

DEFENSE REUTILIZATION AND MARKETING SERVICE (DRMS)

CHAPTER 1

MISSION, ORGANIZATION AND RESPONSIBILITIES

MISSION: Under the direction of the DLA Director, DRMS provides DoD's best value services and delivers excellent performance to our customers for the reuse, transfer, donation, sale, or disposal of excess/surplus property.

1000 COMMANDER (D)

Directs the execution of all assigned missions and responsibilities.

1100 EXECUTIVE DIRECTOR (DD)

RESPONSIBILITIES:

1. Acts for the Commander in the execution of his responsibilities.
2. Serves as liaison between all staff heads and the Commander.

Executive Assistant:

1. Advises the Commander and Executive Director as necessary on matters forwarded for action, signature or information.
2. Recommends solutions to management and administrative problems as they occur.
3. As protocol officer, ensures all Command-level functions, events, and ceremonies are handled appropriately.
4. Presents new concepts and management changes to existing policy.
5. Maintains overview of all administration within the Command and takes corrective action when necessary.
6. In collaboration with other staff elements, prepares and/or monitors responses to congressional inquiries.

Command Support:

7. Informs the Command of incoming visitors and serves as liaison for scheduled conferences. Coordinates VIP visits, and other protocol-related actions, in accordance with existing guidelines and established precedents.
8. Develops and implements policy and procedures governing the conduct of Command-level conferences and briefings.
9. Manages the Beneficial Suggestion Program.
10. Serves as focal point for all Freedom of Information Act and congressional inquiries.
11. Develops policy and procedures for obtaining printing support.