GENERAL ORDERS
No. 17

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *5 September 1979*

ASSIGNMENT OF DUTIES AND RESPONSIBILITIES WITHIN THE OFFICE, SECRETARY OF THE ARMY

1. Authority and purpose. The Secretary of the Army, pursuant to section 3012(b), title 10, United States Code, as amended, is responsible for and has authority to conduct all affairs of the Department of the Army. These General Orders assign to the Under Secretary of the Army, Assistant Secretaries of the Army, General Counsel, The Administrative Assistant, Deputy Under Secretary of the Army (Operations Research), Chief of Legislative Liaison, Chief of Public Affairs, and Director, Office of Small and Disadvantaged Business Utilization, duties and responsibilities pursuant to the authority contained in sections 3012 (c), (d), (e), (f), and (g), and 3016(a), title 10, and section 644(k), title 15, United States Code.

2. Authority of the Under and Assistant Secretaries of the Army, General Counsel, The Administrative Assistant, Deputy Under Secretary of the Army (Operations Research), Chief of Legislative Liaison, Chief of Public Affairs, and Director, Office of Small and Disadvantaged Business Utilization. Subject to the direction and control of the Secretary of the Army, the Under Secretary of the Army, Assistant Secretaries of the Army, General Counsel, The Administrative Assistant, Deputy Under Secretary of the Army (Operations Research), Chief of Legislative Liaison, Chief of Public Affairs, and Director, Office of Small and Disadvantaged Business Utilization are hereby authorized and directed to act for the Secretary of the Army within their respective fields of responsibility as set forth herein, and as further directed by the Secretary. This authority extends not only to actions within the Department of the Army, but also to relationships and transactions with the Congress and other governmental and nongovernmental organizations and individuals. These officials are responsible for the exercise of direction and supervision over matters pertaining to the formulation, execution, and review of policies, plans, and programs within their respective functional areas, including the establishment of objectives and appraisal of performance. Officers of the Army shall report to the Under Secretary of the Army, Assistant Secretaries of the Army, General Counsel, The Administrative Assistant, Deputy Under Secretary of the Army (Operations Research), Chief of Legislative Liaison, Chief of Public Affairs, and Director, Office of Small and Disadvantaged Business Utilization regarding matters within their respective fields of responsibility as herein assigned.

3. Under Secretary of the Army. The Under Secretary of the Army is the deputy to the Secretary of the Army, and as the principal civilian assistant, acts with the full authority of the Secretary in the general management of the department. The Under Secretary is the NATO focal point for the Army. In addition, the Under Secretary is assigned, but not limited to, responsibility for long-range planning and materiel requirements determination and

documentation, military support to local, State, and Federal agencies for civil disturbances, emergency planning, international affairs, intelligence and counterintelligence, natural disaster relief, military history, and for the Civilian Marksmanship Program. The Under Secretary is assisted by the Deputy Under Secretary (Operations Research), who is responsible for:

a. The Army Study Program.

b. Policy formulation and program direction of operations research/systems analysis activities related to:

(1) Net threat and technical assessments.

(2) Army plans, programs, and budgets.

(3) Force structure requirements and readiness.

(4) Materiel items in all life cycle phases.

(5) Logistics.

(6) Tests and evaluations, and field experimentation of materiel items, units, and forces.

c. Supporting the systems acquisition review committees (ASARC/DSARC), and serving as a member of the ASARC.

d. Guiding the Army Officer Operations Research Education Program.

e. Staffing of Mission Element Need Statements (MENS) in the Army Secretariat.

f. As directed, conducting studies and analyses in support of the Army Secretariat.

