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INTRODUCTION

The path for the construction of a defense policy becomes complex, the accelerated dynamics of international and regional changes and the reconsideration of a whole range in carrying out the reform of public instances, place the authorities, in decision-making, facing a huge challenge. Particularly in relation to security and defense, the precedents do not seem to be enough to indicate the right path. The stage of transition to democracy, in some cases and the global reality in another; In order to make the system work efficiently and adapt to the change in roles, they impose activities that allow defense to be inserted into the needs of the people, the only current way to legitimize the functions of the State, in Defense matters.

Within this context, we must submit the structure of this institution to the search, together with the other State institutions, for a situation in which the country feels free of threats, economic coercion or political pressure to freely continue its path of development. The interrelationship, essential today, of all the fields of the political leadership of the State, should prevent us from falling into the contrary exaggeration that a defense policy is limited only to the field of its military instrument, we must understand that Defense is a concept where it requires the articulation of military policy with other policies, as well as economic, educational, labor, health, social, etc. policies, respectively.

In this paper we have tried to develop favorable conditions to achieve a strategic planning process that generates an appropriate path for institutional strengthening in order to involve all its members with the change towards the new role of the Ministry of National Defense, implementing a policy appropriate to the reality and needs of the country, as well as the articulation with the other State entities.

For this purpose, in Chapter I, the purpose of the Document is determined, with its macro objectives within the context of National Defense. In the following Chapters, the legal aspects by which it was organized and structured with the generic and specific functions pertinent to each direction and respective dependencies are defined, in addition to the specification of the permanent objectives for each direction, the objectives and activities are established. to be achieved and developed during the period of 2003.

At the end, we graphed the calendar of activities of the different Directorates for the 2003 period, which establish the tasks to be developed in compliance with the functions established for each dependency.

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CHAPTER I

GENERAL

A. PURPOSE

This Directive is intended to guide, coordinate and regulate the activities to be developed by the different Directorates, to specify and unify efforts in the fulfillment of the tasks of their current competence, guiding in turn the modifications and functional and structural adaptations necessary to locate the Institution in aptitude to fully assume the superior leadership of the measures and actions of the National Defense in the year 2003.

B. GENERAL OBJECTIVES

- **Institutional Scope**

  - Adapt the dimension, structure, function and technical-professional capacity, which allow the Directorates to achieve greater effectiveness and functional efficiency, with a gradual modification to adapt to new needs.

- **National Scope**

  - Assume and develop the functions, attributions and competences that the National Constitution and the Laws confer and determine them.
  - Prepare projects and promote the approval of laws and other regulations that improve and complete the legal bases required for its better operation.
  - Promote and improve its own relationship and that of defense-oriented bodies, with other official and private bodies and with national society in general.
  - Promote and guide measures and actions aimed at strengthening citizen awareness towards Defense.

- **International Scope**

  - Within its faculties and in coordination with other organs of the country, guide and promote international relations in relation to Defense.

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C. REFERENCES

• National Constitution, 1992. •
Treaties, Conventions, Agreements, etc.
• Law 1,115 “On the Military Personnel Statute, 1997 •
National Defense Policy, 1999. • National
Defense Directive, 1999. • Military Policy,
2000. • Laws, Resolutions,
Regulations, Directives. • NATIONAL DEFENSE
LAW No. 1337 AND INTERNAL SECURITY.

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CHAPTER II

MILITARY CABINET

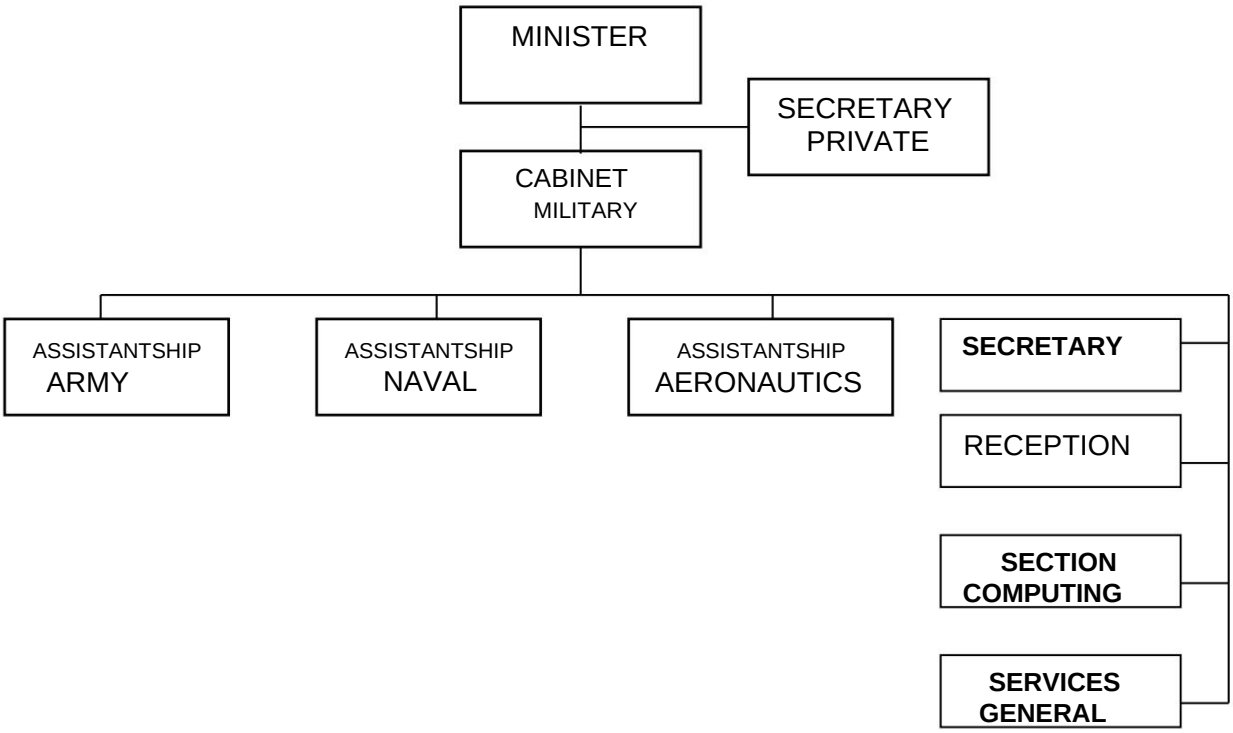
A. INSTITUTIONAL LEGAL SITUATION.

By Ministerial Resolution No. 290, dated December 18, 1992, and Ministerial Resolution No. 346, dated October 8, 1993 respectively, it was reorganized and assigned the functions that correspond to it to develop.

B. OBJECTIVES

- Assist the Minister of National Defense in the performance of his duties. attributions.
- Prepare, write and issue the documents that are the responsibility of the Military Cabinet. • The physical security of the Minister of National Defense. • Plan, coordinate, execute and verify all activities related to the protocol of the Ministry of National Defense.

C. STRUCTURE



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D. FUNCTIONS

The Chief of the Military Cabinet corresponds:

• Order the necessary measures for the physical security of the Minister of Defending.

• Receive together with the other Assistants, telephone calls, audience requests and, after consulting with the Minister, confirm and settle in the Minister's Memorandum. • Notify the Minister of the confirmation of the audience with the

Commander in Chief and accompany him to the Great Headquarters. • Have prepared the list of General and Superior Officials with their respective positions, addresses, telephone numbers, as well

as personal friends and National and Foreign Authorities. • Maintain an updated folder with the names of Heads of Foreign Military Missions and Military Attachés accredited in our country, with their respective addresses, weapons and telephone numbers. • Direct,

coordinate and control the activities of the organs of the Military Cabinet, issue instructions and rules for their better development. • Accompany the Minister in official acts and in his visits to the

different military units.

• Maintain functional contacts with the Large Units, Units, Departments and Services of the Armed Forces of the Nation. • Serve as a direct link between the Minister and the Gentlemen

Force Commanders.

The Secretary of the Cabinet corresponds:

• Reception of calls from the Cabinet, Assistants to the Minister and the Private Secretary. • Announce and receive hearings with the Private

Secretary and Assistants.
of the Minister.

• Receive the notes and invitations for the Minister. • In charge of making the

Photocopies. • Keep the payroll updated with names,

position, address and telephone number of the Ministry's senior staff. • Customer service in general.

From the Computer Section corresponds:

• Write the Notes of the Military Cabinet • Receive the

Notes and Invitations of the Minister. • Archive of General, Special, Circular

and Bulletin Orders, issued by the Chief Command and the Military Forces.

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• Prepare draft notes for the Minister. • Presentation of projects prepared by the Chief of the Military Cabinet • Receive, process, dispatch and archive the files and carry out a follow up on them.

• Develop the efforts and missions assigned by the Chief of the Military Cabinet.

The General Services Section (Cafeteria) corresponds to:

• The attention of the private cafeteria of the Ministry of National Defense. • The maintenance and service of the dependencies of the Lord's Cabinet Minister of National Defense.

• Cleaning the Minister's office and its adjacencies. • Take care of the attention of the people who request an audience with the Minister, Chief of the Military Cabinet, Military Assistants and Private Secretary.

• Collaborate with the Ceremonial in the acts of its competence.

The Army Assistant corresponds:

• Receive together with the other Assistants, telephone calls, audience requests and, after consulting with the Minister, confirm and settle in the Minister's Memorandum. • Notify the Minister of the confirmation of the audience with the Commander in Chief and accompany him to the Great Headquarters. • Have prepared the list of General and Superior Officials with their respective positions, addresses, telephone numbers, as well as personal friends and National and Foreign Authorities. • Maintain an updated folder with the names of Heads of Foreign Military Missions and Military Attachés accredited in our country, with their respective addresses, weapons and telephone numbers. • Accompany the Minister in official acts and in his visits to the different military units.

• Maintain functional contacts with the Large Units, Units, Departments and Services of the Armed Forces of the Nation. • Serve as a direct link between the Minister and the Commander of the corresponding Singular Force.

The Naval Adjutant corresponds:

• Identical functions assigned to the Army Adjutant.

The Aeronautical Assistant corresponds:

• Identical functions assigned to the Army Adjutant.

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The Private Secretary corresponds:

- Respond to requests for hearings and, after consulting with the Minister, include them in His Excellency's Memorandum of activities, in coordination with the Assistants.
- Submit to the consideration of the Minister, in a folder, the documents and notes received, which once provided will go to the General Secretariat for internal distribution to the respective departments and departments.

- Keep in a folder, the list of personal friends with their respective positions. (or titles), addresses, telephone numbers and birthdays.
- Coordinate with the Public Relations Department the fulfillment of the Minister's social calendar. • Receive and

process telephone calls for the Minister with the Gentlemen Helpers.

- Receive, analyze, classify, answer and file notes, letters, telegrams and other documents of a private nature, in coordination with the Public Relations Department.
- Arrange, in coordination with the Assistants, the daily drafting of the Minister's Activities Memorandum through the Secretary. • Carry out or activate

procedures for matters that the Minister expressly entrusts. • Take care of the Official correspondence of the

Minister of Defense National.

E. PLAN OF ACTIVITIES:

- Maintain security personnel in conditions; Military Instruction, Shooting and Physical Education (according to the Instruction schedule of the Regiment Presidential Escort)
- Coordinate a calendar of performances of the Artistic Department. •

Coordinate a calendar of protocol activities of the Ministry of Defense National.

- Prepare SOP for the Military Cabinet and the Protocol Department (March). •

Prepare PON for the guard of the Home of the Minister of Defense (of the February 1 to 15)

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CHAPTER III

GENERAL SECRETARY

A. INSTITUTIONAL LEGAL SITUATION.

By Ministerial Resolution No. 290 and 194 dated December 18, 1992 and April 28, 2000 respectively, it was reorganized and assigned the functions that correspond to it to develop.

B. FUNCTIONS

- Receive, process, dispatch and archive the files, documents, catalogues, orders, correspondences, etc.
- The daily dispatch of files, referring to where they correspond with the information related to them, except those of mere procedure. • Process the files by signing the rulings, except those that due to their nature corresponds to the Minister or Vice Minister.
- Process the Retirement Credit Files of Officers, Sub-Officers and Pension of their heir, until their completion. • Prepare the formulation of the draft Decrees, Resolutions, Opinions, Orders, Circulars and other written provisions.
- Prepare the formulation of Messages and Bills, addressed to the National Congress.
- Prepare the drafting of copies of Laws, Decrees, Resolutions, Orders and Provisions of an official nature. • Organize and Manage the archive, storage and conservation of the documents of this Ministry.
- Organize and manage the Library of this Ministry.

C. STRUCTURE

To fulfill its functions, it has the following Departments and Sections

- Department of Draft Decrees and Resolutions.
  - Copies
  - Calligraphy
- File Movement Department.
  - Message Center
- Central Archives Department.
  - Binding

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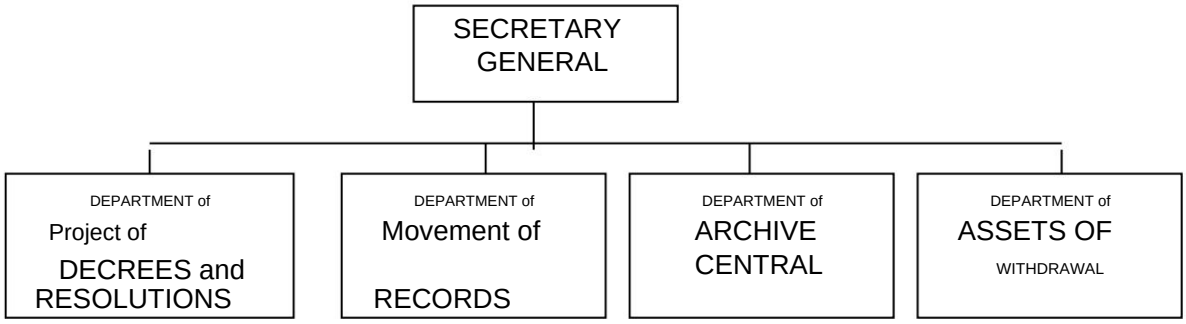
• Retirement Assets Department.

ORGANIZATION CHART



D. OBJECTIVES

- Achieve maximum efficiency in the performance of their functions in order to provide the necessary support to the personnel of the Institutions and other requesting Entities, for the achievement of the proposed purposes.
- Preparation of Normal Operating Procedures for the processing of documents.
- Operation of the computerized network for the follow-up of documents.

E. NEEDS

Among the needs, the necessary equipment for the dependencies stands out, which would be:

• Secretary

Drawers, for storing documents	Approximate cost Gs. 3,000,000.

• Department of Draft Decrees and Resolutions

2 (two) computers compatible with the systems of the Presidency of the Republic	Approximate cost Gs. 12,000,000.
• Copy section: a guillotine	Approximate cost Gs. 500,000.

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• File Movement Department

1 (one) computer, with the programs that allow it to computerize the File Movement system.	Approximate cost Gs. 10,000,000.

• Central Archives Department

1 (one) photocopier and furniture (shelves and others)	Approximate cost Gs. 20,000,000.
Binding section, complete equipment	Approximate cost Gs. 5,000,000.

• Retirement Assets Department

An air conditioner, a computer	Estimated Cost Gs. 8,000,000.

ESTIMATED TOTAL Gs. 58,500,000.

F. PLAN OF ACTIVITIES

The type of functions performed by the dependencies of the General Secretariat does not allow their scheduling.

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CHAPTER IV

VICE MINISTRY OF NATIONAL DEFENSE

A. LEGAL INSTITUTIONAL SITUATION

The Vice Ministry of National Defense was created by Law No. 141 of 1952.

B. FUNCTIONS

- Support the Minister of National Defense in his duties, in accordance with the special instructions received from it.
- Maintain control and direct authority over the agencies and divisions of the Institution in accordance with the Law, and the coordination of tasks between them.

- Coordinate jointly with the Command of the Military Forces and/or Chief of Joint Staff for all matters of a military, technical and simply administrative nature; process the ministerial provisions as such and receive instructions or orders from the Commander-in-Chief regarding the assigned functions. • Solve problems that arise within the Ministry, after consulting with the Minister or is within its functions and powers.
- Order the processing of files of a military or administrative nature as well as the final rulings that may take place in each case. • Carry out studies inherent to the general organization of the Armed Forces of the Nation, as well as the training and specialization of a professional technical nature of the officials of the Institution. • Adopt, in the absence of the Minister, all the urgent or essential measures that the position requires and will replace him to comply with the protocol obligations of the position. • Exercise control and supervision over the agencies and departments of the Institution provided for in the Organic Law and the coordination of tasks between them.

- Perform other tasks in accordance with the powers provided in the regulations, Directives or Orders of the Minister.

C. STRUCTURE

To fulfill its functions, it has the following departments: • Military Cabinet. • Secretary.
• Copy and Archive.

