



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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DSS

IN REPLY
REFER TO GENERAL ORDER
NO. 11-03

AUG 21 2003

I. AUTHORITY: Approval of the Director, Defense Logistics Agency (DLA).

II. REFERENCES:

- A. HQ DLA General Order No. 10-00, dated September 11, 2000
- B. HQ DLA General Order No. 2-03, dated January 10, 2003

III. Pursuant to cited authority and effective August 10, 2003, the following changes to the DSS Business Management Office (DSS-B) are effected:

A. DSS-B missions and functions pertaining to travel are revised and realigned (2201) to the Travel Services Division (DSS-BT). These responsibilities include operation of the Government Travel Card Program; travel policy formulation for the Agency; traveler support services, including operation of the Headquarters Commercial Travel Office and Travel System Help Desk; as well as implementation and management of the Defense Travel System within DLA.

B. DSS-B missions and functions pertaining to financial support are revised and realigned (2202) to the Financial Services Division (DSS-BF). These responsibilities include development, management, and execution of all financial plans and programs used to support DSS and its customers, including the Program Objective Memorandum, budget allocations, travel order funding authorizations, and the oversight and management of the Government Purchase Card Program for training and micro-purchases within HQ DLA.

C. DSS-B missions and functions pertaining to general support are revised and realigned (2203) to the General Services Division (DSS-BG). The General Services Division is responsible for Agency-wide programs as the Management Control Program, the Mass Transportation Subsidy Program, Contract Advisory and Assistance Services, and Inherently Governmental/Commercial Activities Inventory of DLA employees. It also provides support to DSS and the Office of the Director, DLA on such administrative processes as the Director's Internal Support Review briefings and initiating and tracking personnel actions.

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

FOR THE DIRECTOR:

RICHARD J. CONNELLY
Director
DLA Support Services

