



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

NETCINST 4950.1F
NETSAFA N8

. 2 AUG 2019

NETC INSTRUCTION 4950.1F

From: Commander, Naval Education and Training Command

Subj: DEPARTMENT OF DEFENSE FIELD STUDIES PROGRAM FOR
INTERNATIONAL MILITARY TRAINING UNDER THE SECURITY
COOPERATION EDUCATION AND TRAINING PROGRAM

Ref: (a) SECNAVINST 4950.4B
(b) DoD Instruction 5410.17 of 15 September 2006
(c) DoD Field Studies Program Guide Updated 13 April 2017
(d) Navy International Programs Office (IPO) 4900/Ser
04BF3/U1503 ltr of 04 Aug 15
(e) DoD Financial Management Regulation (FMR), Volume 4,
Chapter 5
(f) DoD Financial Management Regulation (FMR), Volume 9,
Chapter 8
(g) DoD Financial Management Regulation (FMR), Volume 5,
Chapter 5
(h) DSCA Manual 5105.38-M, Security Assistance Management
Manual (E-SAMM), Chapter 10, of 30 April 2012

Encl: (1) Sample Event/Activity Facets
(2) Checklist for Escorts on Field Studies Program (FSP)
Trips
(3) Sample Direct Fund Citation Letter
(4) Sample IMSO Web FSP Request/Approval/Funding
(5) Sample Letter for Drawing an Advance of FSP Funds
(6) Standard Operating Procedures (SOP) for Field Studies
Program (FSP) Unit Travel Card (VISA)
(7) Sample IMSO (TMS9) Web FSP Request Completion
(8) Sample Claim for Reimbursement for Expenditures on
Official Business (OF 1164) PSD Advances Totaling
Less than Actual Expenditures

1. Purpose. To assign responsibilities and provide guidance
for the administration of the Field Studies Program (FSP) within
the Naval Education and Training Command (NETC) per references
(a) through (h).

2. Cancellation. NETCINST 4950.1E.

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3. Background

a. Per reference (c), NETC activities that have International Military Students (IMSS) under the sponsorship of the Security Cooperation Education and Training Program shall ensure the FSP is developed and implemented. The FSP will provide participants with an awareness and understanding of the United States commitment to basic principles of internationally recognized human rights. This aspect of American life shall be emphasized in conjunction with all FSP facets below per references (a), (b), and (d):

(1) Human Rights. United States commitment to basic principles of internationally recognized human rights as reflected in United Nations General Assembly Resolution 217 A (III), "Universal Declaration of Human Rights," and the Constitution of the United States of America. This aspect of American life shall be emphasized in conjunction with all subsequent FSP topics.

(2) Diversity and American Life. How the United States fosters political, economic, and social pluralism; the geographic, religious, and social diversity of American life; progress in applying American ideals to ethnic minorities and women, including how they address gender-based violence. How American families live and work in cities, towns, and rural areas; how Americans function in communities, worship, work together in organizations, participate in and support cultural and historical events; the role of volunteerism in American life.

(3) U.S. Government Institutions. U.S. institutions of democratic governance, including electoral and legislative processes and civilian control of the military, and the institution and improvement of public administration at the national, intergovernmental, state, and local levels.

(4) Political Processes. American democracy and political reform, including opening the political process to all members of society, the practice of free elections, freedom of association, and the influence of various governmental and non-governmental organizations that promote democracy, the rule of law, transparency, and accountability in the political process.

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(5) The Judicial System. The U.S. establishment of the rule of law and an effective judicial system, the role of the military justice system and its procedures, and the laws and institutions for addressing extremist violence and taking effective action to prosecute those who are alleged to have committed crimes.

(6) The Free Market System. The success of the U.S. economy due to land and tax system reform, encouragement of private enterprise and individual initiative, creation of favorable investment climates, curbing corruption where it exists, and spurring balanced trade; the independent roles of labor and management in negotiating pay, working hours and conditions, and other benefits associated with employment; the factors underlying industry and agricultural production, and how environmental protection has altered each; and the role of environmental protection.

(7) Education. The purpose and range of educational institutions, the value of an educated and responsible citizenry, and the educational opportunities available to all citizens.

(8) Health and Human Services. The U.S. institutions that provide quality healthcare and voluntary family planning services, housing, and other services, and the policies that are components of a social safety net, particularly for infants, children, and people with disabilities.

(9) Media. The role of a free press and other communications media in American life; how diversity of media ensures people of all races, creeds, and political persuasions can be heard (e.g., editorials, letters to the editor) and ensures diverse, pluralistic culture.

(10) International Peace & Security. How the United States accomplishes effective and mutually beneficial relations and increased understanding with foreign countries in furtherance of the goals of international peace and security.

(11) Law of War. The part of international law that regulates the conduct of armed hostilities, often called the "law of armed conflict." For the purposes of this facet, the law of war encompasses all international law for the conduct of

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hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a part, and applicable customary international law.

b. FSP is intended to complement IMSS' formal training courses, on-the-job training, and orientation while in the United States. Exposure of IMSS to the non-military aspects of American life is considered by the Department of the Navy to be second only in importance to the objectives of the military training that the IMSS are scheduled to attend. For better understanding of the United States and its people, IMSS should be acquainted with the specific topics or themes outlined in enclosure (1). Further, reference (c) is a reference guide for International Military Student Officers (IMSOs) to plan and execute FSP activities and events. This handbook provides information and contains suggested activities on how the topics or themes can easily be achieved. Chapter 11 of reference (a) sets forth guidance on policy, applicability, responsibilities, and other aspects of subject program for the Navy, Marine Corps, and the Coast Guard. The Naval Education and Training Security Assistance Field Activity (NETSAFA) is assigned as NETC's agent for managing the FSP throughout the NETC claimancy.

