



Department of Defense

DIRECTIVE

NUMBER 5110.04

March 27, 2013

Incorporating Change 1, Effective March 3, 2023

DA&M

SUBJECT: Washington Headquarters Services (WHS)

References: See Enclosure 1

1. **PURPOSE.** This directive reissues DoD Directive (DoDD) 5110.04 (Reference (a)) to update the mission, organization and management, responsibilities and functions, relationships, authorities, and administration of the WHS, pursuant to the authority vested in the Secretary of Defense by sections 113 and 191 of Title 10, United States Code (U.S.C.) (Reference (b)).

2. **APPLICABILITY.** This directive applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint 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 DoD (referred to collectively in this directive as the “DoD Components”).

3. **MISSION.** The WHS mission is to provide a broad range of administrative, management, and common support services, including human resources and security clearance services, facilities and facility operations, information technology (IT) capabilities and services, financial management, acquisition and contracting, and secure communications. It also provides oversight of designated DoD-wide statutory and regulatory programs, supporting DoD Components and other federal entities as directed and assigned. WHS operates and maintains the Pentagon Reservation and designated facilities in the National Capital Region (NCR).

4. **ORGANIZATION AND MANAGEMENT**

a. WHS is a DoD Field Activity, under the authority, direction, and control of the Director of Administration and Management (DA&M), in accordance with DoDD 5105.53 (Reference (c)).

b. WHS consists of a Director and subordinate organizational elements established by the Director, within resources assigned by the Secretary of Defense.

c. The Director, WHS, also serves as the Deputy DA&M.

5. RESPONSIBILITIES AND FUNCTIONS. The Director, WHS:

a. Organizes, directs, and manages the WHS and all assigned resources.

b. Provides management, staffing, and other operational support for DoD activities and programs:

(1) The DoD Directives Program, in accordance with DoD Instruction (DoDI) 5025.01 (Reference (d)).

(2) The DoD Committee Management and DoD Federal Advisory Committee Management Programs, pursuant to the Federal Advisory Committee Act of 1972 (Appendix 2 of Title 5, U.S.C.) (Reference (e)), and part 102-3.185 of Title 41, Code of Federal Regulations (CFR) (Reference (f)).

(3) The Federal Executive Boards, pursuant to Presidential Directive 465 (Reference (g)).

(4) The DoD Freedom of Information Act (FOIA) Program, pursuant to section 552 of Reference (e), and in accordance with DoDD 5400.07 (Reference (h)).

(5) The DoD Security and Policy Review Program, to include review and clearance of official DoD information intended for public release, in accordance with DoDD 5230.09 (Reference (i)) and DoDI 5230.29 (Reference (j)). This Program also includes the review of technical data under the International Traffic in Arms Regulations, pursuant to parts 120–130 of Title 22, CFR, and section 2778 of Title 22, U.S.C. (References (k) and (l)). The Director, WHS, serves as the appellate authority for the DoD Security and Policy Review Program.

(6) Review and coordination of Congressional materials, such as DoD testimony, questions for the record, inserts for the record, advance policy questions, Congressional correspondence, and legislation.

(7) The DoD Regulatory Planning and Review Program, pursuant to Executive Order (E.O.) 12866 (Reference (m)). Serves as the functional proponent for the Regulatory Program on behalf of the DoD Regulatory Policy Officer.

(8) The DoD Information Collection and Reports Control Program, in accordance with Secretary of Defense Memorandum (Reference (n)) and DoDI 8910.01 (Reference (o)).

(9) The DoD Forms Management Program, in accordance with DoDI 7750.07 (Reference (p)).

(10) The DoD Mass Transit Subsidy Program in the NCR.

(11) Voluntary campaign management programs, to include the DoD Combined Federal Campaign, the U.S. Savings Bond Program, the OSD Blood Donor Program; and emergency disaster relief fundraising, pursuant to part 950 of Title 5, CFR (Reference (q)).

(12) The DoD Plain Language Program, pursuant to Public Law 111-274 (Reference (r)).

