



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

SECNAVINST 1300.16
DUSN (PPOI)
29 Oct 13

SECNAV INSTRUCTION 1300.16

From: Secretary of the Navy

Subj: DEFENSE ATTACHE SYSTEM

Ref: Enclosure (1)

Encl: (1) References
(2) Responsibilities
(3) Definitions

1. Purpose. To prescribe policy and publish guidance governing Department of the Navy (DON) support to the Defense Attaché System (DAS).

2. Applicability. The provisions of this instruction are applicable to the Navy and Marine Corps.

3. Policy. Per references (a-j) it is DON policy that:

a. Only the best and most highly qualified personnel in the DON will serve in the DAS and represent the Secretary of the Navy (SECNAV), Chief of Naval Operations (CNO) and Commandant of the Marine Corps (CMC) at U.S. embassies around the world.

b. Service fill priorities for assignments to the DAS will reflect the significant contributions of this critical joint duty to the advancement of U.S. foreign policy, DON maritime strategy, and the national security of the U.S.

c. Procedures shall be incorporated into personnel management programs to ensure competitive career advancement for those personnel with service in the DAS, including, but not limited to board precepts for statutory selection boards, and (in the case of attaché assignments) recognition of SECNAV's personal role in the nomination of these individuals.

d. The Services shall actively promote and advertise duty in the DAS to increase the number of qualified candidates for these positions and improve the overall competitiveness of the

assignment process. Advertisement shall include periodic Navy Administration/Marine Corps Administration messages to the Fleet, which inform and encourage attaché duty, underscore the critical nature of these assignments to national security, and publish available assignments.

e. Officer Attaché Program. Senior Defense Official/Defense Attaché (SDO/DATT), American Legation United States Naval Attaché (ALUSNA), Assistant ALUSNA (A-ALUSNA), and Marine Attaché (MARA) nominations to the Defense Intelligence Agency (DIA) shall occur through competitive selection panels managed by the Services with final approval authority resting with the SECNAV (or delegated authority). To ensure that DON nominations reflect the best and most highly qualified Navy and Marine Corps officers available, all attaché billets shall be open to all officer communities. Navy officer communities with primary fill responsibilities will nominate at least one officer; however, selection panels will not use designator or military occupational specialty (MOS) as the sole consideration in determining the best and most qualified candidate available and will consider the dynamic geopolitical conditions and military-to-military relationship with the host nation in determining the ideal officer for each attaché assignment. Candidates shall be assessed on the following criteria:

(1) Sustained superior performance. Only due course (Navy) and in zone (Marine Corps) officers with exceptional service records will be considered for attaché assignments. Waivers permitting above zone officers to apply shall be granted by the Services on a case-by-case basis.

(2) Regional expertise and cultural awareness. Documented regional expertise as determined by the Services in the country/region of the assignment, involving significant interaction with foreign nationals and/or foreign entities is preferred for candidates applying for attaché assignments.

(3) Relevant assignments. Previous embassy duty, security cooperation experience, Geographic Combatant Command assignments, Joint Staff, Office of the Secretary of Defense, and/or duty in Joint or Service intelligence assignments are preferred. Due to the significant responsibilities levied upon SDO/DATTS, prior superior performance as an attaché is highly desired for these assignments.

(4) Language proficiency. Per reference (a), proven proficiency (as documented by a Defense Language Proficiency Test, or Oral Proficiency Interview) in one of the dominant languages used by the populations of the countries or regions where an officer would serve as an attaché shall be a high priority for all DON nominations to DIA.

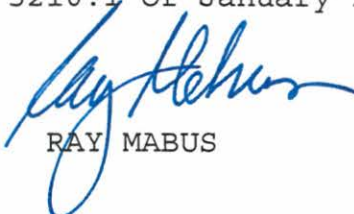
(5) Education. A relevant, regionally focused master's degree or regional certificate and joint professional military education are highly desirable.

