

**Office of the
Administrative Assistant
to the
Secretary of the Army**



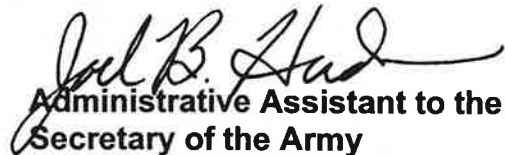
**ORGANIZATION AND FUNCTIONS
2000**

INTRODUCTION

This handbook has been developed to assist recently appointed officials in becoming familiar with the organization and functions of the Office of the Administrative Assistant to the Secretary of the Army.

It highlights the roles of the Administrative Assistant as the personal and confidential assistant to the Secretary of the Army, as the senior Army administrator, and as the "surrogate" major commander providing the services and facilities necessary for the physical functioning of the Headquarters, Department of the Army. The handbook also provides a brief overview for each element within the organization and an historical review of the creation and evolution of the Administrative Assistant's position.

In 1789 Congress enacted legislation that provided for a Chief Clerk to assist the Secretary of War. Through the years, the duties and responsibilities of the Chief Clerk grew, the title changed, and the associated organization significantly expanded. The personnel of the Office of the Administrative Assistant are extremely proud of its heritage and are fully dedicated to be the provider of choice...providing quality, timely and responsive support to our customers with a highly motivated, trained and diverse team of professionals maximizing the use of advanced technology.


Administrative Assistant to the
Secretary of the Army

| | |
|--|-----------|
| SECTION I..... | 1 |
| OVERVIEW..... | 1 |
| MAJOR RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY | 2 |
| ARMY SECRETARIAT..... | 6 |
| OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY..... | 7 |
| SECTION II..... | 8 |
| HEADQUARTERS DEPARTMENTAL SUPPORT ORGANIZATIONS..... | 8 |
| EXECUTIVE OFFICER..... | 9 |
| EXECUTIVE COMMUNICATIONS AND CONTROL DIRECTORATE..... | 10 |
| INTERNAL REVIEW DIRECTORATE..... | 12 |
| POLICY AND PLANS DIRECTORATE..... | 13 |
| SECTION III..... | 15 |
| BASE OPERATIONS SUPPORT ORGANIZATIONS..... | 15 |
| MAJOR RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR, HEADQUARTERS SERVICES- WASHINGTON | 16 |
| HEADQUARTERS SERVICES-WASHINGTON..... | 18 |
| ARMY EXECUTIVE DINING FACILITY..... | 19 |
| CHIEF ATTORNEY..... | 20 |
| DEPARTMENT OF THE ARMY WELFARE FUND | 21 |
| DEFENSE SUPPLY SERVICE-WASHINGTON..... | 22 |
| DEFENSE TELECOMMUNICATIONS SERVICE-WASHINGTON..... | 24 |
| EQUAL EMPLOYMENT OPPORTUNITY OFFICE..... | 25 |
| HQDA SUPPORT SERVICES ACTIVITY..... | 26 |
| INFORMATION MANAGEMENT SUPPORT CENTER (IMCEN) | 29 |
| INSTALLATION SERVICES..... | 31 |
| NETWORK INFRASTRUCTURE SERVICES AGENCY – PENTAGON (NISA)..... | 34 |
| PERSONNEL AND EMPLOYMENT SERVICE - WASHINGTON..... | 36 |
| RESOURCE SERVICES-WASHINGTON..... | 38 |
| U.S. ARMY PUBLISHING AGENCY..... | 39 |
| U.S. ARMY SERVICE CENTER FOR THE ARMED FORCES..... | 41 |
| U.S. ARMY VISUAL INFORMATION CENTER | 42 |
| SECTION IV..... | 43 |
| HISTORICAL DATA | 43 |

SECTION I

OVERVIEW

MAJOR RESPONSIBILITIES OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

The Administrative Assistant is the senior career civilian in the Army and is directly responsible to the Secretary of the Army. The incumbent serves the Secretary as a personal and confidential assistant with broad responsibility for the administration of the Department of the Army, the Office of the Secretary, and Headquarters, Department of the Army.

In his role as the senior Army administrator, the Administrative Assistant establishes policy, reviews operations in support of that policy, and reports results. He operates a support structure that provides for or coordinates the services, facilities and equipment necessary for the physical functioning of the Headquarters, Department of the Army and, in those areas specified by DoD, for the Office of the Secretary of Defense, the other military services, and Defense agencies and Army activities in the National Capital Region. In this regard he functions much as a MACOM commander.

The Administrative Assistant is responsible for providing MACOM/Installation level support functions for HQDA. He is responsible for overseeing 16 administrative services organizations that provide a broad range of support to HQDA and other Defense agencies in the NCR. He supervises a procurement and contracting agency that procures about \$2 billion with 345 customer agencies. In addition, he has stewardship responsibility for \$3.7 billion and 12,782 manpower spaces.

The specific duties of the Administrative Assistant as shown first in Title 10 U.S.C. and reiterated in General Orders and Army Regulations are as follows:

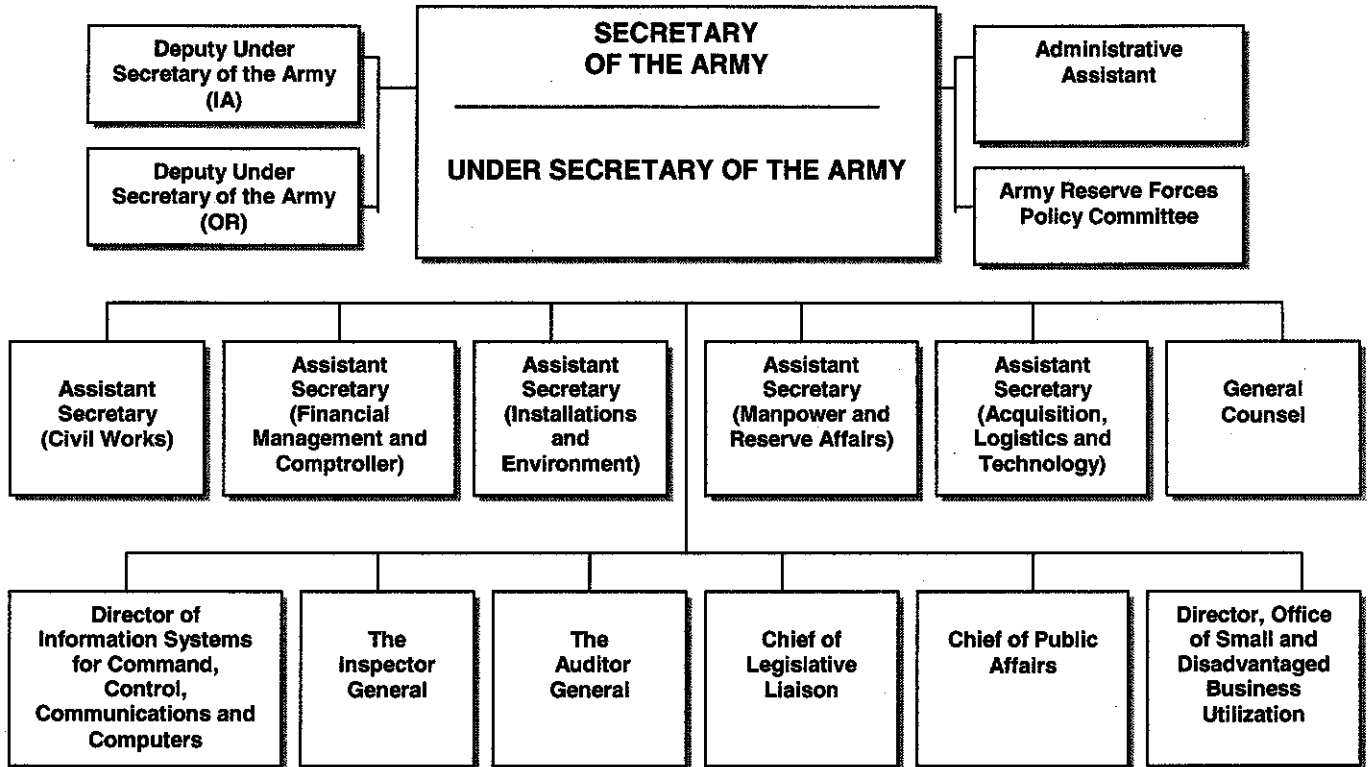
- o Providing oversight of the administration function for the Department of the Army**
- o Developing command policies and ensuring the efficient administration, management, and organization of HQDA and its staff support and field operating agencies**
- o Maintaining custody of all records, books, and papers of the Department of the Army**

- o **Providing administrative and management services to the departmental Headquarters and agencies/activities assigned for support in the following functional areas:**
 - oo **Manpower and General Management Programs**
 - oo **Information Management**
 - oo **Internal Review and Audit Compliance**
 - oo **Financial Management (programming, budgeting and accounting for overall execution of Secretariat and Army Staff resources)**
 - oo **Personnel Administration**
 - oo **Equal Employment Opportunity**
 - oo **Security Administration (physical, personnel, and information)**
 - oo **Safety and Occupational Health**
 - oo **Total Army Management**
 - oo **HQDA Correspondence Tracking System**
 - oo **Records Management**
 - oo **Official Mail Program**
 - oo **Organizational Matters**
 - oo **Pentagon Renovation**
- o **Providing staff coordination between OSA and OCSA**
- o **Providing administrative continuity in OSA during normal changes and serving as the primary Army point-of-contact for transition between Administrations**
- o **Serving as the focal point for Army responses to correspondence from the White House, DoD, and other Federal agencies**
- o **Providing Continuity of Operations Planning for OSA**

