

GENERAL ORDERS

No. 9

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 1 April 1975

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, Deputy Under Secretary of the Army (Operations Research), Deputy for DA Review Boards and Personnel Security*, Chief of Legislative Liaison, and Chief of Public Information, duties and responsibilities pursuant to the authority contained in sections 3012(c), (d), (e), (f), and (g), and 3016(a), title 10, 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, Deputy Under Secretary of the Army (Operations Research), Deputy for DA Review Boards and Personnel Security, Chief of Legislative Liaison, and Chief of Public Information. 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, Deputy Under Secretary of the Army (Operations Research), Deputy for DA Review Boards and Personnel Security, Chief of Legislative Liaison, and Chief of Public Information 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, Deputy Under Secretary of the Army (Operations Research), Deputy for DA Review Boards and Personnel Security*, Chief of Legislative Liaison, and Chief of Public Information 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 his principal civilian assistant, acts with full authority of the Secretary in the general management of the department. In addition, he is assigned but not limited to responsibility for military support to local, State, and Federal agencies for civil disturbance and for the Civilian Marksmanship Program. To assist the Secretary and Under Secretary of the Army, the Deputy Under Secretary of the Army, the Deputy

*Title pending approval by Civil Service Commission.

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Under Secretary of the Army (Operations Research) and the Deputy for DA Review Boards and Personnel Security* are responsible for formulating policies, programs, and recommendations and, as assigned, representing and discharging the responsibilities of these officials as specified herein.

4. Assistant Secretary of the Army (Civil Works). The Assistant Secretary of the Army (Civil Works) is hereby assigned the following fields of responsibility:

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.
- (10) Other programs as assigned.

b. Environmental programs and policies.

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

d. Army component of the National Cemetery Program.

e. Other civil functions and related matters, as assigned.

5. Assistant Secretary of the Army (Financial Management). The Assistant Secretary of the Army (Financial Management) is hereby assigned the following fields of responsibility:

a. Programing concepts and systems.

b. Budget and funding.

c. Cost and economic methodology, factors and analysis.

d. Financial systems of all funds (e.g. appropriated, nonappropriated and revolving) including accounting, reporting, pricing, disbursement and collection of funds, pay of personnel and military banking.

e. Audits, audit compliance and internal review. In this regard, he coordinates directly with The Inspector General and Auditor General and is authorized direct access to Chief, USAAA.

f. Claims, reports of survey and matters pertaining to loss of funds.

g. Automatic data processing programs, including selection and acquisition of equipment and associated software and ADP services.

h. Management information systems, including progress and statistical reporting.

i. Contract financing.

j. Contracts for management studies.

k. Management improvement, including productivity enhancement.

l. International balance of payments activities.

m. Officer and civilian career programs in the Comptroller and ADP functional areas.

He also exercises direction and supervision over the Comptroller of the Army in all financial management matters.

*Title pending approval by Civil Service Commission.

6. Assistant Secretary of the Army (Installations and Logistics). The Assistant Secretary of the Army (Installations and Logistics) is hereby assigned the following fields of responsibility:

a. Materiel acquisition management to include—

- (1) Army procurement program; approval of quantitative requirements, production and acquisition plans.
- (2) Procurement policies and procedures.
- (3) Quality and reliability assurance policies.
- (4) Industrial labor relations.
- (5) Army policy representation to the DOD Armed Services Procurement Regulation Committee.
- (6) Production Base Support and Industrial Mobilization Programs.
- (7) Civilian and Military Procurement Career Programs.
- (8) US Army Contract Adjustment Board.

b. Supply, maintenance and transportation management to include—

- (1) Logistical support requirements.
- (2) Logistical systems and logistical services.
- (3) Logistics aspects of international programs.
- (4) Physical security of installations and materiel.
- (5) Energy control and conservation.
- (6) Unit Readiness Logistics.
- (7) Army Stock Fund and Army Industrial Fund.
- (8) Military traffic management, land transportation, and common user ocean terminal matters.

c. Installations and Housing to include—

- (1) Installation requirements, stationing, development, planning and utilization.
- (2) Facilities engineering and maintenance.
- (3) Construction requirements, programing, and standards.
- (4) Family housing and Homeowners Assistance Program.
- (5) Real property acquisition, management, and disposal.

d. Small Business, Labor Surplus Areas and the President's Minority Entrepreneur Programs.

e. Commercial industrial activities program.

