



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

DEC 18 2014

MEMORANDUM FOR DLA EXECUTIVE BOARD

SUBJECT: Directive-Type Memorandum (DTM) 14-028 – DLA Support to Defense Support of Civil Authorities (DSCA) and Foreign Humanitarian Assistance (FHA) Operations

References: (a) 2010 National Security Strategy
(b) Strategy for Homeland Defense and Defense Support of Civil Authorities, Feb 2013
(c) Stafford Act 42 USC 5121
(d) Economy Act 31 USC 1535-36
(e) 2012 Defense Strategic Guidance
(f) DoD Financial Management Regulation. Volume IIB

Purpose. This DTM establishes policy to provide support to Defense Support of Civil Authorities (DSCA) and Foreign Humanitarian Assistance (FHA) operations. This policy is effective immediately and defines authorities and responsibilities across the Agency. DLA is uniquely qualified to handle DSCA and FHA missions as evidenced by support to Hurricane Sandy (October 2012) and Operation United Assistance (September 2014). This DTM underscores the increased emphasis for DLA to act with a sense of urgency to support Department of Defense (DoD) efforts to save lives, alleviate suffering, and reduce the impact of disasters and humanitarian crises in support of DSCA and FHA operations. This DTM is effective immediately. This DTM shall expire, or be incorporated into a DLA Instruction, within 12 months from the date of DTM issuance.

Applicability. This DTM applies to all DLA activities.

Definitions. See Glossary.

Policy. It is DLA policy that:

- a. DLA must execute support on short notice and develop capabilities to:
 - (1) Train and equip personnel to rapidly deploy in support of contingency operations.

(2) Establish agreements with Combatant Commands (CCMD), Military Services, and Other Government Agencies (OGA).

(3) Prioritize resources with Geographic CCMD campaign theater plan objectives and steady state and security cooperation programs support FHA activities.

(4) Engage Industrial Base to determine capacity and capability of meeting specifications and requirements to provide timely support to contingency operations.

b. DLA must respond to crisis by:

(1) In coordination with the Combatant Commander (CCDR) and OGA focus on strategic effects and provide decisive, fast and effective support. Be conscious of lead times and anticipate requirements.

(2) Shorten response times and focus on the end state rather than inputs and processes.

(3) When authorized, send our most qualified personnel forward to integrate with our strategic partners.

(4) Increase coordination and communication with responsible CCMD, Joint Task Force (JTF), OGA, Service Leads and DLA Regional Commands.

(5) Leverage DLA resources early and often to fill initial gaps in CCDR or OGA ability to respond quickly to a crisis.

(6) Transition support role to CCMD or OGA as soon as practical.

Responsibilities. See Attachment 1.

Procedures. NA

Information Requirements. None.

Internal Controls. NA

Releasability. UNLIMITED. This DTM is approved for public release and is available on the DLA Issuances Internet Website.

My POC for this DTM is Rebecca Weingart, J311/JLOC. You may reach her by phone (703) 767-0623 or by email: rebecca.weingart@dla.mil



MARK D. HARNITCHEK
Vice Admiral, USN
Director

Attachments:

Attachment 1 – Roles and Responsibilities

Glossary

ATTACHMENT 1ROLES AND RESPONSIBILITIES

1. DIRECTOR, DLA. The DLA Director must oversee policies, guidance, and assign Director, Logistics Operations, authority to implement support for this DTM.

2. DIRECTOR, DLA LOGISTICS OPERATIONS (J3), under the authority, direction, and control of the Director DLA must:

a. Coordinate operations in support of the crisis across DLA and direct subordinate commanders and HQ DLA Staff to execute tasks in support of the operation.

b. Maintain a ready force, Initial Response Team (IRT), with the capability to deploy by air on short notice to/or within any Geographic CCMD Area of Responsibility (AOR).

c. Deploy a command and control capability forward as appropriate.

d. Maintain a ready cadre of military O-6s pre-screened to serve as an IRT or DLA Support Team (DST) Commander within any Geographic CCMD AOR.

e. Maintain the capability to integrate with CCMD Global Force Management (GFM) and Joint Operation Planning and Execution System (JOPES) processes.

f. Provide 24/7 situational awareness (for future operations planning).

g. Activate and maintain the capability for Crisis Action Planning (CAP) and Future Operations Planning (FUOPs) that leverage the expertise of the HQs Staff and PLFAs.

h. Activate the Crisis Action Team (CAT) to augment the JLOC and provide staff SME (Subject Matter Expert).

i. Stand up an Operational Planning Team (OPT) to conduct Mission Analysis (MA).

j. Deploy Liaison Officers (LNOs) and planners to augment key logistics command and control centers of our strategic partners and forward DLA Regional Headquarters to enhance responsiveness, integration and coordination as required.

k. Coordinate with USTRANSCOM to ensure timely movement of DLA personnel and equipment into the AOR.

l. Provide Operational Contract Support (OCS) and deploy Mission Support Team(s) (MSTs), to include Contingency Contracting Officer (CCO) capabilities to the AOR.

m. Conduct information management operations to include tracking requests for information (RFIs), customer requirements, HQ Staff/PLFA taskings, and provide via a Common Operating Picture (COP).

n. Through Regional Commands, synchronize and provide responsive full-spectrum commodity and service support to the CCMDs and OGAs.

