



# DEFENSE LOGISTICS AGENCY

HEADQUARTERS  
CAMERON STATION

ALEXANDRIA, VIRGINIA 22304-6100

CAIL

25 October 1993

## GENERAL ORDER

NO. 24-93

### I. AUTHORITY:

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

B. CAIL Staff Summary Sheet, subject: Organization of Executive Directorates of Supply Management and Distribution and Transportation and Readiness Support Offices, dated 25 August 1993.

II. Pursuant to cited authority and effective 7 November 1993, the Executive Directorates of Supply Management and Distribution and the Transportation and Readiness Support Offices are organized under the Deputy Director (Materiel Management) as follows:

A. Management Support Office (MSO), staff advisor and assistant to the Deputy Director, Materiel Management, DLA, on program and budget development and execution, resource management and review analysis; executes assigned management control and special requirements involving multi-functional management matters; and provides management and administrative support and guidance to NM's Executive and Staff Directors.

B. Executive Director and Deputy Executive Director (Supply Management) (MMS/MMSD), principal staff advisors to the Deputy Director (Materiel Management), responsible for providing all Military Service and Federal customers with a full range of integrated materiel management support and services for DLA managed materiel, when and where required, at the lowest possible cost, to meet their mission requirements. Also, responsible for continually exploring opportunities to enhance readiness at reduced cost and become the "provider of choice" by leveraging expert resources against global logistics targets to benefit both DoD and Federal customers through management and oversight of DLA Supply Centers involved in materiel management business area processes.

1. Assistant Executive Director, Business Management Office (MMSB), principal advisor and Assistant to Executive Director (Supply Management), responsible for developing, implementing, and continually improving plans, programs, policies, and procedures for processes related to business planning, resource management, business development, and management of DLA Supply Center inventories.

2. Assistant Executive Director, Policy Group (MMSL), principal advisor and Assistant to Executive Director (Supply Management), responsible for optimizing efficiency and effectiveness of DLA Supply Management by creating and executing breakthrough strategies which reduce cycle time and result in consistent timely support; applying breakthrough technology to create and use information to reduce costs; and making DLA the preferred Agency to receive new missions. The Policy Group consists of the following teams:

a. Product Definition Team (MMSLP), responsible for developing, evaluating, promulgating, and ensuring implementation of DoD/DLA policies and procedures for item standardization; assembling necessary engineering/technical information; instituting engineering oriented cost saving programs;

reducing the proliferation of hazardous materials; accomplishing disposal of hazardous material/waste; and ensuring product quality. Also, responsible for administering the Federal Logistics Information System and the NATO Codification Program for entire Government.

b. Defense Materiel Disposition Team (MMSLD), responsible for the program management and administration of the DoD Demilitarization Program; DoD Disposal Policy; DLA Trade Security Control Program; and administration of the DoD Resource, Recovery, and Recycling, and DoD Personal Property Reutilization and Marketing Programs.

c. Requirements Satisfaction Team (MMSLR), responsible for developing and administering plans, programs, policies, and procedures governing materiel requirements, initial items management assignments, logistics reassignment, integrated materiel management, inventory stock control, and the disposal, demilitarization, and reutilization and marketing of materiel not required by the DoD system. Also, develops, administers, and cost justifies business process plans, policies, and improvements to systems requirements.

d. Integrated Systems Requirements Team (MMSLS), responsible for planning, coordinating, and administering the direction, focus, and integration of information resources management and automated information systems initiatives supporting integrated materiel and supply management business functions. Develops and executes resourcing strategies; provides policy and procedural guidance, functional management, and administrative support to all aspects of supply management information resources activity; and develops and maintains the supply management business process model.

3. Assistant Executive Director, Program Group (MMSP), principal advisor and Assistant to Executive Director (Supply Management), responsible for ensuring development and implementation of processes, techniques, or study results within Supply Management that promote corporate initiatives and other command priorities.

C. Executive Director and Deputy Executive Director (Distribution) (MMD/MMDD), principal staff advisors to the Deputy Director (Materiel Management), responsible for managing the DLA Distribution Regions; developing programs, plans, and objectives for DLA Distribution operations which provide the necessary level of support at least cost; initiating mid/long-range studies and/or projects for review, analysis, and resolution; developing, administering, and applying the DLA distribution management objectives, plans, policies, programs, procedures, and systems relating to: Materiel Distribution Requirements, Performance Measurement, Distribution Resources Programs, Inventory Accuracy, Storage Policy, Business Plans for DoD Materiels, DLA Facilities and Equipment Requirements, and Resource and Project Execution Programs; and providing direct management and supervision to all DLA field operating activities within the scope of these responsibilities.

1. Assistant Executive Director, Business Management Office (MMDB), principal advisor and Assistant to the Executive Director (Distribution), responsible for developing and ensuring implementation of the Distribution Strategic Plan and related Distribution Business Plans; developing budgets and unit cost goals; integrating budget requirements; developing new business opportunities; and evaluating and assessing the performance of DLA Distribution Regions and their subordinate depots in the execution of their mission. The Business Management Office consists of the following teams:

a. Resource Planning Team (MMDBP), responsible for developing and ensuring implementation of the Distribution Strategic Plan and related Business plans; developing distribution operating budgets and negotiating unit

cost goals; integrating budget requirements for distribution systems, equipment, facilities, and contractor support; and developing new business opportunities.

b. Performance Assessment Team (MDEBA), responsible for evaluating and assessing the performance of DLA Distribution Depots in the execution of their mission to efficiently and effectively support DoD customers.