4. Applicability. Activities shall administer the expenditure of FSP funds with the objective of providing every eligible IMS, within the limits of resources available, the opportunity to view as many as possible of the topics or themes listed in paragraph 3a. Participation in FSP activities, other than those that are an integral part of the course program of instruction, is voluntary, but will be encouraged as stated in reference (a). FSP funds are not to be used for the following:

- a. Purchase of alcoholic beverages.
- b. Purchase of food outside the military installation unless associated with an FSP trip where students do not stay at or have the opportunity to dine on a military installation.
- c. Payment of entertainment expenses for activities that are substantially of a recreational character, including, but not limited to, entrance fees at sporting events, theatrical and musical productions, and amusement parks.

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d. Support of purely academic objectives such as field study trips that are an integral part of the training course curriculum. In such cases, expenses will be included as part of the tuition cost rather than being drawn from FSP funds.

e. Defray transportation expenses to and from field study assignments when such assignments are for academic purposes and not specifically intended to further the goals of the FSP. Nor should FSP funds be used to provide routine transportation services, e.g., to and from classes or transporting arriving and departing IMSS unless a programmed FSP event is planned.

5. Escort Officers

a. An IMSO may act as an escort officer, or the Commanding Officer may designate U.S. military or civilian personnel officially assigned to the command to act as escort officers. In the case of FSP events conducted jointly by two or more commands, civilian or military personnel assigned to any participating command may perform escort duties. The success of FSP functions rests in large measure on the knowledge, initiative, and personal interest of the escort officer. This will be the person in constant contact with the international trainees who is, therefore, in the best position to influence their impressions of what they see and hear.

b. Escorts should be thoroughly familiar with the goals, facets, and areas of emphasis of the FSP and should be prepared to discuss the various topics as opportunities arise. Reference (c) offers a wide range of information from which escorts may draw in order to become knowledgeable about the FSP topical areas. It is imperative that prior to each FSP activity the students participating in the event are afforded a pre-brief about the topic or event objective. Following the event, it is equally important that the topic or event objective be debriefed. Topic or event objectives are derived from the areas of emphasis (section 6, reference (c), applicable topic area lesson plans). Enclosure (1) shows two examples of event objectives.

c. While the Department of Defense (DoD) recommended ratio of escort officers to foreign trainees is listed below, for safety and security considerations, NETSAFA guidance is that no FSP event should be conducted with less than 2 escorts:

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- (1) 1 to 10 participants - 1 escort
- (2) 11 to 20 participants - 2 escorts
- (3) 21 to 50 participants - 3 escorts
- (4) More than 50 participants - 4 escorts

d. Enclosure (2) is provided to assist the IMSO or escort officer in planning FSP events. An assessment of all FSP activities should be made by the senior escort on the first day of duty after completion of an FSP activity using NETC 4950/1. A student evaluation sheet must be completed by IMSs following each FSP activity or event using NETC 4950/2. It is not necessary that every student complete an evaluation sheet. However, the following guidelines apply: for FSP events with an IMS attendance of 12 or more, a minimum of 25 percent shall complete the evaluation; and for FSP events with an IMS attendance of less than 12, a minimum of three students shall complete the evaluation.

6. Budgeting/Financing. Per reference (d), Navy International Programs Office (IPO) provides NETSAFA an annual FSP Budget target (which can be realigned between NETC activities). Each activity submits an FSP Budget Submission package to NETSAFA (N323/N8FSP) for review and prioritization of requirements within target. NETSAFA (N81) consolidates requirements and submits the FSP Program Budget to Navy IPO. Funds are authorized by the Navy IPO-04B for the implementation of the FSP. These funds may be used to cover costs for authorized meals, lodging, transportation, tours, admissions, and other off-installation activities that accomplish one or more DoD FSP facets. The funds may also be used to support certain activities on the training installation which are clearly related to the FSP. The presentation of mementos, plaques, school emblems, and other commemorative items is authorized under FSP as long as each item is of a permanent nature. Ball caps and t-shirts are not considered to be of a permanent nature. Presentation is limited to one item per IMS at each training installation at a cost not to exceed \$25. Exceptions must be approved by Navy IPO. Souvenirs are not an authorized expenditure under FSP; however, film purchase and film processing are allowed expenses provided that all photographs or

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pictures are delivered to IMSs as mementos. Control of expenditures under this program is retained by NETSAFA. The NETSAFA FSP Program Manager (N323) will approve funded FSP functions and events prior to their start.

a. Initial Approval for FSP Participation. Each activity approved for participation in the FSP during a given fiscal year (FY) will be provided a direct fund citation letter via e-mail from NETSAFA (N81). Enclosure (3) is a sample letter. This letter provides the fixed portion of the fund citation to be used in executing the program; however, it does not provide actual authorization for use of FSP funds. Rather, authorization will be provided for each individual function as outlined in paragraph 6b.

