

OFFICE OF THE DIRECTOR OF ADMINISTRATION AND MANAGEMENT (ODA&M).

Transition Book

OFFICE OF THE SECRETARY OF DEFENSE

C FFICE OF THE DIRECTOR OF ADMINISTRATION AND MANAGEMENT (ODA&M)

TRANSITION BOOK

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D RECTOR, ADMIN ISTRA'TIC N AND MANAGEMENT MAJ DR ACTI'/ITIES (F SUBOR) INATE ORGANIZATIONS

DIRECTORATE FOR ORGANIZATIONAL AND MANA GEMENT L'LANNING

- Advise and assist the Secretary and Deputy Secretary of Defense, the Director of Administration and Management, and other serior DoD officials on organizational and management problems and issues and the implementation of organizational adjustments, structural realignments, and management reforms to achieve increased effectiveness, efficiency, and economy of operations.
- Conduct analyses and studies of Dol) organizations, missions, and functions, and recommend changes for improved organizational, structural, functional, and managerial arrangements for the administration of LoD plans and programs.
- Provide pelicy guidance, planting, and coordination for the DoD Major Headquarters Program, the DoD Committee Management Program, and the Management Control Program for OSD and other assigned activities.
- Manage and control workyear (manpower requirements for OSD and other assigned activities.
- Develop, coordinate, and maintain currency of DoD Directives and Instructions, to include charter directives for the Offices of the OSD Principal Staff Assistants, the Defense Agencies, the DoI: Field Activities, other single manager, joint tenant, or executive agent entities, and other miscellaneous program and policy functions.
- Plan and present briefings on DoD organ zational and management arrangements to senior officials of DoD, other Execut ve Agencies and Departments, the Congress, foreign governments, and corporate, private, and educational organizations.

OSD HISTORICAL OFFICE

- Prepare an I publish a continuin & History of the Office of the Secretary of Defense.
- Collect and compile documents and data for historical reference and research purposes.
- Coordinate the historical activit es of the Department of Defense.

- Represent the Department o' Defense n various external processes with other government agencies on matters related to history.
- Chair the DoD Historical Records Declassification Advisory Panel and consult with representatives of other government agencies on matters related to declassification security, as required.
 - Prepare special historical studies and perform special assignments.

QUALITY MANAGEMENT OFFICE

- Develop and monitor plans for the implementation of Quality Management within the Department of Defense.
 - · Provide guidance to DoD organizations see sing to implement Quality Management.
- Determine the appropriate Qt ality Minnagement training, education, and facilitation requirements for DSD staff member: and coor linate available resources to meet those requirements.
- Provide the DoD fical point for both internal and external inquiries for Quality Management issues
- Provide the OSD interface with the Do.) Components for all matters related to Quality Management.

DA&M Mission Statement contained in Section 3.1. below.



Department of Defense DIRECTIVE

NUMBER 5105.53

November 23, 1998

DA&M

SUBJECT: Director of Admin stration an I Management (DA&M)

References: (a) Title 10, United States Code

- (b) DoE Directiv: 5105.43, 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 El. Enclosure 1

1. REISSU ANCE AND PURP DSE

Pursuant to the author ty 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. APPLIC BLITY

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

3. RESPONSIBILITIES AND I UNCTIONS

3.1. Th: <u>Director of Admin istration</u> ar d Management shall serve as the principal staff assistar t 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. Adv se and as sist the Sec retary of Defense on administration and organization within the Depar ment of Defense.
- 3 1.2. Develop and coordinate 1 to D policy on administrative and organizatic nal matters.
- 3 1.3. Review, evaluate, and de relop recommendations to improve the organization, functions, and management of DoD activities and programs.
- 3.1.4. Develop and r mintain or anizational charters for the OSD, the Defense A sencies, the DoD Field Activities, and other appropriate DoD activities, as required.
- 3.1.5. Develop and c pordinate I oD policy and oversee the administration for the following:
 - 3.1.5.1. DOD Committe : Management Program.
 - 3.1.5.2. DoD Fe leral Acvis my Committee Management Program.
 - 3.1.5.3. DoD Ms nagement Headquarters Program.
 - 3.1.5.4. DoD Qu slity Management Program.
 - 3.1.5.5. OSD His torical 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 outsi le the L'eps rement of Defense details program (reference (:)).
- 3.1.7. Develop and coordinate De D policy for the implementation of the Department of Defense: Freedon of Information Act Program (FOIA), consistent with 5 U.S.C. 55: (reference (d)).
 - 3.1 8. Provide policy (versigh: of the DoD Privacy Program.

- 3. .9. Participate in I lanning, programming, and budgeting activities related to DA&M responsibilities.
- 3. .10. Promote coor lination, or operation, and mutual understanding on matters under DA&M cognizar ce with nather Department of Defense and between the Department of Defense, other (iovernment Agencies, and the public.
- 3.1.11. Serve on boar is, commit ees, and other groups concerned with matters pertaining to assigned responsibilities, and represent the Secretary and Deputy Secretary of Defense on such natters outside the Department of Defense.
- 3.1.12. Serve also as the Director, Washington Headquarters Services, in accordance with DoD Directive 5110.4 (re erence (e)).
- 3.1.13. Perform such other duties as the Secretary or Deputy Secretary of Defense may prescribe.

4. RELATIONSHIPS

- 4.1. In he performance of the above f motions, the DA&M shall:
- 4.1 1. Coord nate and exchange is formation with other OSD officials, heads of the DoD Components, and Fe deral Agencies having collateral or related functions.
- 4.1 2. Use existing facilities and services of the Department of Defense and other Federa. Agencies, whenever practical le, to avoid duplication and achieve maximum of iciency and economy.
- 4.2. Other OSD officials at d heads of the DoD Components shall coordinate with the DA&M on all matters related to the less onsibilities and functions cited in section 3., above.

