

DLA INFORMATION OPERATIONS (J-6)
General Order #17-09

MISSION:

Serves as the Defense Logistics Agency (DLA) knowledge broker, providing comprehensive, best practice Information Technology (IT) support to the Department of Defense (DoD)/DLA Logistics Business Community resulting in highest quality information systems, customer support, efficient and economical computing, data management, electronic business, and telecommunication services. Plan, program, manage and support, Communications Security, Key Management, and Secure Voice Systems for DLA, its Field Activities and geographically separated Operating Locations.

DIRECTOR, INFORMATION OPERATIONS/CHIEF INFORMATION
OFFICER (CIO) (J-6)

FUNCTIONS:

1. Develops and promulgates IT policy, plans, and strategies.
2. Provides direction in the preparation and development of technical and implementation strategies for IT investments.
3. Delivers IT capabilities solutions including architecture, infrastructure, and operations in support of mission needs.
4. Establishes IT standards, processes, and measures.
5. Serves as Agency CIO responsible for management and oversight of the DLA IT Portfolio.
6. Responsible for Agency-level programs and activities relating to Communications Security (COMSEC) within HQ DLA, its Field Activities and geographically separated operating locations. Interfaces with OSD, Joint Staff, National Security Agency (NSA), Air Force and contractor security offices to resolve issues and ensures the Agency's Information Security (INFOSEC) posture meets U.S. national-level standards.
7. Serves as Controlling Authority for all DLA traditional cryptographic material and Command Authority for modern key material used within the Agency. Provides guidance on the use and security of all controlled cryptographic items (CCI) and keying material required for establishing secure communications. Reviews/evaluates COMSEC Responsible Officer (CRO) and end user COMSEC status and directs/recommends improvements/adjustments as required.
8. Coordinates with agency exercise and contingency planners to determine requirements for crypto systems, operations codes, authenticators, and numeral cipher codes controlled by the DLA. Coordinates with NSA and other controlling authorities for the designation of appropriate keying material for exercises, contingencies, and special projects and issues COMSEC call-outs for material used. Requests Joint COMSEC Management Office

authorization to use Intertheater COMSEC Package material. Manages HQ DLA use of all joint COMSEC systems.

9. COMSEC custodian for the HQ COMSEC account. Supervises COMSEC material distribution and inspects subaccounts and user agents. Manages the DLA Communications Security program.

10. Evaluates all cryptographic insecurities involving DLA or jointly held systems. Directs and/or recommends corrective actions for compromise recovery, as appropriate.

11. Manages and provides policy and/or guidance regarding the use of Type-1 Secure Voice devices and the Secure Voice programs. Controls the Agency's Secure Voice assets and provides re-keying support. Arranges maintenance and/or depot retrograde for inoperative assets. Coordinates with NSA for temporary loan of COMSEC equipment assets under the COMSEC Utility Program (CUP) or National Reserve Program. Processes, stores, and distributes incoming and outgoing COMSEC hardware. Trains and provides staff supervision to Secure Voice Responsible Officers (SVRO). Directs and conducts semi-annual CIK asset inventory.

12. Manages the acquisition, distribution, accountability, and maintenance of all administrative telecommunications assets including telephones, land mobile radios, EMSS handsets Inmarsat terminals, cellular telephones, pagers, calling cards and facsimile machines.

INFORMATION ASSURANCE (IA) (J-61)

MISSION:

Develop, implement, and sustain a DLA Enterprise Information Assurance (IA) Program to ensure the confidentiality, availability, integrity, and non-repudiation of sensitive and classified information and information system resources. In support of the DLA J-6, Chief Information Officer (CIO), develops an IA Program Plan that outlines the agency's strategic goals and objectives and directs the execution of all assigned IA missions and responsibilities.

FUNCTIONS:

1. Principal advisor to the CIO on all IA matters.
2. Establishes the DLA IA strategic goals and objectives to meet DoD policy requirements. Develops the strategy for implementation and sustainment of a comprehensive IA program to facilitate DLA strategic business objectives.
3. Establishes DLA Information Assurance policy and technical guides.
4. Manages the DLA Security Awareness, Training, and Education (SATE) program to heighten the awareness of agency personnel and provide for the professional development of IA resources.

5. Formulates reports in response to OSD taskings and to meet Federal Information Security Management Act (FISMA) requirements.

