



**DEPARTMENT OF THE NAVY
COMMANDER
NAVAL EDUCATION AND TRAINING COMMAND
250 DALLAS STREET
PENSACOLA, FLORIDA 32508-5220**

NETCINST 4900.1C
NETSAFA N3
7 Jul 2023

NETC INSTRUCTION 4900.1C

From: Commander, Naval Education and Training Command

Subj: RESPONSIBILITIES FOR THE INTERNATIONAL LOGISTICS PROGRAM

Ref: (a) SECNAVINST 4950.4B
(b) DSCA 5105.38-M, Security Assistance Management
Manual of 30 April 2012

Encl: (1) Sample Curriculum Support Request Letter

1. Purpose. To issue policy and assign responsibilities for the International Logistics Program (ILP) within Naval Education and Training Command (NETC).

2. Cancellation. NETCINST 4900.1B.

3. Background. Reference (a) provides guidance on Department of the Navy (DON) international training, including considerations for training related to ILP transactions. Reference (b) provides execution guidance on all aspects of Department of Defense (DoD) security cooperation programs. In addition to reference (b), the Defense Security Cooperation Agency Policy Memoranda Distribution Portal web site (<https://samm.dsca.mil>) provides updates via policy memos to the Security Assistance Management Manual.

4. Policy. Material management practices and procedures for the NETC domain will fully comply with the policies of references (a) and (b) in support of the ILP.

5. Responsibilities

a. As NETC's agent for the Security Cooperation Education and Training Program, the Naval Education and Training Security Assistance Field Activity (NETSAFA) is responsible for the coordination of NETC's ILP. In this capacity, NETSAFA will:

(1) Oversee and coordinate NETC ILP functions.

(2) Establish and maintain liaison for the ILP with Navy International Programs Office; NETC learning centers; Naval Air Warfare Center, Training Systems Division; and systems commands for training material provided to foreign governments.

(3) Ensure that all ILP requests for training material under the cognizance of NETC are processed in a proper and timely manner.

b. Addressees will respond to NETSAFA ILP requests. Representative tasks are:

(1) Cost and lead time estimates for procurement or stock issue of training materials.

(2) Equipment test and evaluation, removal, rework and repair, packaging, preservation, and handling of training material.

(3) Provision of active NETC curricula materials for transfer to foreign navies. NETSAFA will request these materials utilizing the sample in enclosure (1).

(4) Provision of curricula materials, used to instruct international students but no longer required for U.S. Navy or international training, to NETSAFA for retention purposes.

(5) Procuring or requisitioning other services in support of the ILP, as required.

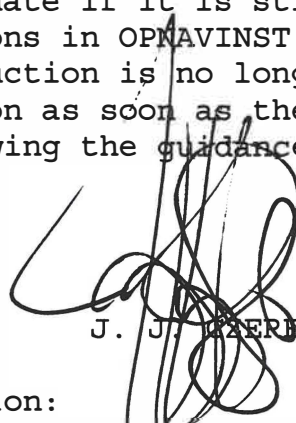
6. Course Materials. Signed letters of acceptance for the sale or transfer of U.S. assets to other countries may contain a provision to provide training. NETSAFA will initiate appropriate documents to formally request curricula, technical manuals, and other publications necessary to conduct training. For courses that have been deactivated, a copy of all course materials (preferably digitized PDF format) must be forwarded to NETSAFA for retention purposes.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of Instruction). This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



J. J. DZIERWKO

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.

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7 Jul 2023

SAMPLE CURRICULUM SUPPORT REQUEST LETTER

4920
Ser N312/
Date

From: Commanding Officer, Naval Education and Training
Security Assistance Field Activity
To: Commanding Officer, Surface Warfare Schools Command
Subj: CURRICULUM REQUEST IN SUPPORT OF FOREIGN MILITARY SALES
CASE XX-P-TXX
Encl: (1) List of Courses (Sample)
(2) Curriculum Preparation and Shipping Instructions
(Sample)
(3) Foreign Military Sales Cost Estimate Sheets (Sample)

1. The Bandarian Navy has requested a copy of all curriculum materials associated with the courses listed in enclosure (1). This material is in support of the PERRY class ship transfer.

2. To meet these foreign training requirements, request you provide Naval Education and Training Security Assistance Field Activity (NETSAFA) one copy of all materials associated with these courses. The preferred format is digital, using common digital file types (e.g., PDF, DOC, JPEG, MPEG, MP3, etc.). The materials requested include the following: curriculum outlines, instructor guides, student guides, handouts, example test bank, answer keys, schedules, videos, and all other materials associated with the courses. Detailed information for the preparation, transfer, and shipment of course materials is provided in enclosure (2).