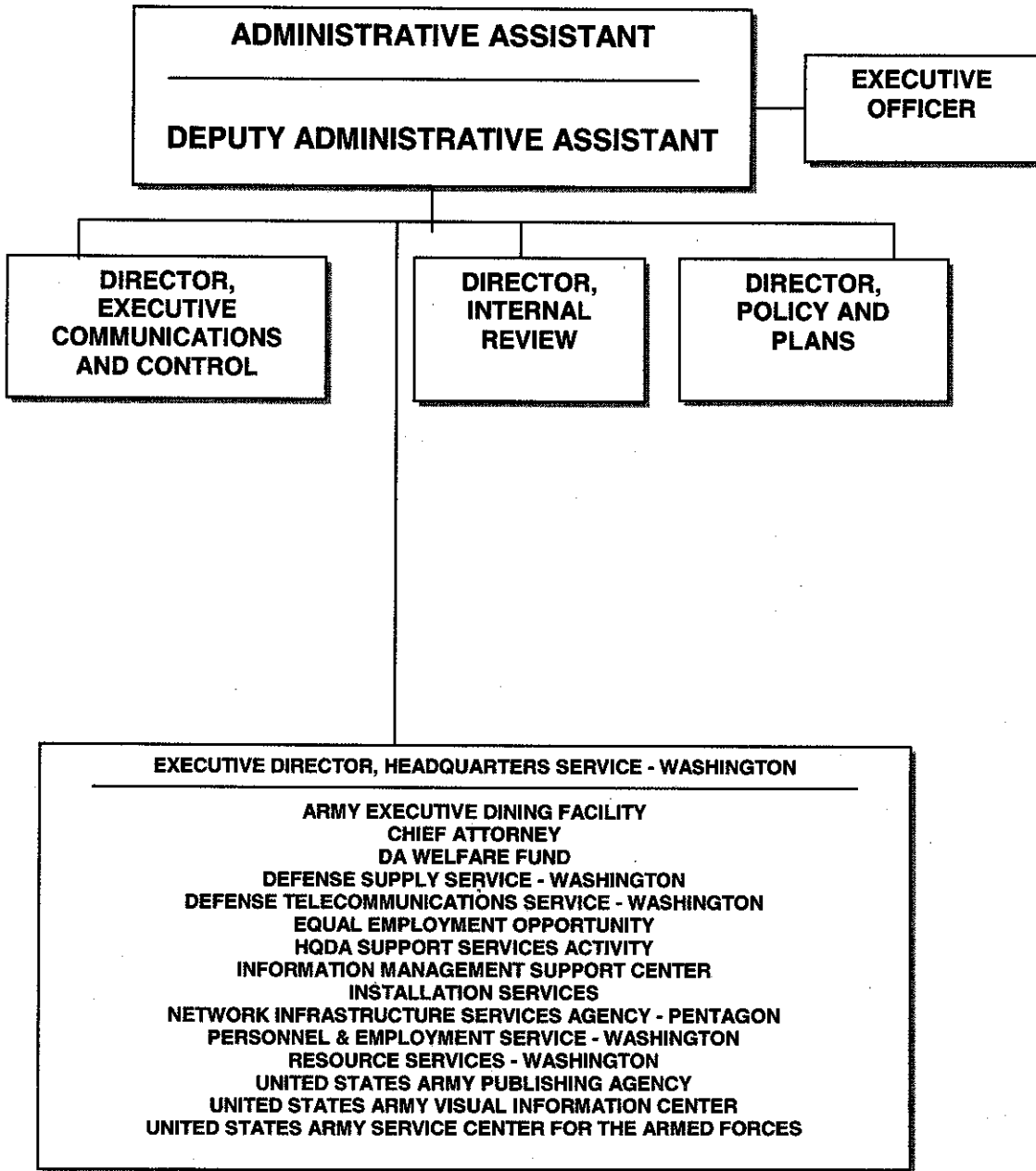
- o **Administering the DA Committee Management Program and serving as the DA point of contact for the Federal Executive Boards**
- o **Developing policy for fund-raising within Department of the Army**
- o **Overseeing the Army's correspondence policy**
- o **Authenticating all departmental publications**
- o **Administering FOIA and Privacy Act matters for OSA.**
- o **Exercising Head of the Contracting Activity (HCA) responsibilities for Defense Supply Service-Washington**
- o **Supervising many activities of Joint/DoD administrative service elements in the National Capital Region involved in acquisition, supply, contractual and related support; personnel services; telecommunications activities; space and building management services; and travel, passport and motor transportation services, visual information**
- o **Acting for the SA in matters involving heraldry and military history**
- o **Providing OSA oversight of printing and publications matters for the Department of the Army**
- o **Administering the DoD Passport and Passport Agent Program**
- o **Serving as a member of the DoD Concessions Committee, the Army/Air Force Civilian Welfare Fund Board of Directors, Pentagon Renovation Oversight Group, and such other joint, interagency, or departmental committees as directed**
- o **Army-wide Publishing Policy**
- o **Army Executive Dining Facility services**
- o **Network Infrastructure Services Agency – Pentagon (NISA) acquires, manages, operates, and maintains network systems, network security, telecommunications, data processing centers, video teleconferencing, cable television, engineering technical services, and executive systems. Additionally, NISA provides executive travel communications support for Secretary of the Army and Chief of Staff**

The Administrative Assistant accomplishes these duties with the assistance of a deputy and staff of over 2,000. Organization charts and function statements are provided for each element.

ARMY SECRETARIAT



**OFFICE OF THE ADMINISTRATIVE ASSISTANT
TO THE SECRETARY OF THE ARMY**



SECTION II

HEADQUARTERS DEPARTMENTAL SUPPORT ORGANIZATIONS

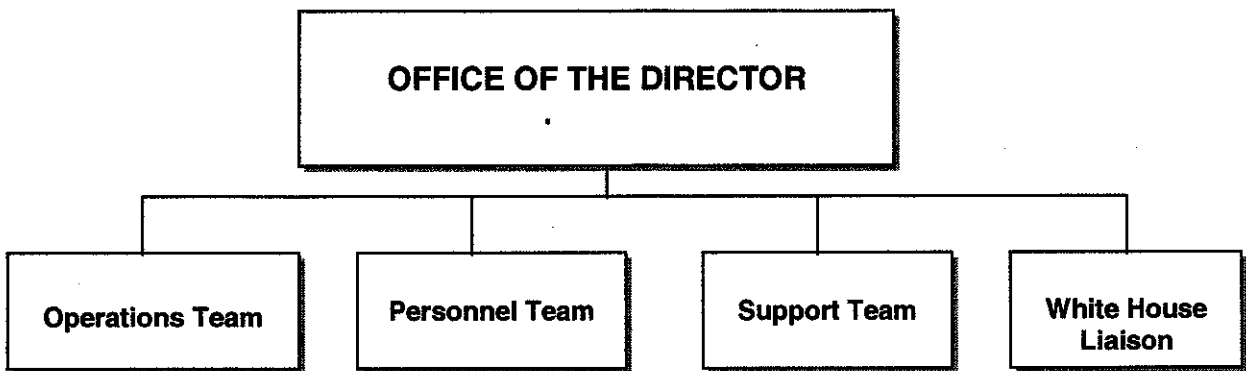
EXECUTIVE OFFICER

EXECUTIVE OFFICER

The Executive Officer is responsible for:

- o Orchestrating the Administrative Assistant's daily affairs, which includes providing counsel on a wide variety of departmental and base operation matters**
- o Maintaining a strong link between the Office of the Administrative Assistant and other Principal Officials, while ensuring that all matters are acted upon at the appropriate level**
- o Serving as the Administrative Assistant's senior military advisor, recommending initiatives to improve the quality of life and readiness of the Office of the Administrative Assistant's military personnel**

EXECUTIVE COMMUNICATIONS AND CONTROL DIRECTORATE



The Executive Communications and Control Directorate:

- o Ensures requirements, direction and guidance emanating from outside the Army and from the Army's senior leadership--the Secretary of the Army, the Chief of Staff, the Under Secretary of the Army, the Vice Chief of Staff, the Administrative Assistant to the Secretary of the Army and the Director of the Army Staff--are understood and accomplished by the Departmental staff
 - oo Interprets guidance and assigns all actions to HQDA staff
 - oo Ensures a fully coordinated Departmental position is achieved before issues are presented to the Army's senior leadership for decision
 - oo Enforces DoD and DA correspondence standards
 - oo Manages Departmental staff action suspense system
- o Schedules, coordinates, and documents all meetings/briefings for the senior leadership
- o Coordinates accurate flow of information between the Army's senior leadership and HQDA staff
- o Provides comprehensive, accurate advice to the Army leadership

