



SECRETARY OF THE ARMY  
WASHINGTON

16 MAR 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2016-11 (Department of Defense Executive Agent Responsibilities Assigned to the Secretary of the Army)

1. References:

- a. Department of Defense (DoD) Directive 5101.1 (DoD Executive Agent), September 3, 2002, Incorporating Change 1, May 9, 2003, and Certified Current as of November 21, 2003.
- b. Department of the Army Memorandum 10-1 (Executive Agent Responsibilities Assigned to the Secretary of the Army), 15 January 1997 (hereby superseded).
- c. Memorandum, Secretary of the Army, 18 Feb 2010, subject: Designation of DoD Executive Agent Focal Point—Army.
- d. DoD Executive Agent portal (<http://dod-executiveagent.osd.mil/agentList.aspx?component=Army>).
- e. Army Delegations website ([https://securecac.hqda.pentagon.mil/oaacustomer/DA\\_Functions.aspx](https://securecac.hqda.pentagon.mil/oaacustomer/DA_Functions.aspx)).

2. Reference 1d is the authoritative list of DoD Executive Agent responsibilities assigned to the Secretary of the Army.

3. The Secretary of the Army designated the Administrative Assistant to the Secretary of the Army as the focal point for DoD Executive Agent responsibilities assigned to the Secretary (reference 1c). This directive tasks the focal point with the following responsibilities to ensure the effective control and evaluation of the Army's activities as a DoD Executive Agent. The focal point will:

- a. maintain a comprehensive list of DoD Executive Agent responsibilities assigned to the Secretary of the Army consistent with reference 1d, including current contact information for each Army DoD Executive Agent activity.
- b. ensure that each delegation of DoD Executive Agent responsibilities, functions, and authorities by the Secretary of the Army to a subordinate designee is recorded in writing. The focal point will oversee the staffing and coordination process for all delegation memorandums, including renewal and revocation.

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c. establish a Headquarters, Department of the Army working group for the purposes of establishing new DoD Executive Agent responsibilities assigned to the Secretary of the Army, supporting current DoD Executive Agent responsibilities, and reviewing requests for their rescission.

d. publish Army regulatory guidance for effectively performing DoD Executive Agent responsibilities in accordance with reference 1a that includes the identification of key processes, roles, and responsibilities for resource management. The guidance will be published within 1 year of the date of this directive.

e. collect an annual report from each subordinate designee for a DoD Executive Agent responsibility, including current contact information and fiscal and personnel data.

f. manage and monitor the Army's DoD Executive Agent electronic mailbox (usarmy.pentagon.hqda-oaa.mbx.army-executive-agent-poc@mail.mil) as the primary source for DoD Executive Agent-related coordination and synchronization.

g. ensure that the DoD Executive Agent Web site (reference 1d) and the Army Delegations of Authority Web site (reference 1e) contain current and accurate information related to Army DoD Executive Agent responsibilities.

4. Pursuant to the policy set forth in reference 1a, the Secretary of the Army may delegate DoD Executive Agent responsibilities, functions, and authorities to a subordinate within the Army to act on the Secretary's behalf in executing any and all of the responsibilities, functions, and authorities assigned to the Secretary as the DoD Executive Agent. This subordinate designee is responsible for:

a. executing all delegated DoD Executive Agent responsibilities, functions, and authorities consistent with applicable law and reference 1a, as set forth in the applicable DoD issuance establishing the Executive Agent and as further directed or specified by the Secretary of the Army in the delegation memorandum.

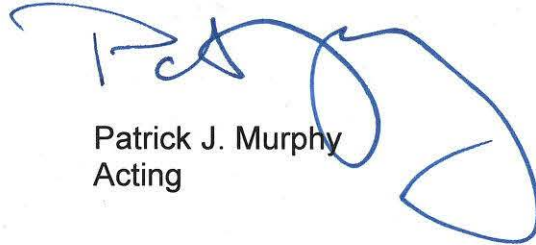
b. submitting a completed annual report upon request to the focal point, including current contact information and fiscal and personnel data.

c. coordinating with the focal point to review and staff requests to renew, amend, or rescind DoD Executive Agent responsibilities.

5. The Administrative Assistant to the Secretary of the Army is the proponent for the guidance in this directive.

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6. This directive is rescinded upon publication of the new regulatory guidance directed in paragraph 5.



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Acting

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