
Chancellor's Charter

On September 27, 1999 Deputy Secretary of Defense John H. Hamre signed the Dod Directive 5124.7. This directive is the charter for the Chancellor, formally defining his duties and responsibilities.

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Department of Defense DIRECTIVE

NUMBER 5124.7
September 27, 1999

DA&M

SUBJECT: Office of the Chancellor for Education and Professional Development

References: (a) Title 10, United States Code

(b) Title 5, United States Code

(c) DoD Directive 5100.87, "Department of Defense Human Resources Activity (DoDHRA)," June 29, 1998

(d) DoD Directive 5124.2, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," October 31, 1994

(e) DoD Directive 8910.1, "Management and Control of Information Requirements," June 11, 1993

1. PURPOSE

Pursuant to the authority vested in the Secretary of Defense by reference (a), this Directive establishes the Office of the Chancellor for Education and Professional Development with the mission, responsibilities, functions, authorities, and relationships, as prescribed herein.

2. APPLICABILITY AND SCOPE

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

2.2. The scope of this Directive includes DoD-conducted, -sponsored, -contracted, or -funded programs, courses of instruction, and institutions concerned with education or professional development of DoD civilians (hereafter referred to collectively as "the DoD civilian education and professional development activities").

2.3. The scope of this Directive excludes DoD-conducted, -sponsored, -contracted, or -funded programs, courses of instruction, and institutions the primary mission of which is education or professional development of DoD military personnel.

3. DEFINITIONS

3.1. Education. Coursework or programs conducted at the post-secondary academic level for which academic credit may be obtained.

3.2. Professional Development. Seminars, workshops, courses of instruction, and other learning experiences that individually or collectively contribute to the improvement of the knowledge, skills, or abilities related to an occupation or profession.

3.3. OSD Principal Staff Assistants. OSD officials holding Presidential Appointments, Assistants to the Secretary of Defense, and OSD Directors or equivalents who report to the Secretary or Deputy Secretary of Defense.

4. MISSION

The mission of the Chancellor for Education and Professional Development is to serve as the principal advocate for the academic quality and cost-effectiveness of all DoD civilian education and professional development activities.

5. POLICY

It is DoD policy that:

5.1. Civilian education and professional development policies and requirements shall be implemented at the highest possible level of academic quality and cost-effectiveness.

5.2. The Office of the Chancellor for Education and Professional

Development shall work in conjunction with the OSD Principal Staff Assistants and other DoD Component officials who sponsor or have cognizance over DoD civilian education and professional development activities to ensure that appropriate standards of academic quality and cost-effectiveness are met.

5.3. DoD civilian education and professional development activities shall meet the standards established by external accreditation and certification entities recognized by the United States Department of Education when applicable standards exist, or standards of academic quality and cost-effectiveness established by the DoD when external standards do not exist or are inappropriate.

5.4. DoD standards of academic quality and cost-effectiveness shall be consistent with applicable law, including references (a) and (b), Executive Orders, and regulations, including the Federal Acquisition Regulation (FAR) and the DoD FAR Supplement.

6. ORGANIZATION AND MANAGEMENT

Consistent with DoD Directive 5100.87 (reference (c)), the Office of the Chancellor for Education and Professional Development is established as a component of the Department of Defense Human Resources Activity (DoDHRA), a DoD Field Activity, under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)). It shall consist of:

6.1. A Chancellor, who shall be a civilian, appointed by the Secretary of Defense upon recommendation of the USD(P&R), and who shall report directly to the USD(P&R).

6.2. Other subordinate elements and positions as are established by the USD(P&R), within assigned resources.

7. RESPONSIBILITIES AND FUNCTIONS

7.1. The Chancellor for Education and Professional Development, under the USD(P&R), shall:

7.1.1. Oversee the implementation of approved education and professional development policies and requirements to ensure the academic quality and cost-effectiveness of DoD civilian education and professional development activities.

7.1.2. Serve as the principal advisor on academic quality and

cost-effectiveness to the OSD Principal Staff Assistants and other DoD Component officials who sponsor or have cognizance over DoD civilian education and professional development activities.