- o Serves as liaison between HQDA and the White House Military Office on all matters pertaining to White House communications, correspondence, and other administrative matters**
- oo Coordinates White House correspondence prepared by HQDA staff and agencies in support of Executive Department activities**
- oo Reviews investigative files of individuals nominated for Presidential support duty and coordinates all selections and nonselections**
- oo Arranges/conducts initial interviews of prospective White House Social Aides, initiating all correspondence pertaining to nomination and selection. Monitors the Social Aide Program for HQDA**
- oo Monitors the Secretary of the Army Website, ensuring e-mail is acknowledged and responses provided in a timely manner**

INTERNAL REVIEW DIRECTORATE

OFFICE OF THE DIRECTOR

The Internal Review Directorate is responsible for:

- o Providing the Administrative Assistant with real time audit capability by developing and executing an annual audit plan, providing objective evaluations of known or suspected problem areas, reporting pertinent facts and making constructive recommendations**
- o Verifying that operational performance is consistent with governing regulations**
- o Performing exploratory reviews of potential internal control problems in areas subject to waste, embezzlement, unauthorized diversion of resources, or erroneous records**
- o Evaluating the economy, efficiency, and effectiveness of procedures and systems**
- o Auditing Nonappropriated-Fund Instrumentalities for which the Office of the Administrative Assistant has responsibility**
- o Controlling and responding to Army Inspector General and Chief of Legislative Liaison requests for information regarding DoD hotlines and congressional correspondence**
- o Monitoring all actions related to audits, surveys, and reviews performed by external agencies, to include audit liaison, and processing replies to tentative findings, drafts and final reports; ensuring that prompt and proper corrective actions are taken as recommended**
- o Coordinating with U.S. Army Audit Agency, the process of follow-up on findings and recommendations contained in internal and external audit reports**

POLICY AND PLANS DIRECTORATE

OFFICE OF THE DIRECTOR

The Policy and Plans Directorate is responsible for:

- o Preparing Headquarters organization, missions, and functions documents (AR 10-5) and the General Orders which announce the Secretary of the Army's assignment of responsibilities to OSA officials**
- o Reviewing proposed Departmental policy publications prior to authentication by the Administrative Assistant to ensure appropriate coordination and compliance with authentication requirements**
- o Developing and conducting a Presidential Transition planning program for outgoing and incoming Secretariat officials and for the Secretary of Defense and Department of Defense nominees, as required**
- o Developing ground transportation policies for HQDA; monitoring transportation provided in the National Capital Region; and coordinating requests for exception to policy (i.e., first class air travel, spouse travel, and ground transportation to airports, private residences, etc.)**
- o Developing policies for administering and supervising the DA Committee Management Program, and the Army's Federal Executive Boards**
- o Developing policy and procedures for the management, control, production, issue, storage and distribution of Army-wide publications; managing the Army MDEP for the Army-wide Publishing and Printing Program; and responding to the Chairman of the Joint Committee on Printing (JCP), the Public Printer, GPO, the Director of Bureau of Engraving and Printing, and the Administrator of General Services Administration (GSA) on matters related to Army-wide publications and printing**
- o Performing and participating in studies on DA-wide and Headquarters management policies, programs, organizational structure, functions, systems, and controls**

- o **Developing policies on fund-raising within the Department of the Army (AR 600-29), and the DoD Passport and Passport Agent Program (DoDD 1000.21)**
- o **Developing policies for HQDA and its NCR activities on a variety of administrative matters (i.e., group dismissals for hazardous conditions, approvals for HQDA sponsored conferences, authority for dispensing alcoholic beverages, etc.)**
- o **Acting as primary point of contact for Army Secretariat concerning HQDA Continuity of Operations (COOP). Providing representation to HQDA Emergency Relocation Group, developing COOP plans, and participating in exercises**
- o **Developing policy for DOD and tri-service Blood Collection Council**

SECTION III

**BASE
OPERATIONS
SUPPORT
ORGANIZATIONS**

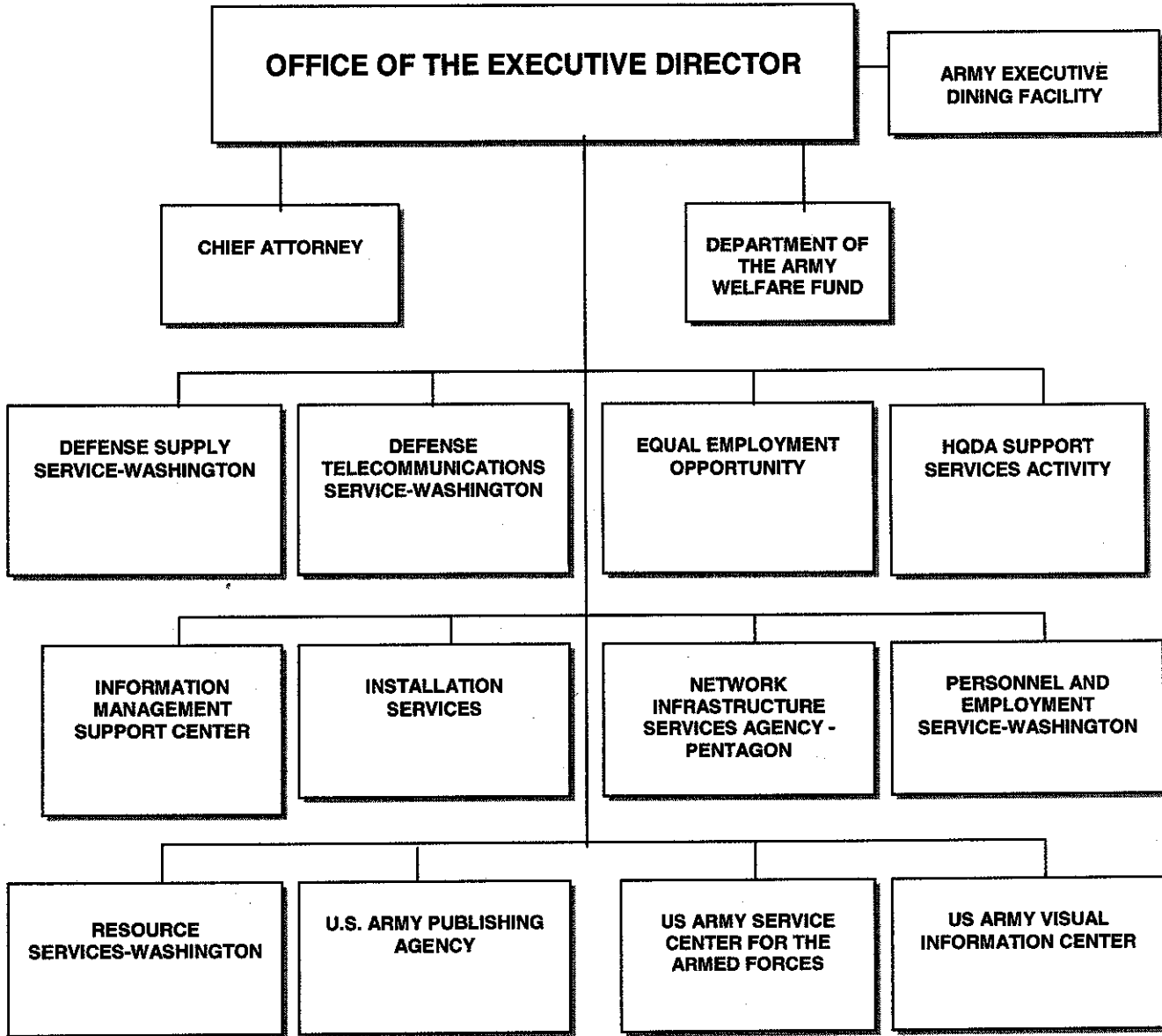
MAJOR RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR, HEADQUARTERS SERVICES- WASHINGTON

The Executive Director, Headquarters Services-Washington, under the direction of the Administrative Assistant, is responsible for the supervision of support elements that furnish a wide variety of administrative and management services to the Headquarters, Department of the Army and to Department of Defense components in the National Capital Region. These services include:

- o Centralized acquisition, supply, contractual and related support services (storage, transportation and disposal)**
- o Legal service support of acquisition related activities**
- o Telecommunication services**
- o Physical space and facilities management for all general purpose space used by the Department of the Army in the NCR**
- o Information management support services**
- o Resource management and financial operation services**
- o Equal employment opportunity administration**
- o Morale, welfare and recreation activities**
- o Military and civilian personnel administration**
- o Physical, personnel and information security**
- o Pentagon motor pool, library, official travel, and passport and visa services**
- o Safety and occupational health services**
- o DA Welfare Fund administration**
- o DOD Mail Services administration**

- o **Central U.S. Registry administration**
- o **Master Planning Department of Army facilities in the Pentagon for the Pentagon Renovation Program**
- o **Army Executive Dining Facility**
- o **Network Infrastructure Services Agency – Pentagon (NISA) acquires, manages, operates, and maintains network systems, network security, telecommunications, data processing centers, video teleconferencing, cable television, engineering technical services, executive systems and applications software support, desktop services, and information technology training. Additionally, provide executive travel communications support**
- o **Management of the Army-wide Integrated Publishing and Printing Program**
- o **Audio visual support**
- o **Armed Forces Hostess Association (Volunteers)**

HEADQUARTERS SERVICES-WASHINGTON



ARMY EXECUTIVE DINING FACILITY

OFFICE OF THE MANAGER

The Army Executive Dining Facility (AREDF) is responsible for:

- o Providing a suitable facility where the Secretary of the Army and the Chief of Staff, U.S. Army, can dine and host special functions for foreign dignitaries, official visitors, and other guests, as necessary, in the execution of the responsibilities of their respective offices**
- o Providing a secure and private facility for senior-level personnel in the Secretariat and the Army Staff, where they may dine with guests and at the same time conduct official business**
- o Ensuring individual members have no proprietary interest in the AREDF but will derive benefits exclusively through participation in, or patronage of, the activities for which the AREDF is established**
- o Establishing membership by written invitation of the Secretary of the Army and limiting affiliation to senior-level military and civilian employees of the Secretariat and the Army Staff**
- o Ensuring the establishment, management, operation, and dissolution of the AREDF are under the general supervision of the Secretary of the Army and the Administrative Assistant to the Secretary of the Army**
- o Maintaining personnel staffing, operational equipment, appropriated and non-appropriated funds, financial records, and monthly cumulative Balance Sheet and Income Statements**
- o Implementing meal prices sufficient to cover the cost of all consumables, their related operating expenses, and not less than prices charged in comparable commercial establishments**

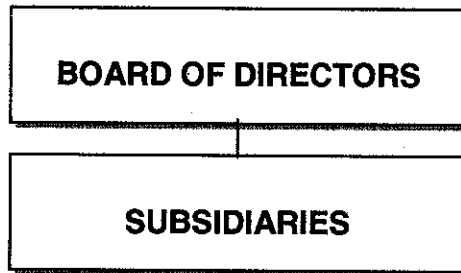
CHIEF ATTORNEY

OFFICE OF THE CHIEF ATTORNEY

The Office of the Chief Attorney is responsible for:

- o Serving as legal counsel to Executive Director, Headquarters Services-Washington**
- o Acting as ethics advisor for Headquarters Services-Washington**
- o Acting as the Procurement Fraud Advisor**
- o Acting on Freedom of Information Act requests within the Administrative Assistant's initial denial authority**
- o Replying to acquisition related FOIA requests on behalf of DSS-W**
- o Providing counsel on acquisition matters**
- o Representing DSS-W in protests to the General Accounting Office**
- o Providing fiscal law advice to Headquarters Services-Washington**
- o Providing legal advice to Headquarters Services-Washington on all other matters except labor and EEO issues**

DEPARTMENT OF THE ARMY WELFARE FUND



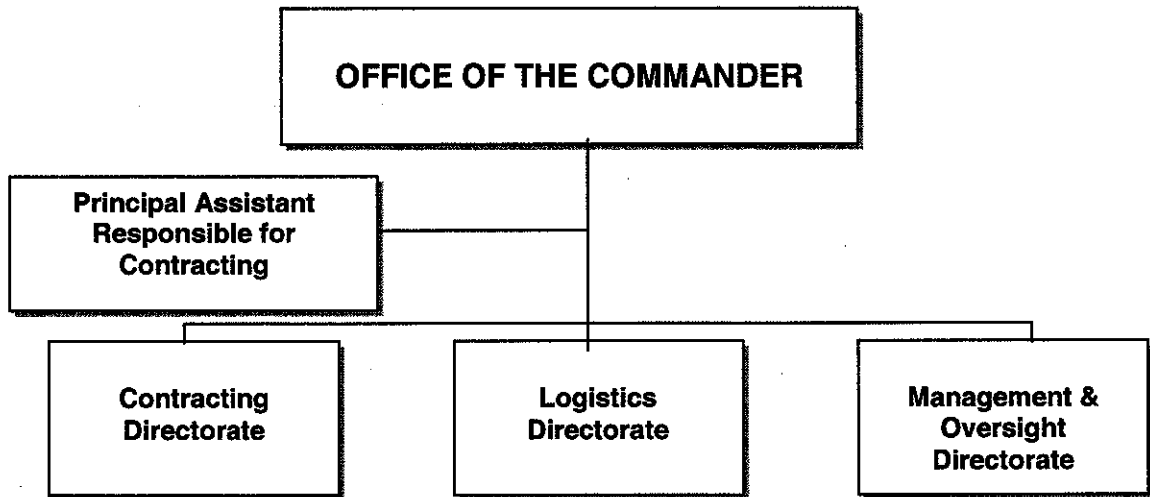
The Administrative Assistant through the Executive Director, Headquarters Services-Washington, exercises general supervision and control of the Department of the Army Welfare Fund (DAWF). The DAWF derives its income from grants from the Department of Defense Concessions Committee, interest on capital investments, fees from sponsored recreational activities, revenue from resale items, and donations. Support from the fund is equally available to civilian and military personnel assigned to Headquarters, Department of the Army, to Major Army Commands and field activities of the Department which are located in general purpose space in the National Capital Region. Military personnel who receive command unit fund monies are excluded.

Oversight responsibilities include:

- o Ensuring that nonappropriated fund resources to support the morale and welfare and recreation program are identified in annual budgets and that the program has sufficient resources to implement its objectives
- o Supervising the activities of the Board of Directors, which is responsible for determining programs, projects, and classes of expenditures that would constitute appropriate uses of the DAWF
- o Appointing a Funds Manager to be responsible for all fiscal operations associated with the fund
- o Providing oversight for the following five subsidiary funds:

Office, Secretary of the Army
Army Staff Activities
U.S. Military District of Washington
Military Traffic Management Command
U.S. Army Materiel Command

DEFENSE SUPPLY SERVICE-WASHINGTON

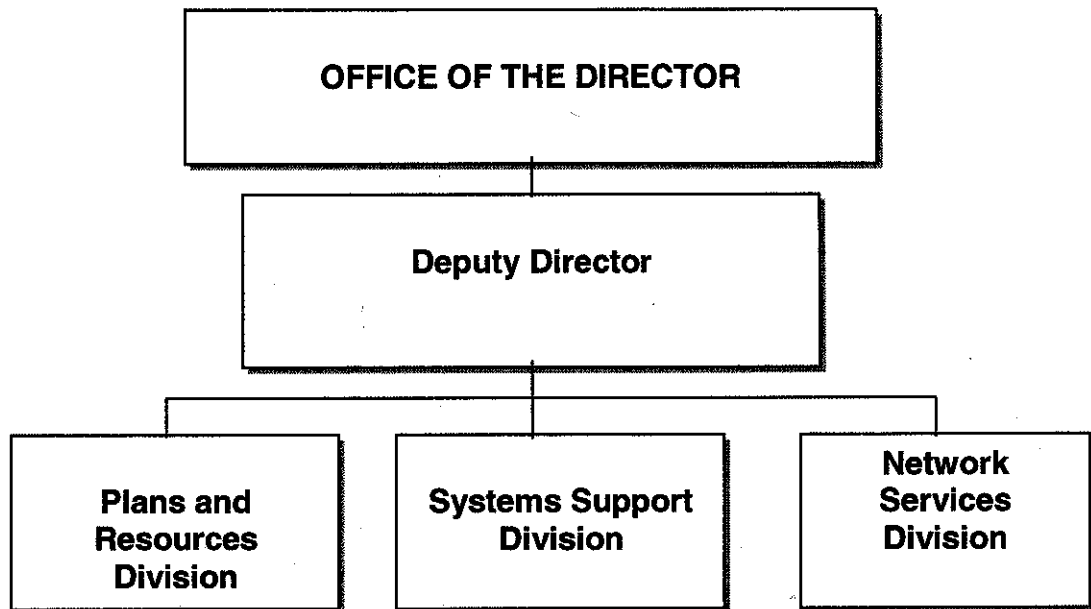


Defense Supply Service-Washington (DSS-W) is responsible for:

- o **Contracting support to all DoD activities within the National Capital Region (NCR) to include:**
 - oo **All phases of contracting, from pre-award to award through contract administration and close out**
 - oo **Contracting to support requirements for telecommunications equipment and services; advertising; training and technical conferences; research, professional, scientific and technical studies; information technology (IT) hardware, software and services; grants, and cooperative agreements with non-profit organizations, universities and federally supported institutions**
 - oo **Managing the DoD purchase card program for all National Capital Region customers**
 - oo **Assisting customers in managing contracts and preparing purchase request documentation**
- o **Logistic support to all DoD activities within the NCR to include:**
 - oo **Managing a demand-supported stock record account**

- oo Operating storage warehouses for demand-supported stocked items and transporting materials within the NCR**
- oo Operating a property repair facility for the fabrication and repair of displays and antique/executive furniture**
- oo Operating a surplus property disposal and reutilization facility to reallocate excess property to other DoD/government activities**

