



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 3006.2
N312
11 September 1995

SECNAV INSTRUCTION 3006.2

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY IMPLEMENTING PROCEDURES FOR THE
HUMANITARIAN AND CIVIC ASSISTANCE (HCA) PROGRAM

Encl: (1) DoD Instruction 2205.3 of 27 Jan 95
(2) DoD Directive 2205.2 of 6 Oct 94

1. Purpose. To ensure Department of the Navy implementation of policy for the HCA Program, and the delineation of HCA responsibilities and procedures as set forth in enclosures (1) and (2).

2. HCA Program. HCA activities include humanitarian actions performed on foreign soil in conjunction with authorized military operations. HCA activities may include projects such as:

- a. Medical and dental care in rural areas,
- b. Construction of rudimentary surface transportation systems or public facilities, and
- c. Well digging.

3. HCA Proposals

a. Development. HCA activity proposals, as stated in enclosure (1), will be consolidated by Unified Commands into a single "total requirement" package. This package will include pertinent information for all projects such as dollar costs, country/location, work description, and order of priority¹.

b. Submission. U.S. Atlantic Command (ACOM) and U.S. Pacific Command (PACOM) HCA proposal packages will be submitted:

(1) Through the Chairman of the Joint Chiefs of Staff (CJCS) to the Under Secretary of Defense for Policy (USD(P)) for planning purposes, and

¹ It is suggested that work planned for later in the fiscal year be given a lower priority in order to expand or contract efforts based on current funding levels.



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(2) Through the Chief of Naval Operations (CNO) (N09BF) to the Assistant Secretary of Navy (Financial Management and Comptroller) (ASN(FMC)) for budgeting.

4. Action

a. Fleet Commanders in Chief (FLTCINCs) shall:

(1) Nominate HCA activities to the Unified Command Commanders and

(2) Review HCA activities selected by the Unified Command Commanders and recommend changes as deemed necessary.

b. The CNO(N09BF), as major claimant for USACOM and USPACOM, will:

(1) Review the HCA budget submitted by the Unified Commands (USACOM and USPACOM),

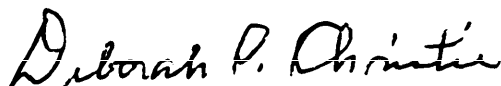
(2) Review the total requirements package for HCA activities submitted by USACOM and USPACOM, and

(3) Forward reviewed HCA packages to ASN(FMC).

c. ASN(FMC) shall:

(1) Review and recommend changes as appropriate to proposed HCA funding prior to submission to OSD, and

(2) Monitor HCA budget execution and recommend changes if warranted.



DEBORAH P. CHRISTIE
Assistant Secretary of the Navy
(Financial Management and Comptroller)

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Department of Defense INSTRUCTION

SECNAVINST 3006.2
11 SEP 1995

January 27, 1995
NUMBER 2205.3

ASD(SO/LIC)

SUBJECT: Implementing Procedures for the Humanitarian and Civic Assistance (HCA) Program

Reference: (a) DoD Directive 2205.2, "Humanitarian and Civic Assistance (HCA) Provided in Conjunction with Military Operations," October 6, 1994.
(b) Section 401 of title 10, United States Code

A. PURPOSE

This Instruction implements policy, defines responsibilities, and prescribes procedures for the HCA program under reference (a).

B. APPLICABILITY AND SCOPE

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant 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").

C. POLICY

As detailed and defined in reference (a), HCA activities shall promote the foreign policy and national security interests of the United States and the specific operational readiness skills of the U.S. Armed Forces who participate in the activities.

D. RESPONSIBILITIES

The heads of the DoD Components shall ensure compliance with this Instruction and references (a) and (b). As detailed in reference (a):

1. The Under Secretary of Defense for Policy (USD(P)) shall ensure that the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict oversees the HCA program.
2. The Chairman of the Joint Chiefs of Staff shall review and forward, with recommendations, to USD(P) for approval HCA activities proposed by the Unified Combatant Commands.
3. The Commanders of the Unified Combatant Commands shall develop proposed HCA activities for USD(P) approval and execute the activities upon approval.

