer, IXATA Group; Senior Vice President, General Dynamics; General Manager, Space Launch Systems, Lockheed Martin Astronautics; President, Space Systems, General Dynamics |

**Endnotes**

This position description was created with the help of MITRE Corporation, a not-for-profit company that provides innovative, practical solutions for some of the nation's most critical challenges in defense and intelligence, aviation, civil systems, homeland security, the judiciary, health care and cybersecurity.

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)