b. Authorization for a Specific FSP Function or Event

(1) After an IMSO has planned an FSP function or event, the IMSO will submit a request for approval of the event to the NETSAFA FSP Program Manager (N323) via the Security Assistance Network Security Cooperation - Training Management System, Version 9 IMSO Web (SAN SC-TMS9 IMSO Web) (see enclosure (4)). The following information should be provided via the SAN SC-TMS9 IMSO Web template:

- (a) Event Template Number
- (b) Action Number
- (c) Event Template Type
- (d) Event Template Title
- (e) Start Date
- (f) End Date
- (g) Planned Number of Guests
- (h) Planned Number of Escorts
- (i) Planned Number of Students (FMS)

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(j) Planned Number of Students (International Military Education and Training (IMET))

(k) Planned Costs

1. Transportation
2. Extraordinary Costs
3. Tour Director Costs
4. Lodging Per Diem Costs
5. Meals/Incidentals Per Diem Costs

(2) Once the NETSAFA FSP Program Manager (N323) approves the event, the NETSAFA Financial Manager (N8FSP) will assign a six-digit authorization number, for the approved function or event. This authorization number will be used in the fund citation and the last five positions of the standard document number when processing advance of funds requests and settlement claims per paragraph 6c.

c. Advance of Funds. An advance of funds for each FSP function is authorized under reference (e). When obtaining advances from Personnel Support Detachment (PSD) Disbursing Officer (DO), IMSO must prepare advance request letter to DO with supporting package. Upon presentation or submission of the written designation, the DO will advance the amount authorized in the same manner as a travel advance, citing the transaction type code "1K" and other accounting data contained in the letter designation. A sample request for advance of funds letter is contained in enclosure (5).

(1) PSD DO: When an advance of funds is required, the activity authorized to incur obligations for FSP purposes shall, by letter to the DO:

(a) Designate and authorize an individual to incur and pay expenses.

(b) Indicate the number of IMSS and guests funded and unfunded by FSP as well as the number of IMSS and guests

that will be funded by other sources that are expected to participate.

(c) Estimate the dollar amount to be expended.

(d) Designate and authorize the DO serving the activity to advance the required amount of funds using a NETSAFA assigned Standard Document Number and fund citation.

(2) Centrally Billed Account (CBA) Unit Card: For activities that have FSP CBA unit cards, once the event has been authorized, a cash advance can be obtained from a local ATM. See enclosure (6).

(3) When cash advances are necessary, IMSOs or their designated representatives are authorized to purchase traveler's checks or prepaid cards from major credit card companies such as VISA or MasterCard. Traveler's checks and prepaid card fees are authorized FSP expenditures and can be listed on FSP claims as a support cost. Fees incurred on prepaid cards after an expiration period are not authorized FSP expenses. Use of "dedicated" command FSP checking accounts or personal checking accounts is not authorized.

d. Settlement/Liquidation of FSP Function or Event

(1) After an IMSO completes an FSP function or event, the IMSO will submit completion information to the NETSAFA FSP Program Manager (N323) via the SAN SC-TMS9 IMSO Web (see enclosure (7)). The following information should be provided via the Web template:

- (a) Actual Number of Guests
- (b) Number of Escorts
- (c) Number of Students (FMS)
- (d) Number of Students (IMET)
- (e) Planned/Actual number of guests
- (f) Number of Students

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(g) Actual Costs

1. Transportation
2. Extraordinary Costs
3. Tour Director Costs
4. Lodging Per Diem Costs
5. Meals/Incidental Per Diem Costs

(2) When it becomes known that actual costs will exceed planned costs for an FSP event, update the planned costs via the SAN SC-TMS9 IMSO Web and notify NETSAFA (N323). If the actual cost exceeds the authorized amount by \$50 or more, provide an explanation for the overage.

(3) To satisfy internal review/audit requirements, sufficient documentation must be filed with settlement within 10 calendar days after completion of each event to support each FSP function. The designated individual will:

(a) If non-Unit Travel Card (VISA) holder:

1. Provide a copy of the advancement of funds letter containing the DO's endorsement with voucher number to NETSAFA (N323/N8FSP) with the settlement package.

2. Prepare a Claim for Reimbursement for Expenditures on Official Business (OF 1164) as prescribed in reference (f). See enclosure (8) for a sample OF 1164.

3. NETC Form 4950/3 must be completed and submitted with OF 1164. The description section of OF 1164 needs only to state "Official FSP Expenses."

4. All expenditures must be itemized and supported by copies of original receipts. If receipts cannot be obtained, documentation sufficient to justify the expense must be provided. Sufficient clarification of supporting documentation should be included in the liquidation package in order to avoid the appearance of waste, fraud, or abuse of FSP funds.

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5. The claim will be approved by a command official, as well as signed by an authorized certifying official per reference (g).

6. The claim, together with the original letter designation, will be presented to the DO who disbursed the advance. Any money advanced and not expended will be collected from the individual.

7. The IMSO or FSP Coordinator will provide a copy of the settled claim with the DO's voucher number to NETSAFA (N323/N8FSP) within 30 days of completion of FSP functions. Documentation includes NETC Form 4950/3 and copies of all receipts.