5. AUTHOFITIES

- 5.1. The DA&M is hereby lelegate 1 as thority to:
- 5.1.1. Issue DoD Instructions and me-time directive-type memoranda, consistent with DoD 5025.1-M (reference (1)), that implement policies approved by the Secretary of Defense in the assigned areas or responsibility. Instructions to the

Military D partment: shall be issued through the Secretaries of those Departments, or their designees. Instructions to the Comi atant Commands shall be communicated through the Chairman of the Joint Chiefs of Staff.

- 5.1.2. Obta n reports, information, advice, and assistance, consistent with DoD Direc ive 8910. I (referer ce (g)), in carrying out assigned functions, as necessary.
- 5.1.3. Communicate directly with heads of the DoD Components.

 Communications to the Communders of the Combatant Commands shall be transmitted through the Chairman of the Joint Chiefs of Staff.
- 5. 1.4. Establish arrar gement: fo DoD participation in non-defense governmen al prograr is for which the DA LM is assigned primary staff cognizance.
- 5. .5. Communicate with other (iovernment Agencies, representatives of the Legislative Branch, and members of the public, as appropriate, in carrying out assigned functions and responsibilities.
- 5. .6. Represent the Lecretary of Defense before the Joint Committee on Printing, the Public Printer, and the Direct r 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 FOL appell ste 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. EFFEC TVE DATE

This Directive is effective immediatiately.

John J. Hamre

Deputy Secretary of Defense

Enclosures · 1

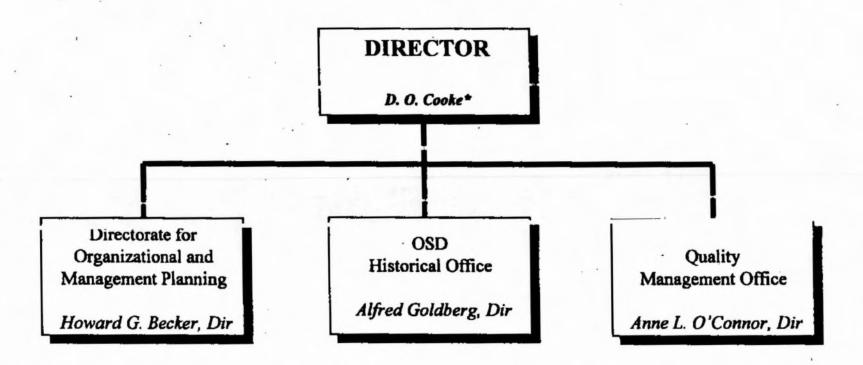
1. References, continued

EL INCLOSURE 1

References, continued

- (e) DoD Cirective 5] 10.4, "Washingt m | leadquarters Services," May 6, 1991
- (f) DoD 5(25.1-M, "Department of Defense Directives System Procedures," August 1994, authorized by DoD Directive 5 325.1, June 24, 1994
- (g) DoD E irective 85 10.1, "Management and Control of Information Requirements,"
 June 11, 1993
- (h) Chapte: 11 of title: 44, Uni ed States Code

OFFICE OF THE DIRECTOR OF ADMINISTRATION AND MANAGEMENT



^{*}Also serves as Director, Washington Headquarters Services.

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Coal:

Provide top quality, creative, and proactive organizational management advice and assistance to the Secretary of Defense, Deputy Secretary of Defense, and principal staff officials in the Office of the Secretary of Defense (OSD), Military Departments, Defense Agencies, Dol) Field Activities, and other organizational entities of the Department of Defense in a number that is consistent with sound management practices, the operational requirements of the Department, and the policies and prerogatives of the Administration.

Manage assigned programs in a manner that efficiently and effectively supports the policies and objectives of the Secretary of Defense and the senior Departmental leadership. These include: the Dol Major Headquarters Activities Program; the OSD/DoD Field Activity Management Control Program; the DoD Committee Management Program; the OSD Historical Program; the DoD Civilian and Military Honorary Awards Program; and DoD Quality Management matters.

Represent and advance the interest and prerogatives of the Secretary of Defense in the external community, within assigned areas of cognizance, in order to promote coordination, cooperation, and mutual understanding between the Department of Defense and other Government Agencies, the Congress, and the public.

DASM Functions contained in Section 3 below.



Department of Defense DIRECTIVE

NUMBER 5105.53

November 23, 1998

DA&M

SUBJECT: Director of Admin stration an I Management (DA&M)

References: (a) Title 10, United State: Code

- (b) DoD Directiv: 5105.53, Director of Administration and Management, May 24, 1988 (hereby canceled)
- (c) <u>DoD Directiv</u>: 1000.17, 'Detail of DoD Personnel to Duty Outside of the Department of Defenre," February 24, 1997
- (d) Title 5. Unite | States Cole
- (e) through (h), see El. Enclosure 1

1. REISSUANCE AND PURPOSE

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

2. APPLIC ABLITY

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 Dol) Field Activities (hereafter referred to collectively as "the DoD Component:")

