

—For newer productions, contact the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161. Phone, 703-605-6000.

—For older productions, contact the Motion Picture, Sound, and Video Branch (NWDNM), National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740-6001. Phone, 301-713-7050.

—For CD-ROM's, stock footage, and still photographs, contact the Defense Visual Information Center, 1363 Z Street, Building 2730, March Air Reserve Base, CA 92518-2073. Phone, 909-413-2515.

There is usually a fee charged for the Department's audiovisual and multimedia products.

#### **Contracts and Small Business Activities**

Contact the Director, Small and Disadvantaged Business Utilization, Office of the Secretary of Defense, Room 2A338, 3061 Defense Pentagon, Washington, DC 20301-3061. Phone, 703-588-8620.

#### **DOD Directives and Instructions**

Correspondence and Directives Directorate, Washington Headquarters Services, Room 2A286, 1155 Defense Pentagon, Washington, DC 20301-1155. Phone, 703-697-4111.

**Employment** Almost all positions are in the competitive service and are filled from civil service registers. College recruiting requirements are limited primarily to management intern positions at the B.S. and M.S. levels. For additional information, inquiries should be addressed to the Human Resource Services Center, Washington Headquarters Services, Room 2E22, AMC Building, Alexandria, VA 22233-

0001. Phone, 703-617-7211. Internet, <http://www.hrsc.osd.mil/>.

**Pentagon Tours** Guided tours of the Pentagon are available Monday through Friday, from 9 a.m. through 3 p.m., excluding Federal holidays. The 75-minute tour starts on the hour at the Metro entrance to the Pentagon and is approximately one mile long. Groups of more than 100 should schedule the tour 2 weeks in advance. Wheelchairs are available at no cost. For further information or reservations, contact Pentagon Tours, Director for Programs and Community Relations, 1400 Defense Pentagon, Room 1E776, Washington, DC 20301-1400. Phone, 703-695-1776.

**Speakers** Civilian and military representatives of the Department of Defense are available to speak on a variety of defense subjects in response to invitations, usually at no cost to the local sponsor. However, speakers may accept transportation, meals, and lodging, if offered by the sponsor of the public event in which they are to participate. Written requests for speakers should be addressed to the Director for Programs and Community Relations, Office of the Assistant Secretary of Defense for Public Affairs, 1400 Defense Pentagon, Washington, DC 20301-1400 (phone, 703-695-3845); or to the public affairs officer of the nearest military installation.

**Telephone Directory** The Department of Defense telephone directory is available for sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402. Phone, 202-512-1800.

For further information concerning the Department of Defense, contact the Director, Directorate for Public Communication, Office of the Assistant Secretary of Defense for Public Affairs, 1400 Defense Pentagon, Washington, DC 20301-1400. Phone, 703-697-5737. Internet, <http://www.defenselink.mil/>.

## **DOD FIELD ACTIVITIES**

### **American Forces Information Service**

The American Forces Information Service (AFIS) was established in 1977 under the authority, direction, and control of the

Assistant Secretary of Defense for Public Affairs. AFIS provides DOD internal information to U.S. forces worldwide in order to promote and sustain military

unit and individual readiness, quality of life, and morale. AFIS trains DOD public affairs, broadcast, and visual information professionals and provides communications services to support the informational needs of military commanders and combat forces through the entire range of military operations and contingencies.

The Armed Forces Radio and Television Service, the Current News "Early Bird" Service, the Television-Audio Support Activity, the Defense Information School, the Defense Visual Information Center, the DOD Joint Combat Center, the DOD joint visual information services distribution activity, and the worldwide operations of the Stars and Stripes newspapers function under the Director of American Forces Information Service. AFIS internal directorates and operating activities provide news, features, photography, videography, news clippings, and other internal command information products and services to DOD. In addition, AFIS provides policy guidance and oversight for departmental periodicals and pamphlets, military command newspapers, the broadcast elements of the military departments, DOD audiovisual matters, and public affairs and visual information training.

(American Forces Information Service, Department of Defense, Suite 311, 601 North Fairfax Street, Alexandria, VA 22314-2007. Phone, 703-428-1200.)

**Department of Defense Education Activity** The Department of Defense Education Activity (DODEA) was established in 1992 under the authority, direction, and control of the Assistant Secretary of Defense for Force Management Policy. It consists of two subordinate organizational entities: the Department of Defense Dependents Schools (DODDS) and the Department of Defense Domestic Dependent Elementary and Secondary Schools (DOD DDESS).

The mission of DODEA is to serve as the principal staff adviser to the Assistant Secretary of Defense for Force Management Policy on all Defense dependents education matters relative to

overseas and stateside education activities and programs. DODEA formulates, develops, and implements policies, technical guidance, and standards for the effective management of Defense dependents education activities and programs. It also plans, directs, coordinates, and manages the education programs for eligible dependents of U.S. military and civilian personnel stationed overseas and stateside; evaluates the programmatic and operational policies and procedures for DODDS and DOD DDESS; and provides education activity representation at meetings and deliberations of educational panels and advisory groups.

(Department of Defense Education Activity, 4040 North Fairfax Drive, Arlington, VA 22203-1635. Phone, 703-696-4236.)

