



Department of Defense INSTRUCTION

NUMBER *1025.3*

January 19, 1993

Administrative Reissuance Incorporating Change 1, May 13, 1994

ASD(C3I)

SUBJECT: Administrator, National Security Education Program

- References: (a) DoD Directive 5200.35, "National Security Education Program," January 13, 1993
(b) [DoD Directive 5010.38](#), "Internal Management Control Program," April 14, 1987
(c) Title I of Public Law 98-497, "Public Printing and Documents," October 19, 1984
(d) Charter of the National Security Education Board, June 23, 1992
(e) through (h), see enclosure 1

1. PURPOSE

This Instruction assigns responsibilities, functions, and authorities to the Administrator, National Security Education Program, under reference (a).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Unified and Specified Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

3. RESPONSIBILITIES AND FUNCTIONS

The Administrator, National Security Education Program, shall:

3.1. Administer, direct, and manage the resources for the program.

3.2. Establish and direct an international education center, as approved by the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence (ASD(C3I)), to assist in administering and managing the program. The Center shall be staffed by an appropriate number and type of personnel who, unless otherwise directed by the ASD(C3I), will be subject to Defense Intelligence Agency personnel management procedures. Costs that the Agency bears for these personnel shall be reimbursed from the Trust Fund. This staff will be supplemented by contract personnel within the scope of existing law and regulation.

3.3. Select, approve the hiring of, and evaluate the performance of personnel who staff the international education center.

3.4. Ensure appropriate internal management controls for the program in accordance with DoD Directive 5010.38 (reference (b)).

3.5. Carry out a Records Management Review Program under Pub. L. No. 98-497, Title I (reference (c)).

3.6. Ensure that program activities support the purpose and follow procedures of this Instruction and are carried out in consultation with the National Security Education Board (the Board) or, when the Board is not in session, the Working Group of Board member representatives under the Charter (reference (d)).

3.7. Ensure that the Board's activities are consistent with DoD Directive 5105.4 (reference (e)).

3.8. Provide an executive director and establish an executive secretariat to support the Board and its subgroups from resources provided to support the program.

3.9. Ensure development of the following for Board consideration:

3.9.1. Qualifications for applicants for program awards.

3.9.2. Critical disciplines in languages, area studies, and other international fields.

3.9.3. Criteria for scholarship, fellowship, and grant programs to be offered.

3.9.4. Rules for conduct of the program, and regulations for satisfactory student progress and student service agreements.

3.10. Chair the Board Working Group and call Working Group and advisory subgroup meetings in accordance with the Charter (reference (d)).

3.11. Develop resource requirements for the program and ensure their submission to the DoD Comptroller for inclusion in the Revolving and Management Funds (Trust Funds) subtitle of the DoD budget.

3.12. Make appropriate arrangements to carry out student service agreements related to the program.

3.13. Develop rules for handling contributions and voluntary services, as required, to administer the Program.

3.14. Recommend to the ASD(C3I) any DoD Instructions, Publications, and directive-type memoranda, consistent with DoD 5025.1-M (reference (f)), that are necessary to administer the program.

3.15. Prepare the annual report to the Congress as specified in Section 806 of Pub. L. No. 102-183, Title VIII (reference (g)).

3.16. Perform such other duties relating to the program as the ASD(C3I) may assign.

4. AUTHORITIES

The Administrator, National Security Education Program, is specifically delegated the authority to:

4.1. For program administration, communicate directly with the DoD Components, other Executive Departments and Agencies, representatives of the Legislative and Judicial Branches, public and private sector organizations, educational institutions, and members of the public. Instructions to the Military Departments shall be issued through the Secretaries of the Military Departments. Communications to the Commanders of Unified and Specified Combatant Commands shall be transmitted through the Chairman of the Joint Chiefs of Staff.