3. RESPONSIBILITY IS AND FUNCTIONS

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

- Department t-wide organizational and a dm inistrative management matters. In this capacity, the DA&M shall:
- 3 1.1. Advise and as sist the Sec etary of Defense on administration and organization within the Department of Defense.
- 3 1.2. Develop and coordinate I toD policy on administrative and organizatic nal matters.
- 3.1.3. Review, evaluate, and de elop recommendations to improve the organization, functions, and management of DoD activities and programs.
- 3.1.4. Develop and n aintain organizational charters for the OSD, the Defense Apencies, the DoD Field Activities, and other appropriate DoD activities, as required.
- 3.1.5. Deve op and c ordinate C oD policy and oversee the administration for the following:
 - 3.1.5.1. DOD Committe: Management Program.
 - 3.1.5.2. DoD Fe leral Acvis my Committee Management Program.
 - 3.1.5.3. DoD Ms nagement 1 leadquarters Program.
 - 3.1.5.4. DoD Quality Management Program.
 - 3.1.5.5. OSD His torical Program.
 - 3.1.5.6. OSD Management Control Program.
- 3.1.6. Analyze and control manp over requirements for the OSD, other assigned activities and the outsi le the Leps rement of Defense details program (reference (:)).
- 3.1.7. Develop and coordinate De D policy for the implementation of the Department of Defense: Freedon of Information Act Program (FOIA), consistent with 5 U.S.C. 55: (reference (d)).
 - 3.1.8. Provide policy eversight of the DoD Privacy Program.

- 3.1.9. Participate in planning, programming, and budgeting activities related to DA&M esponsibilities.
- 3.1.10. Promote coordination, croperation, 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 per aining to assigned assponsibilities, and represent the Secretary and Deputy Secretary of Defense on such relaters cuts de the Department of Defense.
- 3. 1.12. Serve also as the Directo; Washington Headquarters Services, in accordance with DoD Directive 5110.4 (reference (e)).
- 3. .13. Perform such other dutie: as the Secretary or Deputy Secretary of Defense may prescrib:.

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, 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 Feder I Agencie;, whenever practicable, to avoid duplication and achieve maximum e ficiency and econo ny.
- 4.2. Other OSD officials and head: 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. AUTHO LITTES

- 5.1. The DA&M s hereby delegated authority to:
- 5.1.1. Issue DoD Instructions and one-time directive-type memoranda, consistent with DoD 5025.1-M reference (3), that implement policies approved by the Secretary of Defense in the assigned areas of responsibility. Instructions to the

Military Departments shall be saued it rough the Secretaries of those Departments, or their designess. Instructions to the Comb tant Commands shall be communicated through the Chairman of the Joint Chiefs of Staff.

- 5. 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 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 arran rements for DoD participation in non-defense government il programs for which the I As M is assigned primary staff cognizance.
- 5.1.5. Communicate with other Covernment 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 FOL' appells te: nthority for OSD and Chairman of the Joint Chiefs of Staff with respect to informs tion that was denied public disclosure by an authorize I initial denial authority under one or more of the exemptions in 5 U.S.C. 552 (reference (d)).