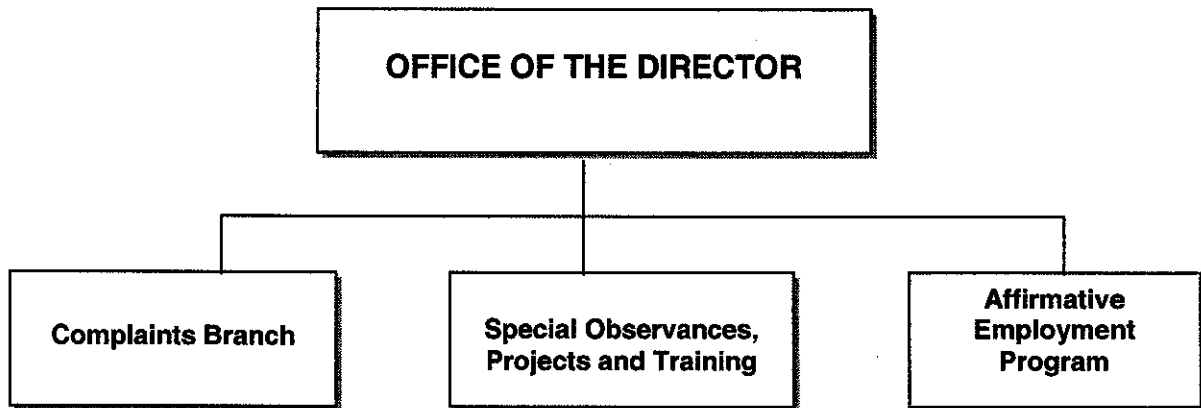
DEFENSE TELECOMMUNICATIONS SERVICE-WASHINGTON



Defense Telecommunications Service-Washington is responsible for:

- o **Providing centralized voice, video and data telecommunications equipment, service, and support to all DoD components/elements in the National Capital Region**
- o **Operating the Department of Defense Consolidated telecommunications switchboard and centralized voice teleconferencing service**
- o **Providing billing and statistical information for all DoD components**
- o **Auditing and paying bills for consolidated telecommunications service provided to subscriber DoD agencies**
- o **Publishing and distributing the DoD Telephone Directory**
- o **Providing voice mail service, pagers, and cellular telephones**

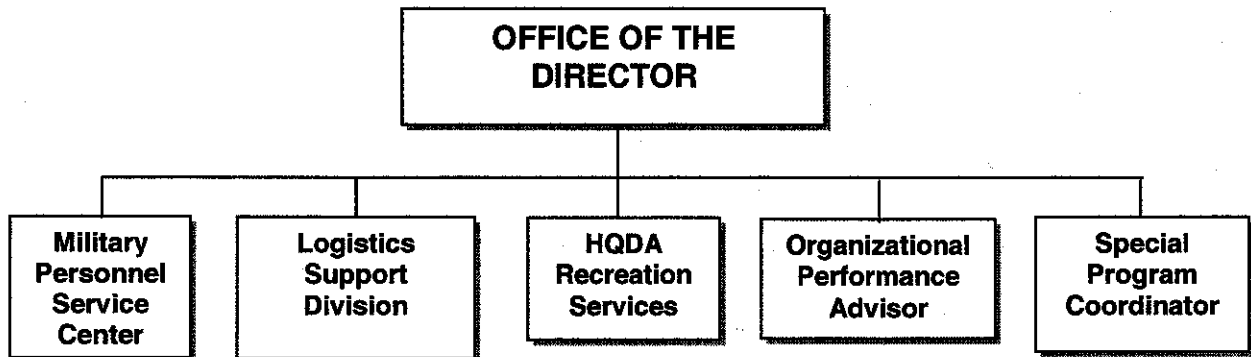
EQUAL EMPLOYMENT OPPORTUNITY OFFICE



The Equal Employment Opportunity (EEO) Directorate is responsible for:

- o **Combating discrimination and ensuring an Affirmative employment policy within the HQDA/MACOM, Hoffman Center, Field Operating Agencies, and DoD Joint Activities within the National Capital Region**
- o **Administering the HQDA/MACOM discrimination complaint process within the legal regulatory and procedural framework of current Federal laws, Equal Employment Opportunity Commission and Department of the Army Regulations, guidance, policies and Directives. Process Department of the Army-wide conflict of interest complaints**
- o **Implementing the HQDA/MACOM Affirmative Employment Program with specific and realistic short and long range goals, establishing priorities and target dates for achieving definite and measurable progress, and monitoring workforce statistics for disparate impact against minorities and women**
- o **Maintaining EEO program visibility via participation in special emphasis program observances, to include planning, organizing, reviewing, and evaluating the environment and actions which impact the special emphasis programs**
- o **Providing comprehensive training to ensure that supervisors/managers and employees are aware of their role and responsibilities on employment matters and disputes, EEO complaint resolutions, and sexual harassment**

HQDA SUPPORT SERVICES ACTIVITY



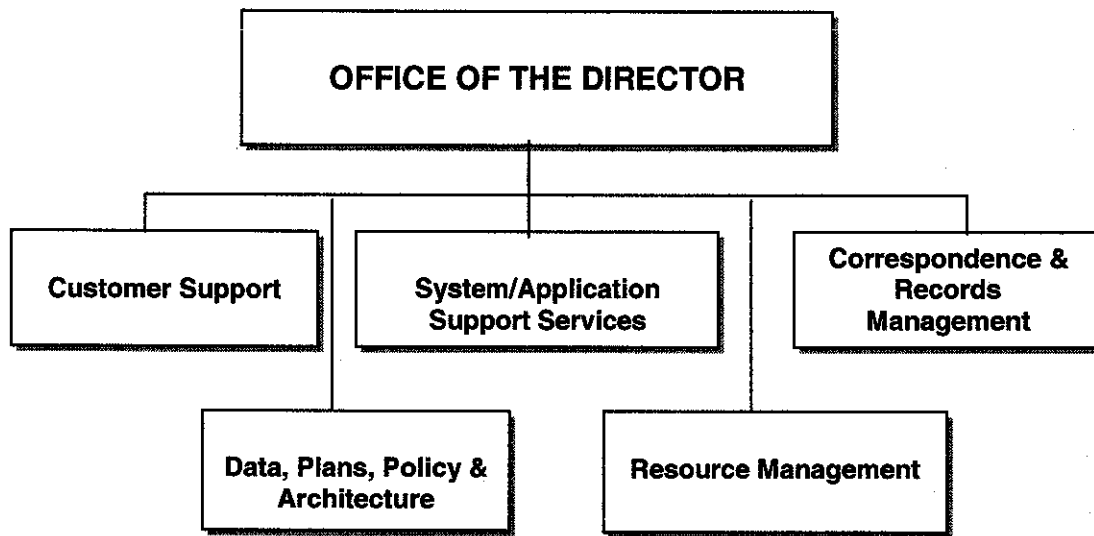
The HQDA Support Services Activity is responsible for programs encompassing military personnel management, HQDA property management, HQDA Recreation Services, National Capital Region Special Programs, HQDA Total Quality and Organizational Improvement Programs, and Department of the Army Welfare Fund.

- o **Military Personnel Service Center**
 - oo **Coordinates with Secretariat and Army Staff agencies establishing duty appointments for special boards, Line of Duty and Court Martial panel appointments; develops the agency's annual training plan, and manages internal network systems**
 - oo **Processes applications for Career Programs, Service School applications, relief from active duty (REFRAD), retirements, unqualified resignations, other separation actions, award recommendations for Army Staff Identification Badges**
 - oo **Monitors critical positions and personnel shortages, processes officer and enlisted personnel requisitions and processes requests for stabilization**
 - oo **Processes assignments instructions, verifies individual eligibility to comply, initiates transfer actions, prepares intra-division/installation or internal HQDA agency reassignments, processes applications for concurrent travel and assists in clearances, passports and visas, processes applications for deferment from assignment and reassignment due to extreme family problems, processes volunteer applications for overseas assignment, TDY requests, and monitors fund cites issued under MSTA**

- oo **Maintains records for active component and Army Guard and Reserve, prepares selection board documents, verify services dates, conducts birth month audits, prepares retirement/separation/and PCS orders, notifies agencies of required evaluation reports, processes completed OER/NCOER and coordinates with appropriate agency, processes promotion board/zone messages and results, and maintains recommended list for promotion of enlisted personnel and enlisted promotion report**
- oo **Processes SIDPERS transactions, updates unit manning and monthly strength management report, processes individual mobilization augmentee program, maintains mobilization TDAs, processes pay actions, issues leave control numbers and monitors unit commander's monthly finance report**
- o **Logistics Support Division**
 - oo **Manages the Property Accountability Programs for HQDA MACOM**
 - oo **Maintains the property book for selected OSA and OAA activities**
 - oo **Acquires supplies, office equipment, and special purchase items for selected OSA and OAA activities**
 - oo **Coordinates the fabrication of special displays, ceremonial items, insignia and memento items for the SA and AA**
 - oo **Maintains issue point for Organizational Clothing and Individual Equipment for HQDA travelers requirements**
 - oo **Maintains positional flags and distinctive stationery for senior HQDA officials**
 - oo **Represents HQDA MACOM on logistics matters**
- o **HQDA Recreation Services**
 - oo **Plans, directs and administers morale, welfare and recreation programs which include various sports, special travel programs, entertainment, adult education classes, and discount ticket sales programs**
 - oo **Executes the operational functions of the Department of the Army Welfare Fund (DAWF)**

