



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. Box 4502
ARLINGTON, VIRGINIA 22204-4502

DISA INSTRUCTION 100-15-7*

15 November 2005

ADMINISTRATION

Administration of Legal Resources

1. **Purpose.** This Instruction defines the responsibilities of the Office of General Counsel and all field offices of the Office of General Counsel within DISA with regard to the recruitment of attorneys, lawyer qualifications, performance ratings, lawyer training and staffing, and management of lawyers and other legal resources.

2. **Applicability.** This Instruction applies to all DISA activities.

3. **Authority.** This Instruction is published in accordance with the authority contained in [DOD Directive 5145.4](#), Defense Legal Services Agency, 15 December 1989.

4. **Appointment.**

4.1 The Director of the Defense Legal Services Agency (DLSA) has designated the General Counsel, DISA, as the primary representative of the General Counsel, DOD, in DISA with authority to recruit and promote civilian attorneys and to evaluate their qualifications.

4.2 The General Counsel, DISA, is the qualifying authority responsible for evaluating the qualifications of persons recommended for appointment, transfer, or promotion as attorneys.

4.3 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 General Counsel, DISA.

5. **Recruitment and Promotion.**

5.1 The General Counsel, 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 General Counsel, DISA, may recruit and promote attorneys up to the GS-13 level without approval of the Director, DLSA.

5.1.2 The General Counsel, DISA, may recruit and promote attorneys to the GS-14 level and above with the final approval by the Director, DLSA.

5.2 The General Counsel, DISA, is primarily responsible through the recruitment and promotion process to ensure that each attorney is qualified for the work being performed.

5.3 The General Counsel, DISA, shall observe the guidelines for initial appointment and reemployment of attorneys as directed by the Director, DLSA.

6. **Training.** The General Counsel, DISA, shall ensure that attorneys within DISA are properly trained as part of the General Counsel's responsibility to ensure that 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 General Counsel, DISA, may approve the performance ratings for all DISA attorneys under the supervision of the General Counsel, DISA. The General Counsel shall consult with the Principal Directors of Strategic Business Units and Directors and Chief of Shared Services Units or their designee in any organization to which an attorney is assigned or with which the attorney has substantial dealings to ascertain the evaluation of such Principal Director, Director, or Chief as to attorney performance.

7.2 Performance appraisals for General Counsel, DISA, and any Senior Executive Service (SES) and supergrade personnel are prepared by the Director, DLSA, in consultation with the Director or Vice Director, DISA.

8. **Staffing.**

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

8.2 Any DISA attorney to whom the General Counsel, DISA, has delegated the authority to recruit and manage an administrative support staff shall be responsible for ensuring that 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 General Counsel, 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 General Counsel, DISA, no disciplinary action may be initiated against an attorney without notice to and consent of the General Counsel, DISA. Actions based on issues of professional responsibility shall be processed in accordance with guidance issued by the Professional Conduct Board of Department of Defense.

9.2 The General Counsel, 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 General Counsel, DISA, shall coordinate with the Director, DLSA, on any requests for assignment of attorneys to duty outside of the Department of Defense.

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

9.4 The General Counsel, DISA, or any DISA attorney to whom the General Counsel, DISA, has delegated the authority to acquire nonpersonnel resources shall acquire and manage other legal resources so 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 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 General Counsel, DISA, shall keep the General Counsel, DLSA; the Director and Vice Director, DISA; and the DISA Corporate Board informed about developments with legal implications affecting DISA or DOD.

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

FOR THE DIRECTOR:



MARK S. BOWMAN
Brigadier General, USA
Chief of Staff

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