# POSITION DESCRIPTION

# UnderSecretary for Business Management and Information, 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 undersecretary for business management and information assists the deputy secretary of defense in the deputy secretary's role as the chief management officer of the Department of Defense. (Public Law 113-291) |
| Compensation | Level III $165,300 (5 U.S.C. § 5314)[[1]](#endnote-1) |
| Position Reports to | Deputy Secretary of Defense (Public Law 113-291) |
| **RESPONSIBILITIES** |
| Management Scope | In fiscal 2016, the Department of Defense base budget was $521.7 billion. DOD has 2.1 million active and reserve service members and just under 930,000 civilian personnel. |
| Primary Responsibilities | * Also serves as the performance improvement officer and the chief information officer of the department
* Assists the deputy secretary of defense in the deputy secretary's role as the chief management officer of the Department of Defense
* Supervises the management of the business operations of the Department of Defense and adjudicates issues and conflicts in functional domain business policies
* Establishes business strategic planning and performance management policies and measures, and develops the Department of Defense Strategic Management Plan
* Establishes business information technology portfolio policies and oversees investment management of that portfolio for the Department of Defense
* Establishes end-to-end business process and policies for establishing, eliminating and implementing business standards, and manages the Business Enterprise Architecture
* Supervises the business process reengineering of the functional domains of the department in order to support investment planning and technology development decision-making for information technology systems
* As the chief information officer, exercises authority, direction, and control over the Information Assurance Directorate of the National Security Agency (Public Law 113-291)
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| Strategic Goals and Priorities | [Depends on the policy priorities of the administration] |
| **REQUIREMENTS AND COMPETENCIES** |
| Requirements | * Appointed from civilian life (Public Law 113-291)
* Knowledge of the department’s functions and policies (the broader the experience base, the better)
* Strength in broad business operations (a plus)
* Management and operational experience provide credibility to the candidate, given the acute focus on business operations (this is important given the change-management challenge associated with adopting new and different ways of doing business)
* Strong relationships with relevant stakeholders, or the ability to form them, given that the role is cross-functional and cross-organizational
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| Competencies | * Strong communication and interpersonal skills
* Excellent leadership skills
* Ability to work under pressure
* Ability to focus on good government and achieving better outcomes
* Ability to work effectively across functional and organizational boundaries
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| **PAST APPOINTEES (former deputy chief management officers)** |
| Peter Levine (2015 to 2016): Roles as Staff Director, General Counsel and Minority Counsel on the Senate Armed Services Committee from August 1996 to February 2015[[2]](#endnote-2) |
| Elizabeth A. McGrath (2010 to 2013): Principal Deputy for Business Transformation, Office of the Secretary of Defense; Deputy Director for Systems Integration, Defense Finance and Accounting Service, DOD; several Program Management roles culminating in Program Executive Office-level oversight responsibility[[3]](#endnote-3) |

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://www.defense.gov/About-DoD/Biographies/Biography-View/Article/606617/peter-levine> [↑](#endnote-ref-2)
3. <http://docs.house.gov/meetings/AS/AS26/20130313/100444/HHRG-113-AS26-Bio-McGrathE-20130313.pdf> [↑](#endnote-ref-3)