- oo Operates recreation service offices in the Pentagon, AMC, Skyline, Hoffman, and Nassif Buildings**
- o Organizational Performance Advisor**
 - oo Provides leadership and management advice on organizational performance and effectiveness. Functional expertise in Army Performance Improvement Criteria (APIC), Total Army Quality AR 5-1, and Army Management AR 22-100**
 - oo Provides oversight for internal HQDA activity support of on-going improved business practices and initiatives, performance measures, and results**
 - oo Serves as internal consultant to leaders and managers on a variety of improvement approaches and interventions, providing evaluations and facilitation for specific organizational needs**
 - oo Resource for assessment tools, surveys, and methodologies to improve organizational performance to include strategic planning, customer and environmental surveys, data management techniques, and facilitation**
- o Special Program Coordinator**
 - oo Coordinates with DOD on establishing Army's National Capital Region Combined Federal Campaign goals and loaned executives, administers CFC campaign for HQDA, and MACOMs in the NCR**
 - oo Coordinates DA involvement in Public Service Recognition activities with DOD, MACOMs and National Executive Roundtable. Facilitates DA exhibits and equipment on the National Mall and Pentagon activities**
 - oo Directs Army Emergency Relief (AER) campaign in the NCR, establishing goals and reporting accomplishments directly to HQDA**
 - oo Administers HQDA U.S. Savings Bonds and Blood Donor campaigns in the NCR**

INFORMATION MANAGEMENT SUPPORT CENTER (IMCEN)

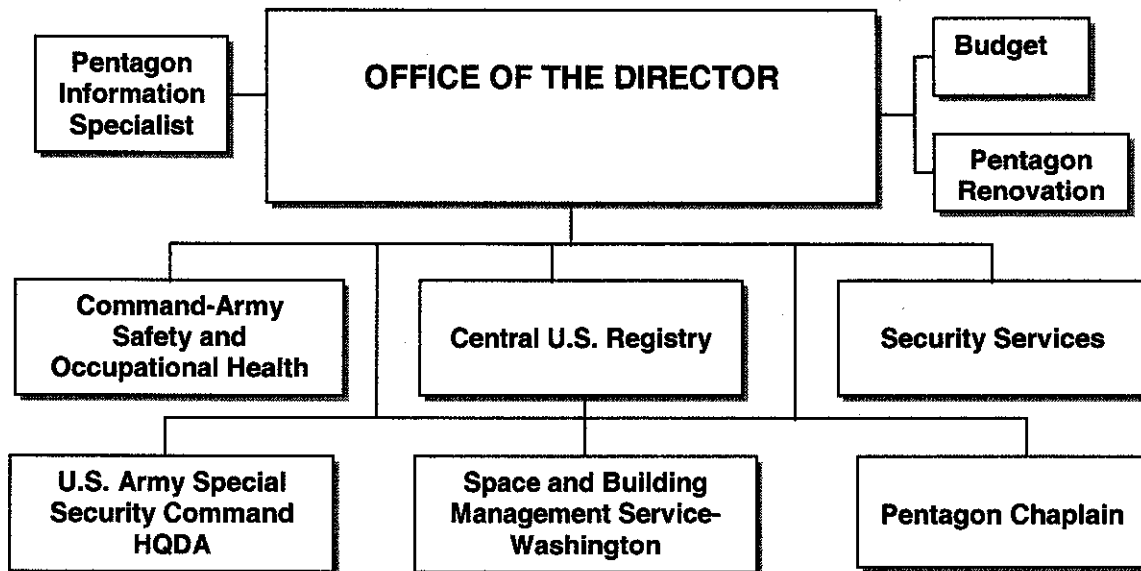


Information Management Support Center is responsible for:

- o HQDA Information Technology (IT) management processes
 - oo HQDA strategic planning, architecture, and requirements
 - oo Life cycle management
 - oo Information planning
 - oo Data management
 - oo IT customer support
 - oo IT process maintenance, integration, support and waste, fraud and abuse prevention
- o Providing IT system/application support and services
 - oo Application development and support
 - oo Systems support
 - oo Coordination of information technology training
 - oo Visual information support for OSA
 - oo Emerging technology assessment and integration
 - oo HQDA office automation Year 2000 support program
- o Providing system development and customer support services
 - oo System and application infrastructure support
 - oo Information system technical support services
 - oo Local Area Network design and management

- oo Workstation integration and support
 - oo Accreditation documentation support and review
 - oo ADP security
 - oo World Wide Web support
 - oo Multimedia support for OSA
- o Developing, prioritizing and overseeing HQDA, IT, and MACOM automation/information management plans, programs, budgets, resources, decision systems, and contract efforts
 - oo ADP financial management
 - oo Budget formulation and execution
 - oo Acquisition and contract management
 - oo Funds control – certification and redistribution
 - oo HQIM internal manpower, personnel, and training
 - oo ADP property integration and support
 - oo HQDA printing and publications
 - oo Reprographics support
 - oo Local telecommunications
- o Records and Mail Management for the HQDA MACOM
 - oo Operate the records management and official mail programs which supports the Army Secretariat and the CSA, including other HQDA elements, subordinate activities and several large Joint/DoD activities for which DA is the Executive Agent. In the area of Mail Management, also supports the JCS.
 - oo Provide formal training for official mail and records management
 - oo Control, process and track correspondence for the SA and CSA
 - oo Provide copier support for SA and CSA
- o Director, IMCEN also serves as the HQDA DOIM

INSTALLATION SERVICES



Installation Services Directorate is responsible for the following elements and functions:

- o **Command-Army Safety and Occupational Health**
 - oo **Developing HQDA Command safety and occupational health policies**
 - oo **Managing a safety oversight and assistance program for assigned installations/elements**
 - oo **Administering an accident reporting system and provides an annual MACOM analysis**
 - oo **Coordinating a Command Civilian Resource Conservation Program for HQDA MACOM**
 - oo **Providing technical advice and guidance on a wide variety of safety and occupational health matters**
 - oo **Managing and administering a comprehensive installation safety and occupational health program for HQDA agencies and selected joint and DoD activities in the National Capital Region and Field Operating Agencies within HQDA**
- o **Central U.S. Registry**
 - oo **Establishing and directing the National network of subregistries for distributing and safeguarding NATO information**
 - oo **Serving as the NATO registry for HQ, Department of the Army**

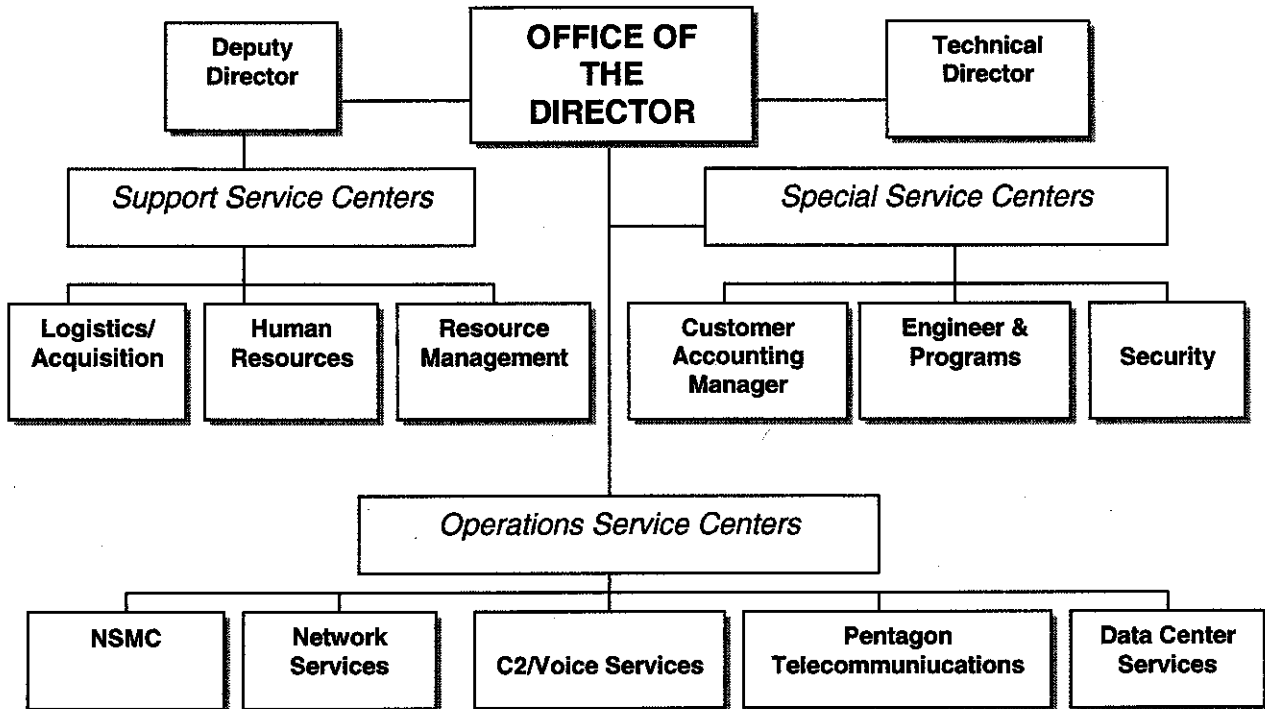
- oo Maintaining the Depository for NATO document references, and provides document search services for DoD, Federal Agencies and their contractors
 - oo Overseeing, trains and inspects U.S. subregistries worldwide as well as HQDA control points within the National Capital Region
 - oo Assisting the DTUSD (Policy) for Policy Support in development and implementation of U.S. procedures pursuant to NATO security policy
- o **Security Services**
 - oo Administering the Information Security, Personnel Security, Physical Security, ADP Security, and Security Inspections Programs for HQDA MACOM; providing advice to management as necessary
 - oo Processing requests for personnel security investigations and clearances, analyzing results of investigations, and coordinating security requirements
 - oo Coordinating logistical and security support for ceremonies/special events
 - oo Managing the parking space allocated for OSA and Joint activities assigned to the Pentagon
 - oo Providing security training and briefings for special access programs; manages the SIOP-ESI and SCI billets for HQDA; coordinates briefings and visit requests for SCI with the Special Security Officer
 - oo Managing the HQDA Key and Lock Program; maintaining lock shop database and OSD master key system; analyzing and evaluating all locking devices, electronic and mechanical cipher locks and security container for use within HQDA; responsible for congressional mandated lock retrofit program for security containers
 - oo Serving as primary point of contact and approval authority for acquisition, installation and operation of alarm equipment for all HQDA occupied space
 - o **U.S. Army Special Security Command**
 - oo Monitors execution of Sensitive Compartmented Information (SCI) policy/programs for HQDA; maintains document control and accountability
 - oo Approves SCI billets for military and Army civilian personnel; manages SCI billets for Program Executive Officers
 - oo Coordinates SCI access for individual mobilization augmentees
 - oo Investigates and reports SCI security violations
 - oo Provides privacy communications support to General Officers/SES