(b) If a Unit Travel Card (VISA) holder:

1. Submit a liquidation package by following the guidelines as set forth in enclosure (6), paragraph 5b.

2. If both a Unit Travel Card (VISA) and a cash advance from PSD were utilized for a single event, two separate liquidation packages must be prepared and submitted to NETSAFA (N323/N8FSP). One must be for the cash advance from PSD as outlined in paragraph 6d(3)(a), and the other for the Unit Travel Card (VISA) using the guidelines in enclosure (6), paragraph 5b.

3. If there is an excess of the cash advance from the credit card, a check or money order needs to accompany the settlement, made payable to DO PSD (location of activity).

e. NETSAFA (N8FSP) will:

(1) Continually monitor FSP financial records to ensure FSP event documentation balances with accounting records.

(2) Outstanding FSP advance indebtedness letters will be issued by NETSAFA (N8FSP) to individuals who have not provided NETSAFA a copy of each liquidated FSP claim within 30 calendar days of completion of FSP functions, unless NETSAFA has been notified of extenuating circumstances involving claims. If the employee does not remit payment, NETSAFA (N8FSP) shall initiate

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collection through salary deduction, offset from final salary and allowances, lump-sum leave payment, the employee's retirement account, or other amounts due the employee in accordance with controlling debt collection regulations per reference (f).

(3) Issue outstanding FSP obligation letters to activities that have not provided NETSAFA a copy of each liquidated FSP claim within 30 calendar days of completion of FSP functions, unless NETSAFA has been notified of extenuating circumstances involving claims.

f. Disbursing Funds. Disbursement of funds authorized by NETSAFA for FSP activities will be made by the escort officer authorized to draw funds per paragraph 6c. At no time will FSP funds be given to an IMS.

g. Living Allowance. There will be no change to an IMS's living allowance during FSP events.

h. Tours and Trips. FSP tours and trips, funds permitting, are normally conducted on an all-expense paid basis; however, IMSOs may decide to require participants to pay for some costs if limited funding would otherwise preclude conducting the event. For overnight trips, maximum meal allowances are to be based on the rates authorized in the Joint Travel Regulations for the applicable location. Single room accommodations are authorized for O-7s and above and civilian equivalents. All other IMSs shall use double room accommodations. The only exception will be for female IMSs when an odd number of female IMSs are participating in the FSP event. IMSs below flag rank who want a single room accommodation will pay the difference in cost. Personal expenses such as room service, laundry, phone calls, and excess baggage are the responsibility of the IMS while participating in FSP events. Authorized dependents may accompany their sponsors on tours and trips on a space available basis at no cost to the U.S. Government. An exception is for minor costs, when individual collection is impractical, such as for parking fees or tolls.

i. Escort Officers. Lodging, authorized meals, tickets, admissions, and other expenses will be paid from FSP funds. Escort expenses shall be included in the estimated cost of an FSP trip.

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j. Social Activities. Social activities with participation by U.S. personnel, who are guests at FSP functions such as breakfasts, luncheons, dinners, gatherings, and receptions, are authorized provided that these functions directly relate to at least one of the eleven FSP facets. However, discretion must be used to maintain a proper ratio between IMSS and U.S. guests. Normally, the proportion of U.S. official personnel and guests at such functions should not exceed three times the total number of IMSS.

k. Travel and Transportation

(1) Government transportation shall be used to the fullest extent possible. It is also recommended that ground transportation be the primary means of transporting IMSS. It is imperative that advance preparations occur on the part of IMSOs when arranging transportation. IMSOs should make inquiries to their local Naval Facilities or Public Works Center (PWC) transportation offices as to availability and costs associated with vehicle usage. If government vehicles are available, IMSOs should request an authorization number from NETSAFA (N81) and provide a point of contact and address of the local PWC transportation office. NETSAFA (N8FSP) will issue a work request (NC 2275) to the PWC transportation office to set up a job order number for billing purposes. Once a job order number is established with the PWC transportation office, and if future government vehicle usage is required in the same FY, the original authorization number should be used and the dollar amount amended to reflect the additional costs. Job orders and authorization numbers are only valid for the FY. A work request for a new authorization number is required each FY. Depending on funding availability, commercially rented transportation is authorized as required. The use of privately owned vehicles (POVs) for FSP business is restricted to instances when government-owned vehicles are not available and when use of a POV is more cost advantageous to the government. When a POV must be used, the IMSO or FSP Coordinator should have locally prepared documentation on file that the preceding prerequisites have been met.

(2) The use of surface transportation for short trips is encouraged to provide international trainees a closer look at the American countryside.