Enclosure (1)

4. The Secretaries of the Military Departments shall budget for HCA activities conducted by the Unified Combatant Commands for which the Secretaries serve as Executive Agents and, as appropriate, review and recommend changes to proposed HCA activities.

5. Relevant DoD Components not mentioned in sections D.1. through D.4. shall, as appropriate, review and recommend changes to proposed HCA activities to ensure that statutory requirements relevant to the respective DoD Component's area of expertise are being met.

E. PROCEDURES.

1. Nomination, Justification, and Approval Process for the Annual HCA Activity Plan

a. USD(P) shall issue, by March 30 of each fiscal year, guidance for the Unified Combatant Commanders in the preparation of their proposed HCA activity plans for the following fiscal year. Such guidance shall reflect national security and foreign policy priorities of the United States.

b. The Unified Combatant Commanders shall, pursuant to the guidance issued under section E.1.a., above, submit to the Chairman of the Joint Chiefs of Staff for review and forwarding to USD(P) proposed annual HCA activity plans.

(1) The Unified Combatant Commanders' proposed annual HCA activity plans shall be prepared in the format provided in enclosure 1 and shall be completed for each HCA activity proposed to be executed during the next fiscal year.

(2) In addition to information on proposed individual activities, a summary page shall be submitted for each country in which proposed activities are to take place. The information to be included in the country summaries is specified in enclosure 1.

(3) All proposed activities shall be reviewed by the legal staff of the Unified Combatant Commander before submission to ensure their conformity with statutory requirements, reference (a), and this Instruction.

(4) The total funding required for a Unified Combatant Commander's proposed annual HCA activity plan shall not exceed the amounts budgeted for such activities in the President's budget request for the fiscal year in which those activities are to take place.

c. The Chairman of the Joint Chiefs of Staff shall review and forward to USD(P) with recommendations, as appropriate, the Unified Combatant Commanders' proposed annual HCA activity plans no later than June 1 of each year for the upcoming fiscal year.

d. Before USD(P) issues final approval of the Unified Combatant Commanders' proposed annual HCA activity plans, USD(P) shall ensure that the plans are coordinated with, and have the concurrence of, the Secretaries of the Military Departments; the Assistant Secretaries of Defense for International Security Affairs, International Security Policy, Reserve Affairs and Health Affairs; the General Counsel of the Department of Defense; and the Comptroller of the Department

of Defense, as appropriate. The USD(P) shall also obtain the approval of the Department of State, the Agency for International Development (AID), and other U.S. Government Agencies, as appropriate.

e. The USD(P) shall issue final approval of the Unified Combatant Commanders' proposed annual HCA activity plans by August 1 of each year for the upcoming fiscal year. No HCA activity may be undertaken without the prior approval of USD(P).

2. Changes to the Approved Annual HCA Activity Plan

a. High priority, short notice requirements may occur that, in the judgment of the appropriate Unified Combatant Commander, will require reallocation of funds from previously approved activities to permit execution of HCA activities in response to unforeseen events.

b. To provide the Unified Combatant Commanders with maximum flexibility, consistent with applicable laws and regulations, in carrying out HCA activities under this Instruction, Unified Combatant Commanders may propose to USD(P) that unforeseen, high priority requirements be funded instead of lower priority, previously approved, HCA activities.

(1) The Unified Combatant Commanders shall prepare nomination and justification proposals for new HCA activities in the format provided in enclosure 1 and submit such proposals through the Chairman of the Joint Chiefs of Staff to USD(P) for approval. An indication of when USD(P) approval is required shall be included. To the extent possible, new proposals shall be submitted at the same time as the mid-year status report discussed in paragraph E.3., below.

(2) In proposing substitute HCA projects, the Unified Combatant Commanders should consider the degree to which commitments have already been made to the host-nation authorities on previously approved HCA projects.

(3) USD(P) shall determine, in coordination with the organizations identified in subparagraph E.1.d., above, as appropriate, whether to approve requested changes.

c. The Unified Combatant Commanders shall notify USD(P), through the Chairman of the Joint Chiefs of Staff, of major changes in scope or timing of the execution of approved HCA activities. If it is anticipated that not all available funding will be obligated by fiscal year-end, ASD (SO/LIC) shall be immediately informed.