6. Implements and sustains processes and tools to ensure the Agency's compliance with applicable public law, DoD, and DLA IA policy.

INFORMATION ASSURANCE POLICY AND OVERSIGHT (J-611)

MISSION:

Ensures appropriate levels of confidentiality, integrity, authentication, non-repudiation, and availability for DLA IT resources by publishing IA policy; ensuring IA policy compliance; reviewing IT system certification artifacts and providing accreditation recommendations to the DLA DAA; and providing IA, awareness, training and education. Provide inputs for DoD, Agency, and J-6 IA reporting.

FUNCTIONS:

1. Develops, coordinates, and publishes enterprise DLA IA policy to support compliance with OMB and DoD IA policy.
2. In coordination with DLA CERT, conducts performance reviews to ensure compliance with DLA IA policy and programs.
3. Manages the DLA Certification and Accreditation program. Reviews system certification packages for compliance and to identify vulnerabilities. Provides accreditation recommendations to the DLA DAA for Interim Approval to Operate (IATO) and Approval to Operate (ATO).
4. Facilitates identification of system vulnerabilities and ensures appropriate plans of actions and milestones (POAMs) are developed to mitigate their risk. Tracks the implementation of actions taken to mitigate the risk of vulnerabilities in the POAM.
5. Manages the DLA computer incident response program. Reviews incident response plans for compliance with established policy. In coordination with the DLA CERT, tracks Agency computer incidents and provide inputs for periodic reports.
6. Manages the DLA INFOCON Program. Reviews INFOCON plans for compliance with established policy. Coordinates taskings to DLA Field Activities directing changes in INFOCON status. Participates in exercises to assess the adequacy of INFOCON activities.
7. Manages, administers, and operates the Comprehensive IA Knowledge-base (CIAK). Ensures CIAK is updated in a timely manner to incorporate appropriate IA status data on taskings and controls. Plans, programs, coordinates, and schedules changes to the CIAK design to meet IA status and tracking data.
8. Manages the Enterprise Security Awareness, Training and Education (SATE) Program. Plans, programs, budgets for, and ensures development of enterprise IA awareness, training,

and education capabilities. Schedules, coordinates, and tracks completion of applicable IA training requirements.

INFORMATION ASSURANCE ENTERPRISE CONTROLS (J-612)

MISSION:

Plans, budgets, and manages initiatives for the implementation of enterprise technical controls to ensure appropriate levels of confidentiality, integrity, authentication, non-repudiation, and availability for DLA IT resources are implemented. Develops technical requirements to support establishment of enterprise IA architecture and provides for program management of enterprise IA Program initiatives.

FUNCTIONS:

1. Manages the design and development of and maintains the DLA enterprise IA architecture to implement defense-in-depth.
2. Provides technical support to facilitate the design, development, integration, and assessment of IA controls during various phases of the system development life cycle.
3. Manages the enterprise enclave boundary defense program to ensure implementation of appropriate IA controls throughout the architecture.
4. Manages the design, development, and integration of appropriate enterprise IA solutions to facilitate implementation of standard access controls across DLA IT systems.
5. Manages the enterprise vulnerability management program by performing technical reviews and analysis of IT system designs, configurations, risk assessments, and security evaluations. Performs assessments of POAM risk mitigation strategies to assess the effectiveness of solutions and provides feedback to program, project, and system managers.
6. Manages the design, development, and implementation of an enterprise Public Key Infrastructure (PKI) Program.
7. Manages the development of DLA IA standards and guidelines to facilitate implementation of standard IA controls and configurations across the enterprise.
8. Participates in technical working groups to provide inputs for standard IA solutions.
9. Performs technical reviews and provide DLA inputs into DoD policy documents.

PROGRAM EXECUTIVE OFFICER (PEO) (J-62)

MISSION:

Serves as the single Agency official providing overall direction and guidance for development, acquisition, testing, systems integration, product improvement, and fielding of DLA IT programs to provide IT solutions and knowledge management in support of the DLA

mission and the warfighter. Includes the sustainment and evolution of an overarching DLA enterprise architecture.