6. EFFEC IVE DATE

This Direct we is effective immediatiacely

John J. lamre

Debuty Secretary of Defense

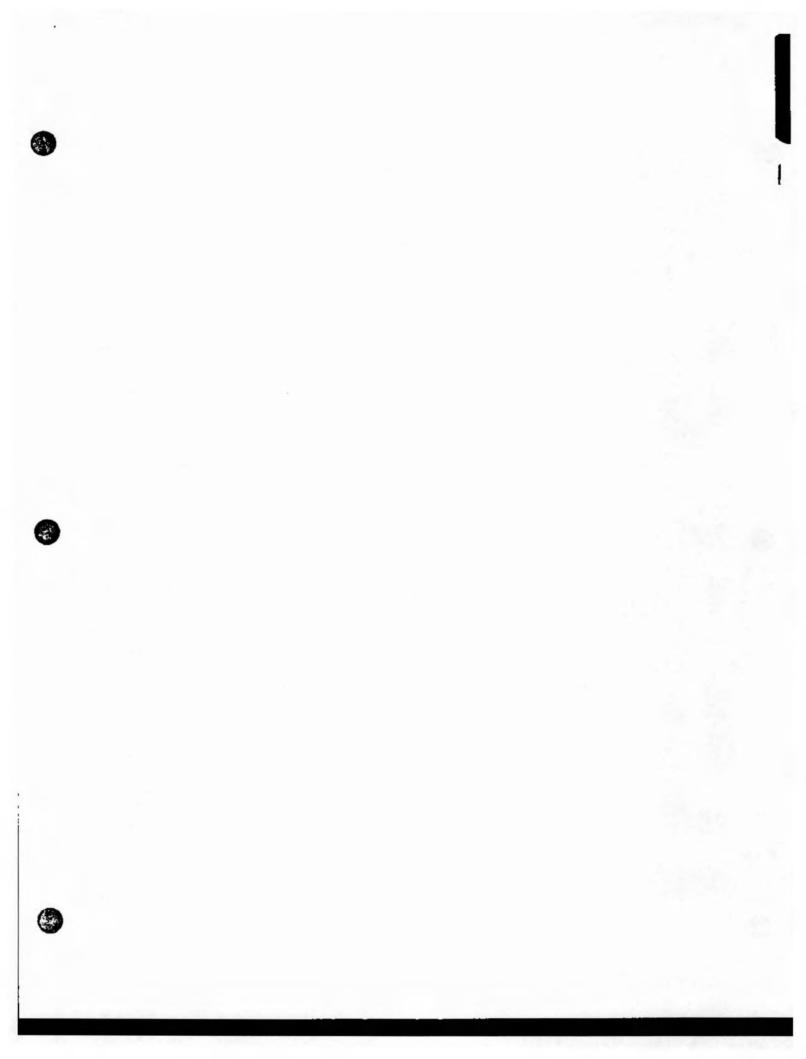
Enclosures · 1

1. References, continued

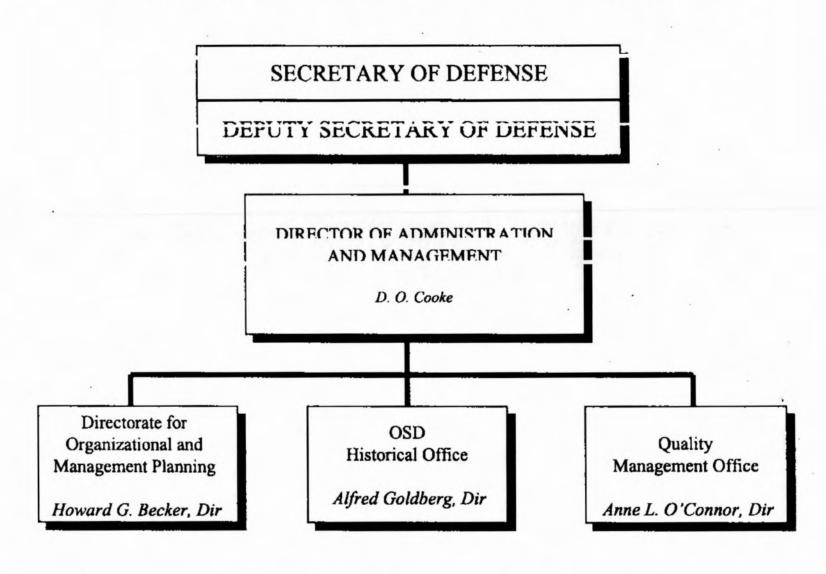
EI. INCLOSURE 1

References, continued

- (e) DoD [irective 5] 10.4, "Washingt on] leadquarters Services," May 6, 1991
- (f) DoD 5(25.1-M, "Department of Defer se Directives System Procedures," August 1994, authorized by DoD Directive 5325.1, June 24, 1994
- (g) DoD I irective 8:10.1, "M anagement and Control of Information Requirements,"
 June 11, 1993
- (h) Chapter 11 of titl: 44, United States Code



OFFICE OF THE DIRECTOR OF ADMINISTRATION AND MANAGEMENT



STATES OF STATES

Manaj ement 5 tud es and Issues

No current internal management studies and issues.

DASM Regula:ory Authorities contained in Section 5, page 3.



Department of Defense DIRECTIVE

NUMBER 5105.53

November 23, 1998

DA&M

SUBJECT: I irector of Administration and Management (DA&M)

References: (a) Title 11), United States Code

- (b) DoD I irective ! 105.53, "D rector of Administration and Management," May 24, 1988 (hereby canceled)
- (a) DoD Directive 1000.17, "Detail of DoD Personnel to Duty Outside of the Department of Defense," February 24, 1997
- (1) Title 5, United States Ccde
- (:) through (h), see 31. Enclose re 1

REISSUALICE AND PURPOS E

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

2. APPLICAF LITY

This Directive applies to the Offic: of the Sec etary of Defense (OSD), the Military Departments, the Chairman of the Joint Chief: of Staff, the Combatant Commands, the Office of the Luspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (here after referred to collectively as "the DoD Components")

3. RESPONSIBILITIES AND FUNCTIONS

3.1. The I virector of Administration and I fanagement shall serve as the principal staff assistant and advisor to the Secretary and Deputy Secretary of Defense on

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

- 3.1.1. Adv se and as sist 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 de relop recommendations to improve the organization, functions, and management of DoD activities and programs.
- 3 1.4. Develop and maintain on anizational charters for the OSD, the Defense Agencies, the DoD Field Activities, and other appropriate DoD activities, as required.
- 3 1.5. Develop and coordinate I toD policy and oversee the administration for the following:
 - 3.1.5.1. DOD Committee Management Program.
 - 3.1.5.2. DoD Fe deral Advisory Committee Management Program.
 - 3.1.5.3. DoD M magement Headquarters Program.
 - 3.1.5.4. DoD Q1 ality Mana gement Program.
 - 3.1.5.5. OSD Hi storical Program.
 - 3.1.5.6. OSD M magement Control Program.
- 3.1.6. Analyze and control man; ower requirements for the OSD, other assigned activities and the outs de the 1)ep artment of Defense details program (reference (c)).
- 3.1.7. Deve op and coordinate DoD policy for the implementation of the Departmen of Defense Freedon of Information Act Program (FOIA), consistent with 5 U.S.C. 5:2 (reference (d)).
 - 3. ..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, cor peration, and mutual understanding on matters under DA&M cognizant e 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 (ref rence (e)).
- 3.1.13. Perform such other duties is the Secretary or Deputy Secretary of Defense may prescribe.

4. RELATIC NSHIPS

6:

- 4.1. In the performance of the above functions, the DA&M shall:
- 4.1.1. Coordinate and exchange information with other OSD officials, heads of the DoD Component; and Fe leval Agencies having collateral or related functions.
- 4.1...!. 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 of icials and 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. AUTHOR TIES

- 5.1. The DA&M is hereby delegated authority to:
- 5.1.1. Issue DoD Instructions and one-time directive-type memoranda, consistent wit 1 DoD 5025.1-M (reference: (f.), that implement policies approved by the Secretary of I efense 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 Comb atant 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 Direc ive 8910... (reference (g)), in carrying out assigned functions, as necessary.
- 5.1.3. Communicate lirectly with heads of the DoD Components.

 Communications to the Communders of the Combatant Commands shall be transmitted through the Chairman of the Joint Chiefs of Staff.
- 5. .4. Establish arran gement: for DoD participation in non-defense governmental programs for which the 1)A. LM is assigned primary staff cognizance.
- 5. .5. Communicate with other (invernment Agencies, representatives of the Legislative Branch, and members of the public, as appropriate, in carrying out assigned functions at d respons bilities.
- 5. . 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 FOL appell ste 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 Direct ve is effective imm :diatiad sly.