(13) Other DoD-wide operational programs, as required.

c. Provides management, staffing, and related support for:

(1) The OSD Federal Register Program.

(2) The OSD/Office of the CJCS Privacy Program, in accordance with DoDD 5400.11 (Reference (s)).

(3) The OSD Records Management Program, pursuant to section 3102 of Title 44, U.S.C. (Reference (t)), and in accordance with DoDD 5015.2 (Reference (u)).

(4) The OSD Automatic Declassification and Review Program, in accordance with DoDI 5200.01 (Reference (v)).

(5) The OSD/Joint Staff Mandatory Declassification Program, in accordance with Reference (v).

(6) Secretary and Deputy Secretary of Defense correspondence policy, to include overseeing enterprise requirements for processing and tracking their correspondence; and controlling, processing, and archiving correspondence addressed to and originated by the Secretary and Deputy Secretary of Defense.

(7) OSD document security and control of North Atlantic Treaty Organization documents, pursuant to E.O. 12968 (Reference (w)), and in accordance with DoDD 5100.55 (Reference (x)).

(8) Transportation and travel program management, to include the Pentagon shuttle bus services, the OSD Premium-Class Travel Program, the OSD Travel Card Program, the OSD Metro Card Program, the OSD Home-to-Work Taxable Fringe Benefit Program, and OSD implementation and support of the Defense Travel System.

(9) Equal Employment Opportunity Program for OSD, the Joint Chiefs of Staff, WHS, and the Defense Agencies and the DoD Field Activities serviced by WHS, in accordance with DoDD 1440.1 (Reference (y)).

d. Provides or assists specified DoD Components and designated non-DoD activities in obtaining operational support and administrative services that include:

- (1) Defense Post Office, official mail services, and distribution of interoffice correspondence for the Pentagon and Mark Center Towers.
- (2) Graphics consultation, design, and production support for the Secretary and Deputy Secretary of Defense, OSD, Pentagon Force Protection Agency (PFPA), and WHS; and management of the OSD exhibits program.
- (3) Acquisition assistance and procurement of advisory and assistance services for OSD Components, PFPA, WHS, and other specified Defense Agencies and DoD Field Activities.
- (4) Small Business Programs support for OSD Components, PFPA, and WHS, in accordance with DoDD 4205.01 (Reference (z)).
- (5) Comprehensive lifecycle facilities stewardship, to include management, maintenance, operations, and associated support services for the Pentagon Reservation, including Raven Rock Mountain Complex (RRMC) and, as required, specified DoD organizations in the NCR, to include:
 - (a) Administrative space management services for the Pentagon Reservation and the NCR, including the land and facilities of RRMC.
 - (b) Property management services, including foreign gifts, leased vehicles for OSD and WHS supported activities, and personal property inventory.
 - (c) Real Property Asset Management Program for the Pentagon Reservation and assigned facilities, consistent with DoD requirements, pursuant to E.O. 13327 (Reference (aa)), and in accordance with DoD 7000.14-R (Reference (ab)).
 - (d) Master planning, alteration, operations, maintenance and repair programs, and projects, including design, construction, contracting, tenant relocation, and integration of IT infrastructure for the Pentagon Reservation and assigned facilities.
 - (e) Safety and occupational health, fire protection, industrial hygiene, and environmental management services, to include program development, implementation, and execution.
- (6) Financial management services, including execution of a resource strategy process to formulate, present, and defend Program Objective Memorandums and President's Budget submissions for the administration and operation of OSD appropriations and funds, including those of specified DoD Field Activities and Defense Agencies; central management of budget execution and reporting activities; and providing internal audit and compliance, accounting services, financial reporting, and resource management, in accordance with the applicable sections of Reference (ab).
- (7) Financial services, including setting and defending rates, billing and collecting from customers for services provided for the purpose of reimbursing the revolving funds; and

practicing prudent cash management, in the capacity of principal revolving fund manager of the Building Maintenance Fund and the Pentagon Reservation Maintenance Revolving Fund.