4. Assistant Secretaries of the Army. The Assistant Secretaries are each responsible for the following general functions:

a. Conduct analyses, develop policies, provide advice, make recommendations, and issue guidance on Army plans, programs, and budget matters.

b. Develop systems and standards for the administration and management of approved plans, programs, and budget matters.

c. Initiate programs, actions, and tasking to ensure adherence to DA and Department of Defense (DOD) policies and national security objectives; and, to ensure that programs are designed to accommodate operational requirements and promote the readiness and efficiency of the forces.

d. Review and evaluate programs for carrying out approved policies and standards.

e. Recommend Army positions of Legislative and Executive Branch initiatives.

f. GAO Activities within area of responsibility.

g. Promote coordination, cooperation, and mutual understanding within the DA and between DA, DOD, and other Federal agencies and the civilian community.

h. Serve on boards, committees, and other groups pertaining to assigned functional areas, and represent the Secretary of the Army on matters outside DA.

i. Perform such other duties as the Secretary of the Army may prescribe.

5. Assistant Secretary of the Army (Civil Works). The Assistant Secretary of the Army (Civil Works) is responsible for—

a. The Corps of Engineers Civil Works Program for water resources development consisting of:

(1) Navigation.

(2) Flood Control.

(3) Shore Protection and beach erosion control.

(4) Hydroelectric power generation.

(5) Municipal and industrial water supply.

(6) Water quality control.

(7) Outdoor recreation.

(8) Fish and wildlife conservation and enhancement.

(9) Hurricane protection.

b. Canal Zone Government, the Panama Canal Company, and sea level canal affairs.

c. Army components of the National Cemetery Program.

6. Assistant Secretary of the Army (Installations, Logistics, and Financial Management). The Assistant Secretary of the Army (Installations, Logistics, and Financial Management) is responsible for—

a. Logistics management, to include:

(1) Supply, maintenance, and transportation.

(2) Integrated logistics support.

(3) Logistics management systems.

(4) Troop support services.

(5) Physical security of installations and materiel.

(6) Army Energy Program.

(7) Logistics readiness.

(8) Army Stock Fund and Army Industrial Fund.

(9) Chemical and nuclear surety.

(10) Telecommunications.

(11) Logistical support and interface for NATO standardization and interoperability.

(12) Review and evaluate interface of proposed weapon systems and product improvement programs with logistic support functions.

b. Installations and housing management, to include:

(1) Installation requirements, stationing, development, planning, utilization, and realignments.

(2) Facilities engineering and maintenance.

(3) Construction requirements, stationing, development, and standards.

(4) Family Housing and Homeowners Assistance Program.

(5) Real property acquisition, management, and disposal.

(6) Military construction and facility maintenance budget and funding programs.

(7) Commercial-Industrial Type Activities Program.

(8) Integrated facilities system.

(9) Installation restoration.

(10) Architect-engineer selection approval.

(11) Military construction programs in support of foreign government.

c. Financial Management, to include:

(1) The Army Planning, Programming, and Budgeting System.

(2) Army budget formulation and execution.

(3) Cost and economic methodology, factors, and analysis.

(4) Financial systems for all funds (e.g., Appropriated, Non-Appropriated, and Revolving) including accounting, reporting, pricing, disbursement and collection of funds, pay of personnel, military banking, and credit unions.

(5) Internal audit.

(6) Direction and supervision of the Army automation and communication program; functions as the senior ADP policy official.

(7) Audit compliance by The Inspector General.

(8) Claims, reports of survey, and matters pertaining to loss of funds.

(9) Management information systems, including progress and statistical reporting.

(10) Contract financing.

(11) Contracts for management studies.

(12) Management improvement, including productivity enhancement.

(13) International balance of payment activities.

(14) Internal review.

d. Environment, safety, and occupational health (except for the Army Industrial Safety Program for ammunition which is a function of the ASA(RDA)).

e. Serving as a member of the Army Systems Acquisition Review Council

b. Installations and housing management, to include:

(1) Installation requirements, stationing, development, planning, utilization, and realignments.

(2) Facilities engineering and maintenance.

(3) Construction requirements, stationing, development, and standards.

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f. Direction and supervision over the Comptroller of the Army in all financial management matters.

g. Technical supervision and policy guidance over The Auditor General of the Army in all audit matters.

h. Providing policy guidance to, and supervision of operations of the Military Traffic Management Command.

i. Focal point for General Accounting Office and Defense Audit Service reports within the Department of the Army.

j. Officer and civilian career/specialty programs in the logistics, comptroller, and ADP functional areas.

