

Headquarters
Department of the Army
Washington, DC
1 February 1991

DA Memo 10-3

Organizations and Functions

Headquarters, Department of the Army Chiefs and Executives Chart

Applicability. This memorandum applies to Headquarters, Department of the Army agencies only.

1. Purpose

This memorandum prescribes responsibilities and procedures for preparing, publishing, and distributing the Headquarters, Department of the Army Chiefs and Executives chart.

2. Explanation of abbreviations

- a. AASA ----- Administrative Assistant to the Secretary of the Army
- b. DA ----- Department of the Army
- c. HQDA ----- Headquarters, Department of the Army
- d. USAISC-P ----- U.S. Army Information Systems Command-Pentagon

3. Responsibilities

a. The Administrative Assistant to the Secretary of the Army (AASA) will approve each revised Headquarters, Department of the Army Chiefs and Executives chart for publication and distribution as well as fund the production and printing of the chart and booklet.

b. Principal Officials of Headquarters, Department of the Army (HQDA) will--

(1) Submit changes to the previously published chart as requested by the U.S. Army Information Systems Command-Pentagon (USAISC-P), to USAISC-P, ATTN: ASQNS-OP-M-A, Room BE800, The Pentagon, Washington DC 20310-3073.

(2) Arrange revised information in a format similar to that shown on the existing chart or as otherwise specified by USAISC-P. Required information includes individual titles,

current grades (for military), names of personnel, room numbers, telephone extensions, office symbols, and location codes.

(3) Ensure revised data conforms to the number of printed lines on the previously published chart unless USAISC-P approves a deviation in advance of publication. Intra-agency coordination should emphasize uniformity of format with the remainder of the existing chart.

(4) Review and verify the accuracy of their portion of the new chart before its publication at a time and location designated by USAISC-P.

(5) Coordinate with subordinate Staff Support Agencies and Field Operating Agencies to submit revised information.

4. Procedures

USAISC-P will provide the support necessary to publish the proposed chart by--

a. Coordinating with the U.S. Army Visual Information Center for--

(1) Development of proposed chart layout, marginal notes, and organizational blocks received from USAISC-P.

(2) Preparation of camera-ready layout to include necessary reduction or expansion and mounting of titles, organizational blocks, and marginal notes.

(3) Completion of layout within 10 working days of receipt.

(4) Preparation of camera-ready directory in booklet form with the same data from the chart.

b. Requesting HQDA agencies submit changes to the existing chart approximately 60 days before the effective date of the new edition.

c. Establishing a suspense for agency revisions (30 days before the effective date of the new chart).

d. Considering agency requests for changes in size of organizational blocks on the chart in terms of space limitations, block sizes of comparable agencies, and the magnitude of the proposed changes.

- e. Reviewing and verifying information that HQDA agencies submit 30 days prior to the new chart's effective date.
- f. Making necessary editorial changes and determining appropriate type style.
- g. Reviewing agency submissions for format conformity and consistency.
- h. Obtaining approval of camera-ready copy from the AASA (JDPP-ASD) before the chart's publication and distribution.
- i. Coordinating the chart's publication with the Defense Printing Service.
- j. Maintaining a worldwide distribution list and distributing the revised chart as soon as possible after printing.
- k. Approving requests for either initial distribution or additional copies of the chart.
- l. Publishing the chart semiannually.

(SAAA-IM)

By Order of the Secretary of the Army:

CARL E. VUONO
General, United States Army
Chief of Staff

Official:

Milton H. Hamilton

MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

Distribution:

Headquarters, Department of the Army agencies