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(3) Trips that exceed the 300-mile radius limitation from the training site require a waiver request, with the exception of the Washington, DC tour which is allowed for officer IMSS attending selected senior, career, postgraduate, and other significant courses. This 300-mile radius limitation ensures that maximum use is made of available FSP funds for local events, incurring expensive transportation and lodging costs only when necessary to accomplish the goals of the FSP. A waiver for trips exceeding the mileage limitation must be approved by NIPO prior to issuance of an authorization by NETSAFA (N323). Waiver requests must be received with each activity's annual budget submission or at least 45 days prior to the FSP event in order to meet Navy IPO's 30-day lead-time requirement. Requests for waiver that exceed the 300 mile radius limitation shall be forwarded to Navy IPO (IPO-04B), via the appropriate chain of command and NETSAFA (N323), with the following information:

(a) Number of IMSS (include name, rank, and country of origin for IMSS when known) expected to participate in the FSP event

(b) Duration of the trip

(c) Itinerary

(d) Total round trip distance

(e) Number of escorts and guests

(f) Estimated costs

(g) Topics to be attained

(h) Detailed justification for waiver including a statement as to why DoD FSP facets cannot be accomplished within the local area

(4) Subject to availability of time and funding, a tour of Washington, DC should be made available to officer IMSS attending senior, career, and other significant courses. A maximum of four days is authorized, plus travel time. The Washington, DC tour should include, at a minimum, a tour of the

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White House and other national monuments. A pre-tour briefing is required for each day's itinerary, highlighting the historical significance of each landmark visited, as well as a post-tour debrief following the visit. Every effort should be made to have all students complete the planned itinerary. Exceptions should be limited to cases of illness or inclement weather. The Washington, DC tour is not meant to be a vehicle for the IMS to visit his/her own national embassy. Free time should not be included in the trip itinerary for such visits.

(5) An itinerary of Washington, DC tours requiring mileage waivers must be provided to NETSAFA (N323) with the FSP liquidation package.

(6) Escort expenses and legitimate out-of-pocket expenditures shall be included in the estimated cost of FSP events. All expenses for both students and escorts will be claimed using an OF 1164 or local area expense form. Travel orders for IMSS and escorts should be prepared when FSP activities in excess of 10 hours are conducted out of the local area. No cost to the Government blanket travel orders should be used for IMSS. Escorts should use official travel orders utilizing the pertinent FSP accounting data with the following remark to be placed on the orders:

"Lodging, transportation, and incidental expenses have been paid in full under the FSP using an OF 1164 or locally prepared expense form. Traveler(s) will not claim any additional reimbursements associated with this event. Escorts will receive Field Studies Program meal allowances in accordance with the JTR rate for location of the Field Studies Program activity when meals are not provided."

1. Local or No-Cost FSP Events. Local or no-cost FSP events are strongly encouraged. These include visits to private homes, local industry, cultural and industrial exhibits, farms, schools, historic points of interest, civic activities, or having guest speakers who are subject matter experts in their fields address students. These local area programs provide the best possible exposure to FSP topics at minimal cost. For local events, in no case should the cost of meals exceed \$40 per day for each IMS (lunch \$15, dinner \$25). All no-cost events should

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be submitted by the IMSO via the SAN SC-TMS9 IMSO Web with the following information:

- (1) Event Template Number
- (2) Action Number
- (3) Event Template Type
- (4) Event Template Title
- (5) Start Date
- (6) End Date
- (7) Planned Number of Students (Other)
- (8) Planned Number of Escorts
- (9) Planned Number of Students (FMS)
- (10) Planned Number of Students (IMET)

m. The following information should be submitted via the SAN SC-TMS9 IMSO Web upon event completion:

- (1) Actual Number of Students (Other)
- (2) Actual Number of Escorts
- (3) Actual Number of Students (FMS)
- (4) Actual Number of Students (IMET)
- (5) Actual Number of Students

7. Extraordinary Expenses (EE). These expenses (Budget Project N60 funds) are defined as those incident to representational activities for IMSS under the International Military Education and Training Program (IMETP). EE funds can help defray the costs of commanding officers' receptions, civilian or military sponsored banquets, faculty and student luncheons, graduations, and other similar activities which bridge cultural differences and enhance the relationship between the training installation

and the local community. EE funds may also be used for activities described above in connection with the FSP and orientation visits and tours, but must be limited to IMETP students. The expenditure of N60 funds for students not sponsored under the IMETP is not authorized. The same limitations and constraints apply to EE funded activities as for FSP. Presently, no activity is authorized EE funds within the NETC claimancy.

8. Reporting Requirements. During the fourth quarter of each FY, training activities designated by NETSAFA will provide NETSAFA (N323/N8FSP) a budget and program projection of the next FY's FSP. Reporting procedures will be established each FY to permit sufficient detail for assessment of the training activity's efforts toward fulfillment of the goal, objective, areas of emphasis, and topics of the FSP.

9. Documentation Flow. Training activities designated by NETSAFA shall submit the following reports, documents, or forms as indicated below:

a. Annual Budget and Program Projection Report (third quarter) - NETSAFA (N8FSP).

b. Advance of funds letter with DO's endorsement and voucher number for each FSP activity when advance is drawn - NETSAFA (N8FSP).

c. Settled Claim for Reimbursement for Expenditures on Official Business (OF 1164) with a copy of FSP Expense Documentation Sheet (NETC 4950/3) and receipts - NETSAFA (N323/N8FSP). A copy of the settled claim with the DO's voucher number or My Pay voucher with copy of documents that were submitted to disbursing office.

d. Update SAN SC-TMS9 IMSO Web with actual costs using settled OF 1164.

e. Completed copies of NETC 4950/1 and NETC 4950/2 following each FSP activity - NETSAFA (N323).

f. Request for waiver that exceed the 300 mile radius limitation - Navy IPO (IPO-04B) via chain of command and NETSAFA (N323/N8FSP).

