



*Cancelled by
16 Mar 54*

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NUMBER 5100.1

Department of Defense Directive

SUBJECT Establishment of an Office of Analysis and Review in Each of the Military Departments

I. PURPOSE

To establish an Office of Analysis and Review in each of the military Departments for conducting an independent and objective review of departmental assumptions, plans and guide lines as they affect requirements for manpower, materiel, materials, and facilities, to assure that the various programs are in balance and properly phased, and that stated requirements are valid and reasonable, both for the carrying on of operating plans and, where applicable, prior to the submission of a statement of such requirements to the Secretary of Defense for approval.

II. BASIC PRINCIPLES

In establishing each Office of Analysis and Review, the following basic principles shall apply:

1. The Office shall be designated as the "Office of Analysis and Review".
2. The head of such Office shall be a civilian with the title of "Director" or some other appropriate title (hereinafter referred to as the Director). If an Under Secretary or an Assistant Secretary is appointed Director he shall not be one who is also responsible for procurement or manpower matters.
3. The Director may have not more than three principal assistants, with the title of "Deputy" or some other appropriate title, in order to assure adequate coverage of the fields of

assumptions, plans, guide lines and requirements for materiel and materials, facilities or installations, and manpower or personnel generated thereby, as well as the methods and systems of developing statements of requirements. The three principal assistants to the Director, whatever their titles or functions, shall be civilians.

4. The Director shall report, and be directly responsible, to the departmental Secretary, or if so determined by the Secretary, to the Under Secretary or an Assistant Secretary; provided that such Under Secretary or Assistant Secretary shall not be one who is also responsible for procurement or manpower matters.
5. Data from time to time assembled by the Director and the staff of the Office of Analysis and Review and their views shall be available to the interested Boards and Councils within each military Department and to personnel having command or management responsibilities in related fields, in order that they may initiate constructive action without waiting for instructions from the departmental Secretary.
6. The Director or his designated representative shall be authorized to attend meetings of any organizational elements of his military Department which are involved in any phase of the development and review of requirements for manpower, materiel, materials, and facilities, such as Budget Advisory Committees, Program Advisory Committees, General Planning Group, Financial Policy Committees, Installation Boards, Material Requirements Review Panels, etc.
7. The Director and the staff are authorized and expected to request and receive all information, data, advice, and assistance from any and all organizational elements within his military Department at any time deemed necessary by the Director for carrying out his assigned functions.

8. The Director and the staff shall not exercise command or operating authority, and the establishment of the Office of Analysis and Review shall not relieve any other organizational elements within the military Department of their assigned responsibilities.

III. MISSION

The Office of Analysis and Review is responsible to the Secretary of the (Army, Navy or Air Force) for the analysis and review of departmental mobilization plans and current operational plans upon which requirements are premised insofar as logistic assumptions, guide lines, and computations are concerned but excluding the strategic and tactical concept of such plans, and for the analysis and review of the translation of such plans into requirements for manpower, materials, materiel, and facilities, and for assuring the departmental Secretary that there is a proper balance and correlation among programs, and that statements of requirements are valid and reasonable.

IV. FUNCTIONS

Specifically, each Office of Analysis and Review shall:

1. Analyze and review all data upon which requirements are premised, including mobilization plans, current operational plans, and programs for foreign aid but only insofar as logistic assumptions, guide lines, and computations are concerned, and exclusive of the strategic and tactical concept of such plans and programs.
2. Analyze and review the translation of such data, plans and programs into requirements for manpower, materials, materiel, and facilities for the purpose of assuring the departmental Secretary that there is a proper balance and correlation among all programs, and that statements of requirements are valid and reasonable.
3. Review and evaluate the methods and systems utilized for the computation of all types of requirements.

4. Based on the reviews and analyses set forth above, make recommendations from time to time, as appropriate, to the departmental Secretary concerned for any corrective or other actions necessary to assure proper balance among programs and validity and reasonableness of requirements.
5. Perform such other analysis and review functions as may be prescribed by the departmental Secretary concerned.

V. RESCISSION

Prior instructions inconsistent with this directive are hereby rescinded.

VI. IMPLEMENTATION

Offices of Analysis and Review shall be established and begin operations as of 1 January 1953. Departmental implementing instructions establishing these offices shall be submitted to me for approval prior to that date.


Deputy Secretary of Defense