



DEFENSE LOGISTICS AGENCY

HEADQUARTERS

CAMERON STATION

ALEXANDRIA, VIRGINIA 22304-6100

CAI

30 July 1993

GENERAL ORDER

NO. 17-93

I. AUTHORITY:

A. DLA-LP Staff Summary Sheet, subject: Restructuring of HQ DLA, dated 8 March 1993.

B. DLA-LP Staff Summary Sheet, subject: Organization of Executive Directorates of Contract Management and Procurement and the Acquisition and Small and Disadvantaged Business Utilization Offices, dated 17 June 1993.

II. Pursuant to cited authority and effective 1 August 1993, the Executive Directorates of Contract Management and Procurement and the Acquisition and Small and Disadvantaged Business Utilization Offices are organized under the Deputy Director (Acquisition) as follows:

A. Director, Small and Disadvantaged Business Utilization Office (AQAU), staff advisor and assistant to the Deputy Director (Acquisition), responsible for the development and implementation of the DLA Small Business Program; providing policy, staff supervision, and oversight of the Small Business Program; acting as the principal advocate, spokesman, and mediator for small businesses; ensuring effective and economical implementation of the DoD Procurement Technical Assistance Cooperative Agreement Program over the broadest possible base; and strengthening and promoting the Javits-Wagner-O'Day Program and other assigned preference programs.

B. Staff Director, Acquisition Office (AQAA), staff advisor and assistant to the Deputy Director (Acquisition), responsible for representing the Director, DLA, as the DLA Policy Member to the Defense Acquisition Regulatory Council in developing DoD acquisition policies and procedures for all aspects of purchasing and contract administration and committing DLA to adopt the Federal Acquisition Regulation (FAR) and Defense FAR Supplement.

C. Executive Director (Contract Management) (AQC), principal staff advisor to the Deputy Director (Acquisition), responsible for management, oversight, and direction of an extensive contract management program including the responsibility for the development and issuance of contract management regulations, instructions, and guidelines to the contract management community, including traditional functional areas such as quality assurance, contract management, program and technical support, and a business management office. Functions are carried out at HQ DLA, Defense Contract Management Command International, and five Defense Contract Management Districts.

1. Assistant Executive Director, Business Management Office (AQCB), principal advisor and assistant to the Executive Director (Contract Management), responsible for directing the accomplishment of the management of strategic and contingency planning, including programming, resources and accounting operations, administration of resources; command review, assessment and evaluation; administration of the internal management control program; business development; functional automation; and mission and organization management. Also, advises and assists the Deputy Director (Acquisition) in planning, programming, and budgeting, and administrative issues. The Business Management Office consists of the following teams:

a. Planning, Programming, and Budgeting Team (AQCBP), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to plan, program, and budget DCMC resources to perform their assigned mission efficiently and effectively. Also, serves as point of entry and integration for matrix support provided from outside DCMC. Provides planning, programming, and budgeting support to the entire Acquisition Business Area.

b. Business Development Team (AQCBS), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to expand DCMC's business opportunities.

c. Assessment Team (AQCBT), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to determine performance of contract management.

d. Functional Automation Team (AQCBF), responsible for designing, evaluating, developing, and testing information systems and applications supporting contract management to include determining functional automation policies, procedures, processes, and requirements. Also, provides or arranges for training as new applications are fielded.

e. Administration Team (AQCBH), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to accomplish DCMC's common administrative responsibilities. Provides administrative support to the entire Acquisition Business Area.

2. Assistant Executive Director, Operations/Policy Group (AQCO), principal advisor and assistant to the Executive Director (Contract Management), responsible for developing, managing, and ensuring the effective implementation and adequacy of policies, procedures, processes, training, and customer support regarding contract administration services responsibilities. The Operations/Policy Group consists of the following teams:

a. Weapons Systems Team (AQCOA), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to ensure satisfactory contract management support on major weapon systems and serves as the DLA focal point for status and issues relating to individual weapon systems.

b. Inventory Control Points Team (AQCOB), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to ensure satisfactory contract management support and serving as the DLA focal point for status and issues relating to Defense inventory control points.

c. NASA/Civilian Agencies Team (AQCOG), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to ensure satisfactory contract management support to NASA and civilian agencies and serving as the DLA focal point for issues relating to these customers.

d. Proposal Analysis/Definitization Team (AQCOD), responsible for developing, evaluating, issuing, and ensuring policies, procedures, and processes used to determine the reasonableness of contractor costs, the effectiveness of contractor overhead management, and the capabilities of prospective contractors.

e. Payment/Closeout/Property Team (AQCOE), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to approve and control contractor payments, plant clearance activity, contract termination settlements, contract closeout, and other administrative actions.

f. Product Design, Development, and Control Team (AQCOF), responsible for developing, evaluating, issuing, and ensuring implementation of policies and procedures used to determine the capabilities, effectiveness, and performance of contractor design and development systems and controls.

g. Product and Manufacturing Assurance Team (AQCOG), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to determine the capabilities, effectiveness, and performance of contractor production and product delivery systems and controls.

h. Defense Corporate Executive/Corporate Analysis Team (AQCOH), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to determine the health of major corporations across all corporate entities and those used to determine corporate-wide cost allowability.

i. Flight Operations, Specialized Safety, and Environmental Team (AQCOI), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, and processes used to conduct DLA and contractor flight test and acceptance missions, and to protect DoD products and property from damage, loss, or unnecessary costs due to safety or environmental mishaps.

j. Workforce Development Team (AQCOJ), responsible for developing, evaluating, issuing, and ensuring implementation of policies, procedures, processes, and courses used to manage the technical development and career management program and efforts for the Defense Contract Management Command (DCMC) workforce.