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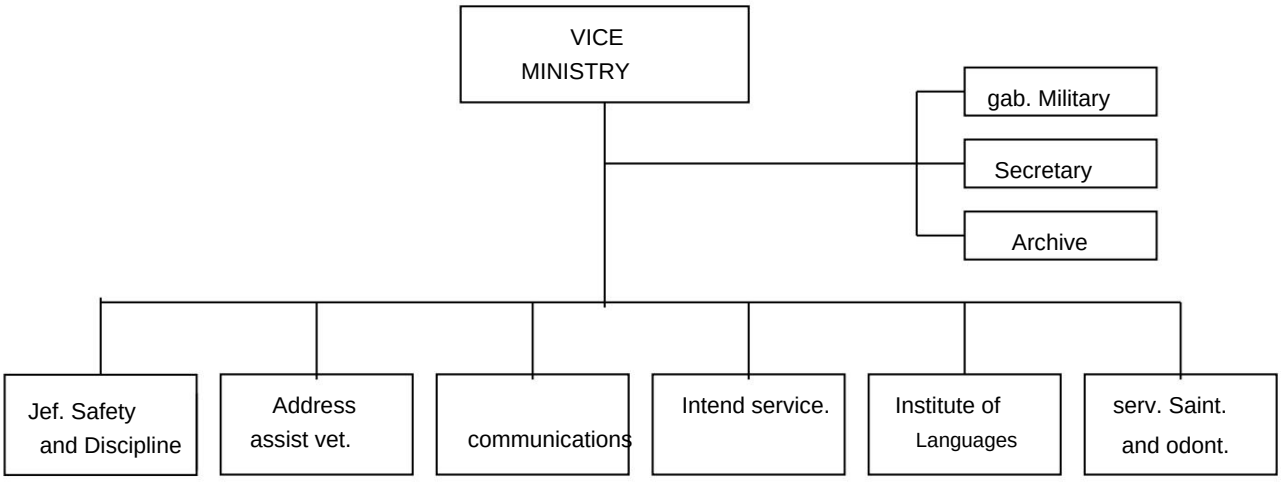
• Institute of Languages. •
Directorate of Assistance to Veterans. •
Security and Discipline Headquarters. •
Communications. •
Administration Service. •
Health and Dentistry Service.

ORGANIZATION CHART



D. **NEEDS**

Among the needs, the necessary equipment stands out to expedite the procedures of different commissions and increase the efficiency of the organization. • A **photocopier,** cost approximately 6,000,000 guaraníes. • A **scanner,** cost approximately 60 dollars. etc.

E. **PLAN OF ACTIVITIES**

JANUARY

• CONASAC meetings are held at the request of the Council.

FEBRUARY

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-
institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN.

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MARCH

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN.
• Meeting of the Staff Reorganization Commission

APRIL

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN.

MAY

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN. • Creation of a Commission to prepare the celebration acts on the occasion of the Peace of Chaco.

JUNE

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN. • Creation of a Commission in charge of preparing the preliminary draft of the Budget for 2003 of the MDN.

JULY

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN.
• Meeting of the Commission for the reordering of personnel.

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AUGUST

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN.

SEPTEMBER

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN. • Creation of a Commission in charge of preparing the celebration acts of the Week of the Heroes of the Chaco War.

OCTOBER

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN.

NOVEMBER

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN.

DECEMBER

• Meeting of the Advisory Commission of the Executive Branch before the National Congress, created by Decree No. 13,621. • Meeting of the Inter-institutional Commission created by Decree No. 14,801, for the cases of affectation, - disaffection, purchase, sale, exchange involving real estate belonging to the Paraguayan State, MDN.

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CHAPTER V

POLICY AND STRATEGY DIRECTORATE

A. LEGAL INSTITUTIONAL SITUATION

The National Interests in their entirety, by rule of the National Constitution, must be defended by the Paraguayan State, the most important being the Existence, Freedom and Independence of the Republic (Art. 1); the custody of Territorial Integrity and the defense of the legitimately constituted Authorities (Art.173); Cultural Heritage (Art.81) and the Environment (Art.8), among many others.

National Defense is a system of policies, procedures and actions developed exclusively by the State to face any form of external aggression that endangers the sovereignty, independence and territorial integrity of the Republic or the current democratic constitutional order (Art. 2 ° of Law 1337).

The National Defense Policy will define the objectives of National Defense and will establish the resources and actions to comply with the provisions above (Art. 5 of Law 1337) and has specific purposes in accordance with Art. 7 of the same Law .

Historically, the Ministry of National Defense since its creation as the Ministry of War and Navy by Decree of November 4, 1855, then the change of name to National Defense by Decree - Law No. 175/47 is reorganized and distributed functions to the Ministries Later, by Law No. 141 of August 26, 1952, the Undersecretary of State for National Defense was created and organized, fulfilling its functions in accordance with the current Constitution and established Laws.

Given the need to adapt the Ministry of National Defense to the specific functions within its competence and in accordance with the Government Program, which contemplates the reform and modernization of the State and according to studies carried out within the specific field of National Defense; By Ministerial Resolution No. 68, dated March 19, 2001, the Directorate of Policies and Strategy was created provisionally, until the definitive organization of the MDN is structured as an advisory body on matters of National Defense.

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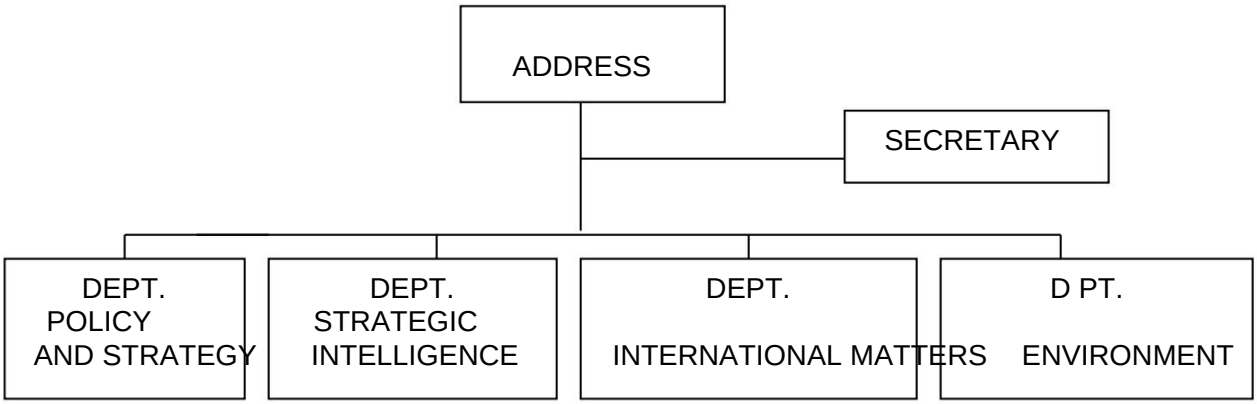
Subsequently, considering necessary the expansion of section 3 of the Ministerial Resolution No. 68 creating the DIPE, the Department of Planning and Evaluation of Economic Affairs

related to National Defense by Resolution No. 263 dated September 5, 2001.

Given the significance that the function performed by this Directorate was acquiring, its permanent operation within the organizational structure of the MDN was determined by Ministerial Resolution No. 306, of the Ministry of National Defense, dated October 5, 2002.

B. STRUCTURE •

Management;
• Policy and Strategy Department; •
Department of Strategic Intelligence; • Department of International Affairs; • Environment Department.



C. FUNCTIONS OF THE DIPE

Generic function

The Policy and Strategy Directorate is an advisory body on National Defense matters to the Minister of National Defense.

Specific functions.

• Study and formulate the National Defense policy and strategy; • Study and suggest recommendations for the integration and operation of the National Defense system;

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• Plan and apply the systems and means within your reach, necessary to obtain information for the National Defense; • Plan and advise for the application of the Military Policy and Strategy; • Advise on the relationship with national and foreign organizations; • Advise and/or plan on other matters of interest to the Defense National;
• Officially represent the Ministry of National Defense, in the absence of the Minister and Vice Minister before national and foreign organizations in matters related to National Defense.

Secretary

GOALS

Carry out the activities of organization, coordination, processing and control of the support efforts necessary for the rational and efficient operation of the Policy and Strategy Directorate.

Functions of the Secretary.

• Channels administrative documents to the Director's office. • Prepares draft resolutions, notes and other documents of the Directorate, to be submitted to the Minister, as a project of the Directorate. • Prepares the notes, orders and other documents of the Department for the Address.
• Supervises the notes, reports, memoranda, raised for the signature of the Lord Director by the other Departments of the DIPE. • Prepares and dispatches the documents of the Directorate; how and where corresponds.
• Supervises the reception, classification, custody and conservation of files, such as: Resolutions, files, rulings, submitted notes, received notes, orders, reports, memorandums and other documents processed by the DIPE.

• Verifies and supervises that the DIPE documents remain organized and in good condition in the Archive Division. • Promotes and controls that all documents addressed to dependencies of the Directorate are processed on the day.
• Controls the rational use of office equipment, materials and supplies in the departments in charge.
• Verifies the receipt of the different documents that arrive at the DIPE, if they meet the requirements for each one, on a daily basis. • Verifies the submission, where appropriate, of the documents with the pertinent information and follows up on them, if necessary.

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• Controls the proper use of documents related to your sector, as well as its distribution, daily.
• Activates the photocopier, according to the needs of the Management, Keeping a record of the copies made.
• Verifies stock control of sheets, toner and other office equipment needs for Management and submits the respective request, where appropriate, for their provision. • Plans with the Heads of Departments, the activities to be carried out to fulfill the objectives of the Directorate, according to: the established policies, the needs and the available resources, annually. • Establishes a control system for the different activities carried out in the dependency under his responsibility.

Receives and processes telephone calls for the Director.
• Receives people who wish to have hearings or interviews with the Director or Chief, daily.
• Announces and receives the hearings with the Director of the DIPE and the Heads of Departments. • Verify the documents and notes received from private or civil origin, addressed to the Director of the DIPE, classify and deliver to the Chief for analysis and consideration.

• Provide the notes or documentation received, to the other Departments, when appropriate. • Receives, analyzes, classifies, answers and files the notes, letters, telegrams and other documents of a private nature, addressed to the Director of the DIPE. • Promotes and controls that all documents addressed to the dependency under his charge, are processed on the same day.

• Receives the notes and invitations for the Director. • In charge of making the Photocopies. • Keeps the list updated with names, position, address and telephone number of the Ministry's senior staff. • Has in folder, the list of General Officials, personal friends of the Director, with their respective positions (or titles), addresses, telephone numbers and birthdays. • Performs or activates procedures for matters that the Director expressly order.

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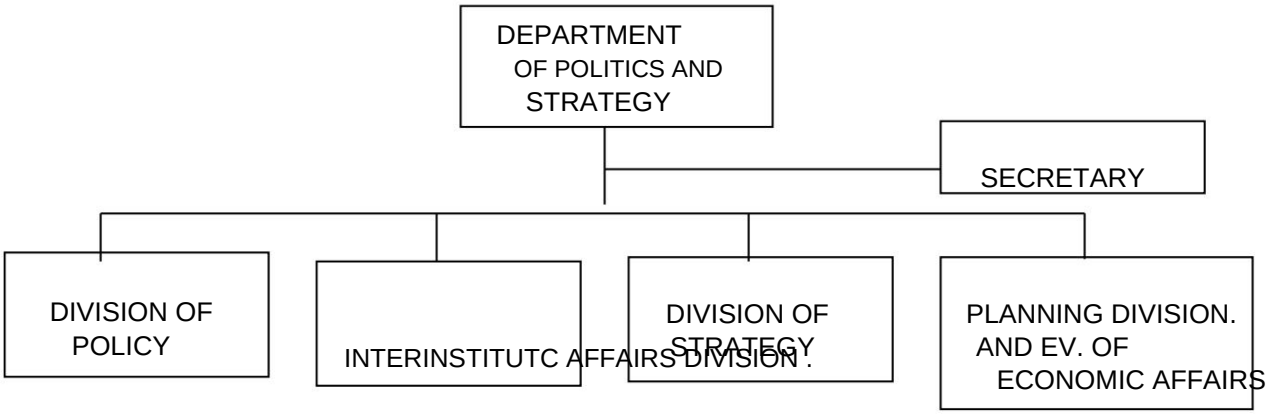
D. POLICY AND STRATEGY DEPARTMENT

ORGANIZATION CHART



CHARGES

• Head of the Policy and Strategy Department. • Head of Policy Division. • Head of Division of Interinstitutional Affairs. • Head of Strategy Division. • Head of Division of Planning and Evaluation of Economic Affairs.

GOALS

Analyze and develop policies and strategies that serve as a basis for updating the Defense Policy and integration of the Defense System.

Department functions

• Analyzes the geostrategic environment and its impact on National Defense. • Prepares policies based on analysis and strategic information that serve as a basis for updating the defense policy.

• Prepares strategies for the adaptation or improvement of the National Defense System.

• Provides approaches to Military Policy.

Functions of the Head of the Department.

• Ensures the fulfillment of the assigned tasks. • Provides the internal organization of the Department.

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• Represents the Department, the Directorate or the Ministry of Defense before State Institutions, authorities and agencies, in accordance with superior provisions.

• Keeps the members of the Department informed about the concepts and desires of the higher authorities and the activities with the bodies and agencies for their coordination. • It will guarantee the correct and complete transmission, through a
written document, of the current policies, objectives, strategies and provisions, to the incoming personnel in case of transfers and/or changes, in such a way as to guarantee the continuity of activities and institutional growth. as well as the use of experiences.

Functions of the Political Division.

• Permanently analyzes matters pertinent to the Defense Policy and Military Policy, in terms of its execution and updating.
• Permanently analyzes the geostrategic environment and its impact on National Defense for policy formulation. • Submits to the Headquarters the evaluation and
conclusions of the studies carried out, in a timely manner. • Represents the Department, the Directorate or the Ministry of
Defense before State Institutions, authorities and agencies, in accordance with superior provisions.

Functions of the Inter-institutional Division.

• Participates, with the Director, in the preparation of the annual budget of the dependence.
• Study and suggest to the Director, the solution alternatives for the inconveniences that are observed in the development of the activities of his Department.

• Plans jointly with the Director, the activities to be developed, for the fulfillment of the foreseen objectives according to the established policy and the available resources.

• Establish a control system for the activities that are carried out in the dependency in charge and control their execution. • Keeps the Director informed regarding the
activities and news of his Department; and, carry out the consultations that may be necessary, at the opportune moment.

• Keeps the list of national institutions updated with their corresponding authorities with which it must be related. • Maintains permanent
communication channels with all the institutions nationals.

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Functions of the Strategy Division.

• Makes strategic assessments to formulate policies. • Prepares strategies in accordance with the formulated policies. • Submits to the Headquarters the evaluation and conclusions of the studies carried out, in a timely manner. • Represents the Department, the Directorate or the Ministry of Defense before State Institutions, authorities and agencies, in accordance with superior provisions.

Functions of the Economic Affairs and Evaluation Division.

• It is in charge of planning and evaluating economic and financial matters related to National Defense, coordinating the activities with the financial economic units of the Armed Forces of the Nation.

PERFORMED ACTIVITIES

• Preparation of the Global Action Plan 2003-06-11 • Updating and adaptation of the organization chart

• Periodic meetings with Commissions and State Institutions in order to discuss specific problems and the necessary policies to solve them (Ex: Technical Commission and Permanent and Specialized Working Group on Terrorism of MERCOSUR, Security Commission in the Triple Border, Commission "Guidelines for the formulation of a National Migration Policy", etc.) • Participation in symposiums, debates, conferences and meetings on behalf of the Ministry of National Defense. • Studies of files related to defense policies, in accordance with needs and instructions:

- Study and Report of Politics and Internal Security of the State for the Republic of Paraguay
- Study and report on draft Decree for the approval of Plans of Defense, Military and Internal Security Policies - Study and Report on the National Defense System.
- Study of the Draft Law on the General Organization of the Armed Forces of the Nation
- Evaluation of the Aeronautical Code and SAR Situation.
- Study and Research on current issues carried out by the students of the XXXIV Promotion of the National Strategic Planning Course.