2. Assistant Executive Director, Operations/Policy Group (MMDO), principal advisor and Assistant to the Executive Director (Distribution), responsible for developing, evaluating, promulgating, and ensuring implementation of policies and procedures relative to storage space administration; storage management, packaging, receipt and issue, set assembly, quality assurance, physical inventory program (including accountability) for DoD materiel and career development for distribution personnel. The Operations/Policy Group is made up of the following teams:

a. Storage Policy Team (MMDOS), responsible for developing, evaluating, promulgating, and ensuring implementation of policies and procedures relative to DoD distribution storage space and operations; ensuring proper packaging of materiel at reasonable costs by contractors and distribution depots; and effecting safe handling of hazardous materials consistent with environmental and health regulations and mission cost considerations.

b. Support Operations Team (MMDOO), responsible for developing, evaluating, promulgating, and ensuring implementation of policies and procedures relative to receiving and examination/inspection/acceptance, stock selection, packing and consolidation, maintenance, modification, alteration, conversion, or assembly, workload planning and quality assurance for DoD materiel and career development and training for distribution personnel.

c. Inventory Accuracy Team (MMDOI), responsible for planning, developing, implementing, coordinating, evaluating and providing guidance for management of DLA physical inventory and accountability programs within the Distribution system; promulgating DLA policies and procedures relative to MILSTRAP and other MILS programs connected with maintenance of formal stock accounting; and providing developmental training for inventory personnel.

3. Assistant Executive Director, Program Group (MMDP), principal advisor and Assistant to the Executive Director (Distribution), responsible for ensuring development and implementation of processes, techniques, or study results within Distribution that promote corporate initiatives and other command priorities.

4. Assistant Executive Director, Installations Group (MMDI), principal advisor and Assistant to the Executive Director (Distribution), responsible for policy and processes, assistance in determining business authority and resources for, and compliance assurance for installation supply; equipment procurement, operation and maintenance; installation master planning; family housing operation and maintenance; morale and welfare program facilities support; military construction and real property maintenance activities (utilities, minor construction, MER of real property, and other engineering support) programs. The Installation Group provides support across all Agency Business Areas and consists of the following teams:

a. Facilities Master Planning Team (MMDIM), responsible for providing and coordinating policy, oversight, technical assistance and guidance for Space Utilization, Master Planning, Engineering Support, and Real Estate Function to support each business area and their primary level field activities.

b. Facilities Support Team (MMDIS), responsible for developing and executing policy, procedures, and processes for DLA military construction, real property maintenance activities, military family housing, energy conservation, and fire prevention and protection programs.

c. Equipment/Supply Team (MMDIE), responsible for serving as the Agency's central office of authority for equipment, station property, installation supply policy and programs development; planning and coordinating the modernization and standardization of the Agency's inventory of operating equipment; and providing functional support for acquisition, control, operation, maintenance, and disposition of all DLA owned or leased equipment, installation supplies, and accountable station property.

D. Staff Director, Transportation Office (MMAT), principal advisor and Assistant to the Deputy Director (Materiel Management) responsible for administering and reviewing all aspects of DLA's transportation and traffic management functions. The Transportation Office consists of the following teams.

1. Distribution Management Team (MMATD), responsible for planning, organizing, directing, controlling, implementing, and budgeting for the development and administration of plans, programs, and policies in the execution of DLA transportation and traffic management functions related to the efficient and effective distribution of assigned commodities, worldwide.

2. Supply and Acquisition Management Team (MMATS), responsible for formulating and administering DLA-wide traffic management policies, plans, programs, procedures and systems in support of Supply Management; developing policies, plans, programs, procedures, and systems to accomplish efficient and effective transportation related to Contract Management; developing and administering First Destination Transportation (FDT) transportation and traffic management programs and procedures consistent with and in support of DLA contracts; coordinating on procurement policies affecting FDT transportation; and developing, coordinating, and implementing policies and procedures to support DLA's worldwide subsistence mission.

3. Transportation Services Team (MMATT), responsible for evaluating, developing, and implementing policies and procedures relative to the transportation management involved in documenting freight movements; incorporating technology enhancements into transportation systems; providing transportation support for contingencies and emergencies; integrating DoD transportation policies and directives into DLA operations; and supporting transportation management throughout DoD. Also, responsible for establishing, coordinating, and managing the Regional Freight Discrepancy and Passenger Travel programs.

E. Staff Director, Readiness Support Office (MMAR), principal advisor and Assistant to the Deputy Director (Materiel Management), responsible for developing and administering plans, policies, and procedures for the execution of the Emergency Supply Operation Center (ESOC) element of the DLA Operations Center (DLOC), the DLA Customer Assistance Office (DCAO), and Military Service Support Cells; and serving as the Materiel Management focal point for issues relating to DLA support for Military Service readiness, security assistance, or customer assistance/satisfaction.

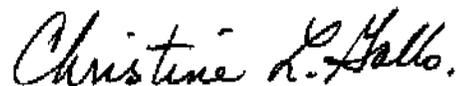
1. Customer Service Team (MMARC), responsible for developing, planning, and executing a field customer assistance and marketing function for the Deputy Director, Materiel Management; providing feedback on how well DLA processes match customer needs; and maintaining customer profile data base for use by HQ DLA and Primary Level Field Activities.

2. Readiness ESOC/Contingency Operations Team (MMARE), responsible for planning and executing DLA Materiel Support for special contingency/wartime operations or designated high priority programs.

3. Readiness Service Team (MMARS), responsible for providing a Materiel Management focal point for Military Service and security assistance customers; developing and executing programs to monitor and evaluate customer readiness and satisfaction; and obtaining and providing information to appropriate Materiel Management teams/offices.

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

FOR THE DIRECTOR:



CHRISTINE L. GALLO  
Executive Director  
(Plans and Policy Integration)

DISTRIBUTION