



Department of Defense **INSTRUCTION**

NUMBER 2205.02
December 2, 2008

USD(P)

SUBJECT: Humanitarian and Civic Assistance (HCA) Activities

References: See Enclosure 1

1. **PURPOSE.** This Instruction reissues DoD Directive 2205.2 (Reference (a)) as a DoD Instruction in accordance with the guidance in DoD Instruction 5025.01 (Reference (b)) and the authority in DoD Directive 5111.1 (Reference (c)) for the conduct of HCA activities governed by section 401 of title 10, United States Code (U.S.C.) (Reference (d)), not including humanitarian mine action, which is governed by section 407 of Reference (d).

2. **APPLICABILITY.** This Instruction applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as the "DoD Components").

3. **DEFINITIONS.** See Glossary.

4. **POLICY.** It is DoD policy that:

a. HCA activities shall:

(1) Be conducted in conjunction with authorized military operations of the U.S. Armed Forces in a foreign country (including deployments for training).

(2) Be conducted with the approval of the host nation's national and local civilian authorities.

(3) Complement, not duplicate, other forms of social or economic assistance provided to the host nation by other U.S. Departments or Agencies.

(4) Serve the basic economic and social needs of the people of the host nation.

(5) Promote, as determined by the Secretary of Defense or the Secretary of the Military Department concerned:

(a) The security and foreign policy interests of the United States.

(b) The security interests of the country in which the activities are to be performed.

(c) The specific operational readiness skills of the members of the U.S. Armed Forces who participate in the HCA activities.

(6) Receive Combatant Commander recommendations and approval by the Assistant Secretary of Defense for Global Security Affairs (ASD(GSA)) via the established nomination and approval process delineated in the annual HCA guidance message.

(7) Require Secretary of State or designee approval (on other than minimal cost HCA, as defined in the Glossary).

(8) Be limited to HCA activities and minimal cost HCA, as defined in the Glossary of this Instruction.

(9) Be incorporated into the overall Geographic Combatant Commanders' security cooperation plan.

b. HCA may:

(1) Involve cooperation with host-nation military or paramilitary elements (to include the participation of third party organizations such as non-governmental or private and/or voluntary groups) to establish trust and enhance relations with those entities.

(2) Not be provided directly or indirectly to any individual, group, or organization engaged in military or paramilitary activity.

c. HCA activities should be distinguished from similar types of projects that U.S. Armed Forces may undertake to accomplish a military operation and that result in incidental benefits to the local population. Purpose and intent are the key factors in determining whether a specific activity is covered by Reference (d). For example, if a unit of the U.S. Armed Forces digs wells, clears land, and cuts a road through the jungle to service a base camp for the benefit of that unit, those activities would not constitute HCA even if they result in ancillary and unintended benefits to a local populace.

d. U.S. Armed Forces personnel participate in HCA activities to create strategic, operational, and/or tactical effects that support Combatant Commander objectives in theater security cooperation or designated contingency plans while concurrently reinforcing skills required for the operational readiness of the forces executing the HCA mission. U.S. military occupational specialists shall provide services relevant to their specialty. Medical HCA activities, for

example, should include U.S. military doctors, dentists, nurses, pharmacists, or health administrators as appropriate to the HCA activity. Engineer HCA activities should include masons, electricians, carpenters, or heavy construction equipment operators. HCA activities should include linguists or personnel with proficiency in the local language.

e. Expenses incurred as a direct result of providing HCA (other than minimal cost HCA) to a foreign country shall be paid for with funds specifically appropriated for such purposes (included in Military Department operation and maintenance accounts).

(1) Authorized expenses include the direct costs of consumable materials, supplies, and services reasonably necessary to provide the HCA.

(2) Expenses not authorized to be paid from HCA funds include costs associated with the military operation (e.g., transportation; personnel expenses; petroleum, oil, and lubricants; and repair of equipment). These costs are covered by funds available for the military operation.

(3) Other unauthorized expenses include salaries of host-nation participants and per diem expenses of U.S. Armed Forces conducting the HCA.

5. RESPONSIBILITIES. See Enclosure 2.

6. INFORMATION REQUIREMENTS. The after-action reports in this Instruction have been assigned Report Control Symbol (RCS) DD-POL(A) 1817 in accordance with DoD 8910.1-M (Reference (e)).

7. RELEASABILITY. UNLIMITED. This Instruction is approved for public release. Copies may be obtained through the Internet from the DoD Issuances Web Site at <http://www.dtic.mil/whs/directives>.

8. EFFECTIVE DATE. This Instruction is effective immediately.



Eric Edelman
Under Secretary of Defense for Policy

Enclosures

1. References
 2. Responsibilities
- Glossary

ENCLOSURE 1

REFERENCES

- (a) DoD Directive 2205.2, "Humanitarian and Civic Assistance (HCA) Provided in Conjunction with Military Operations," October 6, 1994 (hereby canceled)
- (b) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
- (c) DoD Directive 5111.1, "Under Secretary of Defense for Policy (USD(P)),
December 8, 1999
- (d) Sections 401 and 407 of title 10, United States Code
- (e) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements,"
June 30, 1998
- (f) DoD Directive 5100.3, "Support of the Headquarters of Combatant and Subordinate Joint
Commands," November 15, 1999
- (g) DoD Instruction 5160.70, "Management of DoD Language and Regional Proficiency
Capabilities," June 12, 2007
- (h) DoD Directive 5160.41E, "Defense Language Program (DLP)," October 21, 2005
- (i) DoD Directive 1322.18, "Military Training," September 3, 2004

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR POLICY (USD(P)). The USD(P) shall develop policies and procedures within the Department of Defense to coordinate and oversee policy implementation for humanitarian assistance activities, including HCA, as authorized in Reference (c).

2. ASSISTANT SECRETARY OF DEFENSE FOR GLOBAL SECURITY AFFAIRS (ASD(GSA)). The ASD(GSA), under the authority, direction, and control of the USD(P), shall serve as the OSD policy lead for HCA activities, with responsibility for:

a. Developing principles and guidelines that define appropriate purposes and modalities for HCA activities.

b. Reviewing and approving proposed HCA project submissions, in coordination with the Chairman of the Joint Chiefs of Staff, to ensure adherence to principles and guidelines.

c. Reviewing after-action reports of HCA activities provided by the Chairman of the Joint Chiefs of Staff.

d. Preparing and disseminating an annual HCA instructional guidance message, in coordination with the Chairman of the Joint Chiefs of Staff.

e. Providing database support, through the Defense Security Cooperation Agency (DSCA), to the Chairman of the Joint Chiefs of Staff via DSCA's internet-based project nomination and approval system Overseas Humanitarian Assistance Shared Information System (OHASIS).

3. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) shall:

a. Develop and provide oversight of policies and programs as they apply to HCA activities to ensure the readiness of U. S. Armed Forces for peacetime contingencies, crises, and warfighting.

b. Develop and provide oversight of DoD training policies and programs, including the cost-effective application of training systems and technologies, as they apply to HCA activities.

c. Develop and provide oversight of training policies and programs to ensure that training programs and resources are sufficient to produce ready forces.

4. SECRETARIES OF THE MILITARY DEPARTMENTS. The Secretaries of the Military Departments shall:

- a. Include in their programming and budget requests amounts for HCA activities conducted by Combatant Commands for which the Secretaries have program and budgetary responsibilities, pursuant to DoD Directive 5100.3 (Reference (f)).
- b. Allocate approved funds for HCA activities to the Combatant Commands and collect cost and obligation data relevant to the execution of those projects approved by the Chairman of the Joint Chiefs of Staff.
- c. Review and recommend to the USD(P) changes, as appropriate, to HCA activities (other than minimal cost HCA) proposed by the Unified Combatant Commands to ensure that those activities enhance the specific operational readiness skills of the U.S. military personnel who participate in such activities.
- d. Coordinate with the Unified Combatant Commands that they support, pursuant to Reference (c), in preparation of Unified Combatant Command-submitted HCA mid-year and end-of-year status reports.
- e. Integrate foreign language and regional proficiency capabilities in support of HCA pre-deployment training and preparation per DoD Instruction 5160.70 (Reference (g)), DoD Directive 5160.41E (Reference (h)) and DoD Directive 1322.18 (Reference (i)).

5. CHAIRMAN OF THE JOINT CHIEFS OF STAFF. The Chairman of the Joint Chiefs of Staff shall:

- a. Coordinate, provide recommendations on, and forward project nominations from the Commanders of the Combatant Commands to ASD(GSA)).
- b. Ensure that the Commanders of the Combatant Commands monitor results and measure the effectiveness of HCA activities and forward to USD(P) reports concerning their implementation or effectiveness in achieving DoD security cooperation objectives.
- c. Coordinate on all annual and out-of-cycle project nominations from the Commanders of the Combatant Commands.
- d. Electronically collect HCA project submissions from the Combatant Commands and ensure, in conjunction with ASD(GSA), that they conform to established guidelines and procedures.
- e. Coordinate proposed HCA activities with relevant DoD, Department of State (DoS), and other U.S. Government offices.
- f. Review HCA project submissions for adherence to applicable guidelines and instructions.

g. Monitor execution of HCA projects to ensure conformity with established procedures and policy guidelines.

h. Electronically collect after-action reports on HCA projects submitted by the Combatant Commanders.

i. Review and provide recommendations regarding the annual HCA guidance message to ASD(GSA).

j. Coordinate responses to Congressional inquiries and prepare and submit reports to Congress in compliance with statutory requirements.

6. COMMANDERS OF THE COMBATANT COMMANDS. The Commanders of the Combatant Commands, under guidance promulgated by ASD(GSA) and the oversight of the Chairman of the Joint Chiefs of Staff or designees, shall:

a. Develop an annual execution plan for HCA activities (other than minimal cost HCA) within their areas of responsibility (AOR) and integrate and coordinate HCA activities in their overall Security Cooperation Plan. This plan shall be submitted electronically to the Chairman of the Joint Chiefs of Staff, as directed by the annual HCA instructional guidance message, for review and approval by appropriate ASD(GSA), DoS, and other U.S. Government offices.

b. Execute HCA activities in their AORs.

c. Ensure HCA activities in their AORs conform to U.S. policy guidelines and principles as stated in section 4 of the front matter of this Instruction.

d. Ensure HCA activities (other than minimal cost HCA) are conducted with the approval of the Secretary of State through the appropriate U. S. Chief of Mission and obtain any required diplomatic notes, temporary status of forces agreements, and/or memorandums of agreement required to conduct HCA activities.

e. Monitor results of HCA activities and electronically submit after-action reports to the Chairman of the Joint Chiefs of Staff on the overall effectiveness in achieving DoD security cooperation objectives and other relevant DoD purposes.

f. Submit to the relevant Military Departments cost and obligation data relevant to these projects.

g. In accordance with procedures established by the Chairman of the Joint Chiefs of Staff, identify and report foreign language and regional proficiency requirements per References (g), (h) and (i).

GLOSSARY

DEFINITIONS

Minimal Cost HCA. The maximum amount authorized for a minimal cost project is included in the annual HCA guidance message prepared by ASD(GSA).

HCA activities provided under Reference (d) and incurring only minimal expenditures for incidental costs. The determination that an expenditure is “minimal” shall be made by the Commanders of the Combatant Commands:

For activities within their respective AORs.

In the exercise of the Commander's reasonable judgment.

In light of the overall cost of the military operation in which such expenditure is incurred.

For an activity that is incidental to the military operation.

Following are examples of Minimal Cost HCA:

A unit doctor’s examination of villagers for a few hours, with the administration of several shots and the issuance of some medicine, but not the deployment of a medical team for the purpose of providing mass inoculations to the local populace.

The opening of an access road through trees and underbrush for several hundred yards, but not the asphaltting of a roadway.

HCA Activities. HCA activities conducted under the authority of Reference (d) and this Instruction, performed in conjunction with authorized military operations, include:

Medical, surgical, dental, and veterinary care provided in rural or underserved areas of a country, including education, training, and technical assistance related to the care provided.

Construction of rudimentary surface transportation systems.

Well-drilling and construction of basic sanitation facilities.

Rudimentary construction and repair of public facilities.

Military Operation. A military action or a strategic, tactical, service, training, exercise, or administrative military mission.

Operational Readiness Skills. Skills possessed by military personnel enabling them to contribute effectively to the capability of their unit and/or formation, ship, weapon system, or equipment to perform the missions or functions for which it was organized or designed.