3. DIRECTOR, DLA HUMAN RESOURCES (J1), must establish policy and processes to enable human resources support to DLA personnel engaged in the crisis to include worldwide rapid deployment of DLA personnel.

4. DIRECTOR, DLA INFORMATION OPERATIONS (J6), must provide immediate onsite direct support to include J6 technician and communications package to the DLA deployed capabilities.

5. DIRECTOR, DLA ACQUISITION (J7), must:

a. Review current acquisition and procurement policies and anticipate changes or waivers needed to support new requirements from field activities.

b. Develop and execute contract actions in support of DLA operations in the AOR.

c. Conduct contracting actions on behalf of the CCDR/supported agency to fill initial gaps in their capabilities. Transition contracting actions to the CCMD/supported agency as soon as practical.

6. DIRECTOR, DLA FINANCE (J8), must:

a. Provide fiscal guidance to capture and report all costs associated with the operation and work with the respective CCMD/Agency and Office of the Secretary of Defense (OSD) to initiate the appropriate reimbursement process.

b. Document customer acknowledgement of DLA requirements to fill initial gaps in their capabilities and create artifacts that support the reimbursement process.

7. DLA HEADQUARTERS STAFF DIRECTORS under the authority, direction, and control of the Director DLA must:

a. Designate SME and serve as a CAT member to the Joint Logistics Operations Center (JLOC) to engage in CAP and ensure rapid exchange of information during the crisis.

b. Train, and equip personnel to support worldwide contingency operations. Maintain a ready DLA force and deploy LNO, IRT, and/or DST members in support of the operation as required.

8. DIRECTOR, DLA AVIATION, DLA ENERGY, DLA LAND & MARITIME, DLA TROOP SUPPORT.

- a. Identify critical items, assess suppliers, and provide impact on support to current contingency operations.
- b. Plan to forward position supplies in the AOR to meet anticipated requirements and shorten delivery times.
- c. Train, and equip personnel to support worldwide contingency operations. Maintain a ready DLA force and deploy LNO, IRT, and/or DST members in support of the operation as required.
- d. Prepare to establish 24/7 operations as directed.

9. DIRECTOR, DLA DISPOSITION SERVICES.

- a. Freeze First-to-Go assets and report availability of Humanitarian Assistance/Disaster Relief (HA/DR) items.
- b. Train and equip personnel to support worldwide contingency operations. Maintain a ready DLA force and deploy LNO, IRT, and/or DST members in support of the operation as required.
- c. Develop and maintain Expeditionary Disposition and Remediation Team (EDRT) to support worldwide contingency operations.
- d. Prepare to establish 24/7 operations as directed.

10. DIRECTOR, DLA DISTRIBUTION.

- a. Develop and maintain air deployable Distribution Depot Expeditionary (DDE) capability to rapidly support worldwide contingency operations.
- b. Train, and equip personnel to support worldwide contingency operations. Maintain a ready DLA force and deploy LNO, IRT, and/or DST members in support of the operation as required.
- c. Prepare to establish 24/7 operations as directed.

GLOSSARY

ABBREVIATIONS AND ACRONYMS

AOR	Area of Responsibility
CAP	Crisis Action Planning
CAT	Crisis Action Team
CCDR	Combatant Commander
CCMD	Combatant Command
CCO	Contingency Contracting Officer
COP	Common Operating Picture
CSA	Combat Support Agency
DDE	Distribution Depot Expeditionary
DLA	Defense Logistics Agency
DSCA	Defense Support of Civil Authorities
DST	DLA Support Team
FHA	Foreign Humanitarian Assistance
GFM	Global Force Management
HA/DR	Humanitarian Assistance/Disaster Relief
HQ	Headquarters
IRT	Initial Response Team
JLOC	Joint Logistics Operations Center
JOPES	Joint Operation Planning and Execution System
JTF	Joint Task Force
LNO	Liaison Officer
MA	Mission Analysis
MST	Mission Support Team
OCS	Operational Contract Support
OGA	Other Government Agencies
OPT	Operational Planning Team
OSD	Office of the Secretary of Defense
PLFA	Primary Level Field Activity
RFI	Request for Information

SME

Subject Matter Expert