(8) Management of the Official Representation Fund (ORF) Program for the DoD Components and execution of OSD and WHS ORF requirements.

(9) Human resources support services for civilian and military personnel for the OSD and other assigned DoD Components and resources:

(a) Administers the Senior Executive Service Program, in accordance with Volume 1 of DoDI 1402.03 (Reference (ac)) and DoDD 1403.1 (Reference (ad)). Executes the full spectrum of Executive Lifecycle Management for OSD and specified activities, in accordance with DoDD 1403.3 (Reference (ae)).

(b) Oversees the DoD Priority Placement Program.

(c) Manages the personnel security clearance adjudication process for personnel of WHS-serviced organizations and Congressional staff, in accordance with DoDD 5200.2 (Reference (af)).

(d) Manages an orientation program for new career and non-career senior executives and the National Security Studies Program.

(e) Manages suitability and fitness determinations and subsequent actions, including limited, agency-specific debarments in cases involving applicants and appointees to covered positions, for organizations serviced by WHS, pursuant to parts 213, 302, and 732 of Reference (q).

(f) Administers civilian employee training.

(g) Oversees administration of the DoD Civilian Acquisition Workforce Personnel Demonstration Project.

(10) Operation of an IT enterprise that provides:

(a) IT infrastructure, engineering support, IT and information management products and services, continuity of operations, document management services, telecommunications services, and information assurance.

(b) Unique communications, IT, administrative, and decision support systems for the Immediate Office of the Secretary of Defense, in accordance with DoDD S-5100.44 (Reference (ag)), which includes:

1. Development of operational procedures and day-to-day management of direct support communications capabilities world-wide.

2. Planning for current and future communications and IT requirements, to include continuity of government operations.

(11) Designated common services in the Pentagon and the NCR, such as the Pentagon Library and the Pentagon Executive Dining Facilities.

(12) Other operational support and administrative services as may be required, including coordinating and publishing the DoD Key Locator Chart and compiling OSD input for the U.S. Government Manual.

(13) Personnel resources and associated organizational support, as required, for OSD and other DoD specified activities, which include:

(a) Specified White House functions and assigned DoD activities, including, but not limited to, DoD temporary boards, commissions, task forces, and other temporary organizations; and the logistical and administrative support to special programs in support of other executive agencies and branches of government.

(b) Legal support and advice on construction, contracts, criminal law, fiscal and appropriations law, IT, legislative and administrative law, personnel and labor, real property, OSD Privacy and environmental law, and security and law enforcement provided to the WHS and organizations supported by the WHS, in accordance with DoDD 5145.04 (Reference (ah)).

(c) By mutual agreement, provides requested civilian or military administrative support to other DoD entities when the capabilities to provide this support are available or directed by law. Reimbursements for inter-service support and services will be made as required.

(d) Other DoD or non-DoD activities, as designated.

(14) Designs and manages WHS programs and activities to improve performance standards, economy, and efficiency and demonstrate WHS attention to the requirements of its organizational customers, both internal and external to the DoD, consistent with the requirements of the Secretary of Defense to periodically review Defense Agencies and DoD Field Activities, pursuant to section 192(c) of Reference (b), historically known as the Biennial Review.

(15) Performs such other duties as may be assigned by the Secretary of Defense, the Deputy Secretary of Defense, or the DA&M.

6. RELATIONSHIPS

a. In performing assigned functions and responsibilities, the Director, WHS:

(1) Reports directly to the DA&M.

(2) Coordinates and exchanges information and advice with the OSD Principal Staff Assistants (PSAs), the other DoD Component heads, and other federal, State, and local agencies having collateral or related responsibilities and functions.

(3) Uses existing systems, facilities, and services of the DoD and other federal agencies, when possible, to avoid duplication and to achieve maximum efficiency and economy.