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10. Responsibilities

a. NETC

(1) Assign NETSAFA as Program Manager for the NETC claimancy FSP.

(2) Ensure NETC instruction providing FSP guidance and direction to the NETC claimancy is published and maintained.

b. NETSAFA

(1) Act as FSP Program Manager for the NETC claimancy (N323).

(2) Submit the annual FSP and EE budget requirements to Navy IPO (IPO-04B) (N8FSP).

(3) Upon receipt of SAN SC-TMS9 IMSO Web request, confirm availability of funds and appropriateness of proposed FSP functions, provide authorized funding citation, and enter appropriate financial data into the Standard Accounting and Reporting System (N8FSP).

(4) Review waiver requests and provide recommendations to Navy IPO (IPO-04B) as necessary (N323).

(5) Continually review NETC claimancy programs for compliance (N323).

(6) Issue a budget and program projection call to training activities upon request by Navy IPO (IPO-04B) (N8FSP).

(7) Provide target allocation of program dollars to training activities (N8FSP).

(8) Receive and verify copies of all obligation and liquidation documents from training activities utilizing program funds (N323/N8FSP).

(9) Receive and review copies of NETC 4950/1 and NETC 4950/2 (N323).

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(10) N323 will maintain FSP database of amounts authorized to each training activity and N8FSP will provide fund status of obligations and expenditures incurred to N323.

(11) Issue outstanding settlement letters 30 days after completion of events unless notified of extenuating circumstances by activities involved (N8FSP).

(12) Commence procedures to recoup outstanding FSP advances from pertinent individuals' wages through payroll garnishment 120 days after completion of FSP functions if NETSAFA has not received copies of completed liquidation packages or been notified of extenuating circumstances and if these events are listed on the overage travel report (N8FSP).

(13) Consolidate obligated expenditures for the program year (N8FSP).

(14) Reconcile expenditures for the previous FY's FSP (N8FSP).

c. Training Activities

(1) Maintain an FSP that is interesting and attractive to earn the full and active interest of all IMSs.

(2) Ensure IMSO, FSP coordinator, and escort officers are thoroughly familiar with the intent of the goal, objective, and areas of emphasis for the FSP.

(3) Obtain approval from NETSAFA (N323) prior to conducting a funded FSP function.

(4) Make government transportation available, when possible, for FSP functions.

(5) Forward advance of funds letter to NETSAFA (N8FSP).

(6) Notify NETSAFA (N323) if the cost of the function exceeded the authorized amount by \$100 or more.

(7) Ensure that prior to each FSP event a thorough student pre-brief is conducted which addresses the topic facets.

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Following the event, ensure a student debrief is conducted again reemphasizing the event objective.

(8) Submit copies of enclosure (2) and NETC 4950/1 to NETSAFA (N323).

(9) Submit settlements to DO within 10 calendar days upon completion of FSP function.

(10) Forward a copy of liquidated FSP claim with the Claim for Reimbursement for Expenditures on Official Business (OF 1164) with DO's endorsement and voucher number, the FSP Expense Documentation Sheet (NETC 4950/3), and receipts to NETSAFA (N323/N8FSP) within 30 days of completion of FSP functions.

(11) Provide NETSAFA (N323/N8FSP) with requested information concerning completed FSP events conducted at no cost.

(12) Submit request for waiver of 300-mile radius limitation to Navy IPO (IPO-04B) via the chain of command and NETSAFA (N323). Although waiver requests will be accepted and processed anytime, it is recommended that, where possible, a lead time of 45 days be given. Navy IPO requires a 30-day processing time.

(13) Provide NETSAFA (N323) an itinerary of Washington, DC FSP tours requiring mileage waivers.

(14) Submit budget and program projection to NETSAFA (N8FSP).

11. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/>

AllItems.aspx. For SSIC 3000 series dispositions, please refer to part III, chapter 3, of Secretary of the Navy Manual 5210.1 of January 2012.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

12. 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, Department of Defense, 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.

13. Forms

a. The following forms are available for download from Naval Forms Online (<https://navalforms.documentservices.dla.mil/web/public/home>):

(1) NETC 4950/1 (Escort's Assessment of Field Studies Program Activity)

(2) NETC 4950/2 (International Student Field Studies Program Event Evaluation)

(3) NETC 4950/3 (Field Studies Program (FSP) Expense Documentation Sheet)

b. The following form is available for download from DoD Forms Management Program (<http://www.dtic.mil/whs/directives/forms/index.htm>): DD 577 (Appointment/Termination Record - Authorized Signature)

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c. The following form is available for download from the GSA Forms Library (<http://www.gsa.gov/portal/forms/type/TOP>): OF 1164 (Claim for Reimbursement for Expenditures on Official Business)

d. The following form is available for download from the Commander, Navy Installations Command Forms Library (http://www.cnic.navy.mil/regions/cnrma/installations/jeb_little_creek_fort_story/about/personnel_support_detachment/forms.html): PSAJAXFORM 7240/10 (Travel History Form)



M. A. WHITT
Chief of Staff

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the NETC public web site, <https://www.netc.navy.mil/directives.htm>, or via HP Records Manager (HPRM).

