



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221**

CAI

**GENERAL ORDER
NO. 25-98**

SEP 08 1998

I. Authority: Approval of the Commander, Defense Logistics Support Command (DLSC).

II. Reference: HQ DLA General Order No. 5-98, dated February 11, 1998.

III. Pursuant to cited authority and effective September 14, 1998, the Organizational Support Team (DLSC-BO) will become the Organizational Support Group (DLSC-BO). DLSC-BO will be responsible for providing budgetary management, administrative guidance, civilian personnel liaison, and consolidated administrative and budgetary support related to common functions for all of DLSC, including Field activities as appropriate. The resources currently associated with the missions remain the same and are reallocated to the following newly established teams:

A. Business Office Budget Team (DLSC-BOB). Develops and maintains operating budget for DLSC Headquarters (HQ). Responsible for annual business plans and the Program Objective Memorandum for DLSC HQ, DLA Pacific, DLA Europe, and the Defense Logistics Management Standards Office. Responsibilities include the DLSC HQ travel program, American Express program, International Merchant Purchase Authorization Card program, Interservice Support Agreement/Memorandum of Understanding oversight and ordering of supplies.

B. Business Office Support Team (DLSC-BOS). Provides common administrative and personnel support functions to DLSC and, when appropriate, field activities. Responsibilities also include facilities management, space administration, training, Employee Suggestion Program, Inspector General/General Accounting Office audits, suspense tracking, automated data processing property accounting and operation of a mailroom.

IV. The Defense Automated Printing and Support Center will provide administrative support.

FOR THE DIRECTOR:

**CHRISTINE L. GALLO
Executive Director
Plans and Operations**

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2