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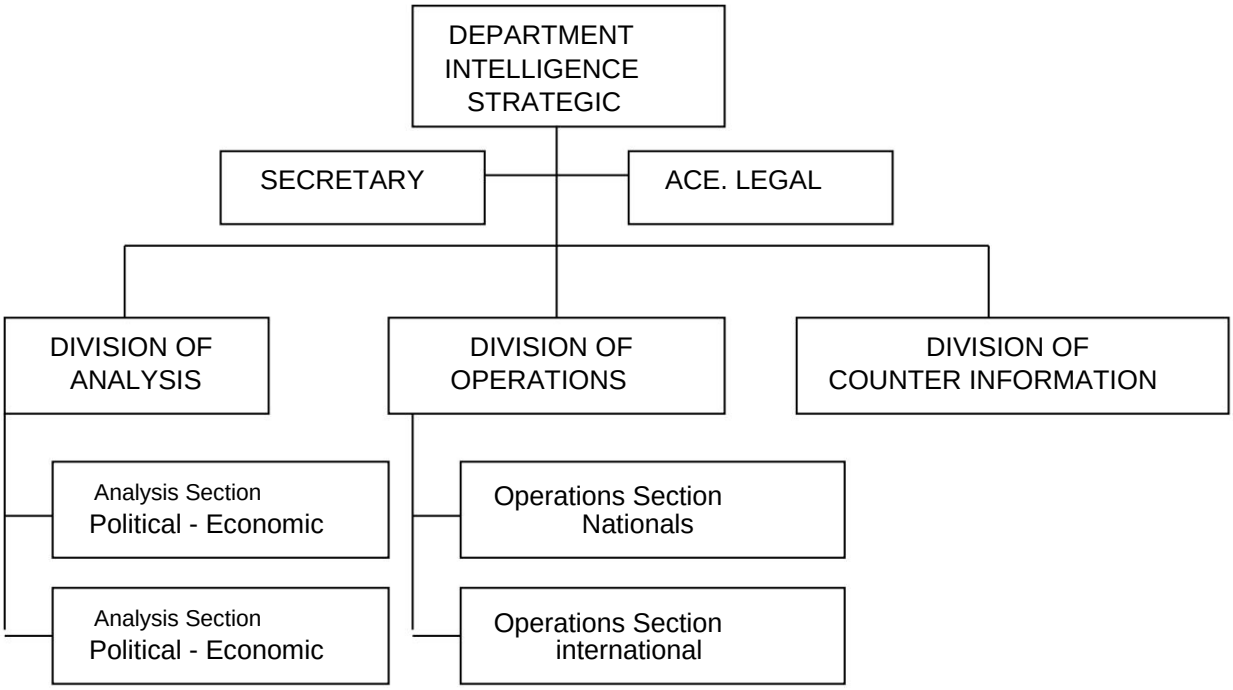
- Study and Report on conclusions of work carried out over a year and a half within the framework of the Paraguay Vision Project.
- Study and preparation of the Report on the regulation of Law No. 1910, Firearms, Ammunition and Explosives and the drafting of the Decree Project by which this Law is regulated.

• Studies and Report on the Anti-Terrorism Bill

E. DEPARTMENT OF STRATEGIC INTELLIGENCE

ORGANIZATION CHART



CHARGES

• Head of the Department of Strategic Intelligence. • Head of Analysis Division.

· Head of the Political-Economic Analysis Section.

· Section Chief of Military-Psychosocial Analysis - Technological Scientist.

• Head of Operations Division.

· Head of International Operations Section.

· Head of National Operations Section. • Secretary • Legal adviser •

Head of the Counterinformation Division

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GOALS

Plan and apply the systems and means at your disposal, necessary to obtain information for the Defense.
Advise and/or plan on other matters of interest to National Defense.

Department functions

- Produces and provides internal and external strategic information, on a permanent and timely basis, to components of the defense sector and other State agencies, to contribute to the strategic management of National Defense.

- Establishes as basic lines of its activities the efficiency, effectiveness and sustainability.
- Supports the activities of the Organizations that make up the National Defense Information system.
- Establishes an information network that integrates the Defense Sector and other State agencies, inside and outside the country.

Functions of the Head of the Department.

- Ensures the execution of missions entrusted to the Department. •
Arranges for the internal organization of the Department and the information network for the fulfillment of the mission.
- Represents the Department before all types of Institutions, authorities and State Organizations. • Provides
the Director of Policy and Strategies with the results of the informative tasks that correspond to the Department and, with his authorization, do so with other State agencies. • Makes an assessment
of the situation and advises the higher bodies. • Supervises the intelligence
and counterintelligence planning programs for each projected operation. • Keeps the members of the Department informed
about the concepts and desires of the superior authorities and the activities with the information bodies of the Armed Forces.

- Supervises the instruction and activities of all personnel assigned or attached to him. • Coordinates
and prepares with the Department of Social Communication, the news of interest of its competition for its disclosure by the media.

- Suggests control measures over authorized foreign observers and their access to units and military establishments. • Coordinates and supervises
intelligence related to the activities of individuals or organizations that are potentially dangerous to national security and the Armed Forces.

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- Coordinates and supervises the liaison with the Attachés and Military Missions. Foreigners duly accredited in the Country.
- Directs, coordinates and supervises the intelligence activities developed by the Armed Forces Attachés, to the Paraguayan Embassies abroad.
- Integrates the Advisory Council of the School of Military Intelligence.

- Maintain a permanent and reciprocal collaboration with intelligence agencies of the Forces, with those corresponding to the Ministries of Foreign Affairs and the Interior, as well as with other public or private organizations, which is useful for the purpose of obtaining the necessary information to national interests.

- Guarantees the correct and complete transmission, through a written document, of the Department's current policy, objective, strategies and provisions, to incoming personnel in case of transfer or change, in such a way as to guarantee the continuity of activities and institutional growth. as well as the use of experiences.

Functions of the Secretary.

- Receive and process phone calls for the Chief. • Receive people who want to have audiences or interviews with the Chief, daily.
- Verify the documents and notes received from private or civil origin, classifying and delivering them to the Chief for analysis and consideration. • Provide the notes or documentation received from the other Divisions. where appropriate. •
Receives, analyzes, classifies, answers and files notes, letters, telegrams and other personal documents.
- Promotes and controls that all documents addressed to the dependency under his charge, are processed on the same day.

Functions of the Legal Department.

- Provides advice to the Department, in all legal matters and Legal.
- Rules on legal issues arising from the fulfillment of functions and attends to queries made by the other departments, in matters within its competence.

- Practice summary of prevention or administrative suggesting the measures laws that it deems appropriate to adopt.

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Functions of the Analysis Division.

- Analyzes the situation of the adversary and the characteristics of the area to determine capabilities and vulnerabilities.
- Carry out studies to determine potential targets and propose the targets to be analyzed.
- Presents to the Headquarters the evaluation and conclusions of the studies carried out, in opportune time.
- Receive, evaluate, interpret and disseminate information in the areas of outer and inner intelligence.

Functions of the Operations Division.

• Proposes intelligence standards. • Proposes intelligence objectives and standards. • Prepares reports, including the intelligence portion of the Periodic Report of Intelligence, as ordered by the Headquarters. • It is in charge of the gathering and processing, and dissemination of Intelligence.

Functions of the Counterinformation Division.

• Responsible for the protection of personnel and facilities, for the safeguarding of information and documentation, and for the security and operation of the Department. • Proposes counterintelligence standards. • Prepares appraisals, plans, orders and intelligence annexes, as well as summaries and reports of the Department. • Provides guidance and requirements for security activities, against sabotage and censorship.
• Coordinates security activities with the other Departments. • Plans, proposes and supervises the counterintelligence aspects of the Headquarters and intelligence personnel added and assigned. • Supervises and coordinates the gathering and maintenance of the corresponding information records.

• Guides and plans Communications Security activities. • Maintains the record of the degree of authorization granted to personnel for the Knowledge of documentation and classified material.

Functions of the Political Economic Analysis Section

• Receives information from the political and economic field, from national organizations and bodies that are members of the International Community. • Coordinates the production of analyzes on the political and economic factor that could affect the National Defense.

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• Adopts counterintelligence measures related to documentation and materials in your area of responsibility.

Functions of the Military – Psychosocial – Scientific – Technological Analysis Section.

• Maintains communication channels with the corresponding agencies, in order to facilitate the flow of information or agreement on activities that may be relevant for the fulfillment of the objective.

• Coordinates the production of analysis on the military, psychosocial and technological scientific factor of the internal and external sphere. • Adopts counterintelligence measures related to documentation and materials.

Functions of the National Operations Section

• Coordinates, integrates and guides the effort to obtain the information itself and that of cooperating organizations, referring to information and/or activities that could affect national interests.

• Maintains links with information communities in their area of responsibility. • Adopts counterintelligence measures related to its area of responsibility. • Exercises the administration of material resources in their area of responsibility.

Functions of the International Operations Section

• Obtains and analyzes international information at the Strategic Level. • Prepares reports to meet the Department's own needs and requests from other agencies.
• Maintains links with the information community and other intelligence systems at the international level. • Adopt counterintelligence measures regarding documents and materials.

PERFORMED ACTIVITIES

• Study and Report on the "Occupations of Premises of the Forces Armed"
• Work on the lifting of the Budget for the Internal Network of the Ministry of National Defense.
• Report on "Policy, Programs and Projects executed by the Ministry of National Defense, between March 2001 and 2002.
• Work on the lifting of the Budget for the Internal Network of the Ministry of National Defense.

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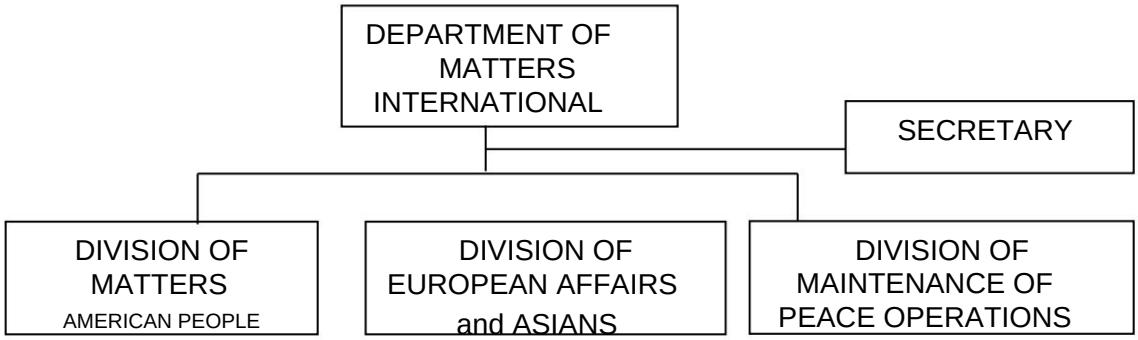
- Analysis and Report on the "Draft Law that establishes the System of Information in State Intelligence" •
Organization of the Conference "Strengthening Cooperation Links between the Security and Environmental Forces of the Southern Cone of the Americas" • Study of the
Draft Law for the General Organization of the Armed Forces of the nation
- Evaluation of the Aeronautical Code and SAR situation. •
Lecture given by personnel from the Department of Strategic Intelligence to the SSOO Students of ECEMFAER, on the topic "Organization and Responsibility of the Ministry of National Defense and its Relationship with Aerospace Power"

F. DEPARTMENT OF INTERNATIONAL AFFAIRS (DAI)

ORGANIZATION CHART



CHARGES

• Head of Department of International Affairs. • Head of the American Affairs Division. • Head of the
European and Asian Affairs Division.

GOALS

The good relationship and cooperation of the Defense Sector in the field of Defense in the Region and with countries from other continents with which Paraguay maintains relations.

Department functions

- Study, plan and advise on situations where the Republic of Paraguay can provide or receive military technical cooperation to other countries, by virtue of International Treaties, validly celebrated, approved by Law, and whose ratification instruments were exchanged or deposited.
A similar procedure will apply to any international agreement on defense matters.

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- Cooperate in the studies or plans for the formation or incorporation of pacts, alliances or other procedures for Cooperative Defense, whether of a bilateral, sub-regional, hemispheric or global nature, with other States that defend an international order based on democratic values, the defense of human rights, freedom, justice, equality and pluralism.

- Cooperates institutionally in the restructuring and functional reorganization of the MDN regarding international affairs. • Cooperate so that the Paraguayan Armed Forces have an active participation in Peace Operations. • Participates in the elaboration of legal norms of foreign cooperation, in the application of educational projects, defense and exchange of military personnel.

- Collaborate and participate in meetings for the preparation and implementation of bilateral agreements, or with international organizations in the field of defense and security.

- Advises on the conventions or agreements assumed by this ministry on defense and security issues, with countries or international organizations (State Friends Program, National Security Operations, etc.). • Participate in symposiums, conferences, courses on Defense in the international field.
- Manages compliance with the different Agreements and Memorandums of Understanding signed by Paraguay and foreign countries or international organizations.

- Coordinates and facilitates the international relationship of the Armed Forces through the mdn.
- Understands issues related to the Ministry of Foreign Affairs. • Collaborates closely with the Diplomatic Link between the Ministries of Foreign Relations and National Defense.

Functions of the Head of the Department.

- Establishes a fluid relationship with the different representatives International in the field of Defense and Security.
- Establishes fluid communication and collaboration with similar organizations of the Armed Forces of the Nation.
- Cooperate institutionally in the restructuring and functional reorganization of the MDN in what is inherent to international relations.
- Cooperate so that the Paraguayan Armed Forces have an active participation in Peace Operations, in the international field.
- Participates in the elaboration of legal norms of foreign cooperation, in the application of educational projects, defense and exchange of military personnel.

Machine Translated by Google

• Collaborate and participate in meetings for the preparation and implementation of bilateral agreements, or with international organizations, in matters of Defense and Security. • Advises on the
conventions or agreements assumed by this Ministry on Defense and Security issues, with countries or international organizations (State Friends Program, National Security Operations, etc.). • Participate in symposiums, conferences, courses
on Defense in
representation of this Ministry abroad.
• When necessary, represents the Policy and Strategy Department in all kinds of national and international events.
• Manages compliance with the different Agreements and Memorandums of Understanding signed by Paraguay and foreign countries or international organizations.

• Coordinates and optimizes the international relationship of the Armed Forces through the mdn.
• Understands Defense issues and its relationship with the Ministry of Foreign Affairs. • Collaborates closely
with the Diplomatic Link between the Ministries of
Foreign Relations and National Defense. •
Prepares and recommends actions inherent to International Affairs. • Prepares
the different documentations of the Department that are required.

Functions of the American Affairs Division.

• Plans and coordinates actions leading to cooperation in the field of Military Defense with American countries.
• Study and Plan agreements or alliances or other procedures for the Defense Cooperative with Armed Forces from other American countries.
• Coordinates and plans for the Paraguayan Armed Forces to have active participation in training oriented to Peacekeeping Operations with countries of the Hemisphere and the UN.
• Manages for the increase of Bilateral and International Agreements in the Continent, the field of Defense and Security. • Coordinates and
Advises the participation of representatives of the Ministry of Defense, SS.OO Superiors and officials in International events, to which they are invited by American countries. • Manages the increase in Agreements
with other American countries in matters of Education, Training, Seminars, Conferences, etc. • Advises and coordinates the participation of the Minister of National
Defense in ministerial meetings, or in events where his presence is warranted in the countries of the continent. • Plans and coordinates activities in case of visits by the Minister of Defense and/
or High Military Authorities from American countries. • Submits proposals to the Head of Department, on issues inherent to Affairs

International with American countries.

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• Prepares regular documents for the Affairs Department International.

Functions of the Division of European and Asian Affairs.

• Prepares Cooperation Plans and participation of Superior SS.OO, officials in international events, specifically with countries of the European and Asian continents on Defense and Security issues. • Coordinates and plans actions, in the event of a visit to our country by authorities from the Defense Sector, who officially represent their nations in Europe and Asia.

• Coordinates and advises the participation of representatives of the Ministry of National Defense, SS.OO Superiors and officials, in international events in European and Asian countries.

• Increases the participation agreements of the Defense Sector / Armed Forces, in Peacekeeping Operations.
• Presents a proposal to the Head of the Department, on issues inherent to International Affairs with European and Asian countries. • Prepares regular documents for the Affairs Department International.

PERFORMED ACTIVITIES

• Analysis of the Quarterly Report of the Defense Cooperation Office of the United States of America, regarding Courses Offered to the Paraguayan State.

• Analysis of the incident that occurred, supposedly carried out by Paraguayans, in Agua Jurisdiccionales Argentina. • Analysis of the Additional Considerations to be contained in the MDN Preliminary Report, formulated by the UN Committee Against Terrorism (CTC).

• Study and report made at the invitation issued by the Director of the Center from Israel National Security Study.
• Study and report made to the invitation issued by the Director of the Center for Hemispheric Study of the Defense University of the United States of America to participate in the “V. NETWORKS Annual Seminar, to be held in Brasilia, Brazil. • Study carried out on the invitation sent through the Embassy of Paraguay in Colombia for SSOO and Sub Officers to participate in the Lancers Course.

• Study and report made at the invitation issued by the Embassy of the United States of America - Cooperation Office, for the participation of various SS OO, of the Anti-narcotic Information Campaign Course.

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- Study of the Draft Law for the General Organization of the Armed Forces of the nation
- Evaluation of the Aeronautical Code and SAR situation. • Study and Report on the invitation to the Minister of Defense for an official visit to the Argentine Republic by His Excellency. Honorable Minister of Defense of that country, Dr. HORACIO JAUNARENA.
- Study and Report of the Invitation issued, through the Hon. Mr. Ambassador of Spain, for the Spanish Agency for International Cooperation (AECI), so that (1) a Senior Officer participates in the Peacekeeping Operations Course, to be held at the War College, Madrid, Spain.

- Study and Report of the Invitation issued, through the Ministry of Foreign Affairs of our country, by the British Government jointly with the Argentine Government, in order for (1) a Senior Officer to participate in an Exercise of Maintenance Operations of the Paz, to be developed in Buenos Aires.