4.2. Obtain reports, information, advice, and assistance from the DoD

Components, other Executive Departments and Agencies, representatives of the Legislative and Judicial Branches, public and private sector organizations, educational institutions, and members of the public, consistent with DoD Directive 7750.5 (reference (h)), as necessary, to carry out the program.

4.3. Exercise the administrative authorities in enclosure 2.

5. INFORMATION REQUIREMENTS

The reporting requirements contained in this Instruction are currently under review at the Office of Management and Budget (OMB). An OMB control number will be issued by change to this instruction within 60-90 days.

6. EFFECTIVE DATE

This Instruction is effective immediately.



Duane P. Andrews
Assistant Secretary of Defense
(Command, Control, Communications,
and Intelligence)

Enclosures - 2

- E1. References, continued
- E2. Delegations of Authority

E1. ENCLOSURE 1

REFERENCES, continued

- (e) [DoD Directive 5105.4](#), "Department of Defense Federal Advisory Committee Management Program," September 5, 1989
- (f) [DoD 5025.1-M](#), DoD Directives System Procedures," December 1990, authorized by [DoD Directive 5025.1](#), December 23, 1988
- (g) Title VIII of Public Law 102-183, "National Security Education Act of 1991," December 4, 1991, as amended
- (h) DoD Directive 7750.5, "Management and Control of Information Requirements," August 7, 1986

E2. ENCLOSURE 2
DELEGATIONS OF AUTHORITY

Under the authority vested in the Secretary of Defense, and subject to the authority, direction, and control of the Secretary of Defense, and in accordance with DoD policies, Directives, and Instructions, the Administrator, National Security Education Program, or in the absence of the Administrator, the person acting for the Administrator, is hereby delegated authority as required in the administration and operation of the National Security Education Program to:

E2.1.1. Authorize and approve:

E2.1.1.1. Temporary duty travel for military personnel assigned or detailed to the National Security Education Program in accordance with Volume I of the Joint Federal Travel Regulations.

E2.1.1.2. Travel for National Security Education Program civilian employees in accordance with Volume II of the Joint Travel Regulations.

E2.1.1.3. Invitational travel to non-DoD personnel whose consultative, advisory, or other highly specialized technical services are required in a capacity that is directly related to, or in connection with, National Security Education Program activities, in accordance with Volume II of the Joint Travel Regulations.

E2.1.1.4. Overtime work for National Security Education Program civilian employees in accordance with Chapter 55, Subpart V, of 5 U.S.C. and applicable Office of Personnel Management regulations.

E2.1.2. Approve the expenditure of funds available for travel by military personnel assigned or detailed to the National Security Education Program for expenses incident to attendance at meetings of technical, scientific, professional, or other similar organizations in such instances where the approval of the Secretary of Defense, or designee, is required by 37 U.S.C. 412, and 5 U.S.C. 4110 and 4111.

E2.1.3. Develop, establish, and maintain an active and continuing Records Management Program under 44 U.S.C. 3102 and DoD Directive 5015.2, "Records Management Program," March 22, 1991.

E2.1.4. Establish and use imprest funds for making small purchases of material

and services, other than personal services, for the National Security Education Program, when it is determined more advantageous and consistent with the best interests of the Government, in accordance with DoD Directive 7360.10, "Disbursing Policies," January 17, 1989.

E2.1.5. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required, for the effective administration and operation of the National Security Education Program, consistent with 44 U.S.C. 3702.

E2.1.6. Enter into support and service agreements with the Military Departments, other DoD Components, or other Government Agencies, as required, for the performance of National Security Education Program functions and responsibilities.

E2.1.7. Enter into and administer contracts, directly or through a Military Department, a DoD contract administration service component, or other Federal Agency, as appropriate, for supplies, equipment, and services required to accomplish the mission of the National Security Education Program. To the extent that any law or Executive order specifically limits the exercise of such authority to persons at the Secretarial level of a Military Department, such authority shall be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

These delegations of authority are effective immediately.