SECNAV INST 1300.15A
DUSN
6 Feb 2019

SECNAV INSTRUCTION 1300.15A

From: Secretary of the Navy

Subj: NATIONAL SECURITY DECISION DIRECTIVE 38

(b) NSDD-38, “Staffing at Diplomatic Missions and Their Constituent Posts,” of 2 June 1982
(c) DoD Instruction 1000.17 of 30 October 2013

Encl: (1) Contents for NSDD-38 Package Submission

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

2. **Cancellation.** SECNAVINST 1300.15.

3. **Applicability**

   a. This instruction applies to the Office of the Secretary of the Navy (SECNAV), the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all U.S. Navy and U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON (collectively referred to in this instruction as “DON components”).

   b. The provisions of this instruction are applicable to DON-funded positions for Navy and Marine Corps Service Members, U.S. direct-hire civilians, and foreign national positions serving under Chief of Mission (COM) authority overseas per reference (a). This instruction does not apply to non-DON-funded positions, nor does it apply to personnel serving under the command of a Geographic Combatant Commander (GCC).
4. Policy

a. Reference (b) requires that all heads of executive departments and agencies with staffs operating under U.S. Embassy 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 staff elements. The increasing demand for DON personnel and the high visibility of joint and interagency billets dictate that all such requests receive an appropriate policy review to ensure that larger DON equities are met.

b. The SECNAV delegates authority to the Under Secretary of the Navy (UNSECNAV) to review and approve all NSDD-38 manpower proposals involving DON-funded personnel serving under COM authority.

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

d. Manpower proposals shall be submitted by requesting DON organizations in the form of a staff package (see enclosure (1) for specific requirements) through their organization’s appropriate DON NSDD-38 Administrative Point of Contact (POC) for staffing and coordination.

e. Requesting organizations shall verify that the work they are planning to execute is not duplicative of 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.

f. Requesting organizations shall discuss their plan with the COM through the Senior Defense Official/Defense Attaché (SDO/DATT) or appropriate in-country Department of Defense (DoD) representative, 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 the POC via the DoS website http://www.state.gov.
g. Requesting organizations shall ensure that exploratory consultation with and tacit approval from the COM has been received. The formal request for COM approval under NSDD-38 should be the last step following thorough coordination with the COM.

5. Responsibilities

a. UNSECNAV: Serve as the SECNAV’s principal advisor for NSDD-38 policy issues.

b. CNO, CMC, and Office of the Secretary of the Navy:
   (1) Assign an organizational Administrative POC. (Department of the Navy/Assistant for Administration (DON/AA) is responsible for any DON organization not reporting to the CNO or CMC)
   (2) Develop and issue specific directives for the management of this instruction.
   (3) Submit completed packages to Deputy Under Secretary of the Navy (DUSN) for review.
   (4) Upon approval of staff package, ensure that approved NSDD-38 proposals are submitted via https://nsdd38.state.gov.

c. DUSN: Review DON component NSDD-38 manpower requests.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx.
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

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Distribution:
Electronic only, via Department of the Navy Issuances website http://doni.documentservices.dla.mil/.
CONTENTS FOR NSDD-38 PACKAGE SUBMISSION

1. Requesting organizations shall ensure NSDD-38 manpower requests answer all required responses for the formal submission.

2. The NSDD-38 manpower request submitted for approval will, at a minimum, contain the following.

   a. Answers to all required responses for the formal DoS submission. Requesting organizations will need to obtain access to the following website for the current DoS list of questions: https://nsdd38.state.gov/.

   b. Any relevant information essential to inform DUSN 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.

   c. Exploratory consultation with and tacit approval from the COM (obtained through the SDO/DATT or appropriate in-country DoD representative).

   d. Feedback from the COM on how his/her proposal fits with the Embassy’s Mission Strategic Resource Plan (obtained through the SDO/DATT or appropriate in-country DoD representative).

   e. Any additional information from the COM about Embassy operations and country-specific conditions with the host nation (obtained through the SDO/DATT or appropriate in-country DoD representative).

   f. Preliminary International Cooperative Administrative Support Services cost data from the Embassy’s General Services Office to ensure budget forecasts for proposed billets are feasible (obtained through the SDO/DATT or appropriate in-country DoD representative).

   g. Coordination with the following organizations and entities:

      (1) The relevant GCC J1 and J5.
(2) Relevant DoS Desk Officer.

(3) SDO/DATT in relevant country.

(4) General Officer/Flag Officer/Senior Executive Service approval from requesting organization.

(5) Host nation coordination, if applicable.

(6) Others, as applicable.