FUNCTIONS:

1. Ensures DLA's Automated Information Systems (AIS) programs and projects are baselined, tracked, and implemented within acceptable cost, schedule, and performance parameters.
2. Ensures DLA's programs and related projects (major, minor, and special interest) meet designated program milestone decision requirements and exit criteria.
3. Establishes and maintains a cadre of trained program managers certified in the acquisition program management discipline.
4. Manages DLA's IT program/project investments to maximize Return on Investment (ROI) and/or maximize IT investment contributions to DLA's mission outcome.
5. Maintains an acquisition process that involves the participation of all stakeholders as a DLA collaborative effort.
6. Leads DLA's efforts to establish the culture, processes, organization, and technology needed to institutionalize knowledge management. Establishes a knowledge-centric culture that facilitates information sharing and organizational learning.
7. Ensures DLA utilizes a robust portfolio management approach for all AISs.
8. Develops and maintains a portfolio of AIS that mitigate risk while moving DLA systems forward and champions efforts to embrace commercial software and best business practices.
9. Develops and maintains the DLA enterprise information architecture in conjunction with Agency-wide business process reengineering and systems modernization. Develops and executes information architecture business strategies and programs impacting DLA logistics support efforts throughout DoD and DLA.

PROGRAM ALIGNMENT, INTEGRATION AND ENGINEERING (J-621)

MISSION:

Provides program alignment with the Enterprise Transformation Plan, program oversight, and integration and synchronization for DLA's emerging AISs to improve business systems engineering practices, and ensures compliance with the DOD acquisition process in support of the DLA PEO. Provides program management oversight for the CRM Program, specifically the acquisition of a system that includes business process reengineering, hardware, and software that will fulfill all requirements as prescribed by the CRM functional proponent, the DLA Customer Support Office (DCSO).

FUNCTIONS:

1. Establishes and maintains PEO policy and procedures for all PEO programs.
2. Ensures DLA's AIS programs and projects are baselined, tracked, and implemented within acceptable cost, schedule, and performance variances.
3. Ensures DLA's major programs and related projects of special interest meet designated program milestone decisions.
4. Maintains an acquisition and management process that involves the participation of all stakeholders as a DLA collaborative effort.
5. Establishes and maintains a cadre of trained program managers certified in the acquisition management discipline.
6. Ensures DLA's CRM programs and projects are baselined, tracked, and implemented within acceptable cost, schedule, and performance variances.
7. Ensures DLA's CRM programs and projects meet designated program milestone decisions.
8. Reengineers business processes to improve effectiveness and efficiency.
9. Manages CRM program/project investments to maximize ROI and/or maximize investment contributions.
10. Improves customer service by aligning internal business strategies with external customer segments and needs.

ENTERPRISE BUSINESS SYSTEMS (EBS) PROGRAM MANAGEMENT OFFICE (J-622)

MISSION:

Provides program management for the EBS Program to include Energy convergence. Additionally, provides program management oversight for the PDMI Program, specifically the acquisition of a system that ensures data integrity through integration of engineering drawings and specifications with the Military Services engineering activities. The EBS strategy will result in a new enterprise IT architecture which will enable DLA to reengineer its logistics processes to reflect best commercial practices and to improve military readiness. Provides an automated materiel management system for energy management that spans from point of sale to vendor payment which supports the business functions of acquisition and contract management, supply management, facilities management, financial management, and decision support.

FUNCTIONS:

1. Ensures DLA's EBS and PDMI program and related projects are baselined, tracked, and implemented within acceptable cost, schedule, and performance variances.

2. Ensures DLA's EBS and PDMI programs and related projects meet designated program milestone decisions.
3. Support reengineering of business processes to improve effectiveness and efficiency.
4. Manages EBS and PDMI program/project investments to maximize ROI and/or maximize investment contributions.
5. Provides best value solutions by giving DLA an infrastructure that supports flexible modern supply chain concepts.
6. Improves customer service by aligning internal business strategies with external customer segments and needs.

ENTERPRISE INTEGRATION (J-625)

MISSION:

Manages logistics systems for DOD, providing near, real-term data in support of the warfighters including the Combatant Commanders, Joint Task Force (JTF) Commanders, Military Services, and DOD activities.

FUNCTIONS:

1. Coordinates program policy, direction, and oversight and provides business rules that implement logistics information systems policy.
2. Supports the logistics information exchange infrastructure.
3. Implements and administers policy in logistics functional areas such as: cataloging, inventory management, storage, distribution and redistribution of materiel, transportation and movement, maintenance, property disposal, international supply support, and integrated support of weapons systems

DEFENSE LOGISTICS MANAGEMENT STANDARDS OFFICE (J-6251)

MISSION:

Administers the Defense Logistics Standard System (DLSS) (formerly known as the Military Standard Logistics Systems (MILS), the Defense Logistics Management System (DLMS), the DOD Physical Inventory Control Program, the Interfund Billing System (IBS), Customer Wait Time (CWT), DoD Logistics Functional Data Administration and other designated standard logistics systems and programs for the DOD.