- Study and Report of the consensual wording of the text of the update Invitation issued, through the Ministry of Foreign Affairs of our country, by the English Government jointly with the Argentine Government, in order for (1) a Senior Official to participate in a Exercise of Peacekeeping Operations, to be developed in Buenos Aires.

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CHAPTER VI

DIRECTORATE OF THE GENERAL INSPECTORY OF THE NATIONAL ARMED PEOPLE.

A. LEGAL INSTITUTIONAL SITUATION

The Directorate of the General Inspectorate of the Armed Forces of the Nation was created by Decree No. 18,684, dated September 25, 2002.

B. FUNCTIONS

GENERIC

Ensure strict compliance with Laws, Regulations, Resolutions; of an administrative nature within the Armed Forces of the Nation, rule on administrative files, and in a general way protect public assets in use of forces.

SPECIFIC

- Supervise the commissions entrusted to each inspector and establish the level of direct responsibility for the assigned actions.
- Approve, prior consideration of the Minister of National Defense and the Auditor of the Executive Branch, the planning and follow-up of the Annual Action Plan.
- Propose to the Minister of National Defense, the allocation and distribution of the DINGEFAN troops.
- Submit to the Minister of National Defense, with the frequency determined by regulation, a report with the results and most relevant aspects derived from the actions carried out, including, where appropriate, the modification proposals that it deems appropriate to increase efficiency in development. of the assigned functions.
- Coordinate, by delegation of the Minister of National Defense,

the actions with the General Auditor of the Executive Power, in the terms provided in Article 62 of Law 1535/99, Art. 96 of Decree 8.127/00 and Art. 4° of Decree 13.245/01.

- Prepare, propose to the Minister of National Defense the budget of the DINGEFAN.

C. STRUCTURE

DINGEFAN is hierarchically dependent on the Ministry of National Defense and technically and functionally dependent on the General Auditor of the Executive Power. At a lower level, the Central Services and the Inspectorates of the Forces work.

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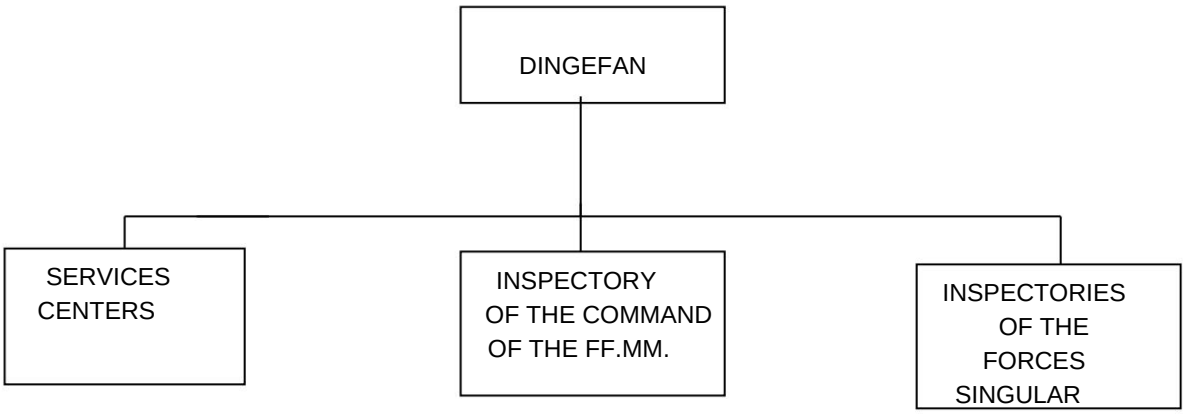
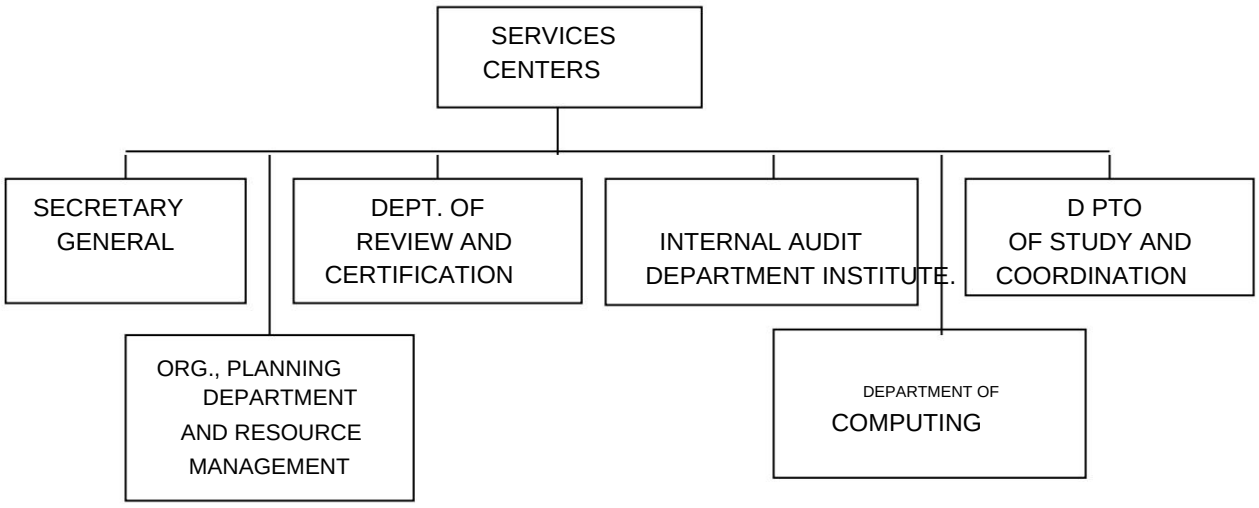
ORGANIZATION CHART



D. CENTRAL SERVICES

ORGANIZATION CHART



Functions of the General Secretary

- Plan and organize, together with the Director, the activities of his sector.
- Implement the necessary procedures for the reception, remittance, processing, orders and files of the documentation received and sent to third parties.

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• The safekeeping and custody of all the documentation corresponding to the DINGEFAN.
• Implement a classification system, as well as control that no document in their charge is removed from this unit by personnel affected by it, without the corresponding permission of the Inspector, and without prior registration of the person's identity. • This department includes the File and Technical Assistance section.

Functions of the Review and Certification Department.

• Formulate the proposal for the Annual Control Plan for the exercise of the functions contemplated in article 7 of Decree No. 7282/00.
• Exercise, by commission of DINGEFAN:

- Directly or through the Constituted Provinces, the review and certification of all acts, documents and files that mediately or immediately motivate obligations of economic content, as well as the destination and use of resources and services related to the obligations contracted.
- Coordination with the General Directorate of Accounting of the Ministry of Finance in the terms contemplated in Article 8 of Decree No. 7.282/00

Functions of the Institutional Internal Audit Department.

• By commission of the Director, carry out the Institutional Internal Audit, in execution of the Annual Audit Plan. • Write the reports that are requested in matters of its competence.
This Department comprises the Financial Audit Section and the Management Audit Section.

Functions of the Department of Studies and Coordination

• Carry out studies and reports leading to improvement and coordination in the exercise of internal control functions. • Compile and, where appropriate, prepare legal projects that affect matters within the competence of DINGEFAN. • Obtain, order and guard the bibliographic and documentary material, both national and foreign, of interest to it. • Process matters and files not attributed to the other Departments, and all matters entrusted to it by the Director and in matters within its competence.

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Functions of the Department of Organization, Planning and Management of Resources.

- Carry out studies and prepare reports, plans and norms related to the organization of DINGEFAN and the constituted Provinces.
- Plan, schedule and propose the human resources commission necessary for the exercise of the assigned functions.
- Carry out the planning of the needs in matters of movable and immovable property and services of these inspections and propose the pertinent means to obtain them.

- Keep the inventory of movable and immovable property of these inspectorates duly updated. • Manage and process,

with prior authorization from the DINGEFAN inspector, the acquisition of the necessary material resources for the exercise of the functions attributed to DINGEFAN and the Inspectorates of the Singular Forces and maintain, for this purpose, the appropriate relations with the bodies competent in the matter.

- Propose to DINGEFAN the opportune actions for the training and improvement of assigned personnel and maintain, for this purpose, relations with the competent Centers.

Functions of the IT Department

- Plan, direct, coordinate and evaluate the activities of systems, network services and computer equipment, courses and data transfer mechanisms with the Director.

- Advise the Director on existing information technologies in the market, participate in technical negotiations arising from purchases or hardware and software contracts.

- Carry out the tests of the systems designed to verify if they meet the objectives previously set with the users and make the adjustments, if necessary. case.
- Develop internal training programs on the application of the new systems. • Ensure the availability of

the information stored in the different devices, through timely and systematic backups that ensure the integrity of the network.

- Plan and control the preventive maintenance of the equipment, such as the operating systems and utility programs. •

Design and install data communication networks. •

Comply with the other functions that are assigned and correspond to the nature of dependency. • This

department includes the Programming and Operation Section.

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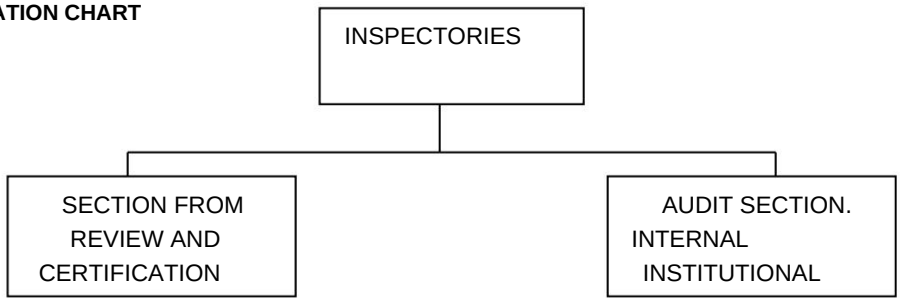
E. INSPECTORIES OF THE COMMAND OF MILITARY FORCES AND FORCES SINGULAR

ORGANIZATION CHART



Functions of the Review and Certification Section

• Implement the Annual Control Plan for the exercise of the functions contemplated in article 7 of Decree 7282/00 of the Executive Power. • Exercising, by commission of DINGEFAN and under the directives of the Review and Certification Department, its own functions, on all acts, documents and files that motivate, mediately and immediately, obligations of economic content, as well as the destination and final use of the resources and services related to the contracted obligations; in relation to the acts of competence of the Authorities of each Force that are located in their territorial demarcation.

Functions of the Institutional Internal Audit Section

• Internal Control contemplated in articles 60 and 61 of Law 1535/99. • Execute by DINGEFAN commission and under the directives of the Institutional Internal Audit Department, the Annual Audit Plan in relation to acts of competence of the Authorities of each Force that are located in their territorial demarcation, and that give rise to the recognition of rights and obligations of economic content, as well as the income and payments that derive from them, and the collection, investment or application, in general of the public funds.

• Issuing as many reports as are requested in matters within its competence.

F. INSPECTORY OF THE ADMINISTRATIVE SERVICES OF THE ARMY

1. LEGAL INSTITUTIONAL SITUATION

Member of the Corps of Administrative Inspectors, as responsible for administrative inspections, internal control and Institutional internal audit, dependent on the General Inspectorate of the Armed Forces of the Nation and was created by Decree No. 3,976, dated 10 November 1915, which governs the operation of the ARMY ADMINISTRATIVE SERVICES INSPECTION.

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2. FUNCTIONS

GENERIC

Ensure strict compliance with Laws, Regulations, Resolutions; of an administrative nature within the scope of the Army, rule on administrative files, and in a general way protect public assets in the use of force.

SPECIFIC

- Carry out periodic verifications of the departments where they are handled. money.
- Carry out operational and management audits at the request of superiority.

- Supervise that the procedures for the acquisition of goods comply with current legal requirements and carry out subsequent monitoring of their execution. • Supervise that

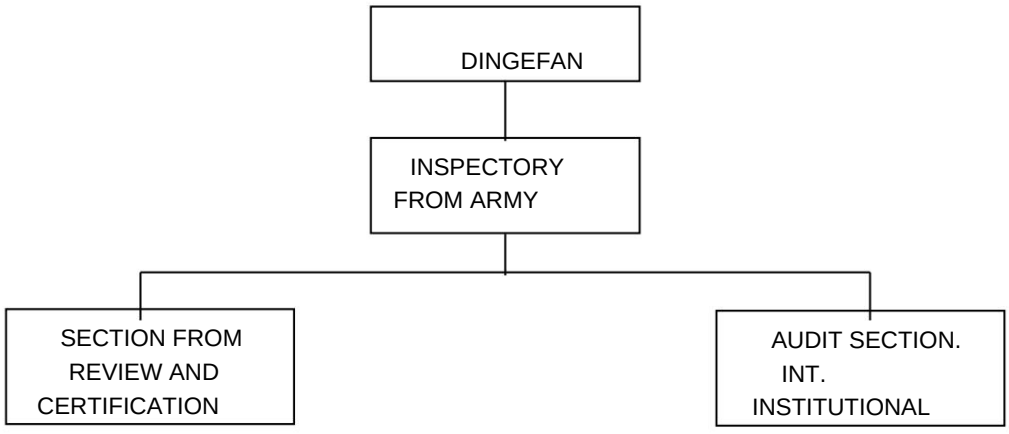
the procedures for the sale of goods at public auction comply with current legal requirements and carry out subsequent monitoring of their execution.

- Supervise requests for budget modifications (increases, transfers, among others), verifying the correct application of current legislation and the rules of procedure established by the government.

- Carry out other related functions that superiority assigns. •

Carry out the control of compliance with the functions, procedures and legal provisions in force, of the different units dependent on this Inspectorate, in accordance with the updated plans and programs.

ORGANIZATION CHART



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3. OBJECTIVES FOR THE YEAR

- Determine together with the heads of the Sections for which they are in charge, what data and information they should generate, in order to have a good information system that facilitates decision-making, as well as the general control of the activities of the inspection of the Administrative Services of the Army.
- Promote and control that all documents addressed to the sections under their responsibility are processed on the

same day. • Rule on the requests for budget modifications of the Responsible dependent units. • Comply

with the schedule of planned activities. • Exercising all

other acts that are necessary for the fulfillment of the objectives of the inspection of the Administrative Services of the Army, in accordance with the current legislation and the norms of procedures established by the government.

Observation: for the correct execution of the calendar of activities foreseen for the period 2003, it must be included within the component of the operating cost, in addition to the salary of the personnel and the inputs used in the office, the travel expenses and other office materials for each audit or verification carried out.

4. ACTIVITIES

- Receive, register and rule on the files sent to the inspectorate referring to:
  - Incorporations, withdrawals, promotions, others.
  - Budget modifications (extensions, credit transfers, among others).
  - Public auctions and public tenders, price competitions and direct purchase through administrative means.
  - Verification of the budget execution of Army units.
  - Other related functions that superiority assigns. •

The verifications will be carried out with the application of auditing procedures generally accepted for the public sector. The choice of the technique to be applied will be made according to the field observation "in situ" of the Budgetary Execution units to be visited during the 2003 financial year. • The planning of

activities contemplates: Follow-up of the bids

- approved every three months as minimum; Verifications that are assigned by the
- General Inspectorate.
- Quarterly audit to selected units.

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G. INSPECTORY OF ADMINISTRATIVE SERVICES OF THE NAVY

1. LEGAL INSTITUTIONAL SITUATION

Member of the Corps of Administrative Inspectors, as responsible for administrative inspections, internal control and Institutional internal audit, dependent on the General Inspectorate of the Armed Forces of the Nation and was created by Decree No. 18,537 dated June 2 of 1943, which governs the operation of the INSPECTION OF ADMINISTRATIVE SERVICES OF THE NAVY.

2. FUNCTIONS

GENERIC

Ensure the observance of Laws, Decrees, Regulations, Resolutions; that govern the administrative operation, point out any irregularities and propose the necessary measures to correct them in the best way manner.

SPECIFIC

- Carry out periodic verifications of the departments where they are handled. money.
- Carry out operational and management audits at the request of superiority.
- Supervise that the procedures for the acquisition of goods comply with current legal requirements and carry out subsequent monitoring of their execution. • Supervise that the procedures for the sale of goods at public auction comply with current legal requirements and carry out subsequent monitoring of their execution.

- Supervise requests for budget modifications (increases, transfers, among others), verifying the correct application of current legislation and the rules of procedure established by the government.

- Carry out other related functions that superiority assigns. • Carry out the control of compliance with the functions, procedures and legal provisions in force, of the different units dependent on this Inspectorate, in accordance with the updated plans and programs.

