# POSITION DESCRIPTION

# principal deputy undersecretary for personnel and readiness, 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. |
| Position Overview | The principal deputy undersecretary of defense for personnel and readiness serves as the first assistant to the undersecretary of defense for personnel and readiness and assists the undersecretary in the performance of his or her duties. |
| Compensation | Level IV $155,500 (5 U.S.C. § 5315)[[1]](#endnote-1) |
| Position Reports to | Undersecretary of Defense for Personnel and Readiness |
| **RESPONSIBILITIES** |
| Management Scope | The deputy undersecretary assists the undersecretary of defense for personnel and readiness in advising the secretary on recruitment, career development, pay and benefits for the 2.1 million active and reserve service members and 742,000 civilian personnel, and for all DOD health and force health protection policies, programs and activities.[[2]](#endnote-2) The Office of the Undersecretary for Personnel and Readiness had an estimated budget of $909 million in fiscal 2012.[[3]](#endnote-3)The deputy undersecretary also helps the undersecretary oversee the $15 billion Defense Health Program; Defense commissaries and exchanges with $14.5 billion in annual sales; the Defense Education Activity which supports over 100,000 students; and the Defense Equal Opportunity Management Institute, the nation's largest equal opportunity training program.[[4]](#endnote-4) |
| Primary Responsibilities | * Serves as the first assistant to the undersecretary of defense for personnel and readiness and acts for, and exercise the powers of, the undersecretary when he or she is unable to perform the functions and duties of the office (10 U.S.C. § 137a)
* Oversees the overall state of military readiness[[5]](#endnote-5)
* Advises and assists the undersecretary of defense for personnel and readiness with all responsibilities in providing staff advice and assistance to the secretary of defense including, but not limited, to Total Force management; National Guard and Reserve Component affairs; health affairs; readiness and training; military and civilian personnel requirements; language; dependents; education; equal opportunity; morale, welfare and recreation; and quality-of-life matters[[6]](#endnote-6)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life (10 U.S. Code § 137a)
* Knowledge of the department’s functions and policies
* Management and leadership experience
* DOD experience
* Experience with education, human resources and/or health care policy (helpful)
* Political knowledge and experience, and understanding of sensitive issues, interests and constituencies to navigate a complex, constantly shifting Washington landscape
* Ability to establish strong relationships with relevant stakeholders, essential in a realm of overlapping and shared responsibilities
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| Competencies | * Ability to handle sensitive matters
* Strong interpersonal and communication skills
* Political sensitivity and ability to understand key issues for service members and dependents, Congress, other top defense leaders and the broader public[[7]](#endnote-7)
* Political savvy and ability to work under high pressure and high public scrutiny, as this office often deals with a mix of hot issues
* Ability to multitask and manage Defense agencies
* Detail-oriented person who can take on a broad portfolio
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| **PAST APPOINTEES** |
| Laura Junor (2014 to 2015): Deputy Assistant Secretary of Defense for Readiness; Chief of Staff, Cost Assessment and Program Evaluation; Owner, Readiness Logic LLC; Analytic Advisor and DRRS Interagency Director (IPA), Office of the Secretary of Defense, Personnel and Readiness[[8]](#endnote-8) |
| Jo Ann Rooney (2011 to 2012): Acting Undersecretary of Defense for Personnel and Readiness and Chief Human Capital Officer, Personnel and Readiness, Department of Defense; President, Mount Ida College; President, Spalding University[[9]](#endnote-9) |
| Michael L. Dominguez (2006 to 2009): Assistant Secretary of the Air Force for Manpower and Reserve Affairs, serving as Acting Secretary of the Air Force; Staff Member of the Chief of Naval Operations[[10]](#endnote-10) |

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)
2. <http://prhome.defense.gov/About/> [↑](#endnote-ref-2)
3. Romney Readiness Project position description [↑](#endnote-ref-3)
4. <http://prhome.defense.gov/About/> [↑](#endnote-ref-4)
5. OPM [↑](#endnote-ref-5)
6. <http://prhome.defense.gov/PDUSD/> [↑](#endnote-ref-6)
7. Romney Readiness Project position description [↑](#endnote-ref-7)
8. <http://www.defense.gov/About-DoD/Biographies/Biography-View/Article/602722/laura-junor>

LinkedIn profile [↑](#endnote-ref-8)
9. Leadership Directories [↑](#endnote-ref-9)
10. <https://www.ida.org/en/AboutIDA/IDA%20Leadership/Directors/Dominguez.aspx> [↑](#endnote-ref-10)