7. Assistant Secretary of the Army (Manpower and Reserve Affairs). The Assistant Secretary of the Army (Manpower and Reserve Affairs) is responsible for—

a. Force structure requirements and management.

b. Force operational readiness.

c. Army National Guard and Army Reserve affairs.

d. Mobilization manpower.

e. Manpower and personnel management, military and civilian.

f. Quality of life.

g. Personnel procurement.

h. Military health care.

i. Labor management relations.

j. Equal Opportunity and Race Relations.

k. Equal Employment Opportunity.

l. Morale, welfare, and disciplinary matters (including custody of military prisoners).

m. Drug and Alcohol Abuse Program.

n. Education and individual training.

o. Personnel Research Program.

p. Headquarters organization matters.

q. Military compensation matters.

r. Programs involving foreign nationals, including decorations, awards, and hospitalization in US Army facilities.

s. Personnel security, including safeguarding classified material.

t. DA Military Review Boards Agency, consisting of the Army Board for Correction of Military Records, the Army Council of Review Boards, and the

Army Clemency and Parole Board.

u. Sensitive investigatory matters in conjunction with the General Counsel.

v. Military justice matters.

w. Administrative and logistical support of Non-Appropriated Fund Personnel Policy Office.

x. Civilian executive resources management.

8. Assistant Secretary of the Army (Research, Development, and Acquisition). The Assistant Secretary of the Army (Research, Development, and Acquisition) is the Scientific Advisor to the Secretary of the Army and is responsible for—

a. Research, development, test, and evaluation (RDTE), to include:

(1) Scientific and technical information.

(2) Basic and applied research.

(3) Weapons, weapons systems and Army materiel.

(4) Design, engineering, and life-cycle cost considerations.

(5) Acquisition, utilization, and management of research and development facilities and equipment.

(6) RDTE acquisition and the application of acquisition policy thereto.

(7) Integration of technology with military requirements.

(8) Development test and evaluation.

(9) Operational test and evaluation.

(10) Mapping and geodetic programs.

(11) Medical, engineering, and personnel research programs.

b. Materiel acquisition management, to include:

(1) Acquisition policy and procedures.

(2) Approval of quantitative requirements, contracts, production, and acquisition plans and programs.

(3) Development and evaluation.

(4) Operational test and evaluation.

(5) Product improvement, quality assurance, maintainability, and reliability programs.

(6) Production base sizing and quantitative requirements.

(7) Production base support and Industrial Mobilization programs.

(8) US Army Contract Adjustment Board.

(9) Industrial labor relations.

(10) Plant cognizance programs.

(11) Commercial commodity acquisition program.

(12) Acquisition, utilization, and management of production.

(13) Army Industrial Safety Program for ammunition.

c. Acquisition policies and procedures, to include:

(1) Development, publication, and monitorship of acquisition policies, procedures, and activities (e.g., Army Acquisition Procedures (AAP) and DA circulars). Actions impacting on socio-economic programs shall be coordinated with the Director, SADBU.

(2) Army policy representative on the Defense Acquisition Regulatory Council.

(3) Delegation of contracting authority.

(4) Product improvement, quality assurance, maintainability, and reliability programs.

d. Assistance to the Under Secretary of the Army in development of DA policy regarding NATO standardization and interoperability of weapon systems and equipment, including information interchange with friendly and allied nations in coordination with the Under Secretary of the Army.

e. Implementation of approved worldwide security assistance policies.

f. Source selection authority.

g. Membership on Army Systems Acquisition Review Council.

h. Value Engineering Program.

i. Army Science Board, to include functions of Executive Director.

j. Disposal of other than real property.

k. Officer and civilian career/specialty programs in the research, development, and acquisition areas.

l. Make/approve statutory and regulatory findings, determinations, and exceptions as pertains to RDTE and acquisition authority.

m. Program/Project Manager selection process.

n. In conjunction with USA, develops Mission Element Need Statements (MENS) and transmits to OSD.