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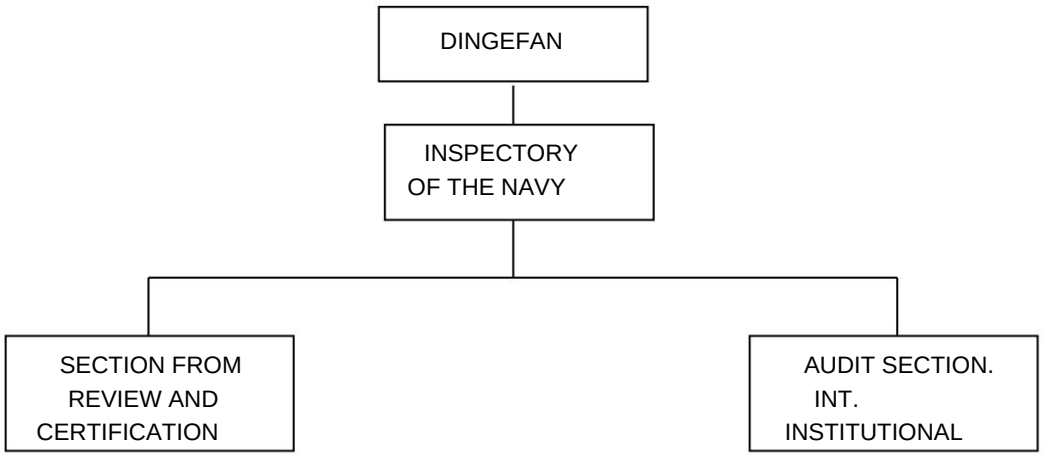
ORGANIZATION CHART



3. OBJECTIVES FOR THE YEAR

- Determine together with the heads of the Sections for which they are in charge, what data and information they should generate, in order to have a good information system that facilitates decision-making, as well as the general control of the activities of the inspection of the Administrative Services of the Navy.

- Promote and control that all documents addressed to the sections under their responsibility are processed on the
same day. • Rule on the requests for budget modifications of the Responsible dependent units.

- Comply with the schedule of planned activities. • Exercising
all other acts that are necessary to fulfill the objectives of the inspection of the Administrative Services of the Navy, in accordance with current legislation and the rules of procedure established by the government.

Observation: for the correct execution of the calendar of activities foreseen for the period 2003, it must be included within the component of the operating cost, in addition to the salary of the personnel and the inputs used in the office, the travel expenses and other office materials for each audit or verification carried out.

4. ACTIVITIES

- Receive, register and rule on the files sent to the inspectorate referring to:
  - Incorporations, withdrawals, promotions, others.

Machine Translated by Google

- Budget modifications (extensions, credit transfers, among others).

- Public auctions and public tenders, price competitions and direct purchase through administrative means.
- Verification of the budget execution of the Navy units.

- Other related functions that superiority assigns. •

The verifications will be carried out with the application of auditing procedures generally accepted for the public sector. The choice of the technique to be applied will be made according to the field observation "in situ" of the Budgetary Execution units to be visited during the 2003 financial year. • The planning of activities
contemplates: Follow-up of the bids approved

- every three months as minimum; Verifications that are assigned by the General
- Inspectorate.
- Quarterly audit to selected units.
- Request the Units to send a copy of the purchase and/or maintenance and repair orders from 1,000,000. Gs., prior to the acquisition of services and/or products.

H. FORCE ADMINISTRATIVE SERVICES INSPECTORY AERIAL

1. LEGAL INSTITUTIONAL SITUATION

Member of the Corps of Administrative Inspectors, as responsible for administrative inspections, internal control and Institutional internal audit, dependent on the General Inspectorate of the Armed Forces of the Nation and was created by Decree of the Executive Power No. 16863, of dated March 26, 1993.

2. FUNCTIONS

GENERIC

Ensure the observance of Laws, Decrees, Regulations, Resolutions; that govern the administrative operation, point out any irregularities and propose the necessary measures to correct them in the best way
manner.

SPECIFIC

• Carry out periodic verifications of the departments where they are handled. money.

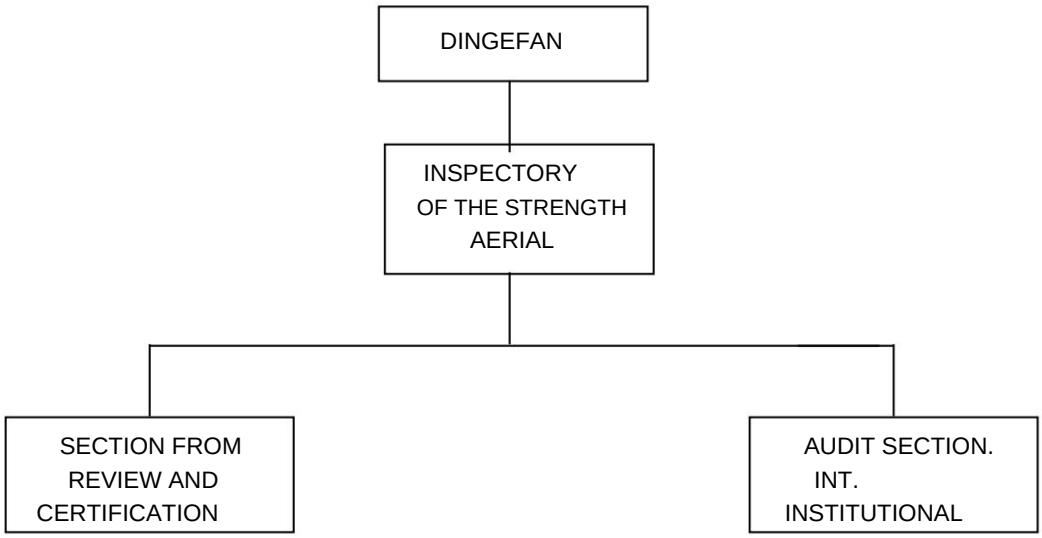
Machine Translated by Google

• Carry out operational and management audits at the request of superiority. • Supervise that the procedures for the acquisition of goods comply with current legal requirements and carry out subsequent monitoring of their execution. • Supervise that the procedures for the sale of goods at public auction comply with current legal requirements and carry out subsequent monitoring of their execution.

• Supervise requests for budget modifications (increases, transfers, among others), verifying the correct application of current legislation and the rules of procedure established by the government.

• Carry out other related functions that superiority assigns. • Carry out the control of compliance with the functions, procedures and legal provisions in force, of the different units dependent on this Inspectorate, in accordance with the updated plans and programs.

ORGANIZATION CHART



3. OBJECTIVES FOR THE YEAR

• Determine together with the heads of the Sections for which they are in charge, what data and information they should generate, in order to have a good information system that facilitates decision-making, as well as the general control of the activities of the inspection of the Administrative Services of the Air Force. • Promote and control that all documents addressed to the sections under their responsibility are processed on the same day. • Rule on the requests for budget modifications of the Responsible dependent units.

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• Comply with the schedule of planned activities. •
Exercising all other acts that are necessary to fulfill the objectives of the inspection of the Administrative Services of the Air Force, in accordance with current legislation and the rules of procedure established by the government.

Observation: for the correct execution of the calendar of activities foreseen for the period 2003, it must be included within the component of the operating cost, in addition to the salary of the personnel and the inputs used in the office, the travel expenses and other office materials for each audit or verification carried out.

4. ACTIVITIES

• Receive, register and rule on the files sent to the inspectorate referring to:
- Incorporations, withdrawals, promotions, others.
- Budget modifications (extensions, credit transfers, among others).
- Public auctions and public tenders, price competitions and direct purchase through administrative means.
- Verification of the budget execution of the Air Force units (Total 6 Budget execution Units).
- Other related functions that superiority assigns. •

The verifications will be carried out with the application of auditing procedures generally accepted for the public sector. The choice of the technique to be applied will be made according to the field observation "in situ" of the Budgetary Execution units to be visited during the 2003 financial year. • The planning of activities
contemplates: Follow-up of the bids approved
- every three months as minimum; Verifications that are assigned by the General
- Inspectorate.
- Quarterly audit to selected units.

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CHAPTER VII

DIRECTORATE OF THE INSTITUTE OF HISTORY AND MILITARY MUSEUM

A. INSTITUTIONAL LEGAL SITUATION.

It was created by Decree No. 17,730 of October 16, 1939, signed by the President of the Republic, the then General José Félix Estigarribia, who ordered that from that date the National Historical Museum dependent on the Municipality of Asunción become dependent on the Ministry of War and Navy, with the name of Military Historical Museum, operating in the premises located in Parque Caballero, an old house that belonged to General Bernardino Caballero.

In consideration of the Decree, it stated that the purpose of the Military History Museum would be: “The custody and preservation of the trophies won by our army in the War against the Triple Alliance and in the Chaco War.

B. FUNCTIONS

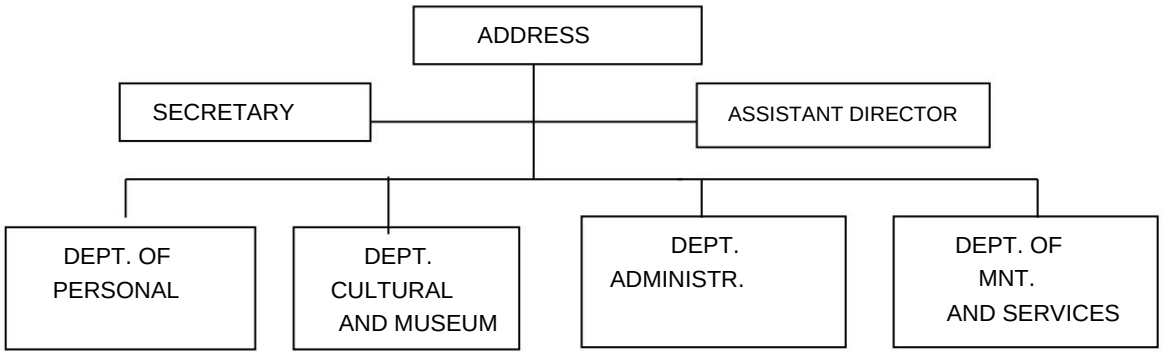
GENERIC

Maintain the Institute of History and Military Museum in operation

SPECIFIC

• Storage and conservation of objects of a military history. • Increase and exhibition of museological heritage. • Relationship with institutions of the same character. • Organize a library and archive specialized in military issues. • Participate in historical-military research work. • Disseminate the activities of the Institute.

C. STRUCTURE.



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D. OBJECTIVES FOR THE YEAR

- Cultural advice to people and educational institutions interested in Know our history.
- Promotion and Dissemination of the historical value of existing objects. • Promote among the youth through photographic exhibitions, the appreciation of the sacrifice and heroism of our soldiers in defense of the threatened heritage.

E. ACTIVITIES

FEBRUARY

- Promote visits to the Military Museum, through invitations to educational institutions – Work coordinated with the Department of Social Communication.

MARCH

- Beginning of the cataloging of objects of a historical nature.

APRIL

- Beginning of the cataloging and computerization of the Library of the Military History Museum.

MAY

- Advice and assistance in monograph work to the Students of the School for the Improvement of Officers.

JUNE

- Visits by students from the Basic School Unit, from the Secondary School and from the universities.
- Commemoration of national holidays.

JULY

- Series of lectures by the Academy of Military History. • Verification of cataloging works.

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AUGUST

• Visits by students from the Basic School Unit, from the Secondary School and from the universities.

• Advice and assistance in monograph work to the Students of the Command and General Staff School.

SEPTEMBER

• Local maintenance work.

OCTOBER

• Lectures by the Academy of Military History. • Collaboration with the Department of Social Communication of the MDN. • Visit of national and foreign students

NOVEMBER

• Celebration of the Anniversary of the creation of the Ministry of National Defense. • Completion of cataloging works of the Library and historical objects.

DECEMBER

• End of activities and start of vacation First Fortnight- Elaboration of the Annual Report of the Personnel Department.

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CHAPTER VIII

SOCIAL COMUNICATION

A. INSTITUTIONAL LEGAL SITUATION.

By Ministerial Resolution No. 226 dated May 10, 2000, the Social Communication Department of the MDN was created to replace the Public Relations Department. By Ministerial Resolution No. 229 dated May 11, 2000, numeral 1 of the previous Resolution is ratified; With the reorganization of the Reception Office of the Ministry, it became dependent on the Directorate of Social Communication - Department of Public Relations according to RM No. 278 of September 14, 2001.

Finally, Ministerial Resolution No. 291 dated August 26, 2002, unifies the Departments of Public Relations and Protocol.

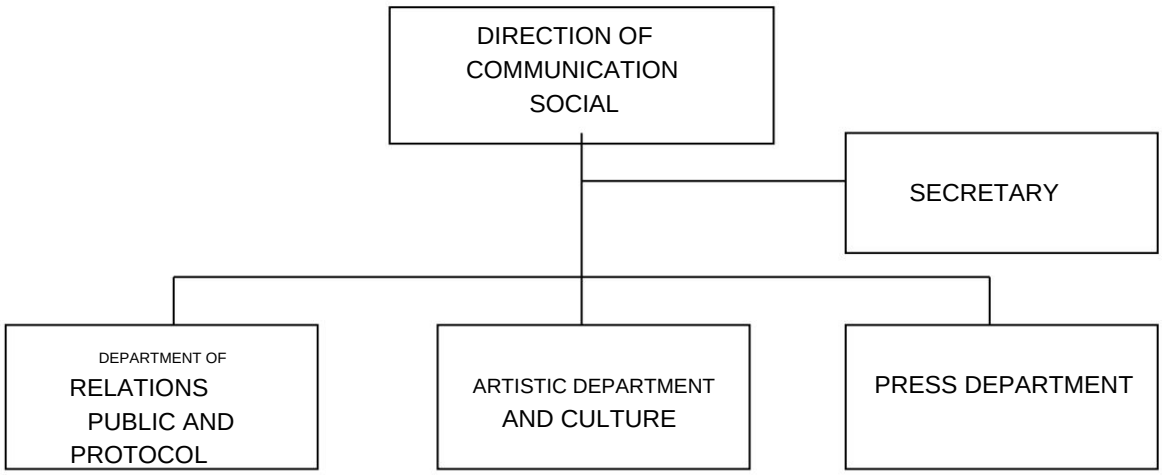
B. OBJECTIVES

- Disseminate the National Defense policy and protect the institutional image of the Ministry of National Defense.
- Achieve prestige or a favorable image. •

Maintain and improve relations with the press. • Achieve good predisposition of the employees. • Investigate the attitude of the different groups towards the Institution.

C. STRUCTURE

ORGANIZATION CHART



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D. FUNCTIONS OF THE DIRECTORATE OF SOCIAL COMMUNICATION

- Become a spokesperson for the Institution and maintain fluid relations with the media (written, radio and television) and the Department of Social Communication of the National Armed Forces.
- Coordinate with the Directorates of the MDN the events to be held in the Institution, as well as with other Institutions when it affects this Ministry. • Coordinate with the Military Cabinet the official and social activities of the Minister of National Defense.
- Supervise and control the activities of the departments dependent on the direction.
- Participate with the Directorate of Policy and Strategy in the preparation of the annual report of the Ministry of National Defense for the Presidency of the Republic, with a view to the message of the President of the Republic.

Functions of the Department of Public Relations

- Is in charge of ensuring a good image of the Institution and the Minister before the internal public and the external public. • Support the Director in her specific duties and inform her of any all activities related to the area.
- Update lists of National Authorities, Diplomatic Corps Accredited to the National Government, Heads of Government Offices, Autonomous Entities and Private Sector Companies with their positions and addresses. • Prepare a monthly calendar of national and foreign festivities. Birthday of national authorities and the Diplomatic Corps accredited to the National Government. • Send congratulation cards to National and foreign Authorities, Directors, Heads of Departments and officials of the MDN. Also notes of condolences. • Organize and attend with the Director all commitments-official events and social of the MDN and the Minister.
- Coordinate with the Administration and Finance Department the purchase of gifts for official events of the Minister and Mrs.
- Reception, response and files of official and private notes, telegrams and cards from the Minister.

Functions of the Press Department

- Make the activities carried out in the Ministry of National Defense and the Minister known to the media through press releases, taking care of the interests of the Institution.
- Edit Institutional newsletter. • Preparation of summaries of the main news that affects the Ministry of Defense and the Armed Forces of the Nation. • Record and obtain recordings of interviews or press conferences of Mr. Minister, for subsequent video display in the Press Room.

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- Display on the board of the Press Room a copy of the newspaper clippings that have dealt with issues related to the military field within the framework of National Defense.

- Maintain a list of Press Officers of the different communications media with their respective telephone numbers, faxes and addresses, as well as anniversaries of the Media.
- Send the corresponding participation to the media, in the event of the death of the spouse, parents of a Director and/or Head of Department.

Functions of the Artistic and Cultural Department

- Collaborate with charitable entities, social welfare, community, teaching institutions, religious; with artistic presentations. • Become a diffuser of culture and the national being through artistic manifestations in its various genres: Dance, poetry, music, theater among others.

E. PLANNED ACTIVITIES

- Talks addressed to Educational Institutions, in order to disseminate and educate youth on issues related to National Defense, in coordination with the Directorate of Policy and Strategy and the Ministry of Education and Culture. • Disseminate in the different localities of our country, the Defense policy and the importance of territorial integrity, on the occasion of each performance of the artistic cast of the MDN, in cities of the Interior. • Provide informative material (triptych) referring to National Defense, in the places where the talk is held. • Hold meetings with the journalists in charge of the National Defense area and thus provide information in advance of the events to be held at the MDN.