3. Status and After Action Reports

a. Under reference (a), the Unified Combatant Commanders shall prepare mid-year and end-of-year reports on the execution of HCA activities during the relevant reporting period.

b. The Unified Combatant Commanders shall submit these reports, through the Chairman of the Joint Chiefs of Staff, to USD(P).

(1) The Unified Combatant Commanders' reports shall be prepared in the format provided in enclosure 2 and shall be used to report on individual HCA activities completed or underway during the relevant reporting period. A summary report page, synthesizing information on HCA activities for each country in which activities were accomplished, shall also be provided. The information to be included in the reports' country summaries is specified in enclosure 2.

(2) The mid-year report shall cover activities conducted during the first two quarters of the fiscal year and shall be submitted to USD(P) no later than April 30 of each year.

(3) The end-of-year report shall cover all activities conducted during the previous fiscal year and shall be submitted to USD(P) no later than December 1 of each year.

(4) Accompanying the December 1 report shall be a narrative assessment of the overall effectiveness and long-term impact of HCA activities conducted in the respective Unified Combatant Commanders' areas of responsibility during the previous 2 fiscal years. This assessment shall identify specific activities as examples to illustrate both successes and problems encountered, including solutions (proposed and/or implemented) to avoid similar problems in the future, and policy recommendations for USD(P) consideration.


c. The USD(P) shall use the Unified Combatant Commanders' annual reports in the preparation of the consolidated report to Congress required by reference (b).

F. INFORMATION REQUIREMENTS.

The reporting requirements in subparagraphs E.1.b. and E.3.b. above have been assigned Report Control Symbol(s) DD-POL(A)1963 and DD-POL(SA)1817, respectively.

G. EFFECTIVE DATE AND IMPLEMENTATION.

This instruction is effective immediately. The Unified Combatant Commanders and the Secretaries of the Military Departments shall forward one copy of any implementing documents to both the Chairman of the Joint Chiefs of Staff and the USD(P) within 120 days.



TIMOTHY G. CONNOLLY
Principal Deputy

Enclosures:

1. HCA Unified Combatant Commanders Project Nomination and Justification Format
2. HCA Unified Combatant Commanders After Action Reports Format

**HCA
UNIFIED COMBATANT COMMAND
PROJECT NOMINATION AND JUSTIFICATION FORMAT**

Submit HCA activities in priority order. Information required is outlined below:

- A. Priority Number
- B. Unified Combatant Command Project Number and Title of Activity
- C. Recipient Country
- D. Location of Activity
- E. Type and Description of Activity
- F. Inclusive Dates of Activity
- G. Unit Designation(s) and Total Number of U.S. Forces Participating
- H. U.S. Dollar Cost of Consumables
- I. Justification:
 - 1. How the HCA activity serves the interests of both the U.S. and host country.
 - 2. How the HCA activity promotes specific operational readiness and/or skills of members of the U.S. Armed Forces participating in the activity.
 - 3. Certification by Unified Combatant Commander's legal staff that the activity conforms with statutory requirements and applicable regulations.
- J. Country Team Coordination:
 - 1. Statement of concurrence of both the United States Ambassador and AID Director.
 - 2. Statement that the HCA activity complements, but does not duplicate or otherwise conflict with, economic or social programs of other U.S. Government Agencies.
- K. Points of Contact (POC): Unified Combatant Commander's POC, with phone and facsimile numbers (DSN and commercial).

(1) Annual activity plan nominations shall be submitted to USD(P) by June 1 prior to the fiscal year in which the activities are to occur. Proposed changes to an approved plan shall be submitted to USD(P) when needed. To the extent possible, proposed changes shall be submitted at the same time as the mid-year status report discussed in paragraph E.3. of this Instruction.

(2) A separate summary of proposed activities shall be provided for each country for which these activities are proposed. Such summaries shall include information requested above in sections A, B, E, H, I, and J for each activity proposed for a country.