John J. Jamre

Deputy Secretary of Defense

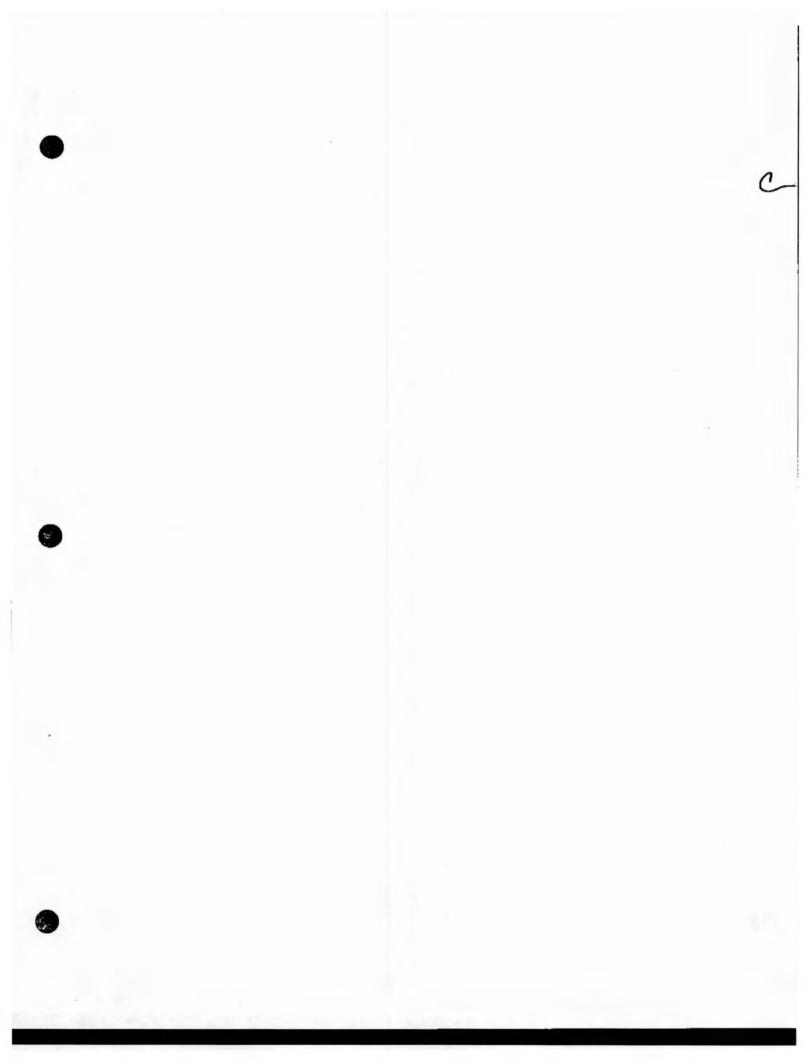
Enclosures - 1

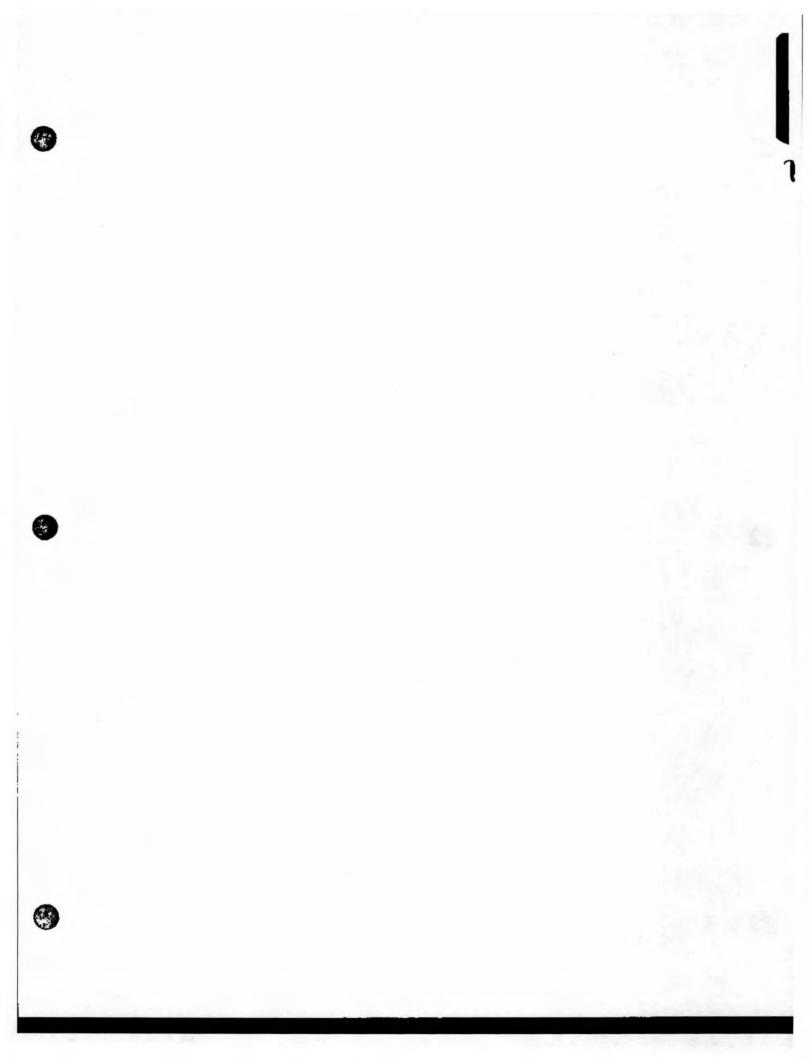
1. References, cortinued

EL INCLOSURE 1

Refer me s. continued

- (e) DoD Directive 5] 10.4, "Washington I leadquarters Services," May 6, 1991
- (f) DoD 5(25.1-M, "Department of Defense Directives System Procedures," August 1994, authorized by DoD Directive 5 125.1, June 24, 1994
- (g) DoD D rective 85 10.1, "M magement and Control of Information Requirements,"
 June 11, 1993
- (h) Chapte: 11 of title: 44, Uni ed States Code