(4) Serves as a member of the Pentagon Governance Council.

b. The OSD PSAs and the other DoD Component heads will coordinate with the Director, WHS, as appropriate, on matters under their purview related to WHS operations, functions, acquisition, responsibilities, and execution.

7. AUTHORITIES. The Director, WHS, is hereby delegated authority to:

a. Communicate directly with the other DoD Component heads, as necessary, to carry out assigned responsibilities and functions, including the transmission of requests for advice and assistance. Communications to the Military Departments must be transmitted through the Secretaries of the Military Departments, their designees, or as otherwise provided in law or directed by the Secretary of Defense in other DoD issuances. Communications to the Commanders of the Combatant Commands normally must be transmitted through the CJCS.

b. Communicate with other U.S. Government officials, members of the public, and representatives of foreign governments, as appropriate, to carry out assigned responsibilities and functions. Communications with representatives of the Legislative Branch must be conducted through the Office of the Assistant Secretary of Defense for Legislative Affairs, except for Defense Appropriations Committees, which must be coordinated with the Office of the Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense, as appropriate.

c. Obtain reports and information, consistent with Reference (n), as necessary, to carry out assigned responsibilities and functions.

d. Establish WHS facilities using appropriate established physical facilities and services of other DoD Components, when possible, to achieve maximum efficiency and economy.

e. Exercise the administrative authorities contained in Enclosure 2.

8. ADMINISTRATION. The DA&M selects the Director, WHS.

9. RELEASABILITY. **Cleared for public release.** This directive is available on the DoD Issuances Website at <https://www.esd.whs.mil/DD/>.

10. SUMMARY OF CHANGE 1. The change to this directive removes the expiration language in accordance with Reference (d).

11. EFFECTIVE DATE. This directive is effective March 27, 2013.



Ashton B. Carter
Deputy Secretary of Defense

Enclosures

1. References
2. Delegations of Authority

Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5110.4, "Washington Headquarters Services (WHS)," October 19, 2001 (hereby cancelled)
- (b) Title 10, United States Code
- (c) DoD Directive 5105.53, "Director of Administration and Management," February 26, 2008
- (d) DoD Instruction 5025.01, "DoD Issuances Program," August 1, 2016, as amended
- (e) Title 5, United States Code
- (f) Part 102-3.185 of Title 41, Code of Federal Regulations
- (g) Presidential Directive 465, "Memorandum on the Need for Greater Coordination of Regional and Field Activities of the Government," November 14, 1961
- (h) DoD Directive 5400.07, "DoD Freedom of Information Act (FOIA) Program," January 2, 2008, as amended
- (i) DoD Directive 5230.09, "Clearance of DoD Information for Public Release," August 22, 2008
- (j) DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," January 8, 2009
- (k) Parts 120–130 of Title 22, Code of Federal Regulations
- (l) Section 2778 of Title 22, United States Code
- (m) Executive Order 12866, "Regulatory Planning and Review," September 30, 1993
- (n) Secretary of Defense Memorandum, "Track Four Efficiency Initiatives Decisions," March 14, 2011
- (o) DoD Instruction 8910.01, "Information Collection and Reporting," March 6, 2007
- (p) DoD Instruction 7750.07, "DoD Forms Management Program," April 20, 2007
- (q) Parts 213, 302, 732 and 950 of Title 5, Code of Federal Regulations
- (r) Public Law 111-274, "Plain Writing Act of 2010," October 13, 2010
- (s) DoD Directive 5400.11, "DoD Privacy Program," May 8, 2007, as amended
- (t) Sections 3102 and 3702 of Title 44, United States Code
- (u) DoD Directive 5015.2, "DoD Records Management Program," March 6, 2000
- (v) DoD Instruction 5200.01, "DoD Information Security Program and Protection of Sensitive Compartmented Information," October 9, 2008, as amended
- (w) Executive Order 12968, "Access to Classified Information," August 4, 1995, as amended
- (x) DoD Directive 5100.55, "United States Security Authority for North Atlantic Treaty Organization Affairs (USSAN)," February 27, 2006
- (y) DoD Directive 1440.1, "The DoD Civilian Equal Employment Opportunity (EEO) Program," May 21, 1987, as amended
- (z) DoD Directive 4205.01, "DoD Small Business Programs," March 10, 2009
- (aa) Executive Order 13327, "Federal Real Property Asset Management", February 4, 2004
- (ab) DoD 7000.14-R, "DoD Financial Management Regulations," current edition
- (ac) DoD Instruction 1402.03, Volume 1, "Senior Executive Service (SES), Senior Level (SL) and Scientific and Professional (ST) Personnel Categories in the Fourth Estate: Administration," June 7, 2012
- (ad) DoD Directive 1403.1, "The Senior Executive Service and Equivalent-Level Positions and Personnel," October 18, 1982