HCA
UNIFIED COMBATANT COMMAND
AFTER ACTION REPORT FORMAT

List Individual HCA activities, by country, by project number. Information required for each is listed below:

- A. Unified Combatant Command Project Number and Title of Activity
- B. Recipient Country
- C. Location of Project
- D. Type and Description of Project
- E. Inclusive Dates of Project
- F. Unit Designation(s) and Number of U.S. Forces Participating
- G. U.S. Dollar Cost of Consumables
- H. Objectives Achieved
 - 1. How the HCA activity served the interests of both the U.S. and host country.
 - 2. How the HCA activity promoted specific operational readiness and/or skills of members of the U.S. Armed Forces participating in the activity

(1) A mid-year report, on all activities conducted through March 30 of the current fiscal year, shall be submitted to USD(P) by April 30 of each year.

(2) An end-of-year report, on all activities conducted during the preceding fiscal year, shall be submitted to USD(P) by December 1 of each year.

(3) For both reports, a separate summary page of the activities reported on shall be provided for each country in which activities were conducted. Such summaries shall include information requested above in sections A, D, G, and H for each activity conducted in a country.



Department of Defense DIRECTIVE

SECNAVINST 3006.2
11 SEP 1995

October 6, 1994
NUMBER 2205.2

ASD(SO/LIC)

SUBJECT: Humanitarian and Civic Assistance (HCA) Provided in Conjunction with Military Operations

Reference: (a) Section 401 of title 10, United States Code
(b) DoD Directive 5111.1, "Under Secretary of Defense for Policy (USD(P)),
July 6, 1993
(c) DoD Directive 5100.3, "Support to the Headquarters of Unified, Specified,
and Subordinate Joint Commands," November 1, 1988

A. PURPOSE

This Directive establishes DoD policy and assigns responsibilities for the conduct of HCA activities governed by reference (a). (See definition 2 in enclosure 1).

B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities.

C. DEFINITIONS

Terms used in this Directive are defined in enclosure 1.

D. POLICY

It is DoD policy that:

1. HCA activities must promote the following:
 - a. The security interests of both the United States and the country in which the activities are carried out.
 - b. The specific operational readiness skills of the members of the U.S. Armed Forces who participate in the activities.
 - c. The foreign policy interests of the United States.

Enclosure (2)

2. HCA activities shall complement, and may not duplicate, any other form of social or economic assistance that may be provided to the country concerned by any other Department or Agency of the United States.

3. HCA activities shall serve the basic economic and social needs of the people of the country concerned.

4. HCA may not be provided directly or indirectly to any individual, group, or organization engaged in military or paramilitary activity.

5. HCA activities shall be conducted with the approval of the host country's national and local civilian authorities.

6. HCA activities (other than De Minimis HCA, as defined in item 1 of enclosure 1) conducted in a foreign country require the specific approval of the Secretary of State.

7. U.S. commanders may engage in certain activities essential to the accomplishment of their military operation that result in incidental benefits to the local population, but that are not considered to be activities under 10 U.S.C. 401 (reference (a)). For example, to establish a base camp, a commander may order wells dug, land cleared, and a road cut through the jungle.

8. To ensure that U.S. Armed Forces personnel participate in a particular HCA activity in a meaningful manner, U.S. military occupational specialists must provide services relevant to their specialty. Medical HCA activities, for example, should include personnel such as U.S. military doctors, dentists, nurses, pharmacists, or health administrators. Engineer HCA activities should include personnel such as masons, electricians, carpenters, or heavy construction equipment operators. To ensure that the proper training experience is gained by U.S. forces participating in HCA activities, a reasonable balance must be maintained between U.S. forces and whatever foreign troops are participating.

9. Expenses incurred as a direct result of providing HCA (other than De Minimis HCA) to a foreign country shall be paid out of funds specifically appropriated for such purposes. These incremental expenses shall include the costs of consumable materials, supplies, and services, if any, that are reasonably necessary to provide the HCA. They shall not include costs associated with the military operation (e.g., transportation, personnel expenses, petroleum, oil and lubricants, repair of equipment, etc.), which likely would have been incurred whether or not the HCA was provided.

E. RESPONSIBILITIES

1. The Under Secretary of Defense for Policy shall:

a. Develop, coordinate, and oversee the implementation of policy for the provision of

humanitarian assistance under DoD Directive 5111.1 (reference (b)).

b. Ensure that the Assistant Secretary of Defense for Special Operations and Low-Intensity Conflict acts as the program manager for the HCA program, with responsibility to:

(1) Serve as the sole DoD point of contact for HCA with other Executive Branch Agencies, unless otherwise stated herein.