FUNCTIONS:

1. Coordinates program policy, direction, and oversight and provides business rules that implement logistics policy.

2. Supports the logistics information exchange infrastructure.
3. Implements and administers policy in logistics functional areas such as: cataloging, inventory management, storage, distribution and redistribution of materiel, transportation and movement, maintenance, property disposal, international supply support, logistics functional data administration and integrated support of weapons systems.

LOGISTICS ENTERPRISE SERVICES (J-6252)

MISSION:

Manages the integration of information systems at the DoD enterprise level, providing near real-term, accurate, and actionable data regarding the warfighters' logistics situation.

FUNCTIONS:

1. Assists in the realization of the DOD Future Logistics Enterprise (FLE) vision through acceleration of Logistics Enterprise Integration by providing support to: specific taskings within the FLE Governance Model; development activities leading to a Logistics Enterprise Architecture (LEA); and logistics business process reengineering.
2. Supports the ADUSD (LSM) mission of oversight and overall integration of the logistics enterprise through Enterprise Resource Planning (ERP) initiatives for logistics systems modernization.
3. Performs oversight of the development of community services/programs, development of an integrated enterprise data strategy, analysis and strategies for the adequate distribution and protection of logistics data, the assessment and insertion of appropriate technology, the integration of emerging commercial/international standards, the development on an end-to-end view of the logistics enterprise, and the development, implementation and tracking of metrics.

AUTOMATIC IDENTIFICATION TECHNOLOGY (AIT) (J-6253)

MISSION:

Serves as functional integrator responsible for promoting, managing, coordinating, and documenting the application of DOD and Joint Logistics AIT doctrine, technologies, and processes in support of the warfighters including the Combatant Commanders, Joint Task Force (JTF) Commanders, Military Services, and DoD activities.

FUNCTIONS:

1. Performs program management responsibilities for the AIT Program.
2. Ensures adequate funding to execute the Logistics AIT Program to ensure maximum effectiveness across the Joint community; and monitors resource requirements for AIT implementation.

3. Provides AIT standards supporting the architectural framework for AIT data collection and transmission into logistics AISs.
4. Coordinates AIT standardization issues.
5. Oversees the execution of four DOD Logistics Operational Prototype scenarios (Air, SEAVAN, Unit Move, and Ammunition).

INTEGRATED DATA ENVIRONMENT (IDE) PROGRAM OFFICE (J-626)

MISSION:

Provides a comprehensive, integrated facility for providing up-to-date information to support the logistics component of combat operations, situational awareness, advanced planning, and sustainment.

FUNCTIONS:

1. Ensures IDE programs and projects are baselined, tracked, and implemented within acceptable cost, schedule, and performance variances.
2. Ensures the IDE Program and projects meet designated program milestone decisions.
3. Develops, analyzes, evaluates, advises on, and improves the IDE logistics portion of the DOD electronic commerce architecture.
4. Promotes efficiencies and interoperability by leveraging and integrating existing DOD and civilian sector electronic business initiatives into a common IDE.
5. Serves as the IDE representative in DOD emerging system forums (i.e., Program Implementation Group) to inform members of IDE capabilities as well as understand the dependencies, requirements, and timelines of DOD emerging systems.
6. Serves as the IDE representative to the Deputy Under Secretary of Defense (DUSD) level data strategy working groups to ensure the alignment of the DLA IDE implementation as the basis of the DOD Enterprise IDE.

ENTERPRISE ARCHITECTURE (J-627)

MISSION:

Develops and manages the DLA Enterprise Architecture and DLA IT Investment Portfolios. Ensures that the Enterprise Architecture is compliant with Federal and DoD architecture standards. Provides a repository for architecture and portfolio information that is subsequently used by the capabilities assessment and portfolio management processes to make recommendations to senior management regarding IT investment decisions. Manages the IT process improvement program through the use of Lean Six Sigma methodology to improve IT processes for the DLA J-6 organization.