7.1.3. Develop and recommend to the USD(P&R) and the Secretary of Defense the establishment of DoD standards of academic quality (e.g., in curricula, faculty, and academic operations) and cost-effectiveness (e.g., in organizational structure, position management, and resource management) of DoD civilian education and professional development activities, as appropriate.

7.1.4. Manage working groups of representatives from DoD institutions and programs and other DoD Component representatives to develop the standards, in concert with external accreditation and certification entities, as appropriate.

7.1.5. Review and evaluate the curriculum development, faculty hiring, academic operations, organizational structure, position management, and resource management of DoD civilian education and professional development activities, as appropriate, and advise the cognizant OSD Principal Staff Assistants and other DoD Component officials on changes needed to improve academic quality and cost-effectiveness.

7.1.6. Review and evaluate the plans, programs, budgets, and performance of DoD civilian education and professional development activities, as appropriate, and advise the USD(P&R) and the Secretary of Defense during the planning, programming, and budgeting cycle.

7.1.7. Recommend to the USD(P&R), the Secretary of Defense, other cognizant OSD Principal Staff Assistants, and other DoD Component officials actions necessary to promote more effective and efficient utilization of resources for DoD civilian education and professional development activities, including elimination, consolidation, and outsourcing, where appropriate.

7.1.8. Serve as the DoD focal point for external accreditation and certification of DoD-conducted or -sponsored civilian education and professional development activities, as appropriate.

7.1.9. Serve as the internal DoD agent for certifying to the USD(P&R) and the Secretary of Defense that DoD civilian education and professional development activities meet applicable DoD standards of academic quality and cost-effectiveness.

7.1.10. Develop statistical data and make comparative analyses of DoD education and professional development activities, as appropriate.

7.2. The Under Secretary of Defense for Personnel and Readiness

(USD(P&R)) shall:

7.2.1. In accordance with DoD Directive 5124.2 (reference (d)), exercise authority, direction, and control over the Office of the Chancellor for Education and Professional Development.

7.2.2. Direct, supervise, and evaluate the performance of the Chancellor for Education and Professional Development.

7.2.3. Develop and provide guidance on policies, procedures, and requirements for DoD civilian education and professional development activities, as appropriate.

7.2.4. Provide overall direction in the development and implementation of appropriate standards of academic quality and cost-effectiveness of DoD civilian education and professional development activities.

7.3. The OSD Principal Staff Assistants and the Chairman of the Joint Chiefs of Staff shall:

7.3.1. Develop, in coordination with the USD(P&R), policies and requirements for those DoD civilian education and professional development activities under their cognizance.

7.3.2. Ensure that DoD civilian education and professional development activities under their cognizance meet DoD standards of academic quality and cost-effectiveness.

7.4. The Secretaries of the Military Departments shall ensure that DoD civilian education and professional development activities under their cognizance meet DoD standards of academic quality and cost-effectiveness.

7.5. The Directors of the Defense Agencies and DoD Field Activities shall ensure that DoD civilian education and professional development activities under their cognizance meet DoD standards of academic quality and cost-effectiveness.

8. RELATIONSHIPS

8.1. In the performance of assigned duties, the Chancellor for Education and Professional Development shall:

8.1.1. Exchange information and advice and coordinate actions with DoD Components, as required, to carry out assigned responsibilities and functions.

8.1.2. Use established facilities and services in the Department of Defense and other Government Agencies, whenever practicable, to avoid duplication and achieve maximum efficiency and economy of operations.

8.1.3. Represent the Department of Defense and maintain appropriate liaison, consultation, and coordination with other governmental and non-governmental agencies, higher educational institutions, and accreditation and certification entities, as required, to exchange information and advice on programs and activities in the fields of assigned responsibility.

8.2. The Heads of DoD Components shall coordinate with the Chancellor for Education and Professional Development, as appropriate, on matters relating to the operations, functions, and responsibilities under his/her cognizance.

9. AUTHORITIES

The Chancellor for Education and Professional Development is specifically delegated the authority to:

9.1. Obtain reports, data, information, advice, and assistance consistent with the policies and criteria of DoD Directive 8910.1 (reference (e)), as necessary, to carry out assigned responsibilities and functions.