9. General Counsel. The General Counsel, a civilian attorney appointed by and directly responsible to the Secretary of the Army, is the chief legal officer of the Army and is responsible for—

a. Serving as legal counsel to the Secretary of the Army, and Under Secretary of the Army, the Assistant Secretaries of the Army, and other officials of the Office of the Secretary of the Army.

b. Administering the policies of the Secretary of the Army concerning the legal services of the Army.

c. Providing professional guidance to attorneys and legal offices of the Army.

d. Monitoring the following activities, keeping both the Secretary and Under Secretary of the Army informed of significant events:

(1) Sensitive investigatory matters, as requested by the Secretary of the Army.

(2) Defense Investigative Review Council (DIRC) matters.

e. Supervising the civilian attorney career program.

f. Serving as point of contact between the Department of the Army and the Special Counsel of the Merit Systems Protection Board.

g. Providing representation on, and recorder and counsel to, the Army Contract Adjustment Board.

h. Serving as a special member of the Army Systems Acquisition Review Council.

i. Providing Army legal representation on the Defense Acquisition Regulatory Council.

The General Counsel's responsibility extends to any subject of law and to other matters as directed by the Secretary of the Army.

10. The Administrative Assistant. The Administrative Assistant, a senior career official, is directly responsible to the Secretary of the Army and is responsive to other principal officials within the Office, Secretary of the Army and is responsible for—

a. Acting for the Secretary of the Army and, as authorized, for the Under Secretary of the Army and other principal officials within the Office, Secretary of the Army, in an extensive variety of matters consistent with delegations, precedents, and known attitudes.

b. Acting for the Secretary of the Army on matters relating to management processes and administrative services by and for HQDA, supervising control of general purpose Army space in the National Capital Region, employment coordination for the Washington, DC, commuting area, operations of the Defense Telephone Service—Washington and the Defense Supply Service—Washington, and administration of the HQDA Welfare Fund and Recreation Program.

c. Acting for the Secretary of the Army in provision of administrative management services to organizations and activities for which the Secretary has been designated administrative and/or executive agent, and to agencies/activities assigned for such support on the basis of efficiency and economy of operations.

d. Serving as an assistant to the Secretary and Under Secretary in matters pertaining to the administration of the Office of the Secretary of the Army and the HQDA.

e. Serving as DA point of contact for the Federal Executive Boards.

f. Administering the DA Committee Management Program.

g. Administering, pursuant to the policy direction of the Secretary and Assistant Secretary of the Army (Manpower and Reserve Affairs), the DA Civilian Personnel Security Program.

h. Administering Freedom of Information and Privacy Act matters for OSA and its serviced/supported activities.

i. Providing Continuity of Operations Planning for HQDA.

j. Providing effective administration to all elements of the Office, Secretary of the Army, including comprehensive resource and general management programs, budgeting, organizational review and coordination, ADP service support, administrative coordination of actions, personnel administration, security, and correspondence and records administration.

k. Providing staff assistance, on a management consultant basis, to key officials on projects in the field of general management, administration, and management practices, techniques, and methodology.

l. Conducting administrative, management, and organizational studies/surveys as directed.

11. Chief of Legislative Liaison. The Chief of Legislative Liaison is directly responsible to the Secretary of the Army and responsive to the Chief of Staff. The Chief of Legislative Liaison is responsible for—

a. As the sole directive agency for HQDA congressional affairs, formulating, coordinating, and supervising policies and programs concerning the Army's relations with the Congress.

b. Liaison between the Army and Committees of Congress, except with the Appropriations Committees (interface with these committees is provided by Comptroller of the Army), Civil Works, and printing matters.

c. Providing a central point of contact for the Department of the Army with members of Congress, their staffs, and all relevent committees except Appropriations Committees.

d. Providing advice on the status of congressional affairs affecting the Army and on legislative aspects of Army policies, plans, and programs.

e. Providing prompt, coordinated, consistent, and factual information on Army policies and operations in response to inquiries received from Members and Committees of Congress.

f. Coordinating, monitoring, and reporting on legislative and investigative actions of interest to the Army, and providing legislative advice to Army witnesses called to appear before legislative or investigative committees.

