



Department of Defense

# DIRECTIVE

NUMBER 5110.4

October 19, 2001

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DA&M

SUBJECT: Washington Headquarters Services (WHS)

References: (a) Title 10 of the United States Code, "Armed Forces"

(b) DoD Directive 5110.4, "Washington Headquarters Services," May 10, 1999 (hereby canceled)

(c) DoD Directive 5200.1, "DoD Information Security Program," December 13, 1996

(d) Executive Order 12958, "Classified National Security Information," April 17, 1995

(e) through (dd), see enclosure 1

## 1. REISSUANCE AND PURPOSE

Pursuant to the authority vested in the Secretary of Defense under reference (a), this Directive revises and reissues reference (b) to reflect the organization's mission, functions, responsibilities, relationships, and authorities.

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, 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, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

## 3. MISSION

The WHS shall administer assigned operational programs and provide operational support and administrative services to specified DoD Components and non-DoD activities, as required, for their efficient and effective operation.

#### 4. ORGANIZATION AND MANAGEMENT

4.1. The WHS is established as a Field Activity of the Department of Defense. It shall consist of a Director and such subordinate organizational elements as are established by the Director within resources authorized by the Secretary of Defense.

4.2. The Director of Administration and Management, Office of the Secretary of Defense (DA&M, OSD), shall also serve as the Director, WHS.

#### 5. FUNCTIONS AND RESPONSIBILITIES

The Director, Washington Headquarters Services, shall:

5.1. Organize, direct, and manage the WHS and assigned resources.

5.2. Administer the following DoD-wide operational programs:

5.2.1. The Mandatory Declassification Review Program, consistent with DoD Directive 5200.1 and Executive Order (E.O.) 12958 (references (c) and (d)).

5.2.2. The DoD Regulatory Program, consistent with E.O. 12866 (reference (e)).

5.2.3. The Federal Voting Assistance Program, including administration of the Uniformed and Overseas Citizens Absentee Voting Act and the National Voter Registration Act (references (f) and (g)).

5.2.4. The DoD Freedom of Information Act (FOIA) Program, consistent with DoD Directive 5400.7 and DoD 5400.7-R (references (h) and (i)).

5.2.5. The DoD Privacy Program, consistent with DoD Directive 5400.11 and DoD 5400.11-R (references (j) and (k)).

5.2.6. The DoD Security Review Program, consistent with E.O. 12958, DoD Directives 5230.9, 5400.4, and DoD Instruction 5230.29 (references (d), (l), (m), and (n)).

5.2.7. The DoD Information Requirements Program, consistent with DoD Directive 8910.1 (reference (o)).

5.2.8. The DoD Directives System and Federal Register System Programs, consistent with DoD Directive 5025.1, DoD 5025.1-M, and Administrative Instruction 102 (references (p) through (r)).

5.2.9. The DoD Administrative Space Management Program for the National Capital Region (NCR), consistent with DoD Instruction 5305.5 (reference (s)). The NCR includes: the District of Columbia; Montgomery and Prince Georges Counties in Maryland; and Arlington, Fairfax, Loudoun and Prince William Counties and the cities of Alexandria and Falls Church in Virginia.

5.2.10. The DoD Data Collection and Reports Program for procurement, logistics, workforce, casualty, economic information, and other DoD reports as assigned.

5.2.11. The DoD Forms Management Program, consistent with DoD Instruction 7750.7 (reference (t)).

5.2.12. The detail of DoD personnel to duty outside of the Department of Defense, consistent with DoD Directive 1000.17 (reference (u)).

5.2.13. Other DoD-wide operational programs, as required.

5.3. Provide the following operational support and administrative services, as required, to specified DoD Components and non-DoD activities.

5.3.1. Financial management services, including: budget formulation, presentation and execution; accounting and reporting; financial systems design, operation and maintenance; and implementation of audit trails and internal controls.

5.3.2. Correspondence control, records management, systematic declassification review, Privacy Act implementation, reference and electronic message services.

5.3.3. Civilian and military human resource management and related activities.

5.3.4. Voluntary programs, such as the Combined Federal Campaign, U.S. Savings Bond, and the Blood Donor Programs (references (v) through (z)).