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SAMPLE EVENT/ACTIVITY FACETS

1. Determining the Field Studies Program (FSP) event facet is a simple process by using the FSP handbook. The objective of each FSP activity can be obtained from sections 5 and 6 of a particular topic area lesson plan. It is recommended that the objective be paraphrased from the areas of emphasis to suit the event. There is no set standard how the objective must be briefed, nor will there be a set standard for presenting the objective - it is entirely the choice of the International Military Student Officer (IMSO) how the objective is presented to the students - the IMSO/senior escort must feel comfortable in presenting the objective to the students.

2. The following two examples provide typical event facets:

a. Example 1:

Event: Attend a local community court hearing

Topic: Judicial Processes

Areas of emphasis: (Reference (c), section c, Civil and
Military Judicial Systems, page 4, section
6)

(1) Internationally recognized human rights as outlined in the Universal Declaration of Human Rights (see page 2, section 5)

(2) Democratic ideals of an elected government and effective civil-military relations that reinforce the government

For (1) above, use article 11 (1) from page 3, section 5 of the civilian and military judicial systems section of the handbook: Everyone charged with a penal offense has the right to be presumed innocent until proven guilty according to law in a public trial at which they have had all the guarantees necessary for their defense.

For (2), simply say that the local court judge is a government official.

Enclosure (1)

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Now put both together to say: The local court judge appointed to oversee this hearing is a government official charged with ensuring that those defendants appearing have the right to be presumed innocent until all facts and evidence are presented by either court-appointed defense counsel or counsel of the defendant's own choosing.

Other articles from the Universal Declaration of Human Rights can be used, as well as information from section 7 of the lesson plan labeled other learning objectives or teaching points, and information from the FSP information sheets located in the FSP handbook.

b. Example 2:

Event: Visit Maritime Museum

Topic: American Family Life and Community Life: American Life

Areas of emphasis: (Reference (c), section f2, American Family Life and Community Life, page 3, section 6)

(1) Internationally recognized human rights as outlined in the Universal Declaration of Human Rights (see page 3, section 5)

(2) The roles and interrelationships of a culturally, ethnically, economically, and socially diverse population in a democratic society

For (1) above, use article 27 from page 3, section 5 of the American Life section of the handbook: Everyone has the right to freely participate in the cultural life of the community, to enjoy arts and to share in scientific advancement and its benefits. Everyone has the right to the protection of the moral and material interests resulting from any scientific, literary, or artistic production of which they are the author.

For (2), simply say that the Maritime Museum is culturally oriented and can be enjoyed by anyone.

Now put both together to say: This culturally-oriented Maritime Museum can be enjoyed by everyone because everyone in a democratic society has the right to freely enjoy the arts.

Enclosure (1)

America's seafaring origins may also be covered by mentioning that, when our democratic institutions were established, most Americans had to brave the sea to get here, even those brought involuntarily.

There are other articles from the Universal Declaration of Human Rights that can be used, as well as information from section 7 of the lesson plan labeled other learning objectives or teaching points, and information from the FSP information sheets in the handbook.

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CHECKLIST FOR ESCORTS ON FIELD STUDIES PROGRAM (FSP) TRIPS

1. Each escort should:

- _____ a. Receive temporary additional duty or temporary duty orders for the trip (including International Military Students (IMSS)) per local command policy.
- _____ b. Understand the Department of Defense facets and the specific objectives and topics of the trip. This should be accomplished by reading and becoming familiar with the applicable sections of the FSP handbook which pertain to the event(s).
- _____ c. Receive a briefing regarding procedures for the handling and accounting of FSP funds.
- _____ d. Understand FSP funds are not given to the IMSS.
- _____ e. Receive a copy of the itinerary.
- _____ f. Be assigned a group of IMSS.
- _____ g. Designate the senior IMS from each country in the group of ten.
- _____ h. Brief the senior IMS on duties.
- _____ i. Be introduced to all tour participants.
- _____ j. Obtain receipts for all expenses.
- _____ k. Explain points of interest during the tour.
- _____ l. Account for students following meals, etc.

2. Escorts should assure the students are briefed on the following:

- _____ a. The facet(s) of the FSP event(s) from the FSP handbook.
- _____ b. Need to wear neat uniforms or appropriate civilian clothing.

Enclosure (2)

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- _____ c. Weather report to assist in selecting seasonal clothing.
- _____ d. Expenses authorized by the FSP and personal expenses that are the responsibility of the IMS.
- _____ e. Tour itineraries with emphasis on arrival and departure times.
- _____ f. Places of interest.
- _____ g. Appropriate behavior.
- _____ h. Need to pay bills before departing.
- _____ i. Baggage allowances.
- _____ j. Danger of carrying large sums of money.

3. After tours, escorts will:

- _____ a. Assist in debriefing students and evaluating the tour by completing the escort assessment and having the students complete an evaluation sheet (NETC 4950/1 and NETC 4950/2).
- _____ b. File claim for expenditures.
- _____ c. Return excess funds to paying agent.
- _____ d. Provide a copy of liquidated claim to the paying agent or International Military Student Officer.