(6) Physical readiness. As representatives of the DON, the physical readiness of all candidates will be considered by Service Nomination Boards. Navy and Marine Corps candidates shall present an impeccable appearance in military and civilian dress. All nominees shall be leaders in physical fitness, irrespective of age or pay grade, and shall be in full compliance with OPNAV Instruction 6110.1J and MCO 6100.13.

f. Operations Coordinator (OPSCO)/Operations Non-commissioned Officer (OPSNCO)/Operations Assistant Program. OPSCOs, OPSNCOs and Operations Assistants provide critical administrative and technical expertise to Defense Attaché Offices. The Services shall formalize selection criteria for these positions to ensure that only the most highly qualified enlisted personnel are eligible for these assignments. Within the limits of manpower resources, enlisted personnel should be highly encouraged to serve in follow-on DAS assignments. Board precepts shall be developed to ensure that personnel serving in the DAS remain viable for advancement by their rating or MOS communities.

4. Action. The CNO and CMC shall develop and issue specific directives for the management of their respective programs supporting the DAS. 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 of January 2012.


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Distribution:

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

REFERENCES

- (a) DoD Instruction C-5105.32 of 18 MAR 2009 Not to All (NOTAL)
- (b) DON DGM #2007-02 of 23 APR 2007
- (c) DoD Directive 5105.21 of 18 MAR 2008
- (d) DoD Directive 5105.75 of 21 DEC 2007
- (e) DoD Directive 5160.41E of 21 OCT 2005
- (f) DoD Directive 1315.17 of 28 APR 2005
- (g) DoD Instruction 1315.20 of 28 SEP 2007
- (h) SECNAV Instruction 1301.7
- (i) DIA Instruction 3205.001 Volume 1 (NOTAL)
- (j) Air Force Instruction 11-2C-12, Volume 1 of 14 FEB 2013

RESPONSIBILITIES

1. The SECNAV shall serve as the final approval authority for all Attaché nominations to DIA.

2. The Deputy Under Secretary of the Navy for Plans, Policy, Oversight and Integration (DUSN(PPOI)) shall:

a. Serve as the SECNAV's principal advisor on DON support to the DAS.

b. Represent the SECNAV on the Services' attaché nomination boards.

c. Represent the SECNAV in any discussions/review of attaché billet coding, coordination of inter/intra Service billet swaps, and communication with DIA, the Joint Staff, and the Office of the Secretary of Defense on DON support to the DAS.

d. Provide policy direction resultant from this review to the SECNAV for approval.

3. The Assistant Secretary for Manpower and Reserve Affairs shall develop required metrics and chair an annual (or as required) review of the DAS nomination process to ensure that only the highest qualified personnel are selected to represent the DON.

4. The CNO and CMC shall perform the day-to-day management and administration of their respective Service nominations to the DAS.

DEFINITIONS

1. Defense Attaché Office (DAO). An organizational element of the U.S. diplomatic mission through which the DAS conducts its mission and to which may be attached or assigned such other military detachments or elements as the Secretary of Defense may direct.
2. Senior Defense Official/Defense Attaché (SDO/DATT). The principal Department of Defense (DoD) official in a U.S. Embassy as designated by the Secretary of Defense. The SDO/DATT is the Chief of Mission's principal advisor on defense and national security issues, the senior diplomatically accredited DoD military officer assigned to a diplomatic mission, and the single point of contact for all DoD matters involving the Embassy or DoD elements assigned to or working from the Embassy.
3. American Legation, U.S. Navy Attaché (ALUSNA). The ALUSNA is an officer assigned to the DAO and so designated by the Director of DIA (DIR DIA). When designated in writing by the DIR DIA, the ALUSNA may serve as the SDO or DATT's deputy for attaché operations.
4. Assistant ALUSNA (A-ALUSNA). An A-ALUSNA is a naval officer assigned to the DAO and so designated by the DIR DIA who performs attaché duties in support of the SDO/DATT, and ALUSNA.
5. Marine Attaché (MARA). A MARA is a Marine officer assigned to the DAO and so designated by the Director of DIA. When designated in writing by DIR DIA, the MARA may serve as the SDO or DATT's deputy for attaché operations.
6. Regional expertise. Graduate level education or 40 semester hours of study focusing on but not limited to the political, cultural or specific global region through an accredited educational institution or equivalent regional expertise gained through documented previous experience as determined by the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN M&RA).
7. Attaché candidate. Candidate refers to an individual selected by his/her officer community to be considered for an attaché assignment.

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8. Attaché nominee. Nominee refers to the individual screened by his/her Service Nomination Board, approved by SECNAV, and forwarded to DIA as the DON's nomination for an attaché assignment.