

# Defense Logistics Agency Instruction



DLAI 5000.01

Effective February 21, 2013

*Incorporating Change 1, September 25, 2013*

J5

## DLA Governance Management

Reference: DoD Directive 5105.22, "Defense Logistics Agency," May 17, 2006

1. PURPOSE. This Instruction:

- a. Establishes the basic policies, procedures, and structure for governance management within DLA.
- b. Outlines key decision-making venues and deliberative governance bodies within DLA.

2. APPLICABILITY. This Instruction applies to all DLA organizational elements, unless specified otherwise. Compliance with this instruction is mandatory. The policies set forth in this document pertain to governance management within DLA.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DLA policy that:

- a. No DLA governance body shall be established unless its functions cannot be accomplished by existing DLA organizations. When establishing governance bodies, consideration shall be given to ensuring necessity, economy, efficiency of operation, and execution within resource constraints.

- b. Governance bodies must be formally established by charter outlining their responsibilities and procedures for execution, and approved by an SES/Flag Officer. A sample charter with all required sections is contained in [Enclosure 1](#).

- c. The body's sponsor should effect coordination through appropriate channels to ensure work of similar nature is not currently ongoing.

- d. Approved charters must be provided to DLA Strategic Plans and Policy (J5) for deposit in DLA's central repository for official publications found on DLA's eWorkplace, under the file name:

<https://eworkplace.dla.mil/sites/org2/j5/Shared%20Documents/GovernanceRepository/Charters>.

e. The body's sponsor shall keep records that disclose the nature and extent of the committee's activities. At a minimum, these records should show the status of recommendations made by the body and must also document proposed issues that need to be elevated to the DLA Director for decision. Documents of each body will be available for public inspection and copying in accordance with the provisions of the Freedom of Information Act.

f. Governance bodies shall be carefully managed and terminated when:

(1) The stated objectives have been accomplished, the subject matter or work of the body has become obsolete by the passing of time, or their functions are assumed by another entity.

(2) The authorizing authority determines that there is no longer a need for the body.

## 5. RESPONSIBILITIES.

a. DLA Strategic Plans and Policy (J5) shall:

(1) In consonance with the guidance and decisions of the DLA Director, develop, establish, and implement Agency-wide policy for governance management.

(2) Revise Agency governance instructions and related documents as appropriate.

(3) Perform secretarial oversight functions for select governance bodies as directed by the DLA Director and Vice Director.

(4) Post approved charters in eWorkplace central repository.

(5) Annually review DLA governance to ensure most effective and efficient use of governing bodies. The process addresses the establishment, continuation, or termination of internal governance bodies within DLA.

(6) Provide guidance for the efficient management of DLA governance.

(7) Periodically review Level 1 and 2 governance bodies to ensure they are operating as prescribed and administer membership surveys to assess need for improvement.

(8) Annually complete a Management Controls Checklist for Governance Bodies.

[Enclosure 2.](#)

b. DLA J Code and D Staff Directors and Field Activity Commanders/Directors shall:

(1) Establish, when deemed appropriate or when directed, governing bodies and provide a copy of their charters to DLA Strategic Plans and Policy (J5). Effective with the date of this publication, all new charters must adhere to the guidelines established herein.

(2) Terminate governing bodies when their work has been accomplished, the subject matter is no longer relevant, their work has become obsolete, or their functions have been assumed by another entity. Notify DLA Strategic Plans and Policy (J5) of the termination.

(3) Confirm that all governing bodies within their respective control are administered consistent with this Instruction.

(4) Develop operating procedures and provide supplemental guidance as may be required to ensure the efficient operation of governing bodies.

(5) Provide, upon request, information to the Director on Level 1 governance bodies on groups operating under their cognizance.

(6) Maintain a listing of all Level 1 and 2 governance bodies operating under their control that operate for more than 12 months. Provide a copy to DLA Strategic Plans and Policy (J5).

## 6. PROCEDURES.

a. DLA's governance structure is comprised of three levels.

(1) Level 1 – Governance bodies chaired by the DLA Director or Vice Director.

(2) Level 2 – Governance bodies chaired by an SES/Flag Officer and have Agency-level impact. Level 2 bodies provide regular/as needed report-outs to Level 1 bodies, including request for decisions by, or assistance from, the Director/Vice Director.

(3) Level 3 – Committees at the action officer/Integrated Process Team/working group level and may have Agency-level impact. Final decisions are typically vetted with Senior Leaders and/or with Level 1 or 2 governance bodies.

b. Principal governance bodies used by DLA to oversee and direct Agency-wide business include: Executive Board, Strategy Council, Alignment Group, Stewardship Committee, Audit Committee, and Enterprise Operations Planning Council. Primary Level Field Activities (PLFA), DLA HQ J-code, and the Director's Staff participate in these bodies. A summary of these and other key DLA Level 1 and 2 governance bodies are at [Enclosure 3](#).

7. RELEASABILITY. UNLIMITED. This is approved for public release and is available on the Internet from the DLA Issuances Internet Website.

8. EFFECTIVE DATE. This Instruction:

a. Is effective on February 21, 2013

b. Must be reissued, cancelled, or certified current within 5 years of its publication in accordance with DLAI 5025.01, DLA Issuance Program. If not, it will expire effective February 21, 2023 and be removed from the DLA Issuances Website.

