



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

SECNAVINST 1300.15  
DUSN (PPOI)  
24 January 2013

SECNAV INSTRUCTION 1300.15

From: Secretary of the Navy

Subj: NATIONAL SECURITY DECISION DIRECTIVE 38

Ref: Enclosure (1)

Encl: (1) References

1. Purpose.

a. To establish policy and procedures for the implementation of National Security Decision Directive 38 (NSDD-38) by the Department of the Navy (DON).

b. NSDD-38 requires that all heads of executive departments and agencies with staffs operating under Chief of Mission (COM) authority will ensure that, in coordination with the Department of State (DoS), the COM's approval will be sought on any proposed changes to the size, composition, or mandate of such staff elements. The increasing demand for DON personnel and the high visibility of joint and interagency billets dictates that all such requests receive an appropriate policy review to ensure that larger DON equities are met.

2. Applicability. The provisions of this instruction are applicable to DON funded positions for Navy and Marine Corps service members and U.S. direct-hire civilians serving under COM authority overseas. This instruction does not apply to non-DON funded positions, such as those appearing on the Defense Intelligence Agency and Geographic Combatant Command (GCC) joint manning documents.

3. Policy. It is DON policy pursuant to references (a) through (e) that:

a. The Secretary of the Navy (SECNAV) delegates authority to the Deputy Under Secretary for Plans, Policy, Oversight and Integration (DUSN (PPOI)) to review and approve all NSDD-38 manpower proposals involving DON funded personnel serving under COM authority.

b. Requesting DON organizations shall be thoroughly familiar with reference (b) and ensure compliance with said instruction and submission requirements (if applicable).

c. Manpower proposals shall be submitted by requesting DON organizations in the form of a staff package (see paragraphs (d) through (h) for specific requirements) through their organization's appropriate DON NSDD-38 Administrative Point of Contact (POC) for staffing and coordination. The list of administrative POCs is as follows:

(1) Organizations reporting to the Chief of Naval Operations (CNO) shall route manpower requests through the Director, International Engagement (OPNAV N52).

(2) Organizations reporting to the Commandant of the Marine Corps (CMC) shall route manpower requests to the Director, Strategy and Plans Division, Headquarters Marine Corps.

(3) Any DON organization not reporting to the CNO or CMC shall submit manpower requests through the Department of the Navy/Assistant for Administration (DON/AA).

d. Requesting organizations shall ensure that exploratory consultation with and tacit approval from the COM has been received prior to the routing of any staff package to an administrative POC. Exploratory consultation with the COM will be initiated in-country through the Department of Defense (DoD) Senior Defense Official/Defense Attaché (SDO/DATT), or appropriate DoD representative; in the case of a mission which lacks DoD representation, exploratory coordination will be initiated in Washington (see paragraph (f)). As such, the formal request for COM approval under NSDD-38 should be the last step in a lengthy dialogue with the COM. Key milestones for the requesting organizations during this process shall include:

(1) Outlining the DON's proposal for manpower changes to the COM.

(2) Obtaining feedback from the COM on how their proposal fits with the Embassy's Mission Strategic Resource Plan.

(3) Obtaining additional information from the COM about Embassy operations and country specific conditions with the host nation.

(4) Obtaining preliminary International Cooperative Administrative Support Services cost data from the Embassy's General Services Office to ensure budget forecasts for proposed billets are feasible.

(5) Obtaining a login and accessing the DoS Office of Rightsizing the United States Government Overseas Presence's (M/R) NSDD-38 website to ensure all questions required for the formal submission are answered. This website can be found at <http://www.state.gov>.

(6) Executing any necessary refinements to the original proposal.

e. Requesting organizations shall discuss their plan with the COM through the SDO/DATT or appropriate DoD representative in-country, and in the early stages of the consultation process contact interlocutors at DoS in Washington, DC, beginning with the relevant country desk. Requesting organizations can locate points of contact via the DoS website (<http://www.state.gov>).

f. Requesting organizations shall verify that the work they are planning to execute does not duplicate work already being performed by another U.S. government agency, and should inform themselves about similar functions already performed by other agencies. A complete list of functional bureaus, with links to their websites can be found at the DoS website (<http://www.state.gov>).

g. For coordination purposes, the cognizant GCC J1 and J5 Directorates shall be notified of any NSDD-38 proposal in their respective area of operations.

h. Administrative POCs shall ensure manpower requests answer all required responses for the formal submission. The staff package shall additionally contain any relevant information essential to inform decision making, including, but not limited to history of prior requests, current and prior DON commitments, strategic importance to the country, security considerations and cost data.

i. Following review, Administrative POCs shall route their staff packages to the DUSN (PPOI) for approval.

j. DUSN (PPOI) will notify and return approved staff packages to the requesting organization through the Administrative POC for formal submission.

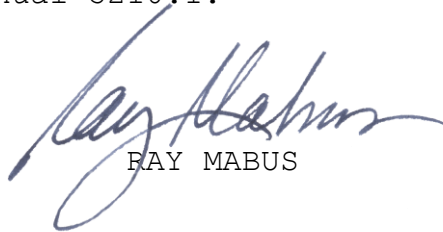
k. Administrative POCs will ensure that approved NSDD-38 proposals are submitted via: <https://nsdd38.state.gov>.

l. COMs will typically reply to DoS Washington within three weeks of receipt of an online submission with their endorsement and/or denial of the proposal. Requesting organizations will be notified by their Administrative POC when a reply has been received, or if additional information is required by the Chief of Mission to make a decision.

m. Final approval from DoS will be transmitted to the COM via message traffic, at which time the Administrative POC will notify the requesting organization of approval and provide additional guidance for implementation.

4. Responsibilities. The CNO and CMC shall develop and issue specific directives for the management of this instruction. Full compliance with both the letter and spirit of the guidelines delineated herein is imperative.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV Manual 5210.1.



RAY MABUS

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.daps.dla.mil/>

SECNAVINST 1300.15  
24 January 2013

#### References

- (a) NSDD-38, "Staffing at Diplomatic Missions and Their Constituent Posts," June 2, 1982
- (b) DoD Instruction 1000.17 of 5 January 2012
- (c) DoD Directive 5105.75 of 21 December 2007
- (d) U.S. Department of State Foreign Affairs Manual, Volume 2, Handbook 2, Post Management Organization
- (e) The Management of Security Cooperation, Chapter 17, February 2012

Enclosure (1)