

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, ESD. The Director, ESD, under the authority, direction, and control of the Director, WHS, shall:

a. Execute the correspondence management, processing, distribution, and archival functions of SecDef, DepSecDef, and ExecSec official correspondence in accordance with Director of Administration and Management (DA&M) responsibilities for SecDef, DepSecDef, and ExecSec correspondence and this Manual, and in coordination with the ExecSec.

b. Disseminate correspondence guidance as necessary through appropriate channels such as memorandums, websites, amended appendixes or administrative updates to this Volume, or other communications with OSD and DoD Component correspondence management offices (CMOs) as appropriate.

2. ASSISTANT SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS (ASD(PA)). The ASD(PA), in addition to the responsibilities in sections 5 and 6 of this enclosure, shall coordinate on all correspondence that:

a. Contains information with public affairs implications.

b. Involves requests for SecDef or DepSecDef participation in public forums, such as speaking and media events, or in events in DoD or military settings that may draw media coverage.

3. GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE (GC, DoD). The GC, DoD, in addition to the responsibilities in sections 5 and 6 of this enclosure, shall coordinate on all correspondence that:

a. Has legal implications or possible adverse reflections on the Department of Defense.

b. Is based on law.

4. ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS (ASD(LA)). The ASD(LA), in addition to the responsibilities in sections 5 and 6 of this enclosure, shall coordinate on all correspondence that:

a. Is addressed to Members of Congress.

b. Has legislative implications.

5. HEADS OF THE OSD AND DoD COMPONENTS. The Heads of the OSD and DoD Components shall:

a. Establish correspondence management functions for their Components to ensure that correspondence for SecDef, DepSecDef, or ExecSec consideration is prepared and submitted in accordance with this Manual.

b. Support their CMOs in reviewing correspondence prepared for SecDef, DepSecDef, or ExecSec attention for proper format, clarity of purpose and intent, application of appropriate security markings and instructions, and correspondence package consistency and assembly, to include appropriate coordination.

c. Designate appropriate level staff to sign responses to individuals who write to the President or other White House officials when the correspondence is sent to DoD for Reply Direct (RD).

6. HEADS OF THE OSD AND DoD COMPONENTS THAT REPORT DIRECTLY TO THE SECRETARY OF DEFENSE. The Heads of the OSD and DoD Components that report directly to the Secretary of Defense, in addition to the responsibilities in section 5 of this enclosure, shall establish correspondence policy within their Components consistent with this Manual.