

## CHAPTER 9

### OFFICE OF ENTERPRISE SUPPORT (DRMS-W)

#### 9000 CHIEF (W)

**MISSION:** Acts as the principal advisor and assistant to the Commander and other DRMS staff elements on all matters with respect to administration of public safety, i.e., the Safety and Health Program, Physical Security, and Facilities and Equipment services.

#### 9100 INSTALLATION MANAGEMENT DIVISION (WI)

##### RESPONSIBILITIES:

1. Serves as Accountable Property Officer for DRMS worldwide and provides guidance, procedures and related training on proper accounting of DRMS property.
2. Performs data owner responsibilities for the accountable property system (DPAS).
3. Maintains accountable property records and the Property Book for DRMS.
4. Develops policy/guidance for DRMS field activities relative to the update of the Equipment Management and Control System (EMACS).
5. Performs staff assistance visits, equipment surveys, technical studies, and facilities services for DRMS.
6. Develops policy/guidance for DRMS field activities relative to the acquisition of equipment and DRMS Facilities Programs.
7. Provides liaison with host activities for the MHE program and maintenance support.
8. Prepares budget for the Equipment and Engineering programs.
9. Prepares economic analysis, when required, for the purchase of equipment.
10. Maintains documentary control, records, and inventories of all DRMS MHE through EMACS.
11. Determines/validates DRMS facilities requirements for worldwide field activities.
12. Executes DLA response actions at third party sites where a local agency, the State or EPA has named a DRMS activity as a Potentially Responsible Party (PRP).
13. Participates in response actions at third party sites where DRMS involvement has been requested in remedial actions involving hazardous property formerly owned by the U.S. Government.
14. Performs DRMS program management for National Environmental Policy Act (NEPA) matters.

15. Develops projects for construction and/or modification of facilities, ensuring the preparation of necessary backup environmental documentation.
16. Reviews, updates as necessary, and submits DRMS Master Planning Components.
17. Administers duties of Executive Secretary of Installation Planning Board, which establishes immediate and long-range plans for meeting facilities requirements.
18. Reviews all design drawings and specifications related to facilities projects.
19. Monitors ISAs and MOUs related to worldwide facilities services for DRMS.
20. Maintains coordination with host activities, Corps of Engineers, and Naval Facilities Engineering Command for DRMS facility requirements.
21. Coordinates facility projects with HQ DRMS Offices and Directorates.
22. Reviews DRMS-MHE requirements prior to submission to HQ DLA and makes recommendations for acquisition, replacement and/or disposition of all equipment.
23. Evaluates MHE usage and determines equipment requirements based on workload data, personnel, and site operational efficiency.
24. Maintains liaison with commercial sector to keep informed of state of the art development of equipment improvements to ensure DRMS specifications are current for the acquisition process.
25. Participates in the DOD Procurement Coordination Committee (PCC) annual meetings to review specifications for standardization of major commercial construction/materials handling equipment DoD wide.
26. Determines equipment operator training requirements for all operating equipment in DRMS. Ensures required training is obtained and all operators certified as appropriate.

## **9200 SAFETY AND HEALTH DIVISION (WH)**

Manages the Safety and Health Program for DRMS worldwide.

### **MISSION:**

1. Performs management oversight of all Safety and Industrial Hygiene functions performed at all DRMS locations.
2. Reviews host/contractor safety and industrial hygiene reports.
3. Provides assistance and consultation to DRMO employees in securing Safety and Industrial Hygiene support from hosts/contractors
4. Provides and/or coordinates safety training for DRMS, DLIS, and DSIO-J employees.
5. Performs annual assessments of DRMOs.

6. Performs Risk Management functions.
7. Monitors management oversight of DRMOs' Radiation and Ammunition, Explosives, and Dangerous Articles (AEDA) related problems.
8. Central gathering point for accident reporting.
9. Provides safety and industrial hygiene guidance to field activities.
10. Performs and/or oversees accident investigations.
11. Assists in performing contractor oversight of safety related functions (pre-awards, post-awards and special requests).
12. Is liaison between Local, State and Federal Occupational Safety and Health regulatory authorities.

Occupational Health:

1. Performs management oversight of all Occupational Health functions performed at DRMO locations.
2. Reviews host/contractor Industrial Hygiene reports for occupational health requirements.
3. Provides assistance/consultation to DRMO employees in securing occupational health support from hosts/contractors.
4. Provides and/or coordinates occupational health training and conducts health promotions for DRMS, DLIS, and DSIO-J employees.
5. Ensures host health promotions are made available to DRMO employees.

**9300 SECURITY DIVISION (WS)**

**MISSION:** Serves as Command Security Officer for DRMS and DLIS. Advises and assists the Commanders in implementing and directing DLA programs relating to law enforcement, physical and personnel security, crime prevention and detection, and security education and training.

**RESPONSIBILITIES:**

1. Establishes requirements for law enforcement and security personnel assigned to the activity; coordinates operational and jurisdictional matters with the host installations.
2. Prepares and issues, where required, identification cards, passes and badges to identify, control, and facilitate movement of personnel within the activity, its field elements, and the host installations.
3. Establishes and directs the Physical Security Program.

4. Administers the DLA Personnel Security Program for DRMS and DLIS to ensure the initial and continuous evaluation of individual security eligibility to occupy civilian positions designated sensitive, and to obtain security clearance on military personnel assigned to DLA.
5. Conducts inquiries, inspections and surveys, and reviews activity plans and support agreements to ensure organizational and individual compliance with personnel security requirements. Provides reports of violations to DLA.
6. Conducts individual and group briefings, and advises and assists both individuals and management officials on personnel security requirements.
7. Maintains personnel security files, records, and data system requirements.
8. Administers the DLA Information Security Program to safeguard classified information.
9. Reviews reports of preliminary inquiries and formal investigations concerning violations of security policies and procedures.
10. Executes the Crime Prevention and Detection Program and serves as the secretary of the Crime Prevention and Detection Council to analyze the vulnerability of mission activities which appear susceptible to criminal activity and unexplained losses as indicated by reports of survey, inventory adjustments, pilferage, or other indicators of systems/procedural deficiencies.
11. Develops security portions of the Activity Emergency Plans.
12. Develops and administers a security training and education program in support of mission functions regarding counterintelligence, antiterrorism, operations security, and information security.
13. Administers the DLA program for protection of DLA personnel and resources against terrorist acts by providing threat briefings to activity personnel traveling to areas where a terrorist threat exists.