- (ae) DoD Directive 1403.03, "The Career Lifecycle Management of the Senior Executive Service Leaders within the Department of Defense," October 25, 2007
- (af) DoD Directive 5200.2, "DoD Personnel Security Program," April 9, 1999
- (ag) DoD Directive S-5100.44, "Defense and National Leadership Command Capability (DNLCC) (U)," July 9, 2008
- (ah) DoD Directive 5145.04, "Defense Legal Services Agency (DLSA)," April 16, 2012
- (ai) Executive Order 10450, "Security Requirements for Government Employment," April 27, 1953, as amended
- (aj) Executive Order 12333, "United States Intelligence Activities," December 4, 1981, as amended
- (ak) Executive Order 13467, "Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information," June 30, 2008
- (al) Executive Order 13488, "Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust," January 16, 2009
- (am) DoD Directive 5220.6, "Defense Industrial Personnel Security Clearance Review Program," January 2, 1992
- (an) DoD 5200.2-R, "Personnel Security Program," January 1, 1987, as amended
- (ao) Joint Federal Travel Regulation, Volume 1, "Uniformed Service Members," current edition¹
- (ap) Joint Travel Regulations, Volume 2, "Department of Defense (DoD) Civilian Personnel," current edition²
- (aq) Section 412 of Title 37, United States Code
- (ar) DoD Instruction 5200.08, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," December 10, 2005, as amended
- (as) Title 40, United States Code
- (at) Executive Order 13526, "Classified National Security Information," December 29, 2009
- (au) DoD Manual 5200.01, Volumes 1 through 4, "DoD Information Security Program," February 24, 2012, as amended
- (av) Interservice Support Agreement W26AAA-09308-738 between U.S. Army Garrison Fort Belvoir (Supplier) and Washington Headquarters Services (Customer) (Mark Center Campus), June 8, 2011

¹ Available at [http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf) and <http://www.defensetravel.dod.mil/Docs/perdiem/Appendices.pdf>

² Available at [http://www.defensetravel.dod.mil/Docs/perdiem/JTR\(Ch1-7\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JTR(Ch1-7).pdf)

ENCLOSURE 2

DELEGATIONS OF AUTHORITY

Pursuant to the authority vested in the Secretary of Defense, and subject to the authority, direction, and control of the DA&M, and in accordance with DoD policies and issuances, 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:

- a. Maintain an official seal and attest to the authenticity of official records under the seal.
- b. Act as custodian of the seal of the DoD and attest to the authenticity of official records of the DoD under said seal, pursuant to section 112 of Reference (b).
- c. Exercise the powers vested in the Secretary of Defense by sections 301, 302(b), 3101, 4103, 4302, and 5107 of Reference (e) on the employment, pay, performance management, direction, and general administration of civilian personnel.
- d. Fix rates of pay for wage grade employees exempted from the Classification Act of 1949 by section 5102 of Reference (e) on the basis of rates established under the Federal Wage System. In fixing such rates, the Director, WHS, must follow the wage schedule established by the DoD Wage Fixing Authority.
- e. Employ temporary or intermittent experts or consultants for the performance of functions, pursuant to sections 173 and 174 of Reference (b) and section 3109(b) of Reference (e).
- f. Apply administrative requirements for WHS-serviced organizations, pursuant to E.O. 10450; E.O. 12333; E.O. 13467; and E.O. 13488 (References (ai) through (al)); and in accordance with Reference (af), as appropriate, and:
 - (1) Designate the sensitivity of positions.
 - (2) Authorize, in case of emergency, the appointment of a person to a sensitive position for a limited period of time, based on a favorable fingerprint check and other appropriate checks, prior to completion of the standard tier investigation requirements.
 - (3) Initiate personnel security investigations and, if necessary for national security, suspend, revoke, or deny a security clearance for personnel assigned to, detailed to, or employed by those WHS-serviced organizations.
 - (4) Operate a Consolidated Adjudications Facility, in accordance with DoDD 5220.6 (Reference (am)) and DoD 5200.2-R (Reference (an)), which will grant, deny, or revoke eligibility for access to classified information and eligibility for occupancy of sensitive positions, and support the use of automated and consolidated adjudicative processes to the maximum extent practicable.

(5) Operate a Clearance Appeals Board, which decides appeals from denials or revocations of security clearances or eligibilities for occupancy of sensitive positions, in accordance with Reference (an).

(6) Represent WHS-serviced organizations in inter- and intra-agency meetings and working groups involving personnel security policy matters as well as suitability policy.

(7) Process Congressional staff members for security clearances.

(8) Grant, deny, or revoke limited access authorizations for foreign nationals.

(9) Operate an effective pre-investigative review program.

(10) Provide suitability and fitness for duty determinations for personnel assigned to, detailed to, or employed by WHS-serviced organizations.

g. Authorize and approve:

(1) Temporary duty travel for military personnel assigned or detailed to WHS, in accordance with Joint Federal Travel Regulations, Volume 1 (Reference (ao)).

(2) Travel for WHS civilian personnel and permanent change of station for OSD civilian personnel, in accordance with the Joint Travel Regulations, Volume 2 (Reference (ap)).

(3) Invitational travel for eligible individuals 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 Reference (ap).

(4) Overtime work for civilian personnel, pursuant to subchapter V of Chapter 55 of Reference (e) and applicable Office of Personnel Management (OPM) regulations.

(5) Civilian employee training, pursuant to section 4109 of Reference (e).

h. Approve the expenditure of funds available for travel by military personnel for expenses incidental to attending 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 sections 4110 and 4111 of Reference (e) and section 412 of Title 37, U.S.C. (Reference (aq)).

i. Distribute and implement financial management policy, practices, and procedures for the effective control over, and accountability for, all funds, property, and other assets of assigned components, to include:

(1) Authorization and approval of allocations and allotments of apportioned obligation authority.

(2) Development and execution of plans, programs, and budgets for assigned components within the framework and process of the DoD planning, programming, budgeting, and execution system.

j. Implement and maintain an active and continuing records management program, pursuant to section 3102 of Reference (t), and in accordance with Reference (u).

k. Use the Government Purchase Card for making appropriate purchases of material and services, other than personal services, when it is determined more advantageous and consistent with the best interests of the government.

l. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required for effective administration and operation, pursuant to section 3702 of Reference (t).

m. Establish and maintain, for the functions assigned, an appropriate publications system for the publication of common supply and services regulations, instructions, and reference documents, and changes thereto, pursuant to applicable policies and procedures prescribed in DoD issuances published, in accordance with Reference (d).

n. Implement and maintain the operational aspects of the OSD and Joint Staff FOIA Program, pursuant to section 552 of Reference (e).