5.3.5. Personnel security clearances, adjudications, and appeals processes (reference (aa)).

5.3.6. Information technology and data systems support.

5.3.7. Facilities management and associated support services for all DoD-occupied administrative space in the NCR and other locations as required, to include: real property and building management; administrative space acquisition and

management; maintenance, repair, alteration, design and construction; safety and environmental management; renovation program planning and execution; concessions, childcare, parking management, office services, administrative telephone service, graphics and presentations services; and transportation matters, to include the mass transportation subsidy program (reference (bb)) and scheduled DoD bus services.

5.3.8. Physical, technical, and information security, law enforcement, traffic control, force protection, and anti-terrorism and passive counter-espionage programs for the Pentagon and other DoD-occupied administrative facilities in the NCR and for designated DoD officials at non-DoD facilities in the NCR, as required.

5.3.9. Other operational support and administrative services as may be required.

5.4. Provide personnel resources and associated organizational support, as required, for:

5.4.1. Specified White House functions;

5.4.2. Assigned Departmental activities (including, but not limited to, DoD temporary boards and commissions and the Pentagon Renovation Program);

5.4.3. Legal services provided to the WHS and organizations supported by the WHS, in accordance with DoD Directive 5145.4 (reference (cc)); and

5.4.4. Other DoD or non-DoD activities, as designated.

## 6. RELATIONSHIPS

In the performance of assigned functions and responsibilities, the Director, WHS, shall:

6.1. Coordinate and exchange information and advice with the DoD Components and other Governmental and non-Government agencies having collateral or related responsibilities.

6.2. Make use of established facilities and services in the Department of Defense and other Government Agencies, whenever practical, to avoid duplication and to achieve maximum efficiency and economy.

## 7. AUTHORITIES

The Director, WHS, or designee, is specifically delegated authority to:

7.1. Obtain such information, consistent with the policies and criteria of DoD Directive 8910.1 (reference (o)), advice, and assistance from the DoD Components, as necessary, to carry out assigned responsibilities and functions.

7.2. Communicate directly with the Heads of DoD Components and other Executive Departments and Agencies, representatives of the Legislative Branch, and members of the public, as necessary, in carrying out assigned responsibilities and functions. Communications to the Commanders-in-Chief of the Combatant Commands shall be coordinated with the Chairman of the Joint Chiefs of Staff. Direct communication with the Commanders-in-Chief of the Combatant Commands is authorized in matters dealing with the administration of the Freedom of Information Act (reference (dd)) and the Mandatory Declassification Review Programs.


7.3. In the absence of a known DoD originator of classified information, declassify official DoD information submitted for mandatory declassification review, and in response to Freedom of Information Act actions.

7.4. Act as the principal DoD Liaison with the General Services Administration for all administrative services and real property matters, including lease administration and enforcement in the NCR, and other locations, as required.

7.5. Exercise the delegations of authority contained in enclosure 2.

## 8. EFFECTIVE DATE

This Directive is effective immediately.

  
Paul Wolfowitz  
Deputy Secretary of Defense

Enclosures - 2

- E1. References, continued
- E2. Delegations of Authority

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Executive Order 12866, "Regulatory Planning and Review," September 30, 1993
- (f) Section 1973ff et seq. of title 42, United States Code, "Uniformed and Overseas Citizens Absentee Voting Act"
- (g) Section 1973gg et seq. of title 42 United States Code, "National Voter Registration Act"
- (h) DoD Directive 5400.7, "DoD Freedom of Information Act (FOIA) Program," September 29, 1997
- (i) DoD 5400.7-R, "Freedom of Information Act (FOIA) Program," September 4, 1998
- (j) DoD Directive 5400.11, "DoD Privacy Program," December 13, 1999
- (k) DoD 5400.11-R, "DoD Privacy Program," August 31, 1983
- (l) DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996
- (m) DoD Directive 5400.4, "Provision of Information to Congress," January 30, 1978
- (n) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," August 6, 1999
- (o) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993
- (p) DoD Directive 5025.1, "DoD Directives System," July 27, 2000
- (q) DoD 5025.1-M, "DoD Directives System Procedures," August 1994
- (r) Administrative Instruction 102, "Office of the Secretary of Defense (OSD) Federal Register System," August 6, 1999
- (s) DoD Instruction 5305.5, "Space Management Procedures, National Capital Region," June 14, 1999
- (t) DoD Instruction 7750.7, "DoD Forms Management Program," May 31, 1990
- (u) DoD Directive 1000.17, "Detail of DoD Personnel to Duty Outside the Department of Defense," February 24, 1997
- (v) Part 950 of title 5 of the Code of Federal Regulations, "Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations," November 24, 1995
- (w) DoD Instruction 5035.5, "DoD Combined Federal Campaign - Overseas (CFC-O)," October 12, 1999
- (x) DoD Directive 5035.1, "Combined Federal Campaign (CFC) Fund-Raising Within the Department of Defense," May 7, 1999
- (y) DoD Directive 5035.6, "Purchase of United States Savings Bonds by DoD Personnel," February 9, 1979
- (z) DoD Directive 6000.12, "Health Services Operations and Readiness," April 29, 1996
- (aa) Executive Order 12968, "Access to Classified Information," August 4, 1995
- (bb) Executive Order 13150, "Federal Workforce Transportation," April 21, 2000
- (cc) DoD Directive 5145.4, "Defense Legal Services Agency," December 15, 1989
- (dd) Section 552 of title 5, United States Code, "Freedom of Information Act"