- o **Space and Building Management Service-Washington**
 - oo **Assessing facility requirements of HQDA agencies, major field commands and other Army activities in the National Capital Region**
 - oo **Developing long-range plans for acquisition, management and administration of DA-occupied government-owned and leased space within the National Capital Region**
 - oo **Managing over 6.1 million square feet of administrative floor space occupied by over 40,000 people**
 - oo **Administering a centralized building management program for alterations, repairs and renovations**
 - oo **Centrally funding National Capital Region lease costs**
 - oo **Centrally funding OA22 reimbursable facilities related costs**

- o **Pentagon Chaplain**
 - oo **Provides chaplain support to Pentagon military and civilian employees providing religious activities for all faiths**
 - oo **Conducts pastoral counseling and leads groups in the areas of personal growth, marriage and family issues, and crisis counseling for emotional stress**
 - oo **Provides personal worship services, memorial services and Bible studies, as needed**
 - oo **Manages the Ecumenical Pentagon Pulpit Program providing guest speakers for significant holidays or events (i.e., Thanksgiving Week, Christmas season, Annual Pentagon Prayer Breakfast, Good Friday, and Memorial Day)**

- o **Pentagon Information Specialist**
 - oo **Provides source of historical information for the Pentagon**
 - oo **Operates a tour program for VIPs that compliments the OSD building tour program**

NETWORK INFRASTRUCTURE SERVICES AGENCY – PENTAGON (NISA)

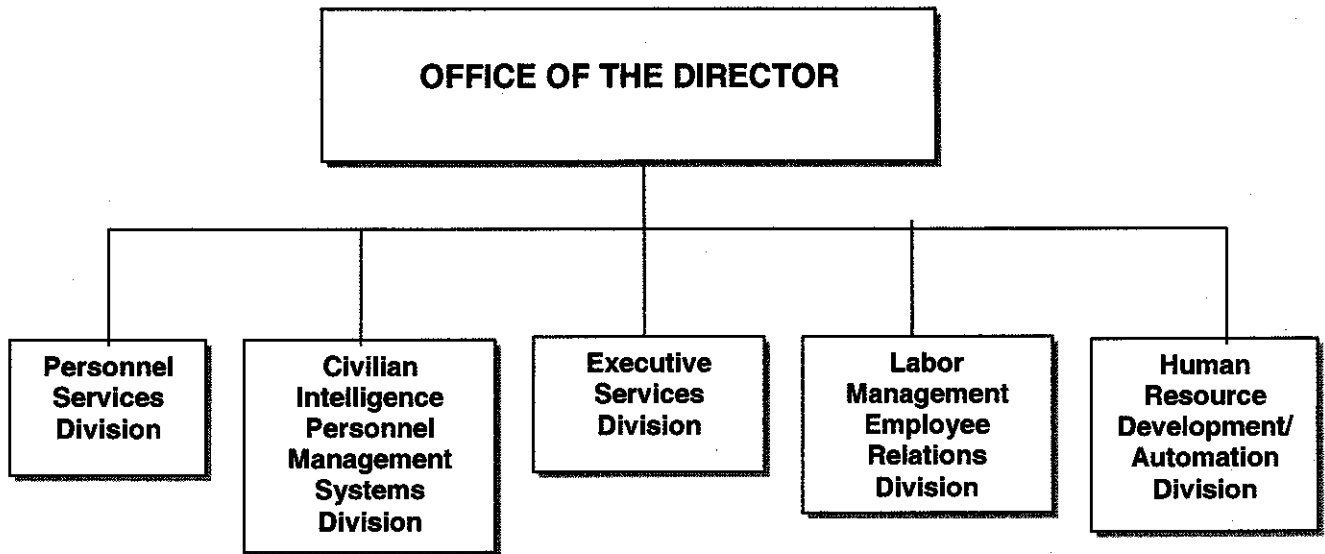


The Network Infrastructure Services Agency - Pentagon (NISA) is a professional, customer-focused team dedicated to providing and sustaining IT products and services to enhance the mission success of the Pentagon community

- o **Network Backbone, Network Systems Management, Voice Switching, and Technical Control to the Pentagon Reservation**
- o **Network Security, Network Certification and Accreditation, Virus Prevention and Eradication, and Communications Security to the Pentagon Reservation**
- o **Electronic Messaging (E-mail), Directory Services, and Defense Messaging Services (DMS)**
- o **Data Center Services for Mainframe and Large Server Operations**
- o **Communications Support for command and control systems, admin voice systems and DA Fly-away support services**

- o **Cable Television installation and maintenance**
- o **Strategic Planning, and Architecture for Network Infrastructure requirements**

PERSONNEL AND EMPLOYMENT SERVICE - WASHINGTON

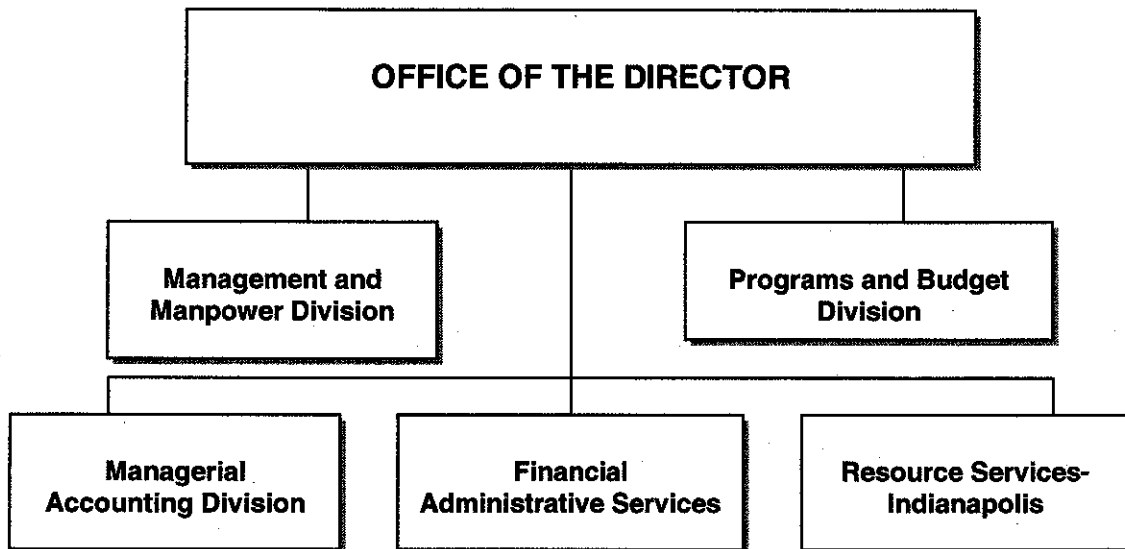


Personnel and Employment Service – Washington is responsible for the following functions of the Pentagon Civilian Personnel Advisory Center:

- o **Providing advice and guidance on staffing, position management, training, employee benefits, and classification issues and pay and wage administration for HQDA and Joint and DoD activities in the National Capital Region**
- o **Managing a labor-management and employee relations program for HQDA and Joint and DoD activities in the National Capital Region**
- o **Managing human resource services and support activities including such programs as life and health insurance, retirement, and employee compensation**
- o **Providing a full range of personnel office services for the following positions: political positions (Presidential appointments, non-career SES and Schedule C); Senior Executive Service (SES); Senior Intelligence Executive Service (SIES); Senior Intelligence Positions (SIP); executive level positions with the Board of Contract Appeals (CA); and Scientific and Technical (ST) positions. The only exceptions will be the SES and ST positions located outside the National Capital Region under the U.S. Army Corps of Engineers and U.S. Army Materiel Command and U.S. Army Europe. In addition, consultant and expert positions within the National Capital Region are also included**

- o **Providing advice on training civilians to include: Executive development, technical, professional and clerical training. Special programs and training support services for Army activities in the National Capital Region**
- o **Providing advice and guidance on all civilian personnel issues to selected CIPMS groups located around the world**
- o **Coordinating the operations of the DoD Program for Stability of Civilian Employment at all Army activities located within the Office of Personnel Management Mid-Atlantic Region**