Executive - Key Interagency Relationships

Interagency Council on Administra ive Mar age nent - Member

Cooperative A lministrative Support Unit Program - Chair/DoD Representative

International Cooperative Administrative Support Services -DoD Representative

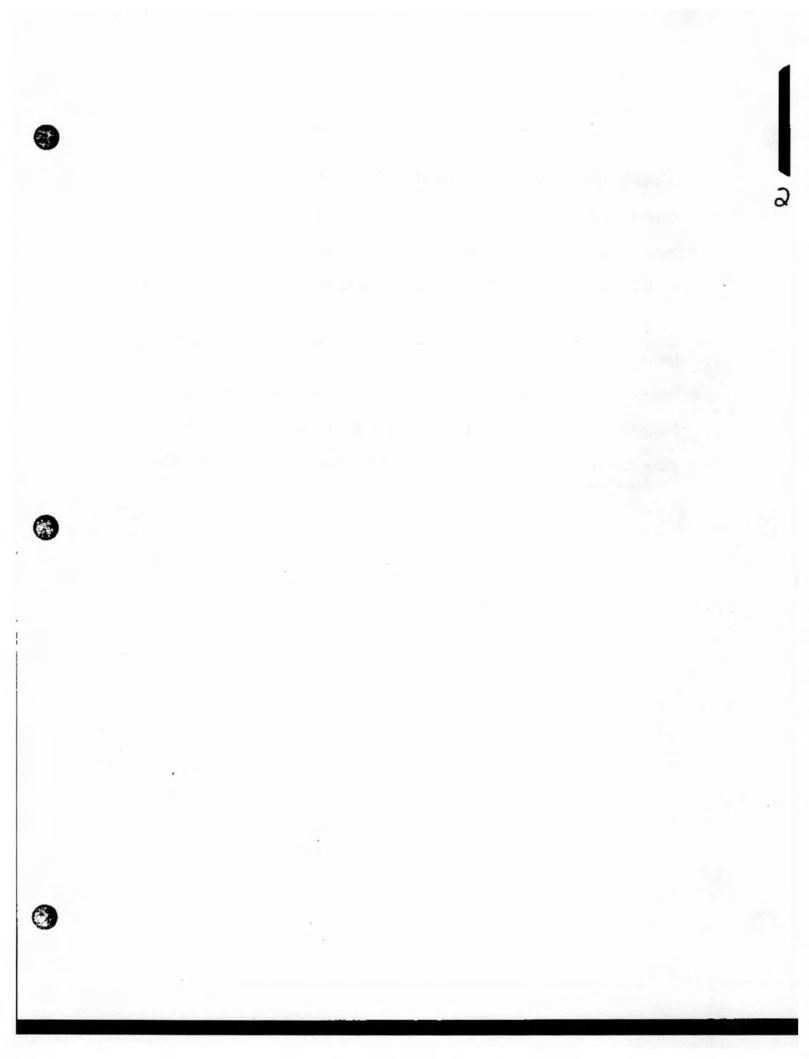
Local Federal Coordinating Committee, Combined Federal Campaign of the National Capital Area - Chair

General Servic is Administration - DoD Interface on DoD Committee Management Matters

National Histo ical Publications and Records Commission - DoD Representative

Federal Quality Network - DoD Interface on Quality Management Matters

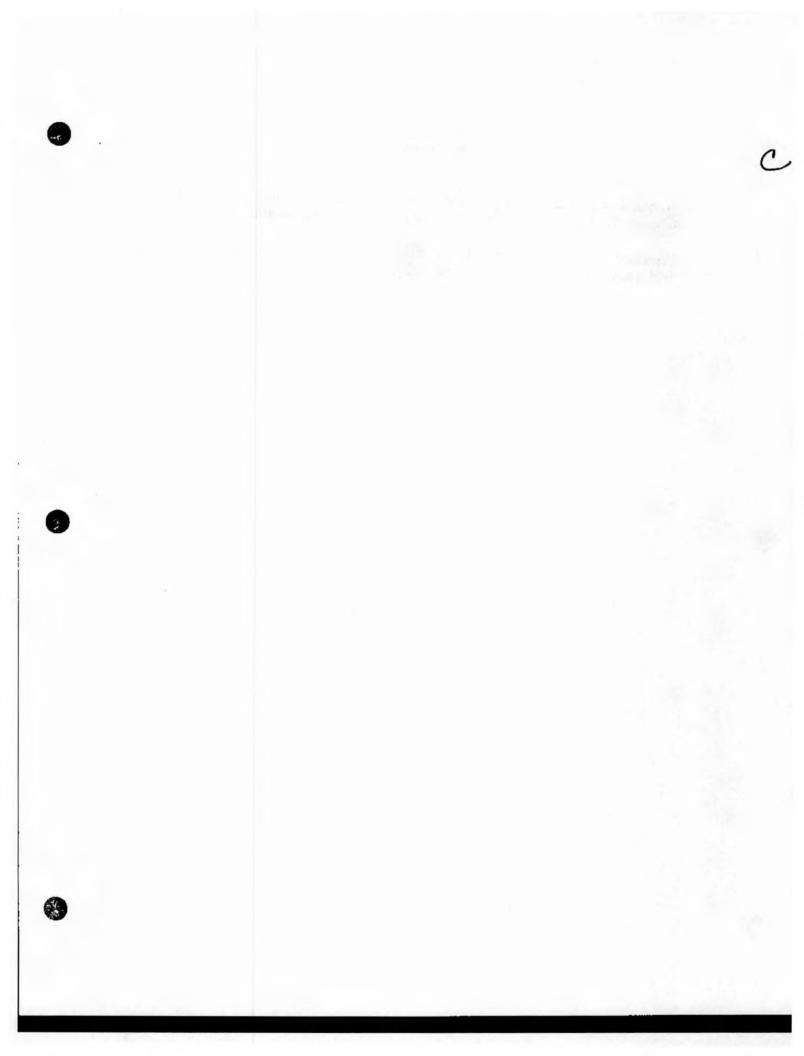
Government Printing Office and Office of Minnagement and Budget - DoD Interface on Printing Matters



