

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, ESD.

Under the authority, direction, and control of the Director, WHS, the Director, ESD:

a. In coordination with the ExecSec, executes the correspondence management, processing, distribution, and archival functions of SecDef, DepSecDef, and ExecSec official correspondence in accordance with Director of Administration and Organizational Policy, Office of the Chief Management Officer of the Department of Defense (DAOP OCMO) responsibilities for SecDef, DepSecDef, and ExecSec correspondence and this manual.

b. Develops and distributes correspondence guidance as necessary through appropriate channels such as memoranda, websites, amended appendixes or administrative updates to this volume, or other communications with OSD and DoD Component correspondence management offices (CCMOs) as appropriate.

c. Oversees Correspondence and Task Management System (CATMS) administration for managing the official correspondence of the SecDef and the DepSecDef in accordance with DoDI 5045.01.

2.2. ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS (ATSD(PA)).

In addition to the responsibilities in Paragraph 2.5., the ATSD(PA) coordinates on all correspondence that:

- a. Contains information with public affairs implications.
- b. Involves requests for SecDef or DepSecDef participation in public forums, such as:
 - (1) Speaking and media events.
 - (2) Events in DoD or military settings that may draw media coverage.

2.3 ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS (ASD(LA)).

In addition to the responsibilities in Paragraph 2.5., the ASD(LA) coordinates on all correspondence that:

- a. Is addressed to members of Congress.
- b. Has legislative implications.

2.4. GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE (GC DOD).

In addition to the responsibilities in Paragraph 2.5., the GC DoD coordinates on all correspondence that:

- a. Has legal implications or makes the Department susceptible to legal action.
- b. Has a statutory reference.

2.5. OSD AND DOD COMPONENT HEADS.

The OSD and DoD Component heads:

- a. Establish correspondence management functions for their respective Components to ensure correspondence for SecDef, DepSecDef, or ExecSec consideration is prepared and submitted in accordance with this manual.
- b. Support their CCMOs in reviewing correspondence prepared for SecDef, DepSecDef, or ExecSec attention for:
 - (1) Proper format.
 - (2) Clarity of purpose and intent.
 - (3) Application of appropriate security markings and instructions.
 - (4) Correspondence package consistency and assembly, including appropriate coordination.
- c. Enable action officers to receive, generate, assign, and control internal OSD Component tasks and workflow using CATMS.
- d. Designate appropriate level staff to sign responses to individuals who write to the President or other White House officials when the correspondence is sent to DoD for Reply Direct.