(2) Develop and prescribe procedures for implementing this Directive to ensure that all HCA activities to which this Directive applies meet its policy requirements.

(3) Review and approve HCA activities (other than De Minimis HCA) and oversee their implementation, including:

(a) Reviewing, recommending changes to, and approving annual HCA activity plans proposed by the Unified Combatant Commands to ensure, in particular, that the activities proposed conform to the policy requirements of this Directive.

(b) Reviewing, recommending, and approving proposed changes to the annual HCA program in response to mid-year assessments of program execution, changes in foreign policy priorities, changes in scheduled U.S. military exercises or operations, and other factors.

(c) Coordinating proposed HCA activities, including annual activity plans and changes to them, with and obtaining the concurrence of the Secretaries of the Military Departments; the Assistant Secretaries of Defense for International Security Affairs, International Security Policy, Reserve Affairs, and Health Affairs; the General Counsel of the Department of Defense; and the Comptroller of the Department of Defense, as appropriate.

(d) Seeking the Secretary of State's approval of DoD-proposed HCA activities.

(e) Monitoring execution of HCA to ensure that completed activities have achieved the desired results and continue to reflect the policy requirements of this Directive.

(4) Review mid-year and end-of-year status reports, prepared by the Unified Combatant Commands and forwarded by the Chairman of the Joint Chiefs of Staff, concerning HCA activities (other than De Minimis HCA) to provide effective oversight of the execution of the approved annual HCA program, make mid-year adjustment recommendations, and better understand the program to develop effective policy and strategy for implementing future HCA activities.

(5) Serve as the DoD principal point of contact with Congress about HCA, including coordinating responses to congressional inquiries and audits and preparing and submitting reports to Congress in compliance with statutory requirements.

2. The General Counsel of the Department of Defense shall review and advise Under Secretary of Defense for Policy (USD(P)) regarding compliance with statutory and other legal requirements applicable to HCA activities.

3. The Comptroller of the Department of Defense shall review and advise USD(P) about programming and budgeting for HCA activities.

4. The Under Secretary of Defense for Personnel and Readiness shall ensure that:

a. The Assistant Secretary of Defense for Reserve Affairs reviews and recommends to USD(P) changes, as appropriate, to HCA activities (other than De Minimis HCA) proposed by the Unified Combatant Commands to ensure that HCA activities involving Reserve Component personnel enhance the operational readiness skills of these personnel.

b. The Assistant Secretary of Defense for Health Affairs reviews and recommends to USD(P) changes, as appropriate, to HCA activities (other than De Minimis HCA) proposed by the Unified Combatant Commands to ensure that HCA activities involving Medical personnel enhance the operational readiness skills of these personnel.

5. The Chairman of the Joint Chiefs of Staff shall:

a. Review, coordinate, and forward with recommendations, as appropriate, to USD(P) for approval, annual execution plans proposed by the Unified Combatant Commands for HCA (other than De Minimis HCA).

b. Review, coordinate, and forward with recommendations, as appropriate, to USD(P) for approval, changes to the previously approved annual execution plans for HCA that are proposed by the Unified Combatant Commands in response to mid-year assessments of program execution, changes in foreign policy priorities, changes in scheduled U.S. military exercises or operations, or other factors.

c. Ensure that Unified Combatant Commands monitor results of HCA activities and forward to USD(P) Unified Combatant Command reports concerning the overall effectiveness and long-term impact of such activities.

d. Review and forward to USD(P) and the Secretaries of the Military Departments mid-year and end-of-year status reports submitted by the Unified Combatant Commands concerning those HCA activities (other than De Minimis HCA), approved under subparagraph E.1.b.(3), above, that were performed during the fiscal year, including information about projects completed and in progress, and cost and obligation data relevant to these projects.