E2. ENCLOSURE 2

DELEGATIONS OF AUTHORITY

E2.1.1. Pursuant to the authority vested in the Secretary of Defense, and subject to the direction, authority, and control of the Secretary of Defense, and in accordance with DoD policies, Directives, and Instructions, the Director, WHS, or in the absence of the Director, the person acting for the Director, is hereby delegated authority as required in the administration and operation of the WHS to:

E2.1.1.1. Exercise the powers vested in the Secretary of Defense by 5 U.S.C. 301, 302(b), 3101, 4103, 4302 and 5107 on the employment, direction, and general administration of civilian personnel.

E2.1.1.2. Fix rates of pay for wage-rate employees exempted from the Classification Act of 1949 by 5 U.S.C. 5102 on the basis of rates established under the Federal Wage System. In fixing such rates, the Director, WHS, shall follow the wage schedule established by the DoD Wage Fixing Authority.

E2.1.1.3. Administer oaths of office to those entering the Executive Branch of the Federal Government or any other oath required by law in connection with employment therein, in accordance with 5 U.S.C. 2903, and designate in writing, as may be necessary, appropriate employees of WHS to perform this function.

E2.1.1.4. Establish an Incentive Awards Board, and pay cash awards to, and incur necessary expenses for the honorary recognition of, civilian members of the Government whose suggestions, inventions, superior accomplishments, or other personal efforts, including special acts or service, benefit or affect organizations serviced by WHS, in accordance with 5 U.S.C. 4503, OPM regulations, and DoD 1400.25-M, subchapter 451. Incur necessary expenses for the honorary recognition of Military employees of Defense Components in accordance with 10 U.S.C. 1124 and 1125.

E2.1.1.5. Establish advisory committees and employ temporary or intermittent experts or consultants for the performance of functions consistent with 10 U.S.C. 173, 5 U.S.C. 3109(b), and DoD Directive 5105.4.

E2.1.1.6. In accordance with 5 U.S.C. 7532; Executive Orders 10450, 12333, and 12968; and DoD Directive 5200.2, as appropriate:

E2.1.1.6.1. Designate the sensitivity of positions.

E2.1.1.6.2. Authorize, in case of an emergency, the appointment to a sensitive position, for a limited period of time, of a person for whom a full field

investigation or other appropriate investigation, including the National Agency Check, has not been completed.

E2.1.1.6.3. Request investigations, issue personnel security clearances and, if necessary, in the interest of national security, suspend, revoke, or deny a security clearance for personnel assigned, detailed to, or employed by those organizations serviced by WHS.

E2.1.1.6.4. Operate a Clearance Appeals Board, which shall decide appeals from denials or revocations of security clearances.

E2.1.1.7. Promulgate financial management policy, practices and procedures for the effective control over and accountability for all funds, property, and other assets of assigned components.

E2.1.1.7.1. Authorize and approve allocations and allotments of apportioned obligation authority.

E2.1.1.7.2. Develop and execute plans, programs and budgets for assigned components within the framework and process of the Department's planning, programming, and budgeting system.

E2.1.1.8. Authorize and approve:

E2.1.1.8.1. Temporary duty travel for WHS military personnel in accordance with the DoD Joint Federal Travel Regulations, Volume 1.

