



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

DSS

GENERAL ORDER
NO. 10-00

September 11, 2000

I. **AUTHORITY:** Approval of the Director, Defense Logistics Agency.

II. **REFERENCE:** HQ DLA General Order No. 6-00, dated May 31, 2000.

III. DLA Support Services (DSS) provides corporate policy, program, and localized operational support in the areas of Environment and Safety, Installations, Security, Corporate Communications, Corporate Planning, and Management Support for the Defense Logistics Agency. DSS also provides common support services to DLA activities in Europe and the Pacific and liaison with the DoD academic community. Pursuant to cited authority and effective immediately, the organizational elements below are established/aligned under the Director, DLA Support Services (DSS).

A. DLA Chair, Industrial College of the Armed Forces (ICAF), DSS-DI. The DLA Chair is responsible for designing and developing curriculum, advising on course content, and guiding and reviewing the research program for DLA in conjunction with ICAF, Defense Acquisition University (DAU), and the National Defense University (NDU).

B. DLA Chair, Defense Acquisition University (DAU), DSS-DA. The DLA Chair is responsible for designing and developing the curriculum, advising on course content and guiding the research program for DLA in conjunction with Defense Acquisition University (DAU).

C. DSS Pacific Support Office, DSS-DP. The Chief is responsible for providing common support services to DLA activities in the Pacific. DSS-DP will report to the Director, DSS pending further review by the DLA Corporate Board.

D. Protocol and Special Events Office, DSS-DS. The Chief is responsible for protocol and command support in planning and conducting special events and activities.

E. Headquarters Complex (HQC) Operations Directorate, DSS-O. The Staff Director manages and administers HQC facility programs and services. DSS-O has the following divisions:

1. Corporate Contracting Division, DSS-OC. The Chief provides information technology acquisition and base contracting support.

2. Installation Operations Division, DSS-OI. The Chief is responsible for HQC facility design, maintenance and repair services, and mail and postal services. DSS-OI has two branches:

- a. HQC Customer Support Branch, DSS-OIC
- b. HQC Facility Maintenance Branch, DSS-OIM



3. Quality of Life (Operations) Division, DSS-OQ. The Chief is responsible for HQC work/family integration programs and support services for the military and civilian workforce and their families.

4. Physical Security Division, DSS-OS. The Chief is responsible for HQC physical security and surveillance, vehicle registration, and identification cards.

F. Business Management Directorate, DSS-B. The Staff Director is responsible for financial and administrative support for DSS and supported organizational elements, and provides policy and oversight for personnel travel.

G. Corporate Communications Directorate, DSS-C. The Staff Director is responsible for integration and support to the Agency's internal and external communication efforts, the Freedom of Information Act, Privacy Act, and DLA History programs. DSS-C has the following divisions:

1. Enterprise Marketing Division, DSS-CM. The Chief provides corporate marketing and direct marketing policy, guidance, and support to the Agency.

2. Congressional Affairs Division, DSS-CC. The Chief maintains staff liaison on Congressional, White House, and political matters, including Legislative and Executive Branch initiatives, constituent concerns, hearings, visits, meetings, briefings, and other related activities.

3. Public Affairs Division, DSS-CP. The Chief is responsible for press and public inquiries, media policy and preparing officials for interviews, and command information.

4. Visual Presentations Division, DSS-CG. The Chief provides graphic, exhibit, and photographic support to HQ DLA and supported activities.

5. Visual Communications Division, DSS-CV. The Chief provides audiovisual services and conference support including Video Teleconference and Distance Learning Networks, cable television and satellite services, and video production. Administers the publications and forms programs.

H. Environment and Safety Directorate, DSS-E. The Staff Director assures functions and activities are performed in a manner that safeguards human health and the environment, provides safe and healthful working conditions for employees, and complies with applicable laws, regulations and policies. DSS-E has the following divisions:

1. Environmental Quality Division, DSS-EQ. The Chief establishes policy and oversees the execution of Agency's environmental quality program, environmental restoration program, compliance with environmental protection laws, and the entomology and pollution prevention programs.

2. Health and Safety Division, DSS-EH. The Chief develops plans, policies, and programs for providing safe working places and conditions for all employees, industrial hygiene policies and programs, occupational health and medical services, and safeguarding government property and equipment.

I. Management Support Directorate DSS-M. The Staff Director is responsible for reviewing, analyzing, and assessing DLA support and service policies, plans, concepts, procedures and operations to provide efficient, cost-effective and responsive assurance support to the DoD, the Services and Components, and Federal departments and agencies.

J. Corporate Planning Directorate, DSS-P. The Staff Director is responsible for Corporate Strategic Planning, corporate management of special performance programs, mission transfers, General Orders, special projects and initiatives.

K. Command Security Directorate, DSS-S. The Staff Director is responsible for security programs and projects including law enforcement, physical security, Antiterrorism/Force Protection, classified/special program support, intelligence, foreign liaison and disclosure, personnel and information security, communications security, Defense Hotline, and the DLA Complaint Program. DSS-S has the following divisions:

1. Information Security/Intelligence Division, DSS-SI. The Chief administers the personnel and information security programs, provides current intelligence reports, and intelligence and security crisis support in contingencies and exercises.

2. Physical Security/Law Enforcement Policy Division, DSS-SP. The Chief administers the Antiterrorism/Force Protection, physical security, and law enforcement programs; conducts vulnerability assessments; and ensures physical security standards meet objectives.

3. Communications Security Division, DSS-SA. The Chief administers the Communications Security (COMSEC) program, provides communication security crisis support in contingencies and exercises, and provides multidiscipline security support to the Logistics Critical Infrastructure Protection sector.

L. Corporate Installations Directorate, DSS-I. The Staff Director assures DLA mission accomplishment through providing policy, program and operational support for corporate installations. DSS-I has the following divisions:

1. Installation Policy Division, DSS-IP. The Chief is responsible for real property maintenance, family housing, energy management, fire protection, and non-ADP equipment.

2. Installation Programs Division, DSS-IM. The Chief is responsible for military construction and installation master planning.

M. Quality of Life Directorate, DSS-Q. The Staff Director develops policy and programs to improve the quality of life for the DLA workforce, and provides programs and special events to enhance the morale and welfare of employees and their families.

IV. DASC Europe (DASC-FE) is disestablished and its mission is realigned to DLA Europe and serviced activities.

GENERAL ORDER
NO. 10-00

DSS

V. Administrative services and support will be provided by HQ DLA organizations as appropriate.

FOR THE DIRECTOR:

A handwritten signature in black ink, reading "Marshall H. Bailey". The signature is written in a cursive style with a large, sweeping flourish at the end.

MARSHALL H. BAILEY, Ph.D.
Director
DLA Support Services

DISTRIBUTION
2