Critical Reports to the Congress

"Annual Justifi ations for Department of December Committees Subject to the Federal Advisory Committee Act" as required by Public Law 105-85, Section 904.

"Secretary of C efense Bie mial Rev ew of Defer se Agencies and Department of Defense Field Activities" as required by 10 USC 192 c).



Pen ling Lesisk tive Issues

No current pen ling legislative issues.

Budget Over riew

Office of the Director Administration and Management Office of the Secretary of Defense Operation & Maintenanca, Defense-wide (Doll ars in Thousands)

Component	FY 2000 Actual
Immediate Office	251
Directorate, Organ zation and Management Flanning	1,740
Historian's Office	1,615
Quality Management Office	1,318
Total	4,924

Note:

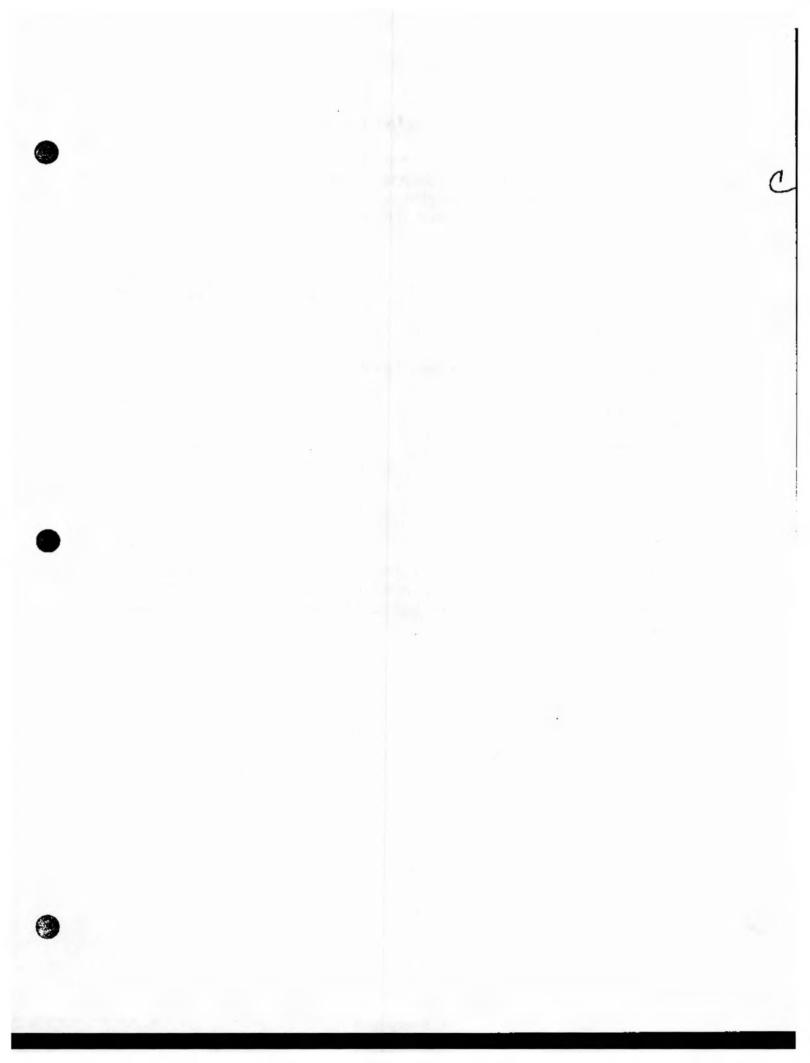
The values above include compensation, benefits, travel, and contracted services. All other operational support costs such as rent, utilities, printing, supplies, and equipment are cen rally programmed and budge ed in the Washington Headquarters Services budget.

3udget Detail

Office of the Director Administration and Management Office of the Secretary of Defense Operation & Maintenanca, Defense-wide (Dollars in Thousands)

	FY 20	FY 2000	
Component	Actual		
Immediate Office			
Salaries and benefits	248		
Travel	3		
Contracted services			
subtotal		251	
Directorate, Organ zation and Management Flanning			
Salaries and benefits	1,170		
Travel	11		
Contracted services	<u>559</u>		
subtotal		1,740	
Historian's Office			
Salaries and benefits	520		
Travel	6		
Contracted services	1,089		
subtotal		1,615	
Quality Management Office			
Salaries and ben efits	643		
Travel	49		
Contracted services	<u>585</u>		
subtotal		1,277	
Grand total		4,883	

Note: All other operational support costs such as rent, utilities, printing, supplies, and equipment are centrally programmed and by dgeted in the Washington Headquarters Sen ices budget.



