

GENERAL ORDERS

No. 20

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, DC, 18 October 1976**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 Secretaries of the Army, Chief of Legislative Liaison, and Chief of Public Affairs, 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 Secretaries of the Army, Chief of Legislative Liaison, and Chief of Public Affairs.** 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 Secretaries of the Army, Chief of Legislative Liaison, and Chief of Public Affairs 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 Secretaries of the Army, Chief of Legislative Liaison, and Chief of Public Affairs 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 the 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 disturbances, emergency planning, international affairs, intelligence and counterintelligence, natural disaster relief, civil defense matters, military history and for the Civilian Marksmanship Program. There are two Deputy Under Secretaries: the Deputy Under Secretary is responsible for assisting in all functional areas and the Deputy Under Secretary (Operations Research) is responsible for those functions specified in paragraph 11 below.

**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 components of the National Cemetery Program.

**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. The Army planning, programing and budgeting systems.
- b. Budget formulation.
- c. Budget execution.
- d. Cost and economic methodology, factors and analysis.
- e. Financial systems for all funds (e.g. appropriated, nonappropriated and revolving) including accounting, reporting, pricing, disbursement and collection of funds, pay of personnel and military banking.
- f. Audits and audit compliance (coordinates directly with The Inspector General and Auditor General and is authorized direct access to Chief, United States Army Audit Agency).
- g. Internal review.
- h. Claims, reports of survey and matters pertaining to loss of funds.
- i. Automatic data processing (ADP) programs, including selection and acquisition of equipment and associated software and ADP services.
- j. Management information systems, including progress and statistical reporting.
- k. Contract financing.
- l. Contracts for management studies.
- m. Management improvement, including productivity enhancement.
- n. International balance of payments activities.
- o. 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.

**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) Approval of quantitative requirements, procurement, production and acquisition plans and programs.
  - (2) Procurement policies and procedures.
  - (3) Quality and reliability assurance policies and programs.
  - (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.
  - (9) Security assistance programs.
  - (10) Commercial industrial-type activities program.
  - b. Supply, maintenance and transportation management to include—**
    - (1) Integrated logistics support.
    - (2) Logistics systems and logistics services.
    - (3) Logistics support aspects of international programs.
    - (4) Physical security of installations and materiel.
    - (5) Energy conservation.
    - (6) Materiel readiness.
    - (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.**
- 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, welfare, and disciplinary matters (including custody of military prisoners).
  - i.** Education and individual training.
  - j.** Headquarters organization matters.
  - k.** Program involving foreign nationals, including decorations, and awards and hospitalization in US Army facilities.
  - l.** Personnel security, including safeguarding classified material.
  - m.** DA Military Review Boards Agency, consisting of the Army Board for Correction of Military Records, the Army Council of Review Boards, and the Army Clemency and Parole Board.
  - n.** Sensitive investigatory matters in conjunction with the General Counsel.
  - o.** Military justice 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) Source selection authority for RDTE programs, as directed by the Secretary of the Army.

(7) Integration of technology with military requirements.

(8) Army Scientific Advisory Panel matters.

(9) Development test and evaluation.

(10) 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 guidance 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 administrative, management and organizational studies, 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 Assistant Secretary of the Army (Manpower and Reserve Affairs), the DA Civilian Personnel Security Program.

*g.* Serve as DA point of contact for the Federal Executive Boards.

*h.* Provide Continuity of Operations Planning for HQDA.

*i.* 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 (Operations Research).** The Deputy Under Secretary of the Army (Operations Research) is hereby assigned the following fields of responsibility:

*a.* The Army Study Program.

*b.* Policy formulation and program direction of operations research/systems analysis activities related to—

(1) Net threat and technical assessments.

(2) Army plans, programs and budgets.

(3) Force structure requirements and readiness.

(4) Materiel items in all life-cycle phases.

(5) Logistics.

(6) Tests and evaluations, and field experimentation of materiel items, units and forces.

*c.* Support the systems acquisition review committees (ASARC/DSARC).

*d.* Guide the Army Officer Operations Research Education Program.

*e.* As directed, conduct studies and analyses in support of the Army Secretariat.

**12. 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.* As the sole directive agent for HQDA congressional affairs, formulate, coordinate, and supervise policies and programs concerning the Army's relations with the Congress.

*b.* Liaison between the Army and Committees of Congress, except with the Appropriations committees (interface with these committees is provided by Comptroller of the Army), Civil Works and printing matters.

*c.* Provide a central point of contact for the Department of the Army with Members of Congress, their staffs, the Armed Services committees, Budget committees, and the Congressional Budget Office.

*d.* Provide advice on the status of congressional affairs affecting the Army and on legislative aspects of Army policies, plans, and programs.

*e.* Provide prompt, coordinated, consistent, and factual information 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 legislative advice to Army witnesses called to appear before legislative or investigative committees.

**13. Chief of Public Affairs.** The Chief of Public Affairs is directly responsible to the Secretary of the Army and is responsive to the Chief of Staff and is hereby assigned the following fields of responsibility:

*a.* Formulate Army public information, command information, and community relations policies and programs.

*b.* Advise the Secretary of the Army, the Chief of Staff, and agencies of the DOD 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 DOD public affairs objectives as requested.

*d.* Department of the Army public affairs plans and programs in support of Army basic plans and programs.

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

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

*g.* Counsel DA agencies on implementation of 5 USC 552, the Freedom of Information Act.

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

*i.* Serve as a member of the Department of the Army Classification Review Committee (DACRC).

**14. Delegation.** The duties and coordinating role of the Under Secretary as principal civilian assistant to the Secretary of the Army are not delegable to any other official. 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 assist in the discharge of the Under Secretary of the Army's responsibilities as 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 Affairs 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.

**15. Rescission.** Department of the Army General Orders 9, 1 April 1975, is hereby rescinded.

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MARTIN R. HOFFMANN  
Secretary of the Army

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