- Participate in the preparation of the activities program for the visit of the Argentine Defense Minister to our country in February 2003, coordinate with the Political and Strategy Directorate.
- Organization of the following celebration events; Mother's Day, Friendship Day, participation in acts on the occasion of the creation of the Ministry of National Defense and end-of-year celebrations.
- Enable and maintain Web page. • Make citizens aware that National Defense is a commitment inescapable, of all the Paraguayan people.
- Promote greater participation of the Press in Civic-Military relations and highlight the Role of the Armed Forces in Civil Society. • Set up a suggestion box at the MDN Reception Office. • Train Directorate Officials in the area of Public Relations and Protocol.

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CHAPTER IX

STAFF ADDRESS

A. LEGAL-INSTITUTIONAL SITUATION

The Directorate was created by Executive Branch Decree No. 10,250, dated November 19, 1938, under the name of Personnel Department. Subsequently, its basic operation was regulated by Decree No. 10942, of December 23, 1938.

By Ministerial Resolution No. 268, dated August 4, 1993, the organization of the Ministry of National Defense is approved, leaving the Personnel Directorate made up as follows: • Directorate • Secretary • Files Department
• Personnel

Movement Department •
Capacitation department.

B. FUNCTIONS

The Personnel Department is responsible for managing the Human Resources available and/or necessary for the fulfillment of the functions of this Ministry.

Likewise, the Director of Personnel constitutes the main element of advice for the Minister in all matters related to Human Resources.

Basically, the management of Human Resources is accomplished through the development of the following functions:

• Maintenance of effectives •
Personnel Administration •
Maintenance of Morale •
Discipline Law and Order

C. OBJECTIVES FOR THE YEAR

- Promote activities that generate a human climate inside and outside the Institution.
- Operation of various courses that tend to improve the qualification and Human Resources training.

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D. STRUCTURE

By Ministerial Resolution No. 268, dated August 4, 1993, the organization of the Ministry of National Defense is approved, leaving the Department of Staff made up as follows:

• Directorate • Secretary • Files Department • Personnel Movement Department • Training Department.

E. STRUCTURAL NEEDS

NEEDS	Price Approx. Each	TOTAL
(3) Three Computers, with the following characteristics: PENTIUM IV CLONE of 1000 Mhz – 128 Mega – 20 Gigabyte – HP 840c ink jet.	7,500,000 Gs.	22,500,000 Gs.
(6) Six Desks with 4 drawers 380,000 Gs.		2,280,000 Gs.
(6) Six revolving armchairs 280,000 Gs.		1,680,000 Gs.
(12) Twelve Leatherette Chairs and metal base 170,000 Gs.		2,040,000 Gs.
(2) Two Drawers 1.10 high with two 460,000 Gs. sliding doors (3) Computer Tables		920,000 Gs.
	175,000 Gs.	525,000 Gs.

F. PLANNED ACTIVITIES

- Reception of files with the respective report from the Personnel Department, for signature. These files refer to: Appointments and incorporations Request for
  - promotions and transfers Request for
  - commission of service and term of
  - commission Trips on Study Missions abroad for members of the
  - Armed Forces.
  - Request for withdrawals and withdrawal assets of members of the Armed Forces.
  - Request for leave due to death Transfer
  - of pension to heirs of members of the Armed Forces Judicial embargoes
  - Other files related to
  - personnel administration.

- Daily control of entry and exit marking cards of officials, based on this, the Daily Report Form is prepared, establishing late arrivals, absences without notice and with notice, rest periods and permits.

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• Propose a list of candidates to participate in: courses, seminars, workshops and symposiums that other institutions attend the MDN, both nationally and internationally.

• Drafting of congratulations cards to MDN officials for birthdays and graduations.

JANUARY

• Drafting of Notes of Presentation of Officials and Sub-Officers for the end of the Service Commission in the MDN and for those who present themselves to the MDN, to provide service in accordance with Special Orders of the COMANJEFE. (Variable dates) •

Drafting of safe-conduct for MDN Officers and Sub-Officers, by enjoyment vacation corresponding to the Third Shift.

FEBRUARY

• Drafting of safe-conduct to MDN Officers and Sub-Officers for enjoyment of vacation corresponding to the 4th Shift.

MARCH

• Participate in the coordination and preparation of the Cantata for the Armed Forces.
• Drafting of dialing cards for the months of April, May and June. • Training Course: Continuation of the Intensive

- English Course (14 Officials of this Institution, as Scholars).

APRIL

• First fortnight. Submit a Note to the Minister requesting the use of the winter uniform of officials. • Training Courses:

Self-esteem - Date to be

- confirmed - 30 participants, for 2 weeks, 2 hours a day (To be developed at the Institution)
- Writing Techniques - Date to be confirmed - 30 participants, for 2 weeks, 2 hours a day (To be developed at the Institution)
- Windows operator - Date to be confirmed - 20 participants, for 6 months, 4 hours a week (To be developed in the SNPP)

MAY

• Training Courses: Organization

- of Archives Festival Homage
- to Mothers. Museum Hall.

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JUNE

- Preparation of dialing cards for the months of July, August and September.
- Training Courses: Total
  - Quality.

JULY

- Training courses: Human
  - Resources Administration.

AUGUST

- Training Course:
  - Organization and Methods.

SEPTEMBER

- Submit to the Vice Minister draft circular for the use of the uniform of summer of the civil servants, from the 21 of September.
- Training course: Secretarial
  - Procedures among others to be confirmed.
  - Participate in the Coordination and preparation of the Cantata Homage to Youth.
  - Lunch with all officials at the premises of the Employees Association in coordination with it.

OCTOBER

- Prepare a project to circulate and submit to the Vice Minister, regarding the vacation list of the SS.OO Superiors and Subordinates, Sub-Officers and EEMM that must be sent to the Personnel Department, the Directors and Heads of Service, until the 31 October.

NOVEMBER

- First Fortnight. Submit to the Vice Minister the Vacation Proposal for Officers, Sub-Officers and Military Employees for confirmation and promulgation through Ministerial Resolution. • Training course: Effective Relations at Work

- Date to be confirmed -20
  - participants, for 2 weeks, 2 hours a day (To be developed at the Institution.
  - Preparation of safe-conducts to the Officials, Sub-Officers, corresponding to the 1st. Shift.

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DECEMBER

- First Fortnight- Preparation of the Annual Report of the Directorate of Staff.
- Preparation of dialing cards for the months of January, February and March 2004.

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CHAPTER X

DIRECTORATE OF LANGUAGE INSTITUTE

A. LEGAL INSTITUTIONAL SITUATION

• By Resolution No. 20 dated January 17, 2002, the Directorate of the Language Institute is created, which replaces the Department of English Studies. • By Ministerial Resolution No. 263 dated August 2, 2002, the Manual of Organization and Functions of the Institute of Languages of the Ministry of National Defense is approved.

B. FUNCTIONS

to. **Direction**

1. Director

The position of Director of the Institute is held by a Senior Officer of the Armed Forces, in a situation of activity or inactivity, and who meets the suitability conditions required for the exercise of said position. **a) General Function:** Responsible for the operation and general administration of the Institute

b) Specific Function:

1) Proposes to the Financial Department the hiring of Professors and Technicians.

2) Proposes to the Human Resources Department the appointment of Ministry Officials to serve in the Institute, as well as their promotion and transfer.

3) Supervises compliance with the Study Program and the system of assessment.

4) Authorizes the admission of students to the Institute in accordance with the current Internal Regulations.

5) Provides for academic updating activities for Professors, Laboratory Instructors and other affected personnel.

6) Responsible for the income obtained in the Institute (the Financial Unit of the MDN is responsible for the expenses before the Ministry of Finance).

7) Prepares the General Budget of the Institute for consideration and Financial Management study.

8) Proposes to the Financial Department the selected Budget for the acquisition of materials and equipment.

9) Responsible for strict compliance with income deposits made at the Central Bank.

10) Other functions inherent to the position.

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2. Secretariat

Performed by an Official with secretarial and computer knowledge. **a) General Function:**

Responsible for the reception, processing and processing of all documents entering and leaving the Institute. **b) Specific Function:** 1) Receives, processes and processes the entry documents.
2) Prepares and sends the exit documents to their recipients.
3) Receives and processes all telephone calls from the Directorate.
4) Permanently update the Directorate's computer file.
5) Receives and guides the people who come to the Institute.
6) Others, inherent to your service.

b. **Academic Department:** The position is held by a civil or military Official of the Ministry of National Defense, with knowledge of the activities inherent to pedagogical education. It is required to have graduated from the Institute or another similar one, in the country or abroad.

1) General Function:

Responsible for the planning, coordination, execution, evaluation and control of the strictly academic activities of the Institute.

2) **Specific Function:**

a) Monitor student attendance on a daily basis. b) Receives and resolves student concerns. c) Control exams, attendance sheets, personal files of the students.
d) Suggests to the Management about the opening of new courses in schedules available. e) Coordinates activities with teachers and students. f) Others inherent to his position.

1. Faculty: The Institution's Faculty is made up of Military and/or Civilian professionals hired annually at the proposal of the Directorate.
They will be selected through a rigorous merit contest.

a) **General Function:**

Responsible for teaching the respective language, adapting to the teaching program imposed by the Directorate.

2. Laboratory Instructors Section:

It is made up of personnel specialized in the technical and didactic management of the Institute's laboratories.

They are selected after a merit contest.

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a) General Function:

Responsible for the technical and didactic management of the laboratories.

b) Specific Function:

1) Controls the location of the students in the respective cabins.
2) Pick up the cassettes daily from the Office to be used in the different levels.
3) Permanently assist students during the development of the audiovisual class.
4) Take the placement exam for the admission of students.
5) Maintains permanent coordination with the Institute's technical staff on the effective functioning of the laboratories.
6) Take and correct the monthly exams of each group and pass consideration of the Academic Office.

3. Records section:

The Institute's academic record is in charge of a responsible staff with knowledge of computers and management of personnel records.

a) General Function:

Responsible for the preparation of all documents inherent to the academic area.

b) Specific Function:

1) Prepare student attendance sheets.
2) Prepare exam sheets for each group.
3) Prepares and updates the personal file of the students.
4) Receives, processes and files excuse notes for absences, permission requests and others.
5) Prepares a certificate at the request of the interested parties.
6) Prepare diplomas and certificates for graduates.
7) Others, inherent to their functions.

c. **Administrative department:**

The position is held by a civil or military official, with a university degree of Bachelor of Accounting Sciences or Business Administration or another similar one in the National Armed Forces.

1) General Function:

Responsible jointly with the Director of all the administrative activities of the Institute.

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2) Specific Function:

a) Controls the income and expenses of the Institute.
b) Prepares the budget and controls the inventory of teaching, technical and cleaning materials. c) It is responsible,
together with the Director, for the Income obtained by the Institute (The Financial Unit of the MDN is responsible for the expenses before the Ministry of Finance). d) Prepares all administrative
documents to be sent to the MDN Financial Department for processing at the Ministry of Finance. e) Make daily reports to the Directorate of all proceeds.

1. Collection Section:

Performed by a staff with basic knowledge of administration and accounting.

a) General Function:

Responsible for the collection of all Institute income.

b) Specific Function:

1) Receives the collection of tuition, monthly fees, texts and others.
2) Makes daily accounts of everything collected before the Administrative Headquarters or in case of absence, before the Directorate of the Institute. For no reason does he retain income in his possession.
3) Make the corresponding deposits in the Central Bank, in accordance with the requirements of the Ministry of Finance.
5) Maintains a permanent computer record of everything related to collection.
6) Reports weekly to the State Administrative Headquarters on the collection of tuition, fees and texts for submission to the Institute's Directorate.

2. Materials Section:

Performed by an official with knowledge of resource management concerning various materials.

a) General Function:

Responsible for the collection, custody and delivery of all teaching materials and others that are under inventory in the Institute's warehouse.

b) Specific Function: 1)

Receives and encodes the texts to be used by students.
2) Submit the texts to the Collection Section as required by the students.
3) Maintains and controls the stock of texts and teaching materials, up to date.

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4) Deliver the tools and cleaning items according to the needs of the Institute staff.

3. Technical Section:

It is carried out by a technical officer in electronics.

a) General Function:

Responsible for the correct operation and maintenance of the laboratories and other electrical and electronic materials of the Institute.

b) Specific Function:

1) Check daily the headphones and other elements to be used in the laboratories.
2) Repairs the Institute's electronic materials.
3) Others, inherent to their functions.

4. General Services Section: 1)

Security:

Performed by an official with basic knowledge of security and discipline. **a) Functions :** 1) Controls the entry and exit of students and strangers to the Institute.
2) Maintains surveillance in the areas of the Institute related to cleaning, order in the halls.
3) Check the operation of electrical devices.
4) Guide the strange people who enter the Institute.
5) Others, inherent to their functions.

2) Driver:

Performed by a civil or military official designated by the Department of Transportation of the Ministry of National Defense. **a) Functions :** 1) Responsible for the first step maintenance of the vehicle assigned to the Directorate of the Institute.
2) Carry out the transfer of personnel and security for the processing of documents and securities to addressee.
3) Others, inherent to your service.

3) Cleaning Team:

Performed by two officials appointed by the Works Inspection Directorate of the Ministry of National Defense. **a) Functions :** Responsible for the comprehensive cleaning of all Institute facilities in the morning and afternoon shifts.

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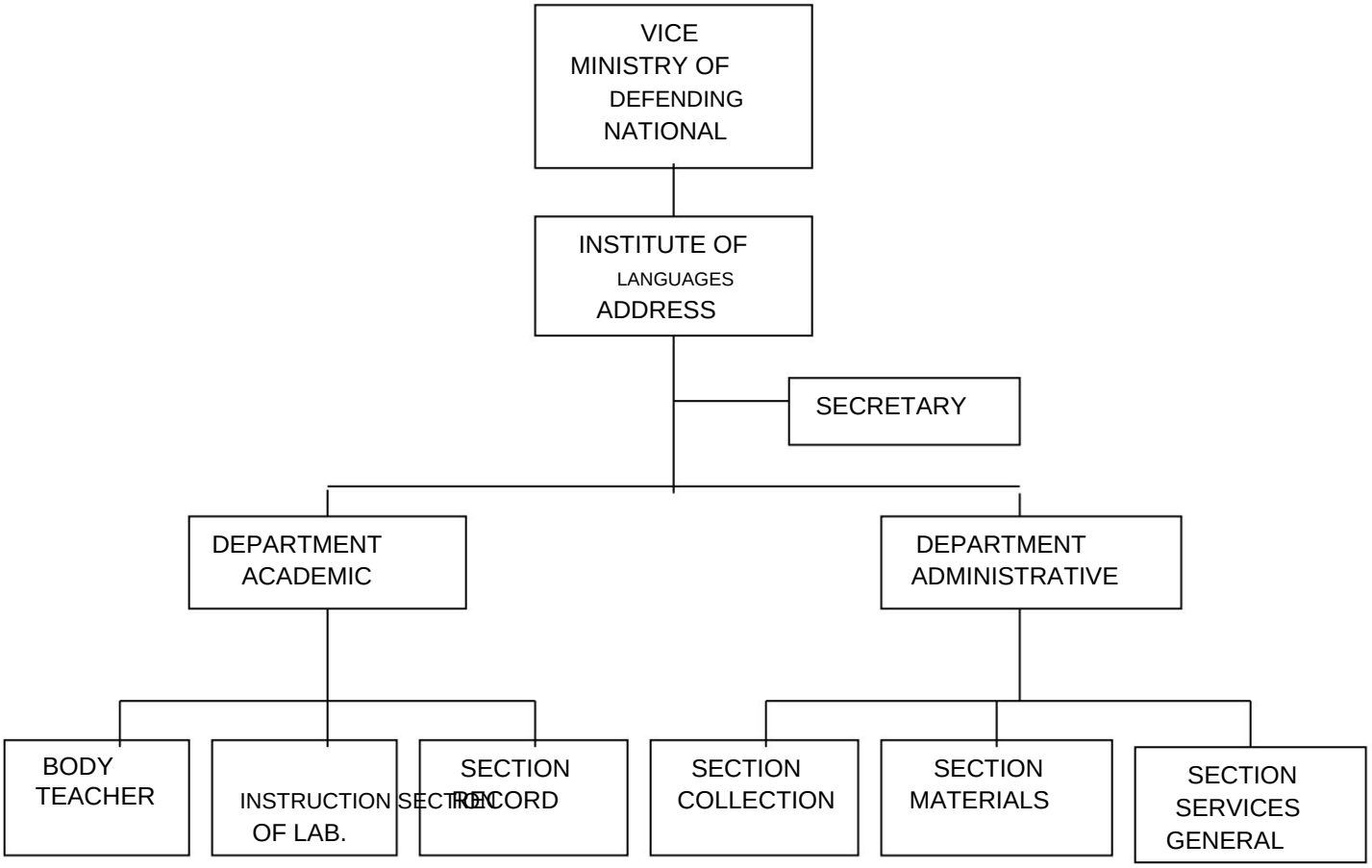
C. STRUCTURE

ORGANIZATION CHART



The Language Institute is currently organized as follows: • Address

- Secretariat

• Academic Office

- Teachers Council
- Laboratory Instructors Section
- Registration Section

• Administrative Headquarters

- Collection Section
- Materials Section
- Technical Section
- General Services Section •

Security •
Cleaning •
Driver

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D. OBJECTIVES FOR THE

YEAR • Achieve the promotion of five groups of graduates. • Development of new Beginner Level courses. • Opening of conversation courses for Advanced Level. • Carry out updating seminars with Professors and Instructors. • Hold meetings of an academic nature with the Directors of courses of English of the Armed Forces of the Nation.