FUNCTIONS:

1. Manages the DLA Portfolio Management process relative to contributions to mission outcomes, achievement of DLA's goals and objectives, and Return on Investment (ROI).
2. Acts as the principal entry point responsible for the introduction of new and/or enhanced information systems requirements into DLA, to include their relationship to present/future capabilities.
3. Manages the IT Process Improvement (ITPI) process, with the goal of improving the capability of DLA J-6 to produce software on time, within budget, and with reduced lifecycle costs.
4. Develops and maintains the DLA enterprise information architecture in conjunction with Agency-wide business process reengineering and systems modernization.
5. Ensures compliance and interoperability with Federal and DOD architectures.
6. Manages and conducts analyses of commercial/Government best practices to determine the best approach to be taken to facilitate a seamless transition from a legacy system to a modernized solution.
7. Serves as a consultant and advisor to the DLA family on issues related to DLA present system capabilities and COTS/GOTS products being evaluated for future system replacements. Works with Portfolio Managers to eliminate duplications in technologies and consolidate resources across the DLA enterprise.
8. Establishes and maintains the DLA Portfolio Management and Oversight process to include defining the process and associated roles and responsibilities. Fully integrates the IT investment process from the identification of IT capability requirements, through analysis of existing capabilities in the IT portfolio to identification of possible solutions. Provides guidance and direction associated with the phases of portfolio management; mission analysis, selection, control, and evaluation.
9. Leads the IT process improvement efforts in DLA J-6, facilitating, guiding and monitoring ITPI activities.
10. Plans, coordinates and facilitates implementation of DLA J-6 ITPI programs, maintaining organizational awareness of overall ITPI effort and institutionalizing a culture of continuous process improvement.
11. Defines and implements effective and efficient software acquisition/development/maintenance processes, providing consistency through standard work processes based on best commercial and Government software practices.
12. Serves as focal point for organizational learning, providing for training necessary to promote process improvement and to maintain an atmosphere receptive to change.

13. Manages and maintains Operational Architecture, Systems Architecture, and Data Architecture views (e.g., Operational Concepts Diagrams, Activity Models, and Information Exchange Requirements, Systems Interface Diagrams, and Node Connectivity descriptions).
14. Evaluates the composition of the DLA technical and infrastructure architecture views to ensure that emerging functional and systems requirements are effectively and economically facilitated.
15. Evaluates Agency-wide Business Process Reengineering efforts and ensures that alternative business strategies are evaluated and integrated in accordance with the Enterprise Information Architecture.
16. Manages the DLA Enterprise Architecture Repository to ensure that architecture information is developed and recorded in a manner consistent with the evolving DLA Enterprise Architecture and other governance authorities.
17. Conducts architecture compliance assessments/evaluations for DLA Programs/ Initiatives to ensure alignment with DLA, Business Enterprise Architecture (BEA) Domain and the DoD BEA.
18. Ensures architecture process integration through internal and external compliance reviews, assessments and certifications.
19. Coordinates and manages DLA system investment input to the DOD IT Portfolio Repository (DITPR).
20. Supports Business Transformation Agency (BTA) requirements for DLA which includes the Enterprise Transformation Plan (ETP) submission on a bi-annual basis and obtaining Investment Review Board (IRB) and Defense Business Systems Management Committee (DBSMC) investment certifications as required.
21. Provides and manages enterprise architecture toolsets for agency use in development and management of enterprise architecture artifacts. Provides DoD Architecture Framework (DoDAF) guidance and training to users.
22. Ensures compliance with IRB/DBSMC certification conditions and provides guidance to IT investment managers and functional staff for inclusion in operational requirements and implementation as appropriate.
23. Manages the development of appropriate architecture compliance implementation plans and system release plans.

ENTERPRISE SOLUTIONS (J-64)

Serves as the Information Operations electronic business services broker; assessing, developing, and delivering a full range of IT solutions necessary to support the transformation and sustainment of the Information Operations mission and its associated commitment to the warfighter. Includes determination of proposed solutions, delivery of desired solutions (including oversight of related field activities, and sustainment of those

solutions that are initially developed and delivered under a program manager), assurance that the solutions meet customer needs, and the effective integration of DLA's IT solutions with other existing or planned logistics IT solutions in DOD. Guides and oversees the operations and ongoing transformation of related field and headquarters activities that provide cataloging and transactional processing support for the entire DOD logistics system and numerous other clients.

