

**DEPUTY UNDER SECRETARY OF DEFENSE
SPECIAL PLANS
AND
NEAR EASTERN AND SOUTH ASIAN AFFAIRS**

I. NATURE AND PURPOSE OF WORK:

A. Introduction: This position is located in the Office of the Assistant Secretary of Defense (International Security Affairs) and the Under Secretary of Defense (Policy).

The incumbent of this position serves as the Deputy Under Secretary (Special Plans and Near Eastern and South Asian Affairs) with responsibility for advising the USD (P) and ASD (ISA) and exercising staff responsibility for all policy matters of Defense interest pertaining to special plans; and the defense policy on the countries of the Middle East and South Asia.

B. Duties:

(1) Serves as principal advisor to ASD/ISA and USD(P) on all matters within the scope of his/her assigned responsibilities as outlined in succeeding paragraphs. Draws upon knowledge and experience gained from active participation in U.S. international relations and foreign affairs in this country and abroad, as an experienced functionary in various U.S. international programs. Enjoys the close personal confidence of the ASD(ISA), the USD (P) and the Secretary of Defense, and as such, is personally called upon for consultation and advice on matters within his/her cognizance. Presents his/her views and enters into discussions of critical issues in private meetings with the ASD (ISA), USD (P) and the Secretary of Defense and/or top Department of Defense, Department of State, and Administration officials. Also represents the Department of Defense at formal and informal meetings of interagency policy officials, at international conferences, in dealings with representatives of foreign governments, and with influential individuals and groups in the private sector.

(2) The incumbent is primarily responsible for supporting USD(P) and ASD(ISA) in developing U.S. strategy for a wide-range of contingencies and assessing the adequacy of U.S. campaign planning to carry out the strategy. The incumbent represents USD(P) and ASD(ISA) in all DoD and interagency strategy development processes concernign these contingencies. In cooperation with other USD(P) organizations, the incumbent will establish strategic priorities and evaluate policy planning to include regional assessments for these contingencies.

(3) Acts for the ASD (ISA) in the planning, policy direction, and overall management of ongoing programs which span the full range of ISA responsibility for all countries in the Middle East and South Asia. In this connection, provides policy guidance and executive direction to a staff of senior military and civilian professionals engaged in the study, in-depth analyses, and implementation of national policies as enunciated by the President, the National Security Council, and the Secretary of Defense. Follows through with a critical reexamination of previously planned programs and current relationships with each country to assure consonance with the foreign policy objectives of the Administration. Sees to it that firmly established policies and commitments are kept in proper focus.

(4) Through frequent in-house briefings by the Regional Director and/or the staff specialist responsible for a particular country, incumbent keeps currently informed of actions and trends and the most up-to-date information available from many sources through military, diplomatic, or other channels. As the situation requires, personally makes staff assignments and monitors progress on crisis situations for his/her briefings to

the ASD (ISA) or higher authority. Serves as the focal point for coordination and guidance on all matters of National Security Council and White House requests for research and staff analysis of a wide variety of political-military-economic questions involving the Middle East and South Asia. This requires the organization and analysis of highly diversified data, and the development of proposed policy positions on questions of great sensitivity and crucial importance to the nation.

(5) Establishes and maintains contacts at counterpart policy levels in the Department of State, Agency for International Development, the Joint Staff, the Military Departments, and other offices on matters of mutual concern. Regularly represents the ASD (ISA) and the DOD at important policy meetings in the U.S. and overseas. Represents the DOD at other less formal meetings and acts for superiors in meetings with key officials and representatives from countries within the Region.

(6) Serves as spokesperson for the DOD as appropriate at important policy conferences, various professional societies and groups in the private sector, at public appearances through the news media, etc.

(7) Personally undertakes special assignments for the USD (P) and ASD (ISA) and his Principal Deputy which are outside the normal framework of his/her assigned areas of responsibility.

(8) Insures a continuing affirmative application of the Office of the Secretary of Defense-wide policy of equal employment opportunity. Insures that personnel management within the organization is accomplished without regard to race, color, religion, sex or national origin. Responsible for keeping abreast of developments, policy issuance's, etc., in the EEO field.

2. SCOPE AND EFFECT OF WORK: This is a key position in the OUSP (P) and OASD (ISA) requiring that its incumbent play a major role in directing the development of new policies and their implementation. Incumbent's actions and recommendations are of great importance in establishing and maintaining effective and cooperative working relationships with other agencies and other countries as well.

3. SUPERVISION AND GUIDANCE RECEIVED: Duties are performed under the broad policy direction of the USD(P) and the ASD(ISA).

4. KNOWLEDGE AND ABILITIES REQUIRED: Effective performance of the duties outlined requires a background of education, training and progressively more responsible work experience in government, international relations, economics, international law, or related fields. Experience should show that incumbent possesses executive and managerial skills of the highest order; has a broad understanding of and sensitivity to international policies and objectives of the U.S., particularly in special contingency planning; and the Near East and South Asia region; outstanding ability to deal with and win the confidence and cooperation of others. He/she must be an effective speaker, writer, and negotiator of conflicting views in order to present most effectively the policies and aims of his/her superiors.

5. PERSONAL CONTACTS: At top U.S. Government levels and with ranking visitors and emissaries from foreign countries.

6. PURPOSE OF CONTACTS: To negotiate, justify, defend or settle highly complex politico-military matters involving highly publicized and controversial programs. Requires active direction and participation in hearings, meetings, conferences, etc., where problems and issues impact on national security. Many contacts will have vastly differing viewpoints and ideas requiring incumbent to be extremely diplomatic in guiding negotiations.

7. **PHYSICAL DEMANDS:** The work requires considerable stamina and ability to work long hours, sometimes under stress. Work is performed in a typical office setting; incumbent must be able to travel on short notice throughout the United States and to the Middle East and South Asia, and other areas as required to support special planning.

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