PHYLLISA S. GOLDENBERG  
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Enclosure(s)

Enclosure 1 – Charter Template

Enclosure 2 – Management Controls Checklist for Key Governance Bodies

Enclosure 3 – Summary of Key DLA Bodies

Glossary

## ENCLOSURE 1

### CHARTER TEMPLATE

1. Name of Governance Body:
2. Date Started:
3. Mission or purpose: Brief description of the mission or purpose and functions of the body.
4. Direction and Control: Title of official and/or name of organization to whom the group reports and from whom it receives its direction.
5. Authority: List directives authorizing or suggesting body, if applicable; if no written directive document, list verbal authority.
6. Chair:
7. Administrative Support and Staff Arrangements:
8. Composition of members, including permitted substitutes:
9. Governance Level, Process and Other Data: List any governance body, working group, or taskforce reporting to or assisting the body; names of bodies operating above and below the body, when such exist. Any other information that may be pertinent to the operations of the body, such as rotation of chairperson assignment, when applicable; existence of similar bodies operating under another name; and special requirements. Also include location and frequency of meetings.
10. Correspondence: Explain the correspondence or communication channel to and from the governance body.
11. Documentation: Explain process for compiling notes and decisions for official governance body sessions and location of artifacts.

Date and Signature of Authorizing Official

*(NOTE: Additional information may be included in the charter. This template reflects only the minimum information required.)*

## ENCLOSURE 2

### MANAGEMENT CONTROLS CHECKLIST FOR KEY GOVERNANCE BODIES

1. Do Level 1 and 2 governance bodies have written charters outlining their responsibilities?
2. Are charters available for review?
3. Are charters regularly updated as needed?
4. Is there a governance body to develop Agency strategy?
5. Is there a governance body to review Agency performance?
6. Are governance body's minutes and action items tracked, transparent and available for review?
7. Do bodies evaluate their performance and effectiveness?
8. Do bodies provide feedback/report-out to higher-level bodies?
9. Is it clear when issues need to be elevated for first Commander/Director's recommendation and then DLA Director's decision?

ENCLOSURE 3

KEY DLA GOVERNANCE BODIES

**LEVEL 1 – DLA Director or DLA Vice Director Chairs**

<b>Body</b>	<b>Purpose</b>	<b>Lead</b>
Strategy Council	Develop DLA strategy and guide alignment to the shifting strategic environment. Align investments with Agency strategic priorities and assesses progress against the strategies.	Chair – DLA Director Secretariat – J5
Executive Board	Oversee execution of the DLA mission, assessing current operations, the business of the Agency, and performance in meeting expected outcomes.	Chair – DLA Director Secretariat – J5
Alignment Group	Govern and enable the execution of transformational efforts. Assure the successful delivery of Agency priorities through the development and oversight of execution strategies. Elevate to the EB issues that require decision or guidance from the Director.	Chair – DLA Vice Director Secretariat – J5

**LEVEL 2 – SES/FLAG Officer Chairs**

<b>Body</b>	<b>Purpose</b>	<b>Lead</b>
Joint Acquisition Strategies Board	Develop joint strategic acquisition sustainment strategies using a tiered approach in order to affect agile supply chains, leverage supplier capabilities, streamline processes, and achieve Base Realignment and Closure (BRAC) savings without compromising readiness support.	Chair – GO/SES Secretariat – J7
Enterprise Operations Planning (EOP) Council	Balance demand and supply constraints to optimize material investment and achieve Agency objectives; assess potential impacts on funding, workload, and performance; evaluate/vet alternatives to most effectively align enterprise resources and priorities; make information decisions/recommendations that resolve Demand/Supply Chain imbalances and optimize materiel investments.	Co-chair – J3 and J8 Directors Secretariat – J33
Audit Committee	Assist the Director and Executive Board in fulfilling Financial Stewardship responsibilities; establish audit compliance requirements; identify and assist with resolution of obstacles to achieving a “clean opinion” on the Agency’s Financial Statement.	Chair – J8 Director Secretariat – J89
Acquisition Career Program Board	Advise and provide support to the Component Acquisition Executive (CAE) in executing the Defense AT&L Workforce Education, Training, and Career Development Program.	Chair – J7 Director Secretariat – J7
Stewardship Committee	Support the Enterprise Business Cycle Owners (EBCOs) in fulfilling their resource stewardship responsibilities by removing obstacles to resource stewardship, and by advising the Audit Committee on stewardship processes and concerns.	Chair –DLA Vice Director Secretariat – J89

## GLOSSARY

### PART I. ABBREVIATIONS AND ACRONYMS

AG	Alignment Group
AOP	Annual Operating Plan
EB	Executive Board
EBCO	Enterprise Business Cycle Owners
EOP	Enterprise Operations Planning
PLFA	Primary Level Field Activity
SC	Strategy Council
S&OP	Sales and Operations Planning

### PART II. DEFINITIONS

These terms and their definitions are for the purpose of this Instruction.

Governance. The term “governance” refers to the processes and structures implemented within DLA to inform, direct, manage, and monitor Agency activities toward the achievement of its objectives. Governance encompasses the interface with stakeholders, is the source of decisions that shape the organization and its work, and provides deliberative and ultimate accountability for the work and actions of the organization. The goal of good governance is to enable an organization to optimally do its work and fulfill its mission. Good governance results in organizational effectiveness and efficiency.

Body and Committee. The terms “body” and “committee” may be used interchangeably and apply to any council, board, group, task force, panel, etc.