FUNCTIONS:

1. Provides robust electronic business services in support of both the DLA and DoD missions by utilizing commercial best business technologies and practices; developing the DoD electronic business (EB)/electronic commerce (EC) architecture in accordance with the Command, Control, Communications, Computers, Intelligence, Surveillance, and Reconnaissance (C4ISR) model.
2. Responsible for the application of EB/EC throughout DLA; providing enterprise-wide electronic business services that support DLA strategic objectives to include: document automation and production services; cataloging and product data dissemination; management of DOD logistics transactions and their corresponding business rules; total asset visibility and situational awareness for DOD/DLA items; and automatic identification technology standards.
3. Provides centralized development and maintenance of DLA AISs. Develops, applies, and assess the implementation of DLA IT management policies, plans, programs, operations, and functional systems in accordance with the Information Technology Management Reform Act (Clinger-Cohen Act of 1996) and Guidance and Policy for Portfolio Management and Oversight.
4. Provides management oversight of J-6 field sites resources for IT infrastructure, software development and maintenance of enterprise business systems.

ENTERPRISE INFRASTRUCTURE (J-641)

MISSION:

Provides robust electronic business services in support of both the DLA and DoD missions by utilizing best business technologies and practices; developing the DoD EB/EC architecture in accordance with the C4ISR model. Provides enterprise-wide electronic business services that support DLA and DoD strategic objectives to include: document automation and production services; cataloging and product data dissemination; management of DoD logistics transactions and their corresponding business rules; total asset visibility and situational awareness for DoD/DLA items; and automatic identification technology standards. Coordinates with all DLA information operations activities to manage the Agency's IT infrastructure. Ensures that IT infrastructure meets DLA, DOD and Federal architectural guidelines and that its operation is effective, efficient, and available.

FUNCTIONS:

1. Coordinates and collaborates with the Military Services, Defense Agencies, and the DoD Principal Staff Assistants to ensure the centralization of EB/EC policy planning and recommendations.
2. Ensures the consistent implementation of technologies, i.e., EB/EC, in accordance with open standards for interoperability, in a common business environment, while maintaining the decentralization of execution.
3. Establishes and coordinates an Agency-wide governance process for IT infrastructure. This includes management of the DLA IT solutions adoption process.
4. Ensures that IT infrastructure meets DLA, DoD, and Federal IT architecture guidelines.
5. Oversees the planning, design, development, testing, implementation, and maintenance of DLA telecommunications capabilities to include installation planning and scheduling, account management for circuits, and access to network systems and equipment.
6. Monitors the performance, capacity, availability, serviceability, and recoverability of installed IT capabilities; implements security procedures and tools; resolves hardware/software interface and interoperability problems; and ensures continued operation for IT capabilities as identified by the DLA business community.
7. Manages IT configurations, including system patches, updates, and enhancements. Develops and promulgates telecommunications policy and provides leadership, guidance, and support for all DLA.
8. Oversees the operations of the DLA Network Operations and Security Center.
9. Provides technical advice and support to DoD Components and other organizations on policies and procedures necessary to meet DLA's mission.
10. Manages the DLA Community of Interest Network (COIN), working with the Defense Information Systems Agency (DISA) to develop and deploy the DLA Enterprise Telecommunication Network (ETN) and providing direct network management under the Network Management Operations (NeMO) office.
11. Manages and contracts for the following programs: Business Processing Center (BPC); Enterprise Data Center; Global E-mail.
12. Manages the following IT infrastructure services: Storage; Directory Services; Messaging; Capacity Management and Planning.

SOLUTIONS DELIVERY (J-642)

MISSION:

Establishes effective partnerships with DLA customers, inventory control points, depots, Military Services, and other DoD activities and Agencies, ensuring the free flow of critical information for all DLA IT systems. Manages the contemporary and legacy systems enterprise baseline. Develops and maintains a portfolio of all contemporary and legacy AISs. Provides a reliable IT infrastructure for DLA applications by implementing contracts and agreements that ensure high availability and best value.

