SECNAV INSTRUCTION 5402.31A

From: Secretary of the Navy

Subj: MANAGEMENT OF DEPARTMENT OF THE NAVY PROGRAM FOR HISTORICALLY BLACK COLLEGES AND UNIVERSITIES AND MINORITY INSTITUTIONS

Ref: (a) 10 U.S.C. §2362
(b) 20 U.S.C. §1067k
(c) E.O. 13779

1. Purpose
   a. To define the mission and functions of the Department of the Navy Historically Black Colleges and Universities/Minority Institutions (DON HBCU/MI) Program.
   
   b. This instruction has been substantially revised and should be reviewed in its entirety. References (a) through (c) have been updated in their entirety and incorporated into this instruction.

2. Cancellation. SECNAVINST 5402.31.

3. Applicability. This instruction applies to the Offices of the Secretary of the Navy (SECNAV), the Chief of Naval Operations, the Commandant of the Marine Corps, and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON that focus on HBCU/MI engagement.

4. Policy. This instruction implements reference (a), which created a program to support Minority Serving Institutions (MSI), defined by reference (b), that assist the Department of Defense in related Research, Development, Testing, and Evaluation activities. This instruction establishes management of the DON HBCU/MI Program in the Office of Naval Research. Such management will provide a functionally consistent base for implementing the Department’s commitment to strengthen and support the capabilities of MSI.

5. Program Objective. The DON HBCU/MI Program’s overarching objective is to increase the awareness of DON-sponsored Science, Technology, Engineering and Mathematics (STEM) educational
research opportunities at HBCU/MI in support of students, faculty, and institutional research. Specific objectives are:

a. To increase the number of faculty and students participating in STEM-related DON-sponsored research at HBCU/MI; and

b. To increase the number of grants awarded to HBCU/MI to conduct DON-sponsored STEM research.

6. **Responsibilities**

a. The Chief of Naval Research (CNR). Under the general direction of the SECNAV, the CNR will designate a representative to provide policy guidance and general oversight for the DON HBCU/MI Program. The designee will be the DON HBCU/MI Program Manager.

b. Program Manager. The DON HBCU/MI Program Manager will provide guidance and direction to all organizations participating in HBCU/MI activities and monitor implementation. As necessary, the DON HBCU/MI Program Manager will confer with representatives from participating organizations to increase understanding and monitor accomplishment of DON program planning, goals, and objectives in support of the HBCU/MI community.

c. Administering Offices (AO). DON organizational entities that focus on HBCU/MI engagement are designated as DON HBCU/MI Program AO. The responsibilities and authorities of the AO are listed below in paragraphs 6c(1) through 6c(4):

   (1) Designating (and identifying to the DON HBCU/MI Program Manager) representatives responsible for HBCU/MI activities within the AO. Designated representatives shall be government civilian employees or military personnel assigned to the organizational units listed in 6c(5)a through 6c(5)k;

   (2) Publishing an AO internal statement of HBCU/MI policy(ies) in adherence with the guidance and instructions provided by the DON HBCU/MI Program Manager;

   (3) Establishing budgetary and other planning to support HBCU/MI efforts within the AO, including personnel availability, travel, training, periodic conference participation and providing HBCU/MI program status information to the DON HBCU/MI Program Manager; and
(4) Implementing guidance and instructions, as applicable and within AO program objectives, issued by the DON HBCU/MI Program Manager.

(5) DON HBCU/MI Program AO are listed below in paragraphs 6c(5)a through 6c(5)k:

(a) The Office of the Chief of Naval Operations;

(b) The Office of the Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education);

(c) The Office of Naval Research;

(d) The United States Naval Research Laboratory;

(e) The Naval Air Systems Command, and subordinate activities;

(f) The Naval Sea Systems Command, and subordinate activities;

(g) The Space and Naval Warfare Systems Command, and subordinate activities;

(h) The Naval Facilities Engineering Command, and subordinate activities;

(i) The Naval Supply Systems Command, and subordinate activities;

(j) Headquarters, U.S. Marine Corps, Manpower and Reserve Affairs; and

(k) The Bureau of Medicine and Surgery.

d. Advisory Board. Organizational units responsible for developing strategic guidance for the DON HBCU/MI Program are designated as members of the Advisory Board. The responsibilities of the Advisory Board include designation (and identification to the DON HBCU/MI Program Manager) of representative(s) responsible for providing advice and guidance to the DON HBCU/MI Program Manager on activities in support of engagements at HBCU/MI. Designated representatives shall be government civilian employees or military personnel assigned to the organizational units listed in this section. The Advisory Board members are listed below in paragraphs 6d(1) through 6d(3):
(1) The Office of Civilian Human Resources;
(2) The Office of Strategic Systems Programs; and
(3) The U.S. Marine Corps Recruiting Command.

7. 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.

THOMAS B. MODLY
Under Secretary of the Navy

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