3. Assistant Executive Director, Program Group (AQCP), principal advisor and assistant to the Executive Director (Contract Management), responsible for managing the development and initial implementation of major programs and initiatives having contract management wide implication.

D. Executive Director (Procurement) (AQP), principal staff advisor to the Deputy Director (Acquisition), responsible for developing and applying DLA procurement policy, plans, programs, operations, and systems and providing contracting authority, policy, and staff supervision and oversight for the wholesale and retail procurement mission within the Agency. Also, responsible for broad managerial and executive oversight of the procurement of supplies and services; industrial responsiveness; industrial base planning; the Federal Acquisition Regulation System; and contract data collection. Executes the DoD Procurement Management Review Program.

1. Assistant Executive Director, Policy Group (AQPL), principal advisor and assistant to the Executive Director (Procurement), responsible for developing, enhancing, and implementing legislation, procurement policies, procedures, guidance, and processes for the procurement of assigned supplies and services. Also, responsible for staff and management reviews and career development and exercising staff supervision and assessment of procurement operations at DLA field contracting offices. The Policy Group consists of the following teams:

a. Contract Policy Team (AQPLL), responsible for providing procurement policy direction to DLA contracting offices and collaborating with Department and Federal Agencies in matters concerning procurement policy.

b. Competition Advocate and Acquisition Interface Team (AQPLA), responsible for challenging barriers to and promoting full and open competition in DLA acquisition and reviewing, reporting on, and making recommendations on DLA contracting operation; and for developing acquisition strategies, market analysis, research planning, and customer liaison policies for AQP.

c. Acquisition Development Team (AQPLD), responsible for executing staff surveillance over the initiation, analysis, and evaluation of procurement related planning, operational, legislative, and congressional matters at the Defense Supply Centers.

d. Acquisition Support Team (AQPLC), responsible for executing staff surveillance over procurement operations having to do with Small Business and Small Disadvantaged Business concerns, small purchase and other simplified procedures, service and construction contracting, environmental issues, and post-award administration at DLA contracting offices. Also, responsible for executing staff surveillance over all procurement operations of the Defense National Stockpiles Center, the Defense Reutilization and Marketing Services, and the Defense Distribution Regions; providing staff surveillance over base support contracting at DLA contracting offices including DCMC; and managing the SDB Preference Program, Commercial Buying Practices and ADP equipment and Telecommunications contracting initiatives.

e. Business and Management Oversight Team (AQPLB), responsible for establishing and maintaining the contracting clearance and oversight process to evaluate the effectiveness of the DLA procurement system; implementing assigned Executive Agent responsibilities for the DoD Procurement Management Review Program; managing the DLA Procurement Management Review Program; executing the DoD Coordinated Procurement Program; developing business/management indicators and measures; and establishing and monitoring Human Resource developmental programs for procurement.

2. Assistant Executive Director, Operations and Program Group (AQPO), principal advisor and assistant to the Executive Director (Procurement), responsible for executing assigned operations and programs; managing improvement initiatives; providing broad managerial executive oversight of the procurement systems and industrial base management operations for the purchase of supplies and services at DLA field contracting offices; and conducting staff surveillance over assigned operations including development and maintenance of regulatory guidance, policy, and procedures. Directs team leaders in achieving their Industrial Support, Technical Enterprise, and Procurement Systems missions and objectives.

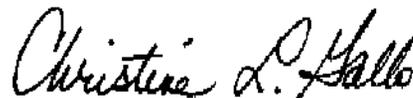
a. Procurement Systems Team (AQPOS), responsible for exercising Directorate staff supervision over all ADP development efforts in support of the DLA contracting mission; is the advocate for automation resources with DoD and other external organizations; responsible for development and maintenance of policy guidance and preparation and control of requirements for all procurement systems development efforts; for policy, collection, and systems maintenance of DLA contracting data; and providing personal computer support to the Directorate of Procurement.

b. Industrial Support Team (AQPOW), responsible for promoting the availability of industrial support for DLA's peacetime and wartime materiel requirements.

c. Technical Enterprise Team (AQFOT), responsible for promoting advanced manufacturing process technology to enhance DLA's responsiveness to peacetime and wartime materiel requirements.

III. Administrative support will continue to be provided by the DLA Administration Support Center.

FOR THE DIRECTOR:



CHRISTINE L. GALLO

Executive Director

(Plans and Policy Integration)

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