Eudget Trer ds

Office of the Director Administration and Management Office of the Secretary of Defense Operation & Maintenance, Defense-wide (Dollars in Thousands)

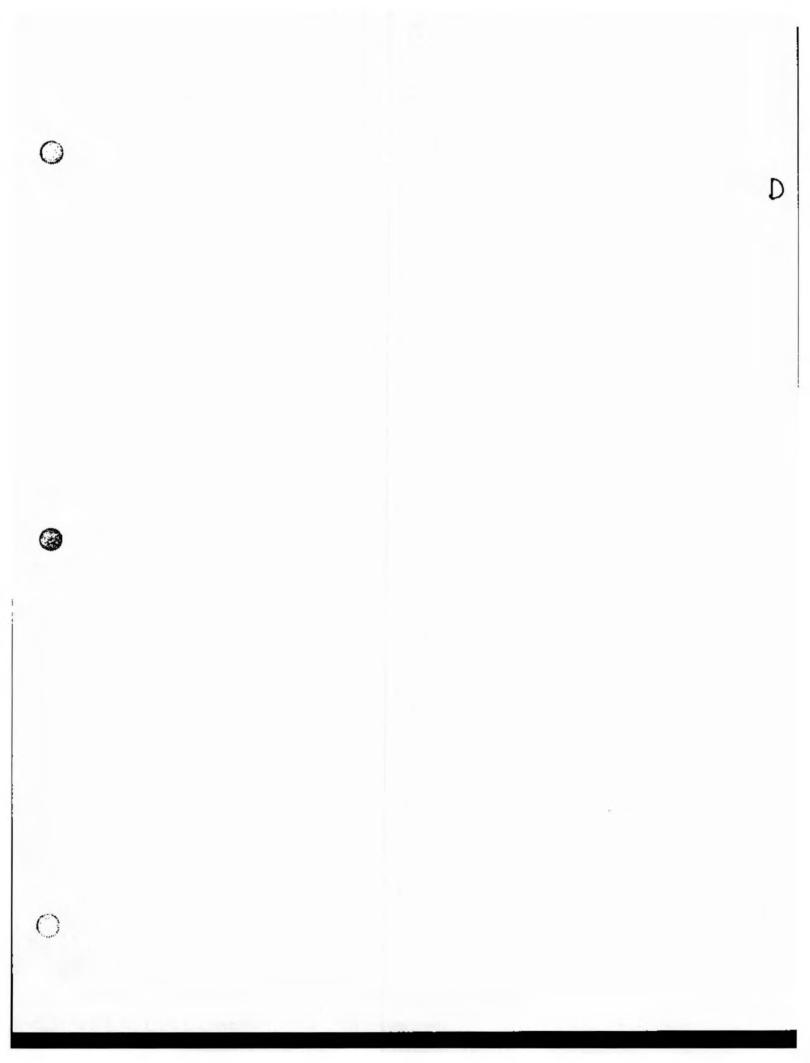
Component	FY 2000 Actual	FY 2001 Estimate	FY 2002 Estimate
Immediate Office	251	254	264
Directorate, Organi sation and Management Planning	1,740	1,885	2,181
Historian's Office	1,615	777	807
Quality Manageme 1t Office	1,318	1,527	1.425
Totals	4,924	4,443	4,677

Note:

The values above include compensation, then effts, travel, and contracted services. All other operational support costs such as rent, utilities, printing, supplies, and equipment are centrally programmed and budgeted in the Washington Headquarters Services budget.

Budget ssues

No current be dget issue: .



Sur imary of Statistics - Manpower Resources

Component		Civilian	Military	Total
Immediate Office of Director		2	0	2
Directorate for Organizat onal a	and Managemen: Planning	g 11	0	11
OSD Historical Office		5	0	5
Quality Manas ement Off ce		_5	_0	_5
	Sul -Total	23	0	23
OSD Special Frograms*				
Intermitter t Consultants		15	_0	15
	Sul -Total	15	0	15
	Gr ind Totil	38	0	38

^{*}Budgeted FT Es for worl:years utilized by paic intermittent consultants supporting the Secretary of Defense and OSD Component.

Pers innel Mana gement Issues

No current in ernal personnel man agement issues.

IU Policy Issues

Overview of the Policy Development Process

Given the relatively small size of the DA&M organization, policy matters are resolved through the pursonal interfaces between the Director, Administration and Management and his subordinate directors, either individually or collectively. As required, other policy development forums, such as executive working groups, process action teams, and other ad hoch roups, may be convened to facilitate the development and evaluation of policy.

Major Polic / Issues

No current major policy issues requiring in me liate attention.

OFFICE OF THE DIRECTOR OF ADMINISTRATION AND MANAGEMENT (ODA&M)

TRANSITIC N BOOK

I. ORGANIZATION AND MANA JEMENT

A. Organization

- 1. Miss on Statement
- 2. Orga ization Structure
- 3. Goal:
- 4. Func ions

B. Manager lent

- 1. Chair of Command
- 2. Regu atory Authority
- 3. Mana gement Studies and issues (studies that focus on organizational structure or operation)

C. External Process

- 1. Exec tive—Key Interagency Relation ships
- Cong ressional
 - a. Key Committees
 - b. Critical Reports to Congress
 - c. Pending Legislative Is sues

II. BUDGET

- A. Budget (verview
- B. Budget I etail
- C. Budget 1 rends
- D. Budget I sues

III. PERSONNEL

- A. Summar of Statistics
 - B. Personne | Management Issue :

IV. POLICY/ISHUES

- A. Overvier of the Po icy Deve opment Process
- B. Major Policy Issues requiring attention in the next few months.

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