



## DoD INSTRUCTION 1338.21

### SPECIAL COMMAND POSITIONS (SCPs)

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**Originating Component:** Office of the Deputy Chief Management Officer of the Department of Defense

**Effective:** July 19, 2016

**Releasability:** Cleared for public release. Available on the DoD Issuances Website at <http://www.dtic.mil/whs/directives>.

**Approved by:** David Tillotson III, Assistant Deputy Chief Management Officer

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**Purpose:** This issuance:

- Establishes policy, assigns responsibilities, and provides procedures for establishing SCPs, in accordance with the authority in the 2014 Deputy Secretary of Defense Memorandum and DoD Directives 5105.53 and 5105.82.
- Provides for consideration of the provision of certain housing amenities, as described in DoD 4165.63-M, to personnel assigned to SCPs in order to represent U.S. Government interests to foreign or U.S. dignitaries.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This issuance 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 DoD (referred to collectively in this issuance as the “DoD Components”).

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

a. Pursuant to Section 2387 of Title 10, United States Code, SCP designation provides for consideration of additional housing amenities for a small number of general and flag officer and civilian positions whose incumbents reside in U.S. Government-controlled or privatized housing.

b. Incumbents of SCPs act as hosts on behalf of the U.S. Government at official and social entertainment activities for foreign or U.S. dignitaries, high-ranking government or military officials, and outstanding members of the business, industrial, labor, scientific, and academic communities.

c. SCP designation generally should be limited to O-10 general and flag officer positions, select key senior command positions outside the continental United States, and, in certain instances, the head position at major DoD educational institutions.

d. SCP incumbents may be authorized certain amenities for their U.S. Government-controlled or privatized residences. These amenities should only be provided to the extent necessary for the appropriate representation of U.S. interests.

e. SCP designation does not entitle incumbents to any amenities or services not described in Section 3 (e.g., special security measures, drivers, or grounds keeping). Those excluded amenities and services must be justified independently based on applicable laws and regulations.

## SECTION 2: RESPONSIBILITIES

### **2.1. DIRECTOR OF ADMINISTRATION, OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER OF THE DEPARTMENT OF DEFENSE (DA ODCMO).**

Under the authority, direction, and control of the Deputy Chief Management Officer of the Department of Defense, the DA ODCMO:

- a. Coordinates and oversees all matters relating to SCPs.
- b. Approves SCPs pursuant to the 2014 Deputy Secretary of Defense Memorandum, DoD Directive 5105.53, and DoD 4165.63-M, designates new SCPs, and cancels existing designations.
- c. Conducts a complete recertification of all approved SCPs every 2 years.

### **2.2. DIRECTOR, HUMAN RESOURCES DIRECTORATE (HRD).** Under the authority, direction, and control of the Director, Washington Headquarters Services, the Director, HRD:

- a. Processes SCP requests and prepares action memorandums for DA ODCMO signature.
- b. Maintains and publishes a list of approved SCPs for distribution to all Service housing management offices.
- c. Updates and maintains the approved SCP List, located at <https://whsportal.osd.mil/HRD/MILPERS/default.aspx>.

### **2.3. DOD COMPONENT HEADS** The DoD Component heads:

- a. Coordinate SCP requests with the proper Military Department office of responsibility for housing policy.
- b. Validate an SCP request from the requesting organization consistent with Section 3 of this issuance and provide recommendations to approve or disapprove the request to the DA ODCMO for consideration.

## SECTION 3: PROCEDURES

### 3.1. REQUESTING SCP DESIGNATION.

a. The requesting organization will request SCP designation via memorandum through their DoD Component leadership in accordance with DoD Directives 5105.53 and 5105.82. The DoD Component leadership will forward the request to HRD for submission to the DA ODCMO.

b. The DoD Component head must coordinate SCP requests with the Military Department office of responsibility for housing policy, as well as the USD(AT&L) and the Assistant Secretary of Defense for Energy, Installations, and Environment.

c. Justifications for SCP designation will include information on the hosting requirements that differentiate this position from most other senior leader positions whose incumbents reside in U.S. Government-controlled or privatized housing, such as:

(1) Numbers of foreign or U.S. dignitaries, high-ranking government or military officials, or outstanding members of the business, industrial, labor, scientific, and academic communities hosted at their government-provided or privatized housing to further national interests during the two most recent calendar years.

(2) How the number and scope of events identified in Paragraph 3.1.c.(1) is distinctly different and/or greater than other peer senior leader positions in government-provided or privatized housing.

**3.2. ALLOWANCES.** Incumbents of SCPs may have access to the following amenities to host dignitaries, government and military officials, and members of academic and other communities at their quarters:

a. Table linens, dishes, glassware, silverware, appliances, and utensils. These items should not be distinctively marked, which would limit their use for other government purposes.

b. Increased gross floor area, as determined by the DoD issuance or other policy associated with the housing category (i.e., government-controlled, privatized, or leased).

c. Furnishings that supplement the incumbent's privately-owned furnishings in rooms used for official entertainment, including guest bedrooms if official visitors are accommodated overnight (e.g., a large dining room table, additional couches and chairs, area rugs, or window coverings).

**3.3. RECERTIFICATION.** Every 2 years, the DA DCMO will conduct a recertification of all established SCPs. Component heads will be asked to review and submit justification for the continued need for the SCP or its deletion from the approved list.

## GLOSSARY

### G.1. ACRONYMS.

DA ODCMO	Director of Administration, Office of the Deputy Chief Management Officer of the Department of Defense
HRD	Human Resources Directorate
SCP	special command position

### G.2. DEFINITIONS. These terms and their definitions are for the purpose of this issuance.

**privatized housing.** Family or unaccompanied housing acquired or constructed and owned by an eligible private entity, pursuant to Subchapter IV or Chapter 169 of Title 10, United States Code. Privatized housing can be located on or near military installations within the United States and its territories and possessions.

**U.S. Government-controlled housing.** Family or unaccompanied housing that is either owned or leased by the U.S. Government, or owned by a host nation for U.S. Government use.

**SCP.** A position for officers of the Military Services or civilian employees in which the incumbent must represent U.S. interests at official and social entertainment activities involving foreign and U.S. dignitaries, high-ranking government or military officials, and outstanding members of the business, industrial, labor, scientific, and academic communities.

## **REFERENCES**

- Deputy Secretary of Defense Memorandum, “Reorganization of the Office of the Deputy Chief Management Officer,” July 11, 2014
- DoD 4165.63-M, “DoD Housing Management,” October 28, 2010
- DoD Directive 5105.53, “Director of Administration and Management (DA&M),” February 26, 2008
- DoD Directive 5105.82, “Deputy Chief Management Officer (DCMO) of the Department of Defense,” October 17, 2008
- United States Code, Title 10