E. PLANNED ACTIVITIES

• Full inventory review. • Planning the program for the school year. • Preparation of informative material for those interested in the course. • Maintenance of laboratory equipment. • Guidance on conversation courses • Start of Intensive Courses. • Meeting with those directly responsible for the English courses of the Armed Forces for the purpose of exchanging ideas and scheduling a Seminar sponsored by the Directorate of this Institute. • Internal consensus of Professors and Laboratory Supervisors. • Normal class until December 15. • Final evaluation of the academic year.

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CHAPTER XI

ENVIRONMENT DIRECTORATE

A. LEGAL INSTITUTIONAL SITUATION

Instrument of Creation:

• Ministerial Resolution No. 151 dated June 5, 2001 (Provisional) • Ministerial Resolution No. 307 dated October 5, 2001 (Permanent)

B. STRUCTURE

According to the ministerial resolution of its creation, it is organized as follows: • Management • Secretariat • Consulting: specific technical advice • Coordination Department. • Control Department.

C. ENVIRONMENTAL POLICY

The protection of the environment occupies a prominent place within the objectives of the Ministry of National Defense, in addition to the general policy, environmental policy and the protection of natural resources are added, beyond the field of activities of the National Armed Forces. , a new objective arises: 1. The protection of the environment demands of all a behavior responsible.

2. We understand that the reduction of environmental impacts generated by activities in the military area is the central task of our environmental protection policy.

D. GENERAL OBJECTIVE OF THE MANAGEMENT

Protect and restore the integrity of environmental systems, with special emphasis on biological diversity and the natural processes that sustain life, in search of the common good.

E. SPECIFIC FUNCTIONS TO ACHIEVE THE OBJECTIVE

- Represent the MDN in work commissions that are required on issues environmental.
- Guide a sustainable management of military activities in terms of instruction, military training that affect the environment.

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- Manage to rescue principles and values on environmental issues within the Armed Forces of the Nation, through talks, exhibitions, seminars, workshops,

etc. • Promote projects related to the management of natural resources in the military area and prepare their implementation in coordination with the Environmental Defense Commission (CADE).

- Cooperate with the Ministry of the Environment (SEAM) in the application of the national environmental policy (preventions, monitoring, interventions, surveillance).

- Promote the environmental training of the people involved in the management and operation: Officers, Sub-Officers and Military Employees. •

Keep the members of the Environmental Defense Commission (CADE) informed about national and international environmental news, as well as issues related to their functions.

F. PLANNED ACTIVITIES

- Strengthening of the Environment Department and the Units Environmental of the FF.MM.
- Strengthening of the Environmental Defense Commission (CADE).
- Creation of the Environmental Defense Battalion (Green Helmets). •

Solution of specific issues that arise in the Military Units in the field

environmental. • Environmental report of each military

geographic area. • Prepare plans and projects according to the characteristics of

each geographical area. • Promote the construction of nurseries with native species for subsequent

(continuous) reforestation. • Implementation of environmental education and awareness plans and programs in all military units and educational institutions, through seminars and workshops.

- Active participation in the National Environmental Council and Commissions formed in it.
- Active participation in the National Commission for the Defense of Natural Resources, the Chamber of Senators and Sub-Commissions that comprise it. • Training of

personnel in environmental issues. • Promote

national and international technical cooperation, for the implementation and execution of programs related to a healthy environment, through agreements and conventions.

Example:

- In 2003, the “Paraguay Silvestre” project began, to strengthen four protected wilderness areas and the armed forces located in the buffer zones.

- The Armed Forces are included in the "National Strategy and Biodiversity Action Plan" (ENPAB) project in the group of special territories. • Project "Climate Change" coordination of activities with the Ministry of the Environment (SEAM).

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CHAPTER XII

DIRECTORATE OF ENGINEERING AND WORKS INSPECTION

A. INSTITUTIONAL LEGAL SITUATION

The Directorate of Engineering and Supervision of Works was created by Ministerial Resolution No. 33 dated January 18, 1993; by DIFO Note 106/200; The General Secretary had been requested to update the Directorate of Engineering and Works Supervision of this Ministry, considering the following modifications:

1. Department excluded by other Resolutions:
   • Department of National Parks and Historical Monuments, (current Department of the Environment). RM 454 dated November 8, 1999. • IT Department, (currently dependent on the Administration and Finance Department). RM 75 dated October 5, 1998. • Department of Water Supply for the Chaco, (currently under the Ministry of Agriculture and Livestock).

2. Section that must be included within the Department of Works:
   • Cleaning Section (previously dependent on the Security and Discipline Headquarters) RM No. 69 dated March 18, 1996.

1. ORGANIZATION

It currently has:

■ **Secretariat**

Performs the following functions: • Preparation and reception of Notes. • File and/or follow-up of files. • Survey and budget consultancies. • Reception of telephone calls.

■ **Assistant Secretary**

Performs the following functions: • Attendance control of maintenance personnel and the Department of Cleaning and Order.

• In charge of distributing notes, circulars and others. • Various efforts.

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■ **Design and Project Dept.**
Performs the following functions:
• Update plans • Prepare facade study • Distribute office equipment • Organize areas according to functions • Organize circulation areas • Technical drawing • Ornamentation • Respond to requirements from other dependencies (project , computation, etc.)

■ **Works Department** Performs the following functions: • Continuous general maintenance of electrical installations and sanitary.
• Execution of the constructive reforms. • General reconditioning of offices and dependencies. • Basic elevator maintenance. • Elaboration of calculation of materials, estimated budget of materials and spare parts. • General coordination of the workforce.

Sect. Cleanliness and Cleaning Performs the following functions: • Area control of each cleaner.
• Listing and cleaning items • Deposit and delivery of cleaning items

■ **Inspection Dept.**
Performs the following functions:
• Control and inspection of the requested and completed works. • Permanent control of materials and spare parts requested. • Budget verification and price control

2. DEVELOPMENT

In practice, this Directorate depends in its performance on the Administration and Finance Directorate as administrator of the items of the budget assigned to DIFO, for the execution of the requested works it needs the approval of the Administration and Finance Directorate. Therefore, the works must be prioritized according to their important needs and any action undertaken must be requested by note from the recurring Unit of the service, in addition, it must be accompanied by three updated budgets from State providers to the

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day, which considerably hinders effectiveness and efficiency because currently there are few suppliers that work with Purchase Orders.
Likewise, it is clarified that only when direct instructions are received from SE, the request is ignored by note from the requesting agency, considering it number one priority.

In the case of minor repairs or cleaning services, the Supply Department will request the spare parts and/or materials necessary for the execution of the work.

3. FUNCTIONS

GENERIC FUNCTION:

Projects, works, maintenance and others that are inherent to it. For which it carries out activities of planning, management, execution, inspection and maintenance of constructions and equipment installations in the national territory, under the responsibility of the Ministry of National Defense.

PURPOSES: Achieve the optimal state of the buildings, seeking to achieve greater comfort, safety and well-being for officials and users in the development and efficiency of daily activities. For this purpose, it carries out activities of planning, management, execution, supervision and maintenance of the constructions and installations of equipment in the national territory, under the responsibility of the Ministry of National Defense.

SPECIFIC FUNCTIONS:

• Prepare annually the draft of the works plan that meets the needs of the Ministry of National Defense and its divisions are works, facilities and equipment, preparing the stock of materials and equipment for maintenance according to usage statistics, also presenting the forecast budget for them.

• Direct and coordinate activities of works of the Ministry of National Defense particularly in terms of construction, maintenance of works, buildings, sanitary and electrical installations, plumbing, masonry, painting, carpentry, gardening, preventive maintenance of elevators, etc. • Guide, advise and assist technical-administrative issues in accordance with current legislation regarding contracts, tenders, works, etc. • Supervise the executing bodies as well as the construction, repairs and maintenance of all the works in charge of the Ministry of National Defense, prepare general technical standards for this. Carry out periodic inspections and verify the development of the works. • Propose the quantity and quality of the necessary personnel and the promotion of the

themselves.

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4. OBJECTIVES

They are established throughout the year according to the general maintenance and conservation needs of the MDN buildings. They include repairs and replacements in the areas of masonry, electricity, plumbing, painting, carpentry, air conditioning, elevators, extensions and spare parts. , equipment, advice and technical support to other units of the MDN.

OBJECTIVES – NEEDS THAT SATISFIES.	**PROCEDURE NECESSARY SPECIFIC ACTIONS** Maintain permanent
ELECTRICITY: Carry out all the necessary installations in the MDN buildings (whether new or minor repairs) Verify the proper functioning of electrical equipment, installations (boards, keys, transformers) improving and preserving the premises, replacing electrical elements and equipment, providing greater comfort for the official and/or users of the MDN	stock of necessary elements and equipment according to the list of needs prepared based on use and statistics, and present a budget forecast for them.
MASONRY and PAINTING: Maintain Carry out and foresee permanent stock of buildings in good condition and materials, for repairs and carry out repairs and modifications of specific works, carry out necessary, seeking to improve modifications and local repairs and useful areas. minors.	
PLUMBING: Maintain control of the supply of running water and hydrant system for buildings, sewer and storm drains, maintenance of hygienic services.	Prepare a list of necessary materials and equipment, the maintenance of hygienic services, fire prevention system, carry out necessary installations and repairs. Plan for annual maintenance of pumps and accessories.
CARPENTRY: Make the necessary repairs to openings (doors, windows), fittings, furniture and everything related to carpentry.	Provide the necessary materials for such repairs, include in the budget. Set up a basic carpentry workshop and provide suitable personnel for it.
GARDENING: Maintain the gardening Carry out and request the items and internal and external, improve the image necessary elements, for the exterior of the buildings. improvement and maintenance of gardening.	

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ELEVATORS: Keep in optimum condition. Carry out the necessary controls and cleaning of the operating state with MDN personnel. machinery and equipment, giving security to users.	Hire a preventive maintenance system and spare parts service necessary to solve problems in time and speed.
FIRE PREVENTION: Keep the hydrant system and fire extinguishers in optimal conditions to be used.	Recharge the fire extinguishers annually and increase according to the needs, carry out maintenance and test the hoses of the hydrant system, complete the system, provide a budget.
CLEANLINESS AND CLEANLINESS: Maintain cleanliness, both in offices, toilets, corridors, entrances and other areas of the buildings.	Place orders for cleaning elements and equipment and anticipate their existence in permanent Stock. Plan and organize a new campus and cleaning system more efficient and effective.

PERMANENT HEADINGS:
NECESSARY ITEMS BUDGET FORECAST

	ANNUAL AMOUNT
■ ELECTRICITY **ITEMS :**	25,000,000
■ MASONRY AND MINOR REPAIRS: PLUMBING AND SS.HH: CARPENTRY:	9,000,000
■ PAINTING OFFICES AND	6,000,000
■ PREMISES: GLASS:	5,000,000
■ FIRE EXTINGUISHERS RECHARGING: AIR-	15,000,000
■	850,000
■ CONDITIONING MAINTENANCE:	4,500,000
■ CURTAINS AND AIR CARPETING: ENGINE AND	15,000,000
■ PUMP MAINTENANCE: PARTITIONS AND	7,800,000
■ PARTITIONS: ELEVATOR MAINTENANCE:	3,300,000
■	12,000,000
■	15,000,000

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VARIOUS PRIORITY OBJECTIVES:

1- Conditioning of the 4th floor for the relocation of the Directorate of Policy and Strategy.	Gs. 36,000,000
2- Repair of the Hygienic Services on the Ground Floor and 4th Floor): 3-	Gs. 28,000,000
Emergency Generator Proposal 1, for 5 floors (Old Building): 4- Emergency Generator two	US$35,000
proposals, one for two floors, corridors and elevators (Building Old): 5- Fire Prevention System (alarms, detectors, lights and emergency	US$25,000
exits): 6- Air conditioning of the Auditorium of the Institute of History and Military Museum: 7- Completion of the	US$100,000
Hall of Flags, facilities, ceiling, lighting , rug.	US$15,000
	Gs. 113,000,000
8- Salón de las Banderas furnishing new chairs: 9- Salón de las	Gs. 200,000,000
Banderas reupholstering of existing chairs: 10- Salón de las Banderas	Gs. 33,000,000
alternative for use as offices, (2 addresses):	Gs. 70,000,000

• Digitization of plans of the MDN buildings.. • Flagging of
the headquarters building on national holidays.. • Support activities to all
Directorates for any type of activity to be carried out: Seminars, Talks, Conferences, Meetings (removals, equipment, transfers, etc.).

• Application of an emergency and reaction plan for a possible case of fire (in coordination with the security and discipline headquarters). • Support and coordination for the
realization and execution of the monument resulting from the competition carried out. • Reconditioning of the former OMM
offices to fit out the
Inspectors.
• Exterior painting of the Building Expansion and completion of exterior painting, old building (air and light).
• Assembly of the last elevator in the Expansion building.

DESIGN AND PROJECT DEPARTMENT

• Fire prevention and fight project for the New Building and the Old building.
• Procedures for approval of plans for prevention and fire fighting in the Municipality of Asuncion.

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- Procedures for regularization of the plans of the Ministry of National Defense before the Municipality.
- Preparation and development of the Photographic Exhibition of Former Defense Ministers with

biography. • Begin the stage of computerizing the MDN plans in a database of the Department of Design, Project and

Works. • Attend and process all the requirements of the different MDN Directorates (surveys, various designs, preliminary projects, calculations, budgets and other types of technical support required).

- Continue with the formation and permanent training of officials of the Design and Project Dept.

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CHAPTER XIII

DIRECTORATE OF ADMINISTRATION AND FINANCE

A. LEGAL-INSTITUTIONAL SITUATION

Decree No. 15,860 dated December 21, 1992 "by which the Administration and Finance Directorate of the MDN is created, for the best fulfillment of the purposes set forth in Article 242 of the National Constitution."

B. FUNCTIONS

- Manage the material resources of the MDN.
- Coordinate relations and administrative procedures with the Ministry of Treasury and the UAF 1 Military Forces.
- Prepare and submit to the consideration of the Minister the reports administrative and financial.
- Supervise the execution of the budgetary funds assigned to the Central administration.
- Oversee the acquisition of goods and contracting of services in accordance with current legislation.
- Prepare the Draft Budget of the Central Administration.
- Prepare the report, the Balance Sheet and the budget statement.

C. OBJECTIVES FOR THE YEAR

- Execute the assigned budget as much as possible so that with it meet the objectives set by the Institution.
- Renew the computer equipment of the Directorate since it is incorporated into the SIAF network, administered by the Ministry of Finance, which each year introduces new equipment and programs that require powerful and up-to-date equipment.