6. The Commanders of the Unified Combatant Commands, under guidance promulgated by OSD, shall:

a. Develop a proposed annual execution plan for HCA activities (other than De Minimis HCA) to be conducted within their areas of responsibility (AOR). This proposal shall be submitted to the Chairman of the Joint Chiefs of Staff for review and forwarding to USD(P) for approval.

b. Develop and submit to the Chairman of the Joint Chiefs of Staff for review and forwarding to USD(P) for approval, proposed changes to the previously approved annual execution plan for HCA made in response to mid-year assessments of program implementation, changes in foreign policy priorities, changes in scheduled U.S. military exercises or operations, and other factors.

c. Execute HCA activities in conjunction with military operations conducted in their AORs.

d. Ensure that HCA activities in their AORs conform to U.S. policy as outlined in section D., above, as well as to any other applicable policies and statutes; meet host-country needs and are conducted with the approval of the host-country's civilian authorities; and enhance the specific operational readiness skills of the members of the U.S. military who participate in these activities.

e. Ensure that HCA activities (other than De Minimis HCA) are conducted with the approval of the appropriate U.S. Ambassadors and obtain any required diplomatic notes, temporary status of forces agreements, and/or memoranda of agreement required to conduct HCA activities.

f. Monitor results of HCA activities and report through the Chairman of the Joint Chiefs of Staff to USD(P) on the overall effectiveness and long-term impact of such activities.

g. Submit through the Chairman of the Joint Chiefs of Staff to USD(P), mid-year and end-of-year status reports, prepared in coordination with cognizant Military Departments, on those HCA activities (other than De Minimis HCA) approved under subparagraph E.1.b.(3), above, that were performed during the fiscal year, including information on projects completed and in progress, and cost and obligation data relevant to these projects.

7. The Secretaries of the Military Departments shall:

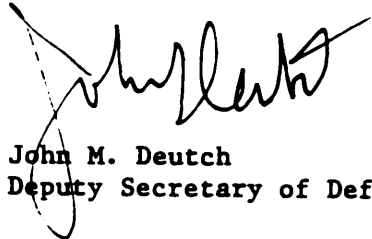
a. Include in their programming and budget requests amounts for HCA activities (other than De Minimis HCA) conducted by those Unified Combatant Commands for which the Secretaries serve as Executive Agents, pursuant to DoD Directive 5100.3 (reference (c)).

b. Review and recommend to USD(P) changes, as appropriate, to HCA activities (other than De Minimis HCA) proposed by the Unified Combatant Commands to ensure that those activities enhance the specific operational readiness skills of the U.S. military personnel who participate in such activities.

c. Coordinate with the Unified Combatant Commands that they support, pursuant to reference (c), in the preparation of Unified Combatant Command-submitted HCA mid-year and end-of-year status reports.

F. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read "John Deutch", is written over a faint circular stamp or watermark.

John M. Deutch
Deputy Secretary of Defense

Enclosure
Definitions

DEFINITIONS

1. De Minimis Humanitarian and Civic Assistance (HCA). HCA provided under 10 U.S.C. 401(c)(2) (reference (a)) and incurring only minimal expenditures for incidental costs. The determination that an expenditure is "minimal" shall be made by the Commanders of the Unified Combatant Commands, for activities in countries falling within their respective areas of responsibility: in the exercise of the Commander's reasonable judgement, in light of the overall cost of the military operation in which such expenditure is incurred, for an activity that is merely incidental to the military operation, by taking into account the amount of time spent on such activity during the course of the military operation, and by reflecting the Congressional intent that modest activities not be subject to burdensome paperwork and other requirements. The following activities constitute examples of De Minimis HCA:

a. A unit doctor's examination of villagers for a few hours, with the administration of several shots and the issuance of some medicine, but not the deployment of a medical team for the purpose of providing mass inoculations to the local populace.

b. The opening of an access road through trees and underbrush for several hundred yards, but not the asphaltting of a roadway.

2. Humanitarian and Civic Assistance (HCA). The following activities, conducted under the authority of reference (a) and this Directive and related Instructions, that are performed in conjunction with authorized military operations:

a. Medical, dental, and veterinary care provided in rural areas of a country.

b. Construction of rudimentary surface transportation systems.

c. Well-drilling and construction of basic sanitation facilities.

d. Rudimentary construction and repair of public facilities.

3. Military Operation. A military action or the carrying out of a strategic, tactical, service, training, exercise, or administrative military mission.

4. Operational Readiness Skills. Skills possessed by Service members that enable them to contribute effectively to the capability of their unit and/or formation, ship, weapon system, or equipment to perform the missions or functions for which it was organized or designed.