E2.1.1.8.2. All travel for WHS civilian personnel and Permanent Change of Station for OSD civilian personnel in accordance with the DoD Joint Travel Regulations, Volume 2.

E2.1.1.8.3. Invitational travel to non-DoD employees whose consultative, advisory, or other highly specialized technical services are required in a capacity that is directly related to, or in connection with, WHS activities, in accordance with Volume 2, Joint Travel Regulations.

E2.1.1.8.4. Overtime work for civilian personnel in accordance with 5 U.S.C., chapter 55, subchapter V, and applicable OPM regulations.

E2.1.1.9. Approve the expenditure of funds available for travel by military personnel for expenses incidental to attendance at meetings of technical, scientific, professional, or other similar organizations in such instances when the approval of the Secretary of Defense, or designee, is required by law (37 U.S.C. 412), 5 U.S.C. 4110 and 4111.



E2.1.1.10. Implement and maintain an active and continuing records disposition program pursuant to Chapters 29, 31, and 33 of title 44, U.S.C. and DoD Directive 5015.2.

E2.1.1.11. Utilize the Government purchase card for making micropurchases of material and services, other than personal services, in compliance with DoD policy.

E2.1.1.12. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required for effective administration and operation, consistent with 44 U.S.C. 3702.

E2.1.1.13. Establish and maintain, for the functions assigned, an appropriate publications system for the promulgation of common supply and Services regulations, and procedures documents prescribed in DoD 5025.1-M.

E2.1.1.14. Implement and maintain the Privacy Program pursuant to 5 U.S.C. 552a.

E2.1.1.15. Implement and maintain the Freedom of Information Act Program pursuant to 5 U.S.C. 552.

E2.1.1.16. Enter into support and service agreements with the Military Departments, other DoD Components, or other Government Agencies, as required for the effective performance of assigned responsibilities and functions.

E2.1.1.17. Enter into and administer contracts, directly or through a Military Department, a DoD contracting organization, or other Government Department or Agency, as appropriate, for supplies, equipment, and services required to accomplish assigned responsibilities and functions. To the extent that any law or Executive order specifically limits the exercise of such authorities to persons at the Secretariat level of a Military Department, such authorities shall be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

E2.1.1.18. Establish and maintain appropriate property accounts and appoint Boards of Survey, approve reports of survey, relieve personal liability, and drop accountability for property contained in the authorized property accounts that have been lost, damaged, stolen, destroyed, or otherwise rendered unserviceable, in accordance with applicable laws and regulations.

E2.1.1.19. Promulgate the necessary security regulations for the protection of property and places under the jurisdiction of the Director, WHS, pursuant to DoD Directive 5200.8.

E2.1.1.20. Lease or out-lease property under terms that will promote the national defense or that will be in the public interest, pursuant to those authorities in 10 U.S.C. and those authorities delegated to the Secretary of Defense under title 40 U.S.C.

E2.1.1.21. Implement and maintain the Information Security Program as prescribed by E.O. 12958, DoD Directive 5200.1 and DoD 5200.1-R.

E2.1.1.22. Implement and maintain the security requirements for Information Technology systems as prescribed by E.O. 12958, DoD Directive 5200.28, and DoD 5200.28-M.

E2.1.1.23. Approve contractual instruments for commercial-type concessions, and maintain general supervision over commercial-type concessions operated by or through the Department of Defense in the NCR, in accordance with DoD Directive 5120.18.

E2.1.1.24. Act as custodian of the seal of the Department of Defense and attest to the authenticity of official records of the Department of Defense under said seal (10 U.S.C. 112).

E2.1.1.25. Exercise the authorities vested in the Secretary of Defense by 10 U.S.C. 2674.

E2.1.1.26. Exercise with respect to the Pentagon Reservation those authorities vested in the Secretary of Defense, or delegated to the Secretary of Defense by the Administrator of the General Services, under title 40 U.S.C.

E2.1.1.27. Exercise with respect to the Pentagon Reservation those authorities specifically granted to the Secretary of Defense in chapter 159 of title 10.

E2.1.1.28. Implement policy, assign responsibilities, and prescribe procedures in order to carry out a Civilian Employees' Occupational Health and Medical Services Program in the NCR in accordance with DoD Instruction 1438.5.

E2.1.2. The Director, WHS, may re-delegate these authorities, as appropriate, and in writing, except as otherwise provided by law or regulation.