D. STRUCTURE

The Administration and Finance Directorate is currently made up as follows:

- Directorate
- Secretary
- Information Technology.
- Department of Programs and Budget.
  - ✓ Programs Section

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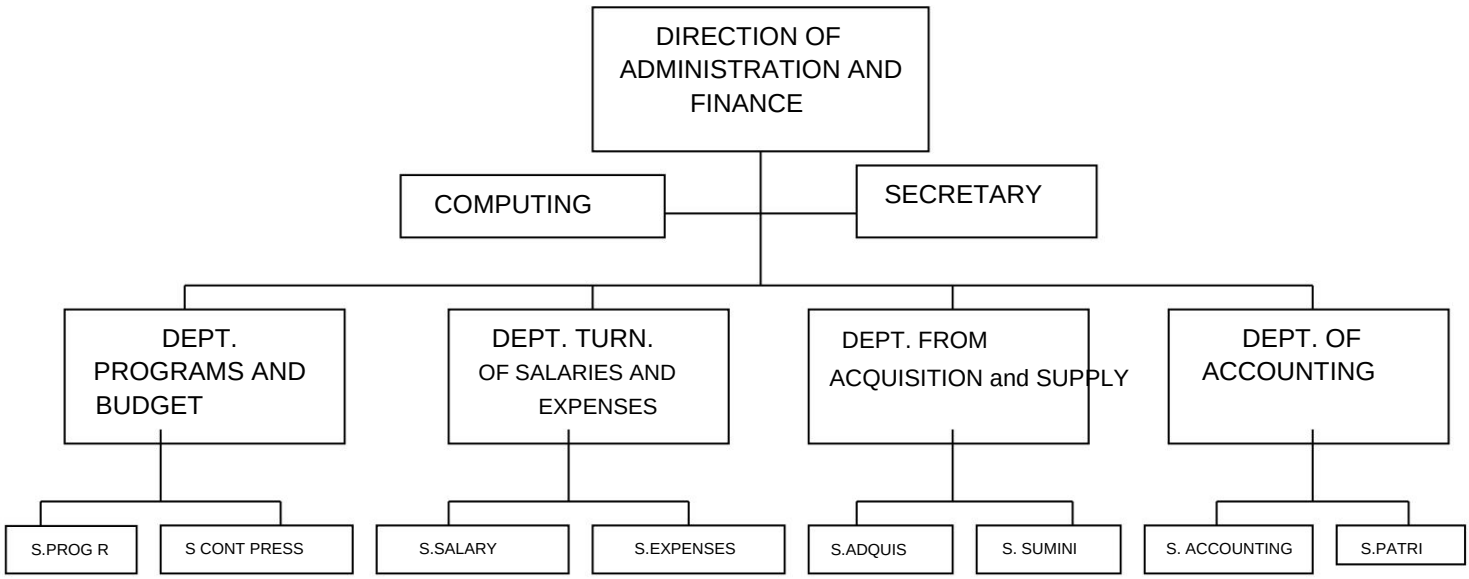
- ✓ Budget Accounting Section

• Salary and Expense Drafting Department
- ✓ Salary Section
- ✓ Expenditure Section •

Procurement and Supply Department
- ✓ Procurement Section
- ✓ Supplies Section

• Accounting department.
- ✓ Accounting Section Heritage
- ✓ Section

ORGANIZATION CHART (ACCORDING TO DECREE N° 15,860)



Observation: Regarding its organization, this Directorate has questions, so to speak, regarding the organizational location of two offices: Department of Information Technology and Payroll Inspection; the first for having to provide service to the entire Institution and the second, in addition to not being contemplated in the creation Decree, fulfills personnel control functions with respect to the budget. In addition, in the aforementioned Decree of creation the Heritage office It is not contemplated as a Department and it is the opinion of this Directorate that it should be included as a Department.

E. RULES OF PROCEDURE

The procedures are regulated by several laws and decrees, such as: Law on Administrative Organization, Law 1535 "On State Financial Administration", its regulatory Decree (No. 8127/2000), the annual budget laws with their respective regulatory decrees, etc. .

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F. ACTIVITIES OF THIS YEAR

The activities to be carried out by the Directorate are established by Law 1535, Decree 8127, Law 2061, Decree No. 20,139 and other provisions. The planned activities are:

• Presentation of the Financial Plan (28-01) •
Requests for Resource Transfers (STR) • Presentation
of accounting reports to the • Corresponding
Offices • Presentation of the
Ante Proy. Pres. 2004 and its follow-up • Carry out a Price Contest
during the first semester of the year. • Make two transfers of credits,
(probable months June and September)

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CHAPTER XIV

GENERAL AUDIT OF WAR

A. LEGAL-INSTITUTIONAL SITUATION

Created by Executive Power Decree No. 44,831 of September 3, 1932 and organized by Law No. 141 of August 21, 1952.

B. FUNCTIONAL

• Advice to the Institution in all legal and juridical matters. • Ruling on legal issues and inquiries from other Dependencies. • Practice Prevention Summaries and suggest decisions in this regard. • Legal advice and, where appropriate, professional representation to ex-combatants, family members or heirs, in legal disputes.
• Collaborate with the Armed Forces in all required cases. • Accompany the Attorney General of the Republic, in the processes that affect the interest of the Armed Forces of the Nation.
• Active participation in the drafting of Laws and Regulations. related to the Armed Forces of the Nation.

C. STRUCTURE AND ORGANIZATION

1. War Auditor General 2. Deputy Auditors 3. Administrative Staff of
   a) Secretariat
   b) IT - Typing c) Entrance Desk
   d) File and Library

D. PLANNED ACTIVITIES

In addition to the regular fulfillment of its functions, the objectives for this year are:

• Participation in meetings of the War Auditors of the Military Forces, Singular Forces, COMLOG, DIMABEL and Units of the Command in Chief, on the dates predetermined by the General Instruction Directive of the Command in Chief – Biennium 2003/2004: April 9 , July 9 and November 5, 2003/2004, respectively.

• Maintain with War Auditors information, coordination and criteria legal matters within their respective jurisdictions. • Creation of a Legal Library, basically containing:

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- Texts of Codes and applicable laws in force.
- Manuals and Regulations of operation of the Armed Forces.
- Photocopies of ordinary or contentious administrative processes of interest to the Institution.
- All project of norms that make the FFAA.

E. REQUIREMENTS

The inclusion of the Ministry of National Defense in the Chain of Command of the Armed Forces of the Nation, will become an indispensable empowerment of this Unit, in terms of Human and Material Resources, attending to the expanded functions for which it will be responsible.

1. HUMAN RESOURCES

Incorporation to the Audit of: b.
Two Lawyers, who allow the formation of specific Departments in the area of Law (Military, Civil, Commercial, Criminal, Labor, Administrative and Public International). c. Officials in administrative
staff.

2. MATERIAL RESOURCES a.

Two dependencies for deputy auditors. b.
Furniture and equipment.

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CHAPTER XV

DIRECTORATE OF HUMAN RIGHTS AND INTERNATIONAL LAW HUMANITARIAN

A. INSTITUTIONAL LEGAL SITUATION

The Directorate has as remote precedent Ministerial Resolution No. 433 dated October 27, 1999, "CREATING THE DEPARTMENT OF HUMAN RIGHTS AND INTERNATIONAL HUMANITARIAN LAW, DEPENDENT ON THE GENERAL SECRETARIAT OF THE MINISTRY OF NATIONAL DEFENSE."

Subsequently, the Directorate originated through Decree No. 9,899 dated August 3, 2000 "WHICH CREATES THE DIRECTORATE OF HUMAN RIGHTS AND INTERNATIONAL HUMAN RIGHT".

By Ministerial Resolution No. 427 dated September 12, 2000, its Organization was established, regulating the functions of the component Departments and Secretaries.

The Directorate was entrusted to Col. JM (R) Abog. Andrés Humberto Zaracho, by virtue of Decree No. 10,509 dated September 15, 2000.

Decree No. 15,926 dated December 28, 2001, provided that the Directorate also function as the Permanent Secretariat of the International Commission for the Study and Application of International Humanitarian Law (CEADIH).

B. STRUCTURE AND ORGANIZATION

The Directorate is a division directly dependent on the Minister of National Defense. It is made up of the Secretariat and the following Departments: Human Rights and

- International
- Humanitarian Law.

Each Department has, in turn, a Secretariat.

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C. FUNCTIONS

Decree No. 90,899 of August 3, 2000, grants this Directorate the following functions: • Promote the dissemination of Human Rights and International Law Humanitarian.

• Promote the adaptation of the national military legislation to the conventions related to Human Rights and International Humanitarian Law. • Promote the adaptation of the national military legislation to the conventions related to Human Rights and International Humanitarian Law. • Cooperate with the Academic Institutions of formation and training of the personnel of the Armed Forces of the Nation, in the teaching of Human Rights and Humanitarian International.

• Plan the activities to be carried out, for the fulfillment of the planned objectives, in accordance with the established policy and the available resources.

• Participate in the preparation of the annual budget of their dependencies at their discretion. post.

• Receive complaints of alleged violations of Human Rights and International Humanitarian Law, survivors of the performance of the Military Service and refer them to the military establishment for the purpose of carrying out the pertinent investigation.

• Carry out other activities related to the fulfillment of its mission.

D. OBJECTIVES AND PLANNED ACTIVITIES

The main objectives for the current year 2003 are: • Prepare texts, brochures, manuals, etc., and organize seminars, courses, workshops, conferences and other events aimed at disseminating and teaching the norms of Human Rights and International Law. humanitarian, for the professional training of military personnel. • Exchange relations with international organizations for the purposes of Human Rights and International Law. In the same way with national private institutions and entities.

• Carry out any other activity oriented towards the objectives contemplated in the Decree of its creation.

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CHAPTER XVI

DIRECTORATE OF ASSISTANCE TO VETERANS OF THE CHACO WAR

A. INSTITUTIONAL LEGAL SITUATION

By Decree No. 58,172, dated July 23, 1935, an office dependent on the Ministry of National Defense is created, with the name of "WAR MUTILATED SECTION", in charge of the initiation and processing of Pension applications for the mutilated in the defense of the Chaco, as well as the search for work for those who want it and are in a position to carry out an efficient work.

By Decree No. 942, dated April 24, 1936, which constitutes a Department of Assistance to Ex-Combatants and relatives of the Dead in the Chaco War.

By Ministerial Resolution No. 252, of October 13, 1939, the Cuartel de los inválidos (Cuartel de la Victoria) became a disciplinary dependency of the Department of Assistance to Veterans, Ex-Combatants and relatives of those killed in the Chaco War.

By Decree No. 593, dated March 30, 1940, the position of Legal Adviser of the Department of Assistance to Ex-Combatants and Relatives of those killed in the Chaco War is created, which will be performed by a professional lawyer.

By Ministerial Resolution No. 304 dated June 11, 1964, the organization of the Department of Assistance to Ex-Combatants and Relatives of those killed in the Chaco War and Victoria Barracks is expanded.

The Directorate of Assistance to Veterans of the Chaco War will function within the norms established in the general organization of the Ministry of National Defense and will depend on said Secretary of State.

Among the expansions of the organization, the following are considered:
• Function
•
Purposes • Your
Organization •
Operation • General and Special Provisions

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B. OBJECTIVE

to. Regarding the objectives for the year 2003, among others, the poultry farm is included, for which the infrastructure has been completed to accommodate a first stage for about a thousand units, which will increase according to the needs and possibilities of the Assistance Directorate. b. The improvement of a small cattle herd exclusively for dairy farming, for consumption and improvement of the diet of the Ex-Combatants of the Cuartel de la Victoria, for which we are receiving guidance from the Ministry of Agriculture and Livestock and the Faculty of Veterinary Medicine. c. The intensification of horticultural exploitation on a higher scale, since we have abundant water and sufficient space, not only in this area, but also to continue improving the cultivation of pumpkins, peanuts, and others. d. Continue with the Reforestation program from April to

September, exclusively fruit trees.

and. Improvement of the facilities for pig breeding that we have started this year and it is within our objective to continue with this project, which is well advanced to date.

F. A project with the Faculty of Agronomy and Veterinary Medicine is very advanced, support in the field of training of Technicians or Experts, with personnel, especially Sub-Officers of the Assistance Department, which will undoubtedly result in direct benefit to efficiently develop our plan or our project for the year 2003.

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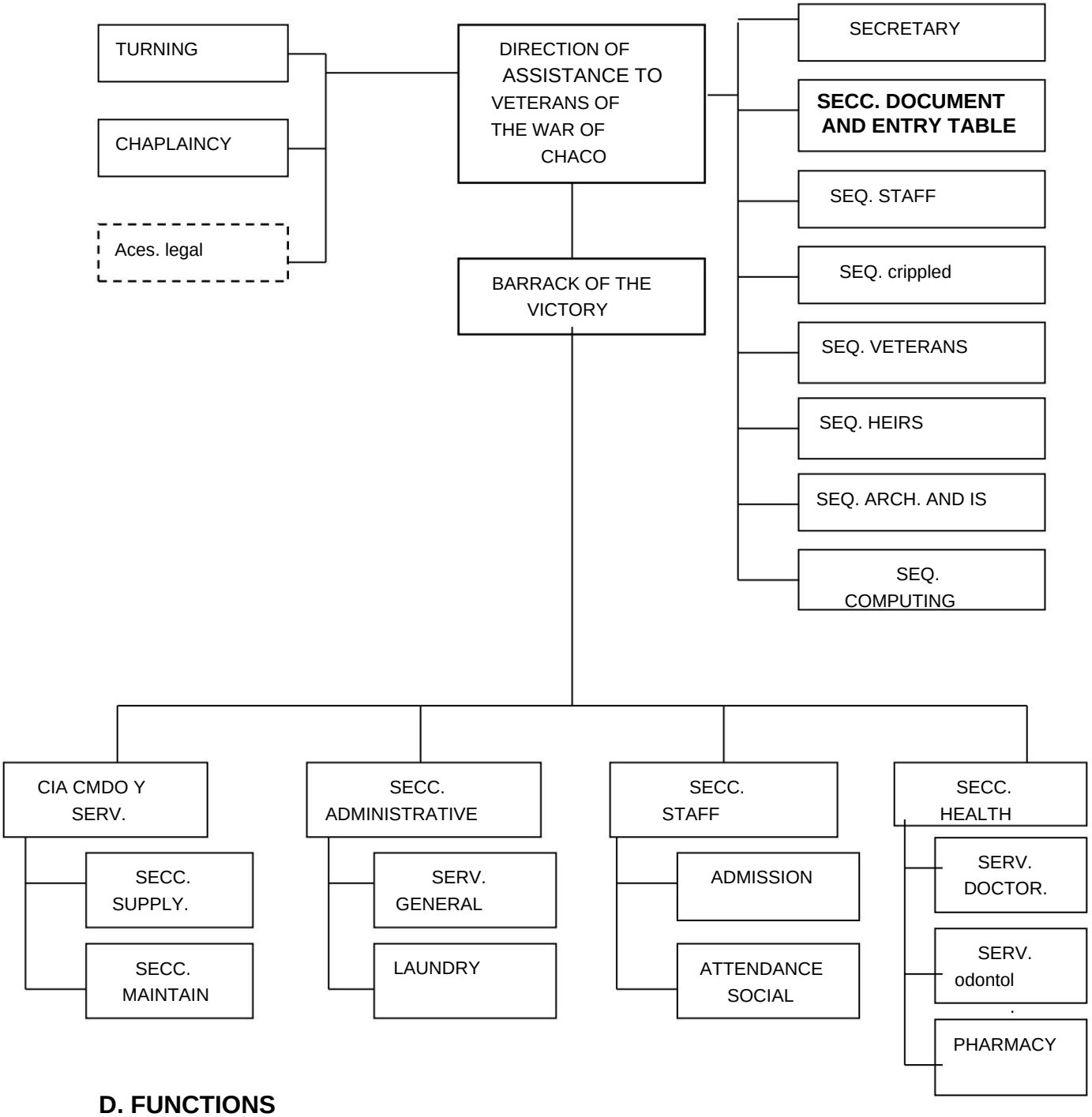
C. STRUCTURE AND ORGANIZATION



D. FUNCTIONS

- Process and verify all the files of the Veterans and Heirs of the Chaco War.
- Manage before the Ministry of Finance (Directorate of Retirement and Pensions) the files in process in said Institution.

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• Advise Veterans and Heirs, in pension applications, burial expenses and some exemptions that the law grants them. • Social assistance to Veterans and Heirs who request hospitalization in the Institute of Social Security (IPS) or Military Hospital of the Armed Forces, of the Nation.

• Card renewal for Veterans and Heirs of the Chaco War. • Medical and nutritional assistance for Veterans of the Chaco War interned in the Cuartel de la Victoria (Reducto – San Lorenzo). • Guide and supervise all the activities of the Cuartel de la Victoria. • Maintain a close relationship with similar Institutions (charities) or other National and foreign social aid institutions.

• Work in coordination with the Women's Commission in support of the interned in the Cuartel de la Victoria.

• Update projects in order to improve the service to Ex-Combatants of the Chaco War.

• Submit annually to the Ministry of National Defense, Memory and Inventory valued by the Directorate and its Departments.

• Submit monthly through the Ministry of National Defense to the Ministry of Finance (Retirement and Pensions Directorate) the list of deceased Chaco War Veterans and Disabled Persons, whose heirs submit a death certificate to this Directorate, and those who appear in the funeral pages of newspapers or other media.

• Monthly control of benefits (salaries) received by Ex-Combatants of the Chaco War, at the headquarters of the Cuartel de la Victoria by officials of the Retirement and Pension Fund of the Ministry of Finance.

• Maintain communication and permanent relationship with the Paraguayan Union of Veterans of the Chaco War (UPV CHACO) and with the other affiliates of the Republic, including those abroad.

• Provide help to ex-combatants interned in the Cuartel de la Victoria and at the request of the UPVCHACO, or relatives in the event of the death of the Veterans, providing among others, funeral caskets, chapel, honor guard, religious services and burial in the cemetery of the Cuartel Victory. • Remembrance with civic and religious acts on June 12 “Paz del Chaco” and September 29 “Victoria de Boquerón” day, with the presence of authorities from the Ministry of National Defense and special guests. • Religious Celebration, weekly mass (Friday and Sunday), for all personnel and ex-combatants of the Cuartel de la Victoria, by the Unit Chaplain.

• Permanent assistance to low-income families that require medical and dental care. • Permanent attention to delegations from educational and religious institutions and other entities that visit the Ex-Combatants of the Chaco War.

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- All donations received by interned Ex-Combatants are inventoried and delivered to the recipient, with the presence of the person who donates and receives, stating the Entity, the items, the quantity, recorded in a registry book with the corresponding signatures.
- Maintain a fluid relationship with the civil authorities of the area (Governor, Municipal Mayor, Parliamentarians and Ecclesiastical).