FUNCTIONS:

1. Collaborates with the PEO and J-6 to set strategies, design and implement standard processes, set performance targets, determine resource requirements, and establish core competency requirements.
2. Integrates developmental activities to ensure synergy and interoperability.
3. Develops, applies, and assesses the implementation of DLA IT management policies, plans, programs, operations, and functional systems in accordance with the Information Technology Management Reform Act (Clinger-Cohen Act of 1996), and Guidance and Policy for Portfolio Management and Oversight/DOD and DLA Acquisition/Program Management.
4. Provides comprehensive IT strategy to facilitate DLA strategic business objectives.
5. Provides centralized policy planning, development, and maintenance/sustainment of DLA systems.
6. Provides integration of supply management, procurement, distribution, financial and Service Center systems' initiatives across DLA businesses and management of IT as a utility that enables good business practices.
7. Provides policy, procedures, and assessment of the progress of system change requests (SCR), to include status of their development and their relationships with the program they support, customers/partners and the overall mission requirements that they support.
8. Provides AIS configuration management.
9. Develops and maintains a portfolio of contemporary and legacy automated information systems.
10. Manages system functional and technical configurations.
11. Develops, implements, and administers a change control and tracking procedure for supply, procurement, financial, and service center functional requirements (changes, enhancements, and new development). Provides status to all interested activities.
12. Provides configuration management services and oversight for supply, procurement, and service center systems. This includes review of new requirements or modifications of existing requirements and review and analysis of system change requests.

13. Negotiates Functional Priority Lists into Program Development Plan in accordance with limited resources or planned sunset dates and monitors systems change requests and project initiative implementation.

14. Performs as the IT “one stop shop” with responsibility for providing internal and external customer support. Provides liaison with other agencies to coordinated IT agreements.

15. Guides and serves as a consultant/advisor to DLA for the introduction of new or enhanced technologies/information systems into the Agency by performing analysis of COTS and GOTS products that will provide solutions to functional requirements and support the customers’ missions.

16. Maintains the IT Solutions Adoption Process One Book and supports the processes contained within it.

17. Leads the Agency’s IT asset management program.

PLANS, PROCEDURES, AND ASSESSMENTS (J-644)

MISSION:

Provides program management collaboration functions in support of the operation of the J-6 field sites operations to ensure enterprise IT support requirements are met. Implements a DLA governance process for the adoption of IT products and services, while ensuring Continuity of Operations (COOP) for all identified IT capabilities. Manages the performance based agreement (PBA) process for J-6 field sites.

FUNCTIONS:

1. Develops comprehensive Information Resource Management strategy and plans to facilitate strategic business objectives.
2. Assesses status of achieving the enterprise strategic policy and investment objectives for J-64 supported IT systems.
3. Establishes DLA Internet policy and defines responsibilities for DLA web developers, webmasters, content providers, and users.
4. Chairs the DLA Electronic Information Access Council to ensure DLA web sites and applications comply with HQ guidance and adhere to statutory and regulatory requirements.
5. Monitors, tracks, and identifies the costs of workload processing for the Agency. Using historical data and available business metrics to develop predictive processing cost models that provide valuable cost management analysis to changes in operations and annual cost reductions.
6. Coordinates with DLA activity operations staffs to establish an efficient process and management structure to maintain the DLA IT infrastructure.

7. Works with the DLA Chief Information Officer's Council to set the strategy for the adoption of IT.
8. Establishes policy for management of the DLA IT infrastructure.
9. Ensures COOP and Critical Infrastructure Protection (CIP) for DLA's IT infrastructure.
10. Manages the performance based agreement (PBA) process for the J-6 field sites.

IT STRATEGY, POLICY, AND LICENSING (J-65)

MISSION:

Develops and promulgates DLA-wide IT policies, performs IT strategic planning, and performs oversight of activities and products of organizations responsible for assessment of IT processes and operations. Supports DLA IT by providing enterprise corporate licensing strategies. Provides customer support services for J-6 Headquarters and field sites.

FUNCTIONS:

1. Provides IT strategic policy planning.
2. Develops and promulgates DLA-wide IT policies, performs planning, and conducts overall assessments on IT investments, processes, policy, and records management.
3. Provides a variety of customer support services for J-6 Headquarters and field sites.
4. Provides enterprise and corporate licensing strategy.
5. Develops and implements acquisitions and recommends IT solutions that will ensure the business requirements of DLA customers are met.

PLANS, POLICY, AND ASSESSMENT MANAGEMENT (J-651)

MISSION:

Develops and promulgates DLA-wide IT policies, performs IT strategic planning, and performs oversight of activities and products of organizations responsible for assessment of IT processes and operations. Performs initial contact and liaison activities with DoD offices responsible for new or emerging IT oversight programs. Coordinates and promulgates the OSD policy. Focuses specialized technical expertise on the review and coordination of functional processes, records management, and investment processes.