9.2. Communicate directly with appropriate representatives of the DoD Components that sponsor and have cognizance over DoD civilian education and professional development activities and with appropriate representatives of other Executive Departments and Agencies on matters related to DoD civilian education or professional development activities, as appropriate. Communications to the Commanders of the Combatant Commands shall be transmitted through the Assistant Secretary of Defense for Force Management Policy, through the Chairman of the Joint Chiefs of Staff.

9.3. Exercise the administrative authorities contained in enclosure 1.

10. EFFECTIVE DATE

This Directive is effective immediately.

/Signed/

John J. Hamre
Deputy Secretary of Defense

Enclosure - 1

E1. Delegations of Authority

E1. ENCLOSURE 1

DELEGATIONS OF AUTHORITY

E.1.1. Pursuant to the authority of the Secretary of Defense, and subject to the authority, direction, and control of the Secretary of Defense and the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), and in accordance with policies, Directives, and Instructions, the Chancellor for Education and Professional Development is hereby delegated the authority as required in the administration and operation of the Office of the Chancellor for Education and Professional Development to:

E1.1.1. Authorize and approve:

E1.1.1.1. Temporary duty travel for military personnel assigned or detailed to the Office of the Chancellor for Education and Professional Development in accordance with Joint Travel Regulations, Volume 1, "Uniformed Services Members."

E1.1.1.2. Travel for civilian personnel assigned or detailed to the Office of the Chancellor for Education and Professional Development in accordance with Joint Travel Regulations, Volume 2, "DoD Civilian Personnel."

E1.1.1.3. Invitational travel to non-DoD personnel whose consultative, advisory, or highly specialized technical services are required in a capacity that is directly related to, or in connection with, activities of the Office of Chancellor for Education and Professional Development, in accordance with Joint Travel Regulations, Volume 2, "DoD Civilian Personnel."

E1.1.1.4. Overtime work for civilian employees of the Office of the Chancellor for Education and Professional Development in accordance with Chapter 55, Subpart V of 5 U.S.C. and applicable Office of Personnel Management regulations.

E1.1.2. Approve the expenditure of funds available for travel by military personnel assigned or detailed to the Office of the Chancellor for Education and Professional Development for expenses incident to attendance at meetings of technical, scientific, professional, or other similar organizations in such instances where the approval of the Secretary of Defense, or his designee, is required by 37 U.S.C. 412, and 5 U.S.C. 4100 and 4111.

E1.1.3. Develop, establish, and maintain an active and continuing Records Management Program pursuant to 44 U.S.C. 3102 and DoD Directive 5015.2, "Records Management Program," April 11, 1997.

E1.1.4. Utilize the government purchase card for making micropurchases of material and services, other than personal services, when it is determined more advantageous and consistent with the best interests of the Government.

E1.1.5. Authorize the publication of advertisements, notices, and proposals in newspapers, magazines, and other public periodicals, as required, for the effective administration and operation of the Office of the Chancellor for Education and Professional Development, consistent with 44 U.S.C. 3702.

E1.1.6. Enter into and administer contracts through a Military Department, a DoD contract administration services component, or other Federal Agency, as appropriate, for supplies, equipment, and services required to accomplish the mission of the Office of the Chancellor for Education and Professional Development. To the extent that any law or Executive order specifically limits the exercise of such authority to persons at the Secretarial level of a Military Department, such authorities shall be exercised by the appropriate Under Secretary or Assistant Secretary of Defense.

E1.1.7 Establish, operate, and maintain an internet web site as required to accomplish the mission of the Office of the Chancellor for Education and Professional Development, consistent with DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996, DoD Instruction 5230.29, "Security and Policy Review of DoD Information for Public Release," May 6, 1996, and other policies, procedures, and guidelines applicable to web site administration.

E.1.2. The Chancellor for Education and Professional Development may redelegate these authorities as appropriate, except as otherwise indicated above, or as otherwise provided by law or regulation. These delegations of authority are effective immediately.