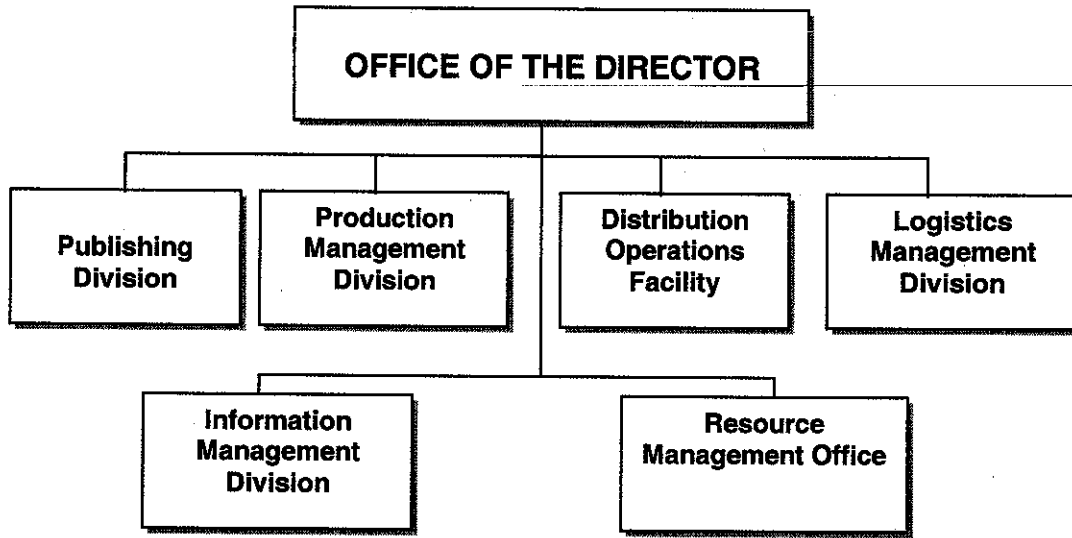
RESOURCE SERVICES-WASHINGTON



Resource Services-Washington is responsible for:

- o **Formulating, administering and evaluating plans and policies for manpower, management, financial and related resource programs for HQDA, its designated Staff Support and Field Operating Agencies and selected Joint and DoD activities and Army-wide programs**
- o **Managing, analyzing, coordinating and justifying resources during all cycles of the Planning, Programming and Budget Execution System**
- o **Preparing the MACOM planning, programming, budgeting and allocating documents for HQDA manpower and funds (appropriated funds, nonappropriated funds and Army Working Capital Funds) as well as installation managerial accounting services and civilian payroll support functions**
- o **Administering OSA programs such as the Management Control, Army Suggestions and the OSA Welfare Fund**

U.S. ARMY PUBLISHING AGENCY

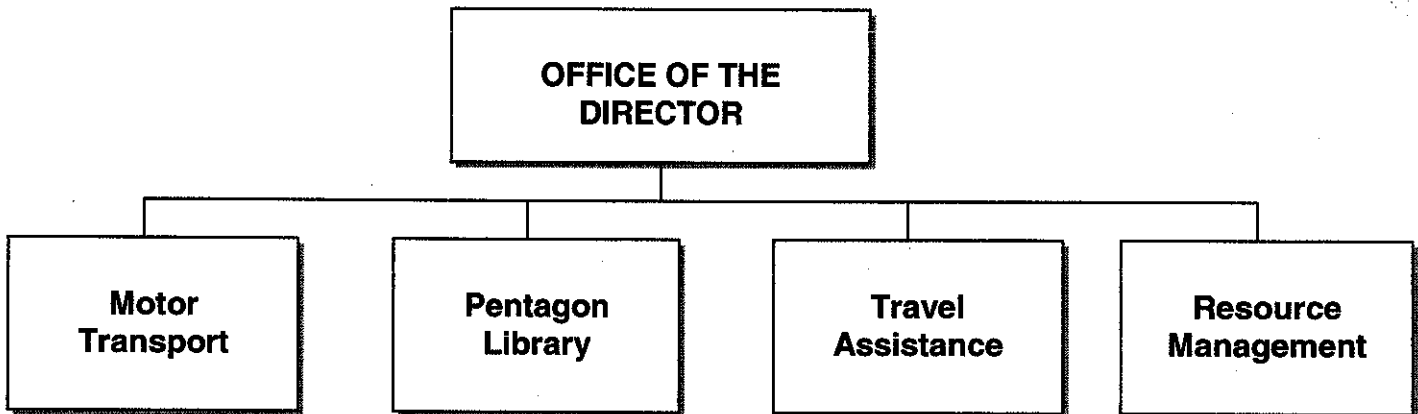


U. S. Army Publishing Agency is responsible for:

- o Providing operational oversight for the Army-wide Publishing Program
- o Supporting peacetime and readiness operations worldwide
- o Providing publishing services to HQDA and MACOM proponents in the preparation, production, and fielding of Army administrative, technical, equipment, doctrinal, and training publications and materials
- o Ensuring standardization, readability, and authentication of all published media
- o Modernizing Army literature, doctrine, technical, equipment and regulatory material (publications and forms) using advanced electronic publishing technology (e.g., electronic libraries, CD-ROM, WEB pages, etc)
- o Managing Army-wide literature acquisition of departmental publications and forms through Defense Automated Printing Service and Government Printing Office
- o Maintaining the departmental index of publications and forms
- o Providing worldwide distribution of published media to the Total Army, DoD, and Foreign Military Sales (FMS) customers and the general public via authorized channels using advanced electronic requisitioning systems

- o **Maintaining a modern warehousing facility using robotically-controlled storage and retrieval systems to provide efficient distribution of physical media products**
- o **Providing the sole official source on the World Wide Web for electronic dissemination of authenticated Army-wide administrative publications and forms**

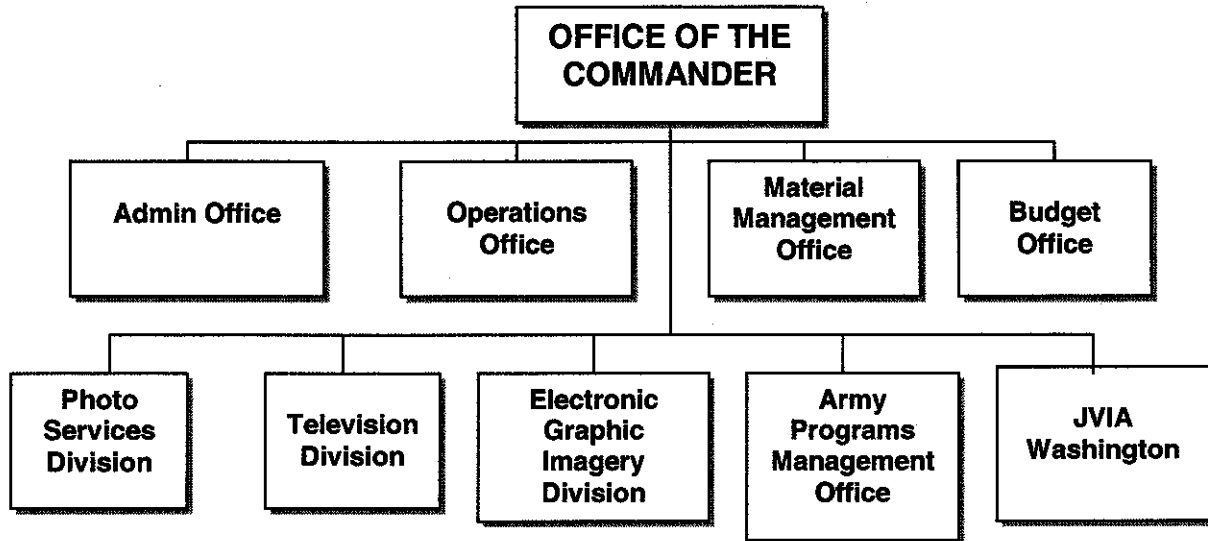
U.S. ARMY SERVICE CENTER FOR THE ARMED FORCES



U.S. Army Service Center for the Armed Forces is responsible for the following:

- o **Provides ground transportation services for personnel and visiting dignitaries within the National Capital Region**
- o **Provides library/information services through the Pentagon Library**
- o **Oversees the commercial travel service office which provides all travel-related services for official travel**
- o **Arranges for Army and Air Force PCS port calls and movement and storage of household goods and baggage**
- o **Processes passports/visas for Army, Navy, and Air Force personnel worldwide**
- o **Operates a nonappropriated fund athletic facility in the Pentagon**
- o **Provides assistance to the Armed Forces Hostess Association volunteer organization**

U.S. ARMY VISUAL INFORMATION CENTER



The United States Army Visual Information Center is the Service's oldest and largest unit of its kind, providing the following Army and Joint Visual Information Services:

- o Common-support photo, television, audiovisual equipment loan, graphics, and media library services in the National Capital Region
- o Production contracting for Army, Defense, and other Government organizations
- o Administration of Army centralized visual information programs
- o Selection and accessioning of official record still and motion media material submitted by all Army activities for preservation by the National Archives

