

**§ 376.4 Policy.**

A DSA shall be established in accordance with this part when it is the most efficient and effective organizational alternative for accomplishing essential technical and/or analytical support functions for an OSD Principal Staff Assistant, and shall be organized and staffed in a manner that permits the effective accomplishment of assigned responsibilities with a minimum number of personnel. To provide a framework for implementing this policy, the Director of Administration and Management shall maintain:

- (a) A DoD-wide definition and criteria for DSAs.
- (b) An approved list of DSAs.
- (c) A procedure for establishing, disestablishing, and modifying the organization of a DSA(s).
- (d) A common method of accounting for DSA personnel, and for separately and visibly describing DSA support funding and costs within the DoD budget.

**§ 376.5 Responsibilities.**

(a) The Director of Administration and Management, Office of the Secretary of Defense, shall:

- (1) Be the DoD approval authority, with concurrence by the Assistant Secretary of Defense (Force Management and Personnel) (ASD(FM&P)) and the Comptroller of the Department of Defense (C, DoD), for requests from OSD Principal Staff Assistants to establish or disestablish a DSA(s), or to change the mission and functions of an existing DSA. Approval will be subject to funding and manpower availability, along with other relevant factors.
- (2) Be the DoD approval authority for requests from an OSD Principal Staff Assistant to increase the overall funding level for DSA(s) under that official's sponsorship. Increases that would add to the overall funding level of the separate DSA budget line in the O&M Defense Agencies Appropriation are subject to fund availability, and shall be addressed through the normal budget process.
- (3) Maintain, monitor, and revise, as necessary, the official list of DSAs in appendix A to this part.
- (4) Conduct periodic reviews to evaluate the continuing requirement for ex-

isting DSAs, and to ensure that the DoD components are accounting for DSAs in accordance with this part.

(b) The Assistant Secretary of Defense (Force Management and Personnel) shall review DSA manpower authorizations and issue guidance to ensure compliance with manpower levels established by the Secretary of Defense or by law.

(c) The Comptroller of the Department of Defense shall:

- (1) Establish a separate DSA budget activity in the O&M Defense Agencies Appropriation.
- (2) Review DSA supporting resource data contained in requests from OSD Principal Staff Assistants to establish a DSA(s), and in subsequent DSA budget submissions.
- (3) Ensure that all funds required to support a DSA are separately and visibly described and justified in the budget of the DoD Component designated to provide administrative support to that DSA.

(d) The OSD Principal Staff Assistants shall:

- (1) Forward requests for establishing or disestablishing a DSA(s), or for modifying the organization of an existing DSA (if changes to currently approved manpower for funding levels are required), to the Director, Administration and Management (DA&M), OSD for approval. Recommendations for establishing a DSA shall include: Assignment of DSA responsibilities, functions, relationships, authorities; identification of funding support and other resources to be allocated; appropriate organizational, management, or efficiency justification for establishing the DSA outside the OSD organizational structure; and designation of the DoD Component that will provide manpower, operational funding, and other administrative support to the DSA.
- (2) When approved, establish the DSA in accordance with this part, and ensure that the DSA is efficiently organized and staffed.
- (3) Exercise authority, direction, and control over the DSA(s) assigned to their respective offices.
- (4) Ensure appropriate internal management controls are established for