3. Prior to beginning this initiative, request you contact NETSAFA for funding. Enclosure (3) is provided to assist in determining the operations and maintenance, Navy direct costs (materials and civilian labor: grade, step, hours) and military personnel, Navy (military labor: rank, rate, hours) costs to be incurred in satisfying this foreign military sales (FMS) case tasking. Costs incurred, to include shipping, will be funded by the appropriate FMS case. The activity should complete the cost estimate and forward to the NETSAFA point of contact (POC) for financial matters. NETSAFA will then provide funding via the

Enclosure (1)

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Subj: CURRICULUM REQUEST IN SUPPORT OF FOREIGN MILITARY SALES
CASE XX-P-TXX

appropriate mechanism to the Naval Education and Training Command or Bureau of Naval Personnel training activity. NETSAFA POC for financial matters is (name, e-mail, phone of responsible NETSAFA FMS case financial manager).

4. Request these materials be forwarded to NETSAFA by 1 November 20XX.

5. NETSAFA POC for technical matters is (name, e-mail, phone of responsible NETSAFA country program manager).

D. W. TESTA

LIST OF COURSES (SAMPLE)

1. A-4H-0044 DIESEL/GAS TURBINE PROSPECTIVE ENGINEER OFFICER
2. A-651-0110 SENIOR ENLISTED PROPULSION ENGINEERING COURSE
3. A-652-0303 MECHANICAL MAINTENANCE COMMON CORE (GSM)
4. A-652-0328 GAS TURBINE ELECTRICAL MAINTENANCE DD-963/
DD-993/CG-47
5. A-652-0336 GAS TURBINE CONSOLE OPERATOR TRAINING DD-963/
DDG-993/CG-47
6. A-652-0354 GS MECHANICAL MAINTENANCE C DD/DDG/CG CLASS
PIPELINE
7. A-652-0504 DAMAGE CONTROL CONSOLE/FUEL SYSTEMS CONTROL
CONSOLES
8. A-662-0017 ELECTRICIANS MATE SURFACE SHIP ELECTRICAL
ADVANCED MAINTENANCE
9. A-662-0131 DD963 ELECTRICAL COMPONENT MAINTENANCE TECHNICIAN
AIR PIPELINE
10. A-690-0022 DD-963 CL CG-47 CL DD-993 CLASS SSM AUTOMATIC
DEGAUSSING EQUIPMENT MAINTENANCE
11. A-652-0241 AIR COOLED FREQUENCY CONVERTER MAINTENANCE

CURRICULUM PREPARATION AND SHIPPING INSTRUCTIONS (SAMPLE)

1. The preferred transfer method for digital material is via digitally signed and encrypted e-mail (if file size and system security requirements permit). Ensure file names adequately identify the material. E-mail files to: (provide email address).
2. Discs (digital video disc (DVD) or DVD recordable) containing digital course material should be numbered in sequence or marked to identify the course and lesson topic.
3. All hard-copy material should be of camera-ready quality to permit further reproduction.

SHIP TO:

COMMANDING OFFICER
NETSAFA N-321
250 DALLAS STREET SUITE B
PENSACOLA FL 32508-5269

PRIORITY:

TP-2

REMARKS :

"TRAINING MATERIAL IN SUPPORT OF FMS CASE XX-P-TXX"

FOREIGN MILITARY SALES COST ESTIMATE SHEETS (SAMPLE)

FMS CASE: XX-P-TXX
CIN:
ACTIVITY:

| MATERIAL DESCRIPTION | QUANTITY AND # PAGES | TOTAL COST INCURRED | RATE AND RANK MILITARY MANHOURS | GRADE CIVILIAN MANHOURS |
|--------------------------|----------------------|---------------------|---------------------------------|-------------------------|
| CURRICULA OUTLINE | | | | |
| PRINTED PAGES | | | | |
| COPIED PAGES | | | | |
| INSTRUCTOR GUIDE | | | | |
| PRINTED PAGES | | | | |
| COPIED PAGES | | | | |
| STUDENT GUIDE | | | | |
| PRINTED PAGES | | | | |
| COPIED PAGES | | | | |
| TRANSPARENCIES | | | | |
| SLIDES | | | | |
| WALL CHARTS | | | | |
| LOCALLY PRODUCED VIDEOS | | | | |
| POWERPOINT PRESENTATIONS | | | | |
| MISCELLANEOUS DVD, ETC. | | | | |
| SHIPPING | | | | |

TO: ACTIVITY:
CODE:
ADDRESS:

FINANCIAL POC:
DSN: