



# Department of Defense INSTRUCTION

NUMBER 5210.25

May 12, 1983

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Administrative Reissuance Incorporating Change 1, November 16, 1994

USD(P)

SUBJECT: Assignment of American National Red Cross and United Service Organizations, Inc., Employees to Duty with the Military Services

References: (a) DoD Instruction 5210.25, "Assignment of American National Red Cross and United Service Organizations (USO) Employees to Duty with the Armed Forces," November 21, 1977 (hereby canceled)  
(b) [DoD Directive 5220.6](#), "Industrial Personnel Security Clearance Program," December 20, 1976

## 1. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) to update policy and procedures governing the investigation of American National Red Cross (hereafter "Red Cross") employees and United Service Organizations, Inc. (USO), staff for the purpose of determining the security acceptability of such personnel for assignment to duty with the Military Services.

## 2. APPLICABILITY AND SCOPE

2.1. This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Unified and Specified Commands, and the Defense Investigative Service (hereafter referred to as "DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. This Instruction does not apply to U.S. citizens or foreign nationals who are available locally at overseas locations for temporary or part-time employment with the

Red Cross or the USO. Policy and procedures governing investigation and security acceptability of locally hired employees shall be determined by the Military Department concerned.

### 3. DEFINITION

3.1. Employee. Any full-time, salaried individual serving with or employed by the Red Cross or the USO who is subject to assignment for overseas duty with the Military Services.

### 4. POLICY

4.1. It is the policy of the Department of Defense that an employee shall be accepted for assignment to duty with the Military Services overseas only after it first has been determined, based upon an appropriate personnel security investigation, that such acceptance for assignment is clearly consistent with the national interest.

4.2. The standard and criteria for determining the security acceptability of an employee for assignment or continuation of assignment with the Military Services overseas shall be identical to those established for making security clearance determinations for personnel employed in private industry under sections 4. and 5. of DoD Directive 5220.6 (reference (b)).

### 5. RESPONSIBILITIES

5.1. The Deputy Under Secretary of Defense for Policy, or designee, the Director, Security Plans and Programs, shall serve as the primary contact between the Department of Defense and the Red Cross and USO for all matters relating to the policy and procedures prescribed herein.

5.2. Heads of DoD Components shall comply with the provisions of this Instruction.

### 6. PROCEDURES

6.1. Employees who are U.S. citizens shall have been the subject of a national agency check (NAC), completed with favorable results, before being nominated for assignment with the Military Services overseas.

6.2. Employees who are not U.S. citizens shall have been the subject of a background investigation (BI), completed with favorable results, before being nominated for assignment with the Military Services overseas.

6.3. An employee will not be assigned for duty with the Military Services overseas or continued in such an assignment when it has been determined that assignment or continuation of assignment is not clearly consistent with the national interest.

6.4. Completed security forms (DD Form 398, Personnel Security Questionnaire (BI/SBI), or 398-2, Personnel Security Questionnaire (National Agency Check)) shall be forwarded to the Defense Industrial Security Clearance Office (DISCO), Defense Investigative Service, for initiation of the NAC or BI, as appropriate.

6.5. Upon completion of the appropriate investigation, the results shall be returned to the DISCO where a determination shall be made concerning security acceptability of the employee. If the determination is favorable, the DISCO shall provide a statement to that effect to the Red Cross or the USO. If the DISCO is unable to make a favorable security acceptability determination, the procedures described in paragraph 6.6.3., below, shall apply.

6.6. Whenever any DoD Component or the Red Cross or the USO receives information indicating that an employee's assignment or continuation of assignment with the Military Services overseas may not clearly be consistent with the national interest, the information shall be furnished to the DISCO for appropriate review. In such cases, the following actions shall be taken:

6.6.1. The DISCO shall arrange for the conduct of any investigation warranted to resolve the adverse or questionable information.

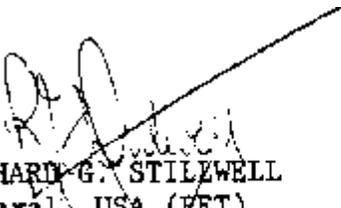
6.6.2. In cases arising after the initial security acceptability determination has been made, the DISCO shall review the information or report of investigation to determine whether the security acceptability determination is to continue in effect. If such adjudication is favorable, no further action is required. The Red Cross or the USO will not be notified in such cases in order to preclude the possibility of any adverse inference being drawn.

6.6.3. If, after reviewing the information or report of investigation, the DISCO is unable to make a favorable security acceptability determination, the case shall be referred for further processing in accordance with DoD Directive 5220.6

(reference (b)).

| 7. EFFECTIVE *DATE*

| This Instruction is effective *immediately*.



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