



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1301.11
N2/N6
19 Aug 2014

OPNAV INSTRUCTION 1301.11

From: Chief of Naval Operations

Subj: DEFENSE ATTACHÉ SERVICE

Ref: (a) SECNAVINST 1300.16
(b) MILPERSMAN 1301-207
(c) MILPERSMAN 1306-914
(d) NPC DGM #0402-1404, Priority for Assignment of Officers to billets 29 April 2014
(e) DoD Directive 5105.21 of 18 March 2008

1. Purpose. To implement reference (a) and provide guidance on the coordination and management of the Navy's attaché program and support to the Defense Intelligence Agency's (DIA) Defense Attaché Service.

2. Scope and Applicability. This instruction applies to all U.S. Navy commands, activities, personnel, supporting contractors, and consultants involved in the Navy attaché and attaché support personnel nomination, screening, selection, and management and oversight processes.

3. Background. The Navy participates in the Defense Attaché Service by providing highly qualified naval officers and enlisted personnel to represent the Department of the Navy at embassies worldwide. Reference (a) sets forth initiatives from the Secretary of the Navy (SECNAV) to foster a highly competitive selection process ensuring multiple applicants with desired attributes and experience for service in the Defense Attaché Service are nominated for each available position. References (b) and (c) provide information on candidate application and criteria for selection. Reference (d) provides detailers a ranking priority for assigning personnel and may be updated to reflect future priorities. Reference (e) provides the missions of DIA, including their management of the Defense Attaché Service.

4. Policy

a. It is U.S. Navy policy that only officers who are due course will be considered for assignment to the Defense Attaché Service. For purposes of this instruction, due course officers are O-6s not facing statutory retirement limitations which preclude completion of required training and Defense Attaché Service tour, and those officers below the grade of O-6 who have not declined a promotion for which they were selected, or failed to select for promotion twice. Waivers may be considered by Deputy Chief of Naval Operations for Information Dominance (CNO (N2/N6)) on a case-by-case basis with strong justification.

b. Billets in the Navy's attaché program supporting the Defense Attaché Service will be open to all officer communities. Applicants will be evaluated on the following criteria:

(1) Sustained superior performance as documented via exceptional naval service record;

(2) Regional expertise and cultural awareness relative to the billet to which the officer is being nominated;

(3) Relevant previous duty to include, but not limited to embassy; security cooperation; geographic combatant command; Joint Staff; Office of the Secretary of Defense; and or duty in joint or naval intelligence assignments;

(4) Prior duty assignments as an attaché or security cooperation experience with sustained superior performance are highly desired for senior defense official and defense attaché positions;

(5) Language proficiency;

(6) A relevant, regionally focused master's degree or regional certificate and joint professional military education; and

(7) Physical readiness.

c. Officers nominated by Navy Personnel Command (NAVPERSCOM) Attaché Placement (PERS-474B), and their spouse, will be interviewed by a panel chaired by CNO (N2/N6) Attaché

Affairs with participation by a representative from the following Navy and Department of Defense offices:

- (1) Deputy Under Secretary of the Navy (Plans, Policy, Oversight and Integration) (DUSN(PPOI));
- (2) Director, International Engagement Division (OPNAV (N52));
- (3) DIA Geographic Division to which the Defense Attaché Service billet is assigned;
- (4) DIA Joint Military Attaché School; and
- (5) DIA Staff Psychologist.

d. Officers and enlisted personnel nominated by PERS-474B or NAVPERSCOM Enlisted Shore Special Programs (PERS-4010) to fill operations coordinator and operations assistant positions will be screened and interviewed by CNO (N2/N6) Attaché Affairs and evaluated on the following criteria:

- (1) Sustained superior performance as documented via exceptional naval service record;
- (2) Administrative experience relevant to attaché staff support;
- (3) Relevant assignments to include previous embassy duty; geographic combatant command assignments; duty in joint or naval intelligence assignments;
- (4) Regional expertise, cultural awareness, and educational background relative to the location or billet;
- (5) Language proficiency; and
- (6) Physical readiness.

e. The Navy attaché program will consist of three phases with each phase managed by the identified office in paragraph 5 of this instruction:

- (1) Phase 1, application and eligibility determination;

- (2) Phase 2, nomination and candidate selection;
- (3) Phase 3, individual assigned on station.

f. Per reference (a), within the limits of manpower resources, PERS-4010 will encourage highly qualified enlisted personnel with successful tours as operations coordinator or operations assistant to serve follow-on Defense Attaché Service assignments.

5. Responsibilities and Functions. All offices with roles and responsibilities in the Navy attaché program will maintain close and continual coordination to ensure selection and maintenance of the most highly qualified Navy officers and enlisted personnel for assignment to the Defense Attaché Service.

a. CNO (N2/N6) shall:

(1) Serve as the program manager for the Navy attaché program and nominate officers and enlisted personnel to DIA Defense Attaché Service upon SECNAV approval;

(2) Coordinate annual review of Navy Defense Attaché Service nomination process with DUSN(PPOI);

(3) Convene interview panel for prospective Navy attachés as outlined in paragraph 4c of this instruction;

(4) Prepare and forward nomination packages for proposed Navy attachés to SECNAV for final approval:

(a) Nomination will include an action memo outlining qualifications of nominee and non-nominated candidates for each attaché position;

(b) Candidate's nomination package.

(5) Release annual naval administrative (NAVADMIN) message soliciting Attaché Program applicants;

(6) In coordination with PERS-474B and PERS-4010, evaluate attaché management in terms of selection, nomination, distribution, and oversight; and

(7) Liaise with DIA for Navy attaché training, development, and performance feedback.

b. Deputy Chief of Naval Operations for Manpower, Personnel, Training, and Education (CNO (N1)) shall develop processes and procedures to ensure competitive career advancement for personnel with service in the Defense Attaché Service.

c. OPNAV (N52)) shall coordinate with DIA and CNO (N2/N6) for contact and coordination with Navy attachés on station.

d. NAVPERSCOM shall:

(1) Ensure community managers are familiarized with the attributes and qualifications required by the Navy attaché program;

(2) Per reference (a), incorporate procedures into personnel management programs, including convening orders and board precepts, which ensure competitive career advancement for personnel with service in the Defense Attaché Service.

e. NAVPERSCOM Career Management Department (PERS-4) shall:

(1) Per references (a), (b), and (d) establish and direct officer assignment practices for the Navy attaché program to ensure highly qualified candidates from all officer designator communities are made available to apply for attaché assignments;

(2) Per reference (a), actively promote and advertise duty in the Defense Attaché Service.

f. NAVPERSCOM Attaché Placement (PERS-474B) shall:

(1) Perform initial records screening of prospective attaché candidates for assignment suitability based on the following minimum criteria:

(a) Sustained superior performance;

(b) Regional experience;

- (c) Rank;
- (d) Career timing;
- (e) Overseas suitability; and
- (f) No pending legal issues.

(2) Manage a formal nomination process within NAVPERSCOM to identify and nominate multiple due-course applicants for each position;

(3) Coordinate release of applicants for duty in the Defense Attaché Service from their parent community or detailee;

(4) Forward screened applicant records to CNO (N2/N6), Attaché Affairs;

(5) Track and maintain all applications for the Navy attaché program;

(6) In coordination with CNO (N2/N6) Attaché Affairs, evaluate attaché management in terms of selection, nomination, distribution, and oversight.

g. PERS-4010 shall:

(1) Perform initial records screening of prospective candidates for assignment suitability based on the following minimum criteria:

- (a) Sustained superior performance;
- (b) Relevant experience;
- (c) Rank;
- (d) Career timing;
- (e) Overseas suitability;
- (f) No pending legal issues.

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(2) Manage a formal nomination process within NAVPERSCOM to identify and nominate multiple applicants for each position;

(3) Forward screened applicant records to CNO (N2/N6), Attaché Affairs;

(4) In coordination with CNO (N2/N6) Attaché Affairs, evaluate personnel management in terms of selection, nomination, distribution, and oversight.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.



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