**Department of Defense Human Resources Activity** The Department of Defense Human Resources Activity was formed through the merger of the Defense Manpower Data Center with the Civilian Personnel Management Service. This field activity falls under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness. The mission of DHRA includes supporting the OUSD (P&R) in planning and formulating civilian personnel programs; providing policy support; developing and managing DOD civilian personnel information systems and civilian personnel administrative services for the Office of the Secretary of Defense, the Military Departments, and Defense Agencies; collecting and maintaining an archive of automated manpower, personnel, training, and financial data bases for DOD to support the information requirements of the OUSD (P&R) and other members of the DOD manpower, personnel, and training communities; conducting large-scale surveys of DOD personnel; developing and managing selection tests used for entry into the military; and maintaining data and systems used to determine entitlements for DOD benefits such as medical, exchange, and commissary.

In addition, the Chancellor for Education and Professional Development promotes academic quality and cost-effectiveness of educational institutions, professional development programs, and courses of instruction for civilians. The Permanent Day Travel/Ready Reserve Travel Implementation Office plans and executes changes to existing permanent and reserve duty travel policies and processes.

(Department of Defense Human Resources Activity-Headquarters, Suite 200, 4040 Fairfax Drive, Arlington, VA 22203-1613. Phone, 703-696-1036.)

**Defense Prisoner of War/Missing Personnel Office**

The Defense Prisoner of War/Missing Personnel Office (DPMO) was established July 16, 1993, under the authority, direction, and control of the Assistant Secretary of Defense for International Security Affairs and provides centralized management of prisoner of war/missing personnel affairs within the Department of Defense. DPMO's responsibilities include leadership and policy oversight for all efforts to reach an accounting for Americans still unaccounted for as a result of U.S. involvement in past conflicts since World War II as well as the recovery and accounting of those Americans isolated in harm's way in future conflicts.

DPMO is the lead proponent for prisoner of war/missing personnel matters, including policy and oversight within the Department of Defense of the entire process for investigation and recovery related to missing persons (which includes matters related to search, rescue, escape, and evasion), and the procedures to be followed by Department of Defense boards of inquiry relating to missing persons and by officials reviewing the reports of such boards. The Office represents the Department of Defense in negotiations with officials of foreign governments regarding efforts to achieve the fullest possible accounting of missing American service members and other designated civilian personnel; assembles and maintains data bases on U.S. military and civilian personnel who are or were prisoners of war or missing as a result of

a hostile action; prescribes uniform procedures for determination of the status of missing personnel and for systematic, comprehensive, and timely collection, analysis, review, dissemination, and periodic update of information related to missing personnel; declassifies Department of Defense documents for disclosure and release in accordance with section 1082 of Public Law 102-190 (50 U.S.C. 435 note), Executive Order 12812, and Executive Order 12958; and maintains channels of communication on prisoner of war/missing personnel matters between the Department of Defense and the Congress, prisoner of war/missing personnel families, and the American public through periodic consultations and other appropriate measures.

DPMO coordinates with the interagency community, the Joint Staff, services, and unified combatant commands to provide policy, control, and oversight over all personnel recovery and accounting matters. The Office promulgates policy and oversees implementation of these policies throughout the Department. DPMO is also responsible for policy oversight of Code of Conduct training throughout the Department of Defense and represents the Department on the National Search and Rescue Committee.

(Defense Prisoner of War/Missing Personnel Office, Department of Defense, OASD/ISA, The Pentagon, Washington, DC 20301-2400. Phone, 703-602-2102. Fax, 703-602-1890.)

**Office of Economic Adjustment** The Office of Economic Adjustment (OEA) is a DOD field activity under the authority, direction, and control of the Under Secretary of Defense for Acquisition and Technology. OEA is responsible for planning and managing the Department's defense economic adjustment programs and for assisting Federal, State, and local officials in cooperative efforts to alleviate any serious social and economic side effects resulting from major departmental realignments or other actions.

(Office of Economic Adjustment, Department of Defense, Suite 200, 400 Army Navy Drive, Arlington, VA 22202-2884. Phone, 703-604-6020.)

**TRICARE Management Activity** The TRICARE Management Activity (TMA) was formed on February 10, 1998, from the consolidation of the TRICARE Support Office (formerly Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) headquarters), the Defense Medical Programs Activity, and the integration of health management program functions formerly located in the Office of the Assistant Secretary of Defense for Health Affairs. TMA is a DOD field activity of the Under Secretary of Defense for Personnel and Readiness and operates under the authority, direction, and control of the Assistant Secretary of Defense for Health Affairs. The mission of TMA is to manage TRICARE; administer and manage the Defense Health Program appropriation; provide operational direction and support to the Uniformed Services in the management and administration of the TRICARE program; and administer CHAMPUS.

(TRICARE Management Activity, Suite 810, Skyline 5, 5111 Leesburg Pike, Falls Church, VA 22041-3206. Phone, 703-681-6909. Fax, 703-681-8706.)

**Washington Headquarters Services** The Director of Administration and Management serves in a dual capacity as the Director of Washington Headquarters Services (WHS). The mission of WHS is to administer specified DOD-wide operational programs and provide administrative support and services to certain DOD activities. Responsibilities include financial management and accounting, personnel management, office services, security, correspondence, directives and records management, facilities management, law enforcement, information and data systems, voting assistance program, privacy program, freedom of information, mandatory declassification, security and policy review, and other administrative support and services, as required.

(Washington Headquarters Services, Department of Defense, Room 3D972, The Pentagon, Washington, DC 20301-1155. Phone, 703-695-4436.)