



Department of Defense DIRECTIVE

NUMBER 5105.53

November 23, 1998

DA&M

SUBJECT: Director of Administration and Management (DA&M)

- References:
- (a) Title 10, United States Code
 - (b) DoD Directive 5105.53, "Director of Administration and Management," May 24, 1988 (hereby canceled)
 - (c) [DoD Directive 1000.17](#), "Detail of DoD Personnel to Duty Outside of the Department of Defense," February 24, 1997
 - (d) Title 5, United States Code
 - (e) through (h), see enclosure 1

1. REISSUANCE AND PURPOSE

Pursuant to the authority vested in the Secretary of Defense by Section 113 of reference (a), this Directive reissues reference (b) to update the responsibilities, functions, relationships, and authorities of the DA&M, as prescribed herein.

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

3. RESPONSIBILITIES AND FUNCTIONS

3.1. The Director of Administration and Management shall serve as the principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense on

Department-wide organizational and administrative management matters. In this capacity, the DA&M shall:

3.1.1. Advise and assist the Secretary of Defense on administration and organization within the Department of Defense.

3.1.2. Develop and coordinate DoD policy on administrative and organizational matters.

3.1.3. Review, evaluate, and develop recommendations to improve the organization, functions, and management of DoD activities and programs.

3.1.4. Develop and maintain organizational charters for the OSD, the Defense Agencies, the DoD Field Activities, and other appropriate DoD activities, as required.

3.1.5. Develop and coordinate DoD policy and oversee the administration for the following:

3.1.5.1. DoD Committee Management Program.

3.1.5.2. DoD Federal Advisory Committee Management Program.

3.1.5.3. DoD Management Headquarters Program.

3.1.5.4. DoD Quality Management Program.

3.1.5.5. OSD Historical Program.

3.1.5.6. OSD Management Control Program.

3.1.6. Analyze and control manpower requirements for the OSD, other assigned activities and the outside the Department of Defense details program (reference (c)).

3.1.7. Develop and coordinate DoD policy for the implementation of the Department of Defense Freedom of Information Act Program (FOIA), consistent with 5 U.S.C. 552 (reference (d)).

3.1.8. Provide policy oversight of the DoD Privacy Program.

3.1.9. Participate in planning, programming, and budgeting activities related to DA&M responsibilities.

3.1.10. Promote coordination, cooperation, and mutual understanding on matters under DA&M cognizance within the Department of Defense and between the Department of Defense, other Government Agencies, and the public.

3.1.11. Serve on boards, committees, and other groups concerned with matters pertaining to assigned responsibilities, and represent the Secretary and Deputy Secretary of Defense on such matters outside the Department of Defense.

3.1.12. Serve also as the Director, Washington Headquarters Services, in accordance with DoD Directive 5110.4 (reference (e)).

3.1.13. Perform such other duties as the Secretary or Deputy Secretary of Defense may prescribe.

4. RELATIONSHIPS

4.1. In the performance of the above functions, the DA&M shall:

4.1.1. Coordinate and exchange information with other OSD officials, the Heads of the DoD Components, and Federal Agencies having collateral or related functions.

4.1.2. Use existing facilities and services of the Department of Defense and other Federal Agencies, whenever practicable, to avoid duplication and achieve maximum efficiency and economy.

4.2. Other OSD officials and the Heads of the DoD Components shall coordinate with the DA&M on all matters related to the responsibilities and functions cited in section 3., above.

5. AUTHORITIES

5.1. The DA&M is hereby delegated authority to:

5.1.1. Issue DoD Instructions and one-time directive-type memoranda, consistent with DoD 5025.1-M (reference (f)), that implement policies approved by the Secretary of Defense in the assigned areas of responsibility. Instructions to the

Military Departments shall be issued through the Secretaries of those Departments, or their designees. Instructions to the Combatant Commands shall be communicated through the Chairman of the Joint Chiefs of Staff.

5.1.2. Obtain reports, information, advice, and assistance, consistent with DoD Directive 8910.1 (reference (g)), in carrying out assigned functions, as necessary.

5.1.3. Communicate directly with the Heads of the DoD Components. Communications to the Commanders of the Combatant Commands shall be transmitted through the Chairman of the Joint Chiefs of Staff.

5.1.4. Establish arrangements for DoD participation in non-defense governmental programs for which the DA&M is assigned primary staff cognizance.

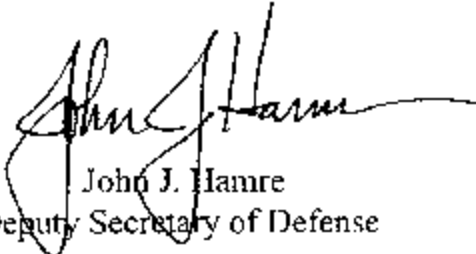
5.1.5. Communicate with other Government Agencies, representatives of the Legislative Branch, and members of the public, as appropriate, in carrying out assigned functions and responsibilities.

5.1.6. Represent the Secretary of Defense before the Joint Committee on Printing, the Public Printer, and the Director of the Office of Management and Budget on all matters relating to printing, binding, and publications requirements, consistent with Chapter 11 of 44 U.S.C. (reference (h)).

5.1.7. Act as the FOIA appellate authority for OSD and Chairman of the Joint Chiefs of Staff with respect to information that was denied public disclosure by an authorized initial denial authority under one or more of the exemptions in 5 U.S.C. 552 (reference (d)).

6. EFFECTIVE DATE

This Directive is effective immediately.



John J. Hamre
Deputy Secretary of Defense

Enclosures - 1

E1. References, continued

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 5110.4](#), "Washington Headquarters Services," May 6, 1991
- (f) [DoD 5025.1-M](#), "Department of Defense Directives System Procedures," August 1994
- (g) [DoD Directive 8910.1](#), "Management and Control of Information Requirements," June 11, 1993
- (h) Chapter 11 of title 44, United States Code