



DEFENSE INFORMATION SYSTEMS AGENCY

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DISA INSTRUCTION 100-15-7*

24 February 2017

ADMINISTRATION

Administration of Legal Resources

1. **Purpose.** This Instruction details the responsibilities for administration of legal resources.
2. **Applicability.** This Instruction applies to the Office of the General Counsel (OGC) and all field offices of the OGC within DISA.
3. **Authority.** This Instruction is published in accordance with the authority contained in DoD Directive 5145.04, Defense Legal Services Agency (DLSA), 16 April 2012.
4. **Appointment.** The Director of the Defense Legal Services Agency (DLSA) has designated the General Counsel (GC), DISA, as the primary representative of the GC, DoD, in DISA with authority to recruit and promote civilian attorneys and to evaluate their qualifications.
 - 4.1 The GC, DISA, is the qualifying authority responsible for evaluating the qualifications of persons recommended for appointment, transfer, or promotion as attorneys.
 - 4.2 Attorneys detailed to DISA who are members of the Judge Advocate General branch of a military service are rated and appraised in accordance with the regulations promulgated by their respective Service. Such attorneys are under the operational control of the GC, DISA.
5. **Recruitment and Promotion.**
 - 5.1 The GC, DISA, as the representative of the Director, DLSA, is the official within DISA authorized to approve or disapprove the recruitment and promotion of lawyers in support of the Agency.
 - 5.1.1 The GC, DISA, may recruit and promote attorneys up to the GS-13 level without approval of the Director, DLSA.
 - 5.1.2 The GC, DISA, may recruit and promote attorneys to the GS-14 level and above with the final approval by the Director, DLSA.
 - 5.2 The GC, DISA, is primarily responsible through the recruitment and promotion process to ensure each attorney is qualified for the work being performed.
 - 5.3 The GC, DISA, shall observe the guidelines for initial appointment and reemployment of attorneys, as directed by the Director, DLSA.

6. Training. The GC, DISA, shall ensure attorneys within DISA are properly trained as part of the GC's responsibility to ensure all attorneys are qualified. Consideration shall be given to training in pertinent legal fields and training in and familiarity with the general mission of the Agency.

7. Performance Appraisals.

7.1 The GC, DISA, may approve the performance ratings for all DISA attorneys under the supervision of the GC, DISA. The GC shall consult with the Center Directors or their designees in any organization to which an attorney is assigned or with which the attorney has substantial dealings to ascertain the evaluation of such Director or Chief as to attorney performance.

7.2 Performance appraisals for the GC, DISA, and any Senior Executive Service and super-grade personnel are prepared by the Director, DLSA, in consultation with the Director or Vice Director, DISA.

8. Staffing.

8.1 The GC, DISA, shall approve all staffing levels for any legal office within DISA. The GC, DISA, shall be primarily responsible for ensuring each DISA legal office is sufficiently staffed to perform its mission.

8.2 Any DISA attorney to whom the GC, DISA, has delegated the authority to recruit and manage an administrative support staff shall be responsible for ensuring the personnel are qualified.

9. Management. The objective in managing legal resources is the efficient, timely, and high quality provision of legal support to client organizations. All attorneys must be cognizant of and sensitive to the needs of the client organizations that they serve.

9.1 The GC, DISA, shall direct and advise all attorneys assigned to DISA in implementing the legal policies of DoD or of DISA in general and in any specific instance. Such supervision shall include carrying out direction issued by the Director or Vice Director, DISA, or anyone acting on behalf of the Director for a specific purpose and complying with policies issued by the Director, DLSA. With the primary responsibility for the supervision of attorneys assigned to the GC, DISA, no disciplinary action may be initiated against an attorney without notice to and consent of the GC, DISA. Actions based on issues of professional responsibility shall be processed in accordance with guidance issued by the Professional Conduct Board of DoD.

9.2 The GC, DISA, is the supervisor of all attorneys in DISA and, as such, shall approve or disapprove any transfers or reassignments within grade or outside of grade. The GC, DISA, shall coordinate with the Director, DLSA, on any requests for assignment of attorneys to duty outside of DoD.

9.3 The GC, DISA, shall be primarily responsible for negotiating support agreements with other DoD components for the provision of legal services.

9.4 The GC, DISA, or any DISA attorney to whom the GC, DISA, has delegated the authority to acquire nonpersonnel resources shall acquire and manage other legal resources to assist attorneys in the efficient provision of legal services.

9.4.1 Other legal resources include reference materials, automated systems and programs for research and case management, and other nonpersonnel resources.

9.4.2 In the acquisition of nonpersonnel resources, consideration shall be given as to whether other DISA legal offices may benefit from the resources, ensuring uniformity among the offices and potential cost savings for the Agency.

10. Reporting.

10.1 The GC, DISA, shall keep the Director, DLSA; the Director and Vice Director, DISA; and the relevant senior staff informed about developments with legal implications affecting DISA or DoD.

10.2 All attorneys assigned to DISA shall periodically report to the GC, DISA, or designee as to developments within their areas of responsibility impacting on DISA or DoD and any developments impacting on the provision of legal services.

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Colonel, USA
Chief of Staff

*This Instruction replaces DISAI 100-15-7, 15 November 2005.

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