FUNCTIONS:

1. Develops and promulgates DLA-wide One Book policies and processes on the concepts and operation of Information Resources Management (IRM), IT and Records Management. Serves as J-6 focal point for One Book policy and procedure development and maintenance,

and review and coordination of One Book policies and processes developed in other functional areas.

2. Coordinates and reviews Agency response to DoD IT policies and policy memorandums. Performs OSD IT policy liaison with special emphasis on DLA participation on the DoD CIO Executive Board.

3. Serves as the focal point for, and manages all assessment management activities to include GAO, IG, contracted, and others and ensure follow-up processes for IT operations.

4. Develops and manages Strategic Management System IT planning goals, strategies, objectives, measures and metrics pertaining to the DLA Strategic Plan, the Balanced Scorecard, and the Enterprise Business Plan.

5. Coordinates development of the IT annex to the DLA Communications Plan.

6. Serves as focal point for development, coordination, and reporting of IT performance metrics used within the Agency, including Review and Analysis forums.

7. Provides Business Case and Economic Analysis development and review support for pending and approved investment projects.

8. Manages the legislative review coordination process related to IT.

9. Develops the DLA Records Management Program Plan; establishes and manages the DLA Records Management Program; performs liaison functions with the National Archives and Records Administration, other Federal, state, and local agencies, courts, and other bodies; represents Agency on all matters related to records management issues to OSD, Military Departments, other DoD agencies, other Federal agencies, private industry and academia.

10. Serves as the Activity Program Coordinator for the Government travel card within J-6. Disseminates rules and regulations or other authorities relating to official travel and use of the Government travel card. Reconciles the monthly J-6 bill account, and ensure timely payment. Monitors J-6 and field site travel card compliance.

11. Manages the J-6 Government credit card, IMPAC Program for training expenditures and micro-purchases of a general nature. Reconciles IMPAC card accounts, claims, and disputed billings within J-6.

12. Serves as the J-6 Defense Travel Administrator for the Defense Travel System. Provides travel order funding authorizations, and approves actual expense authorizations.

13. Manages the J-6 Telework Program for J-6 HQ and field activities. Provides Telework training sessions and guidance for the implementation of Telework within J-6.

14. Monitors all J-6 and field sites civilian and military personnel actions and advises the Director, J-6, on personnel issues affecting mission accomplishments or critical skill imbalances.

15. Monitors and analyzes personnel authorizations, high-grade authorizations, and plans for and coordinates any reduction actions.

16. Serves as the J-6 Training Manager. Manages the J-6 Training Program responsible for developing Individual Development Plans, developing J-6 requirements for customized courses, and coordinating training for special programs.

17. Prepares J-6 General Orders outlining organizational changes. Responsible for the development and maintenance of the J-6 Missions and Responsibilities.

18. Processes J-6 security clearances and J-6 and field sites theater clearances.

ENTERPRISE LICENSING (J-654)

MISSION:

Supports DLA IT by providing enterprise and corporate licensing strategy and resource planning. Performs enterprise software resource management, enterprise licensing, business case analysis, and contract oversight. Develops and implements acquisitions and recommends IT solutions that will ensure the business requirements of DLA customers are met in an efficient and effective manner. Provides customer support to functional organizations in determining, defining, and articulating IT requirements to include defining the problem at the beginning of the process.

FUNCTIONS:

1. Develops policy and procedures for acquisition requirements and enterprise licensing.
2. Identifies and coordinates requirements throughout the Agency for infrastructure software and hardware contracts.
3. Performs technical analyses of commercial products, infrastructure software, and hardware contracts.

4. Performs analyses to identify investment needs and opportunities to maintain required performance levels at minimum life cycle costs.
5. Identifies and prepares tangible solutions for investment including advance concept technology market research and demonstrations, definition of customer requirements, application of researched technologies to those requirements for the development of feasible solutions, and estimation of realistic costs for each solution.
6. Defines the right product characteristics, develops the products, and selects an acceptable and best value source.
7. Performs COTR responsibilities for J-6 contracts. Monitors and assesses contract support.
8. Serves as the DLA Information Management Control Officer responsible for managing the Report Control Symbols used for all report/survey/information collection throughout DLA.
9. Manages the Information Technology Intern Program for all IT positions within the Agency.