12. Chief of Public Affairs. The Chief of Public Affairs is directly responsible to the Secretary of the Army and is responsive to the Chief of Staff. The Chief of Public Affairs is responsible for—

a. Formulating Army public affairs, to include public information, community relations, and command information policies and programs.

b. Advising the Secretary of the Army, the Chief of Staff, and agencies of the DOD on public information and community relations matters relating to public understanding and support of the Army.

c. Advising and assisting the Secretary of Defense, through the Assistant Secretary of Defense (Public Affairs), in the development and accomplishment of DOD public affairs objectives as requested.

d. Developing Department of the Army public affairs plans and programs in support of Army basic plans and programs.

e. Coordinating and monitoring the worldwide implementation of public information, community relations, and command information policies and programs of the Department of the Army.

f. Supervising the Army's Public Information Security Review Program in the field.

g. Counseling DA agencies on the public affairs implications related to implementation of 5 U.S.C. 552, The Freedom of Information Act.

h. Serving as a member of the Department of the Army Classification Review Committee (DACRC).

i. Serving as the HQDA proponent for Officer Personnel Management System (OPMS) Specialty Public Affairs (46) and as Functional Chief for the DA Information and Editorial Civilian Career Program.

13. Director, Small and Disadvantaged Business Utilization. The Director, Office Small and Disadvantaged Business Utilization is appointed by and reports directly to the Secretary of the Army and is responsible for:

a. Developing policies to implement socio-economic acquisition programs, as set forth in sections 8 and 15 of the Small Business Act, as amended, and other pertinent publications, directives, and Executive Orders.

b. Developing systematic procedures, in coordination with the ASA-(RDA), to ensure the effective execution of the Small Business Act, as amended, and other pertinent publications, directives, and Executive Orders.

c. Establishing and monitoring agency goals.

d. Supervising personnel performing duties for which the office of Small and Disadvantaged Business Utilization has responsibility.

e. Training and educating agency staff whose duties and functions relate to sections 8 and 15 of the Small Business Act, as amended.

f. Assuring that a fully qualified small business technical advisor is assigned to each office to which the Small Business Administration has assigned a procurement center representative.

g. Conducting outreach, liaison, source development, and seminars for small and disadvantaged businesses.

h. Publishing required information brochures and documents.

i. Acting as interagency liaison for acquisition program activities relating to small and disadvantaged businesses and other elements included

within socio-economic business programs.

j. Cooperating and consulting on a regular basis with the Congress, the Office, Secretary of Defense, the Small Business Administration, and other government and industrial organizations with respect to carrying out the socio-economic acquisition programs of the Army.

k. Administering the Army Advance Planning Procurement Information Program.

14. Delegation. The duties and coordinating role of the Under Secretary as principal civilian assistant to the Secretary of the Army are not delegable to any other official. In the absence of the Under Secretary, these responsibilities will be retained by the Secretary or assumed by the Acting Secretary. The Principal Deputy Assistant Secretary of the Army (Civil Works), Principal Deputy Assistant Secretary of the Army (Installations, Logistics, and Financial Management), Deputy Assistant Secretary of the Army (Research and Development), Deputy Assistant Secretary of the Army (Acquisition), Principal Deputy Assistant Secretary of the Army (Manpower and Reserve Affairs), Principal Deputy General Counsel, Deputy Administrative Assistant, Deputy Chief of Legislative Liaison, Deputy Chief of Public Affairs, and Deputy Director, Office Small and Disadvantaged Business Utilization each shall, except as to statutory functions which cannot be delegated, act for and perform the duties of the principal in the principal's absence or disability and as otherwise directed.

15. Rescission. Department of the Army General Orders 12, 30 June 1978, and General Orders, 4, 23 February 1979, are hereby rescinded.

[SAAA-SS]

Clifford L. Alexander Jr.

CLIFFORD L. ALEXANDER, JR.
Secretary of the Army

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