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

p. Enter into and administer contracts for supplies, equipment, and services required to accomplish the assigned responsibilities and functions, through WHS, the Military Departments, a DoD contract administration services component, or other federal agency, as appropriate. To the extent that any law or E.O. specifically limits the exercise of such authorities to persons at the Secretariat level of a Military Department, such authorities will be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

q. Approve contractual instruments for commercial-type concessions and maintain general supervision over commercial-type concessions operated by or through the DoD in the NCR.

r. Establish and maintain appropriate property accounts; 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.

s. Issue the necessary security regulations for the protection of property and places under the jurisdiction of the Director, WHS, in accordance with Reference (d) and DoDI 5200.08 (Reference (ar)).

t. 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 vested in the Secretary of Defense in Reference (b), and those authorities delegated to the Secretary of Defense pursuant to Title 40, U.S.C. (Reference (as)) and not redelegated to the Secretaries of the Military Departments.

u. 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.

v. Implement and maintain the operational aspects of an information security program, pursuant to E.O. 13526 (Reference (at)), and in accordance with Volumes 1 through 4 of DoD Manual 5200.01 (Reference (au)).

w. Implement and maintain the systematic and mandatory declassification programs, pursuant to Part 3 of Reference (at). In the absence of a known DoD originator of classified information, declassify official DoD information submitted for systematic and mandatory declassification review, or in response to FOIA actions.

x. Implement and maintain the security requirements for IT systems, pursuant to Reference (ar).

y. Exercise the authorities vested in the Secretary of Defense by Chapter 159 and Chapter 169 of Reference (b) and by Reference (as), with respect to the Pentagon Reservation and defense facilities in the NCR that are not assigned to, or operated by, the Military Departments, including the land and facilities of RRMC.

z. Implement policy, assign responsibilities, and prescribe procedures in order to carry out the Civilian Employees' Occupational Health and Medical Services Program in the NCR.

aa. Administer oaths of office to those entering the DoD or any other oath required by law in connection with employment therein, pursuant to section 2903 of Reference (e), and designate in writing, as may be necessary, appropriate employees of WHS to perform this function.

ab. Establish an Incentive Awards Board, and pay cash awards to, and incur necessary expenses for, the honorary recognition of civilian members of the U.S. Government whose suggestions, inventions, superior accomplishments, or other personal efforts, including special acts or services, benefit or affect organizations serviced by WHS, pursuant to section 4503 of Reference (e), and in accordance with OPM regulations. Incur necessary expenses for the honorary recognition of military employees of the DoD Components, pursuant to sections 1124 and 1125 of Reference (b).

ac. Redelegate these authorities, as appropriate, and in writing, except as otherwise indicated above or prohibited by law, E.O., or regulation.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CFR	Code of Federal Regulations
CJCS	Chairman of the Joint Chiefs of Staff
DA&M	Director of Administration and Management
DoDD	DoD Directive
DoDI	DoD Instruction
E.O.	Executive Order
FOIA	Freedom of Information Act
IT	information technology
NCR	National Capital Region
OPM	Office of Personnel Management
ORF	Official Representation Fund
PFPA	Pentagon Force Protection Agency
PSA	Principal Staff Assistant
RRMC	Raven Rock Mountain Complex
U.S.C.	United States Code
WHS	Washington Headquarters Services

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this directive.

Mark Center Towers. The DoD-occupied building in Alexandria, Virginia, created by the 2005 Base Realignment and Closure Commission Recommendation Number 133. This facility is the

real property of the U. S. Army, but under the operation, management, and control of WHS, in accordance with Interservice Support Agreement W26AAA-09308-738 (Reference (av)). This facility is reflected as Site Number 170710 in the DoD Registry.

NCR. The geographic area located within the boundaries of the District of Columbia; Montgomery and Prince Georges Counties in the State of Maryland; Arlington, Fairfax, Loudoun, and Prince William Counties, and the City of Alexandria in the Commonwealth of Virginia; and all cities and other units of government within the geographic areas of such District, Counties, and City.

Pentagon Reservation. The area of land consisting of approximately 233 acres and improvements thereon, located in Arlington, Virginia, on which the Pentagon Office Building, Pentagon Emergency Response Center, classified waste destruction facility, heating and refrigeration plant, and other related facilities are located, including various areas designated for the parking of vehicles. This term will be treated as including the land and physical facilities of RRMC, consistent with section 2674 of Reference (b).