



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
CAMERON STATION
ALEXANDRIA, VIRGINIA 22304-6100

DLAR 5550.1

DLA-G

DLA REGULATION
NO. 5550.1

5 Feb 86

PREPARATION AND PROCESSING OF LEGISLATION,
EXECUTIVE ORDERS AND PROCLAMATIONS
(Supplementation is permitted at all levels.)

I. PURPOSE AND SCOPE

A. To establish policy and procedures, assign responsibilities, and implement DoD Directive 5500.1, Preparation and Processing of Legislation, Executive Orders, Proclamations, and Reports and Comments Thereon. This DLAR is applicable to HQ DLA and all DLA primary level field activities (PLFAs).

B. This DLAR does not apply to authorization and appropriations matters or those Congressional liaison functions covered by DLAR 5400.12, Administration of Congressional Matters.

II. POLICY

A. In accordance with DoD Directive 5500.1, prior to submission to the Office of Management and Budget or to Congress, the Office of the Secretary of Defense shall approve legislative proposals, Executive Orders or Proclamations originating in DoD or submitted to DoD for comment.

B. With respect to DLA proposals or comments, DLA shall express a single coordinated position to DoD.

III. RESPONSIBILITIES

A. The General Counsel, HQ DLA (DLA-G) will:

1. Develop a legislative program for DLA.
2. Coordinate the views of appropriate elements of DLA on matters relating to legislation, Executive Orders and Proclamations.
3. Prepare DLA proposed legislation, Executive Orders and Proclamations.
4. As requested by the Office of General Counsel, DoD, prepare proposed reports setting forth the DoD position on proposed legislation, Executive Orders and Proclamations, or comment on reports proposed by other Federal Agencies as requested

5. Ensure that Principal Staff Elements within HQ DLA and PLFAs are advised of significant changes in legislative enactments which affect HQ DLA operations.

B. Heads of DLA primary level field activities and principal staff elements will submit all legislative proposals or comments on proposed legislation to the General Counsel, HQ DLA.

This DLAR supersedes DLAR 5550.1, 8 Mar 76.

*Denotes changes.

IV. PROCEDURES

A. Proposed Legislation. Requests for new laws or changes to existing laws will be submitted to HQ DLA, ATTN: DLA-G, for appropriate drafting, coordination, and action.

B. Reports on Legislative Matters Originating Outside DLA. Requests originating outside DLA for comments or recommendations on legislative matters will be referred to HQ DLA, ATTN: DLA-G, for appropriate action.

C. Witnesses for Congressional Hearings. When DLA is requested to furnish a witness to appear before a Congressional Committee to testify on pending legislation, DLA-G will arrange for the designation of the witness. The individual designated will prepare a written statement of proposed testimony and submit it to HQ DLA, ATTN: DLA-G, for necessary clearances prior to release outside DLA. The General Counsel, HQ DLA, will assure that the statement reflects approved legal policy and will arrange for necessary coordination and clearances with the Office of the Secretary of Defense and the Office of Management and Budget, as appropriate.

D. Executive Orders and Proclamations. Executive Orders and Proclamations and reports and comments thereon will be prepared, coordinated, and submitted in accordance with the same procedures set forth herein for legislative proposals.

BY ORDER OF THE DIRECTOR

for *James J. Singank*
JAMES J. SINGSANK
Colonel, USA
Staff Director, Administration

DISTRIBUTION

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COORDINATION: DLA-Y, DLA-LR,
DLA-LP, DLA-KS, DLA-C