7. Assistant Secretary of the Army (Manpower and Reserve Affairs). The Assistant Secretary of the Army (Manpower and Reserve Affairs) is hereby assigned the following fields of responsibility:

- a.* Force structure requirements and management.
- b.* Force operational readiness.
- c.* National Guard and Army Reserve Affairs.
- d.* Manpower and personnel management, military and civilian.
- e.* Personnel procurement.
- f.* Labor management relations.
- g.* Equal opportunity.
- h.* Morale and welfare.
- i.* Education and individual training.
- j.* Headquarters organization matters.

8. Assistant Secretary of the Army (Research and Development). The Assistant Secretary of the Army (Research and Development) is hereby assigned the following fields of responsibility:

- a. Research, development, test and evaluation including—
 - (1) Basic and applied research.
 - (2) Research, development, test and evaluation of weapons, weapons systems and Army materiel.
 - (3) RDTE budget and funding programs.
 - (4) Acquisition and utilization of research and development facilities and equipment.
 - (5) RDTE procurement, including the application of procurement policy thereto.
 - (6) Integration of technology with military requirements.
 - (7) Army Scientific Advisory Panel matters.
 - (8) Development test and evaluation.
 - (9) Operational test and evaluation.
- b. Mapping and geodetic programs.
- c. Conceptual efforts on new Army materiel programs, including the assessment of qualitative requirements.
- d. Officer and civilian career programs in the research and development functional area.

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 hereby assigned the following fields of responsibility:

- a. Serve as legal counsel to the Secretary of the Army, the Under Secretary of the Army, the Assistant Secretaries of the Army, and other officials of the Office of the Secretary of the Army.
- b. Administer the policies of the Secretary of the Army concerning the legal services of the Army.
- c. Provide professional guidances to attorneys and legal offices of the Army.
- d. Monitor 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. Supervise the civilian attorney career program.

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 is directly responsible to the Secretary of the Army and is responsive to other principal officials of the Office, Secretary of the Army and is hereby assigned the following fields of responsibility:

- a. Act 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. Serve 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.
- c. Conduct studies and analyses as directed.
- d. Act for the Secretary of the Army on matters relating to administrative services by and for HQDA and supervise control of general purpose 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.

- e. Administer the DA Committee Management Program.
- f. Administer, pursuant to the policy direction of the Secretary and Under Secretary, the DA Civilian Personnel Security Program.
- g. Serve as DA point of contact for the Federal Executive Boards.
- h. Provide effective administration to all elements of the Office, Secretary of the Army, including comprehensive management programs, administrative coordination of actions, personnel administration, security, and correspondence and records administration.

11. Deputy Under Secretary of the Army. The Deputy Under Secretary of the Army is hereby assigned the following fields of responsibility:

- a. International affairs and plans.
- b. Security Assistance matters.
- c. Status of Forces, Treaty and Base Rights Negotiations.
- d. Intelligence, counterintelligence and communications security.
- e. Liaison with foreign nationals including decorations and awards and hospitalization in US Army facilities.
- f. Natural disaster relief and Civil Defense matters.

12. Deputy Under Secretary of the Army (Operations Research). The Deputy Under Secretary of the Army (Operations Research) is hereby assigned the following responsibilities for the formulation of policies and recommendations in the areas of Operations Research and Systems Analysis, and for the Army Study Program:

- a. Application of operations research to—
 - (1) Weapons systems.
 - (2) Research and development.
 - (3) Test, evaluation, and field experimentation.
 - (4) Force structuring.
 - (5) Logistics.
 - (6) Readiness.
 - (7) The planning, programing, and budgeting cycle.
 - (8) Systems acquisition review committees (ASARC/DSARC) matters.
 - (9) Net threat and technical assessments.
- b. Army Study Program.

13. Deputy for DA Review Boards and Personnel Security*. The Deputy for DA Review Boards and Personnel Security is hereby assigned the following fields of responsibility:

- a. Personnel security.
- b. Review in conjunction with the General Counsel sensitive investigatory matters concerning personnel security of interest to the Office, Secretary of the Army.
- c. Review and recommend final disposition of cases from specified DA military personnel selection and removal boards (Army Elimination Selection Board, Army Substandard Elimination Board, and Special Selection Board).
- d. Serve as Director, Department of the Army Military Review Boards Agency which consists of:
 - (1) The Army Board for Correction of Military Records.

Title pending approval by Civil Service Commission.

(2) The Army Council of Review Boards.

