



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

**DSS**

**GENERAL ORDER**  
**NO. 11 -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. Human Resources, J-1, is DLA's human resources management and services organization. J-1 builds and sustains the civilian and military workforce with strategic plans, policies and programs, and workforce initiatives. The Director, J-1 manages the DLA Senior Executive Service Program and provides human resources management services through the Human Resources Operations Center (HROC) and the DLA Training Center (DTC). Pursuant to cited authority and effective immediately, the organizational elements below are aligned under Human Resources (J-1):**

**A. Deputy Director for Human Resources Operations (J-11). J-11 oversees the provision of DLA-wide civilian and military personnel services and serves as the HQ Complex Commandant.**

**B. Deputy Director for Human Resources Planning, Programs and Policies (J-12). J-12 conducts human resource planning to identify mid- and long-term requirements and develops policies and programs to satisfy those requirements.**

**C. Staffing, Classification, and Pay Division (J-13). The Staff Director, J-13 is responsible for staffing, position classification, position management, pay, hours of duty, absence and leave, travel and relocation, and unemployment compensation.**

**D. Human Resources Management Information Division (J-14). The Staff Director, J-14 is responsible for civilian and military personnel information management services.**

**E. Workforce Development Division (J-15). The Staff Director, J-15 is responsible for civilian employee training, development, recognition, and awards.**

**F. DLA Military Personnel Division (J-16). The Staff Director, J-16 is responsible for military manpower, assignments, separations, awards, and career enhancement.**

**G. Labor, Employee Relations, and Evaluation Division (J-17). The Staff Director, J-17 is responsible for Labor Relations, Employee Relations, and Program Evaluation.**

**H. HQC Human Resources Office (J-19). The Human Resources Officer, J-19 provides civilian personnel services to Headquarters, DLA and supported organizations and manages the DLA suggestion program. J-19 has the following branches:**

- (1) Customer Service Branch**
- (2) Workforce Program Branch**

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**IV. Director, Human Resources Operations Center (HROC) and Director, DLA Training Center are realigned reporting to the Deputy Director for Human Resources Operations (J-11).**

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

**FOR THE DIRECTOR:**



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

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