(3) The Army Clemency and Parole Board.

e. Render final decisions for the Secretary and Under Secretary of the Army within assigned functional areas.

14. 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 and is hereby assigned the following fields of responsibility:

a. Formulate, coordinate, and supervise policies and programs concerning the Army's relations with the Congress.

b. Liaison between the Army and Members and Committees of Congress, except with the appropriations committees in areas affecting budgets, appropriations, and related financial matters which are assigned to the Comptroller of the Army, and except for Civil Works and printing matters.

c. Provide advice on the status of congressional developments affecting the Army and on legislative aspects of Army policies, plans, and programs.

d. Provide a central point for DA contact with Members and Committees of the Congress.

e. Promptly provide information, which has been coordinated with all appropriate elements of the Army Staff and the Office, Secretary of the Army, on Army policies and operations in response to inquiries received from Members and Committees of the Congress.

f. Coordinate, monitor, and report on legislative and investigative actions of interest to the Army, and provide counsel to Army witnesses called to appear before legislative or investigative committees.

15. Chief of Public Information. The Chief of Public Information is directly responsible to the Secretary of the Army and is responsive to the Chief of Staff in all matters pertaining to public understanding of the Army, and is hereby assigned the following fields of responsibility:

a. Formulate Army public information policies and programs.

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

c. Advise and assist the Secretary of Defense, through the Assistant Secretary of Defense (Public Affairs), in the development and accomplishment of Department of Defense information objectives, as requested.

d. Coordinate and supervise the worldwide implementation of public information and community relations policies and programs of the Department of the Army.

e. Supervise the Army's public information security review program in the field.

f. Counsel DA agencies on implementation of 5 U.S.C. 552, The Freedom of Information Act, as amended, which prescribes Executive Branch responsibilities for insuring the maximum disclosure of information to the public concerning Government operations.

g. Advise the Secretary of the Army and Chief of Staff on matters pertinent to the Secretary of the Army's Civilian Aides Program.

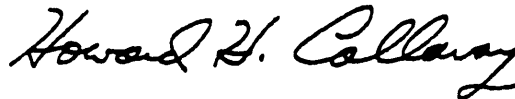
16. Deputies. The positions of Deputy Under Secretary of the Army, Deputy Under Secretary of the Army (Operations Research), and Deputy for DA Review Boards and Personnel Security* are established in the Office of the

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Under Secretary of the Army. A Deputy position is established in the Offices of the Assistant Secretary of the Army (Civil Works), The Administrative Assistant, Chief of Legislative Liaison and Chief of Public Information. A Principal Deputy position is established in the Offices of the Assistant Secretary of the Army (Financial Management) and Assistant Secretary of the Army (Installations and Logistics). The positions of Principal Deputy Assistant Secretary of the Army (Manpower and Reserve Affairs) and Deputy Assistant Secretary of the Army (Reserve Affairs) are established in the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs). The positions of Principal Deputy General Counsel, Deputy General Counsel (Logistics), and Deputy General Counsel (Military and Civil Affairs) are established in the Office of the General Counsel.

17. Delegation. The duties and coordinating role of the Under Secretary as principal civilian assistant to the Secretary of the Army are not delegable to the Deputy Under Secretaries of the Army. In the absence of the Under Secretary, these responsibilities will be retained by the Secretary or assumed by the Acting Secretary. The Deputy Under Secretaries of the Army shall act for and assist the Under Secretary of the Army in discharging his responsibilities assigned or delegated in accordance with existing statutes, directives or instructions of the Secretary of the Army. The Deputy Assistant Secretary of the Army (Civil Works), Principal Deputy Assistant Secretary of the Army (Financial Management), Principal Deputy Assistant Secretary of the Army (Installations and Logistics), Principal Deputy Assistant Secretary of the Army (Manpower and Reserve Affairs), Principal Deputy General Counsel, Deputy Administrative Assistant, Deputy Chief of Legislative Liaison, and Deputy Chief of Public Information each shall, except as to nondelegable statutory functions, act for and perform the duties of his principal in the principal's absence or disability and as otherwise directed. The Assistant Secretary of the Army (Research and Development) will, except for nondelegable statutory functions, designate one of his functional area deputies to act for and perform the duties of his position during his absence or disability and as otherwise directed by him.

18. Recissions. The following are rescinded: Department of the Army General Orders 14, 1974; section I, Department of the Army General Orders 15, 1955; and paragraph 1, Department of the Army General Orders 14, 1951.



HOWARD H. CALLAWAY
Secretary of the Army

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