Enclosure (2)

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SAMPLE DIRECT FUND CITATION LETTER

4950
Ser N-81/
(Date)

From: Commanding Officer, Naval Education and Training Security Assistance Field Activity

To: Commanding Officer, _____

Subj: NAVEDTRACOM FYXX FIELD STUDIES PROGRAM FUNDS FOR INTERNATIONAL MILITARY STUDENTS

Ref: (a) SECNAVINST 4950.4B
(b) NETCINST 4950.1F

1. Your activity is hereby designated for participation in the NAVEDTRACOM FYXX Field Studies Program (FSP) for international students administered by Naval Education and Training Security Assistance Field Activity (NETSAFA). References (a) and (b) provide guidance on program policies and procedures.

2. FSP-funded events must be authorized by NETSAFA (N-323) prior to execution. Authorization shall be requested by entering the event in the Security Assistant Network International Military Student Officer Web. A six-digit authorization number will be assigned for each approved FSP event. The authorization number, when inserted in the sample fund citation and document number shown in paragraph 3, provides the basis for obligation of funds per paragraph 6b of reference (b).

3. The fixed portion of the fund citation and document number to be used by your activity is as follows:

AA 17_1804.22M4 251 6887P 0 068566 __ (Note 1) D_ _ _ _ _ (Note 2) 68870_F_ _ _ _Q (Note 3)
STANDARD DOCUMENT NUMBER N68870_ _MD_ _ _ _ _ (Note 4)

Note 1: Enter 1K for advances; enter 2D for settlements

Note 2: Enter first two digits and last three digits of six-digit alphanumeric control number

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Subj: NAVEDTRACOM FYXX FIELD STUDIES PROGRAM FUNDS FOR
INTERNATIONAL MILITARY STUDENTS

Note 3: Enter first three digits of six-digit alphanumeric
control number

Note 4: Enter first two digits and last three digits of six-
digit alphanumeric control number

(Signature)

Enclosure (3)

SAMPLE IMSO WEB FSP REQUEST/APPROVAL/FUNDING

-----Original Message-----

From: sanweb@san.osd.mil [<mailto:sanweb@san.osd.mil>]
Sent: Tuesday, October 23, 2018 11:23
To: PNSC_NETSAFA_FSPMANAGER
Cc: IMSO NAME
Subject: SWS EVENT 10/25/18 INCREASE FUNDS: FIELD STUDIES
PROGRAM UPDATE FROM (PSWS) SURFACE WARFARE OFFICERS SCHOOL
COMMAND NEWPORT RI

FROM: SURFACE WARFARE OFFICERS SCHOOL COMMAND NEWPORT RI
COMMANDING OFFICER
SWOSCOLCOM
446 CUSHING ROAD (CODE N723)
NEWPORT, RI 02841-1209

1. FIELD STUDIES PROGRAM UPDATE

STATUS: Pending

REMARKS:

2. FIELD STUDIES PROGRAM DETAILS

Event Template Number: 11

Action Number: 18 for FY 2018 QTR1

Event Template Type: Social Event

Funding Auth No.

MILDEP Finalized

Event Template Title: Graduation Luncheon

Start Date: 10/25/2018

End Date: 10/25/2018

Planned Number of Guests: 20

Planned Number of Escorts: 9

Planned Number of Students (FMS): 0

Planned Number of Students (IMET): 11

Actual Number of Escorts: 0

Actual Number of students: 0

3. PLANNED / ACTUAL COSTS

| | | |
|----------------------------------|----------------|-------------|
| Transportation: | Planned: \$0 | Actual: \$0 |
| Extraordinary Costs: | Planned: \$100 | Actual: \$0 |
| Tour Director Costs: | Planned: \$0 | Actual: \$0 |
| Lodging Per Diem Costs: | Planned: \$0 | Actual: \$0 |
| Meals/Incidental Per Diem Costs: | Planned: \$900 | Actual: \$0 |

NETCINST 4950.1F
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-----Original Message-----

From: _____ CIV NETSAFA PENSACOLA FL
Sent: Tuesday, October 23, 2018 12:26
To: NAME OF IMSO, SWOS, N723; PNSC_NETSAFA_FSPMANAGER
Subject: SWS EVENT 10/25/18 INCREASE FUNDS APPROVED: FIELD
STUDIES PROGRAM UPDATE from (PSWS) SURFACE WARFARE OFFICERS
SCHOOL COMMAND NEWPORT RI

Increase in funds is approved. Request N-8FSP adjust obligation
up to \$ 1000.

Enclosure (4)

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-----Original Message-----

From: _____ CIV NETSAFA, N81
Sent: Tuesday, October 23, 2018 14:04
To: _____ SWOS, N723; _____ CIV NETSAFA
PENSACOLA FL; PNSC_NETSAFA_FSPMANAGER
Subject: TRIM: RE: SWS EVENT 10/25/18 INCREASE FUNDS APPROVED:
INFORMATIONAL PROGRAM UPDATE FROM (PSWS) SURFACE WARFARE
OFFICERS SCHOOL COMMAND NEWPORT RI
Funds Authorization #: SWS342 For authorized FSP expenses ONLY
Amount: \$250.00
SDN N688700_MDSW342
LOA: Please see below:

If you receiving an advance from PSD, please have them use this line of accounting to give you the money:

AA 17_1804 22M4 251 6887P 0 068566 1K DSW342 68870_FASWSQ
Amount: \$ 250.00

When you turn in your 1164 for reimbursement, use the following lines:

AA 17_1804 22M4 251 6887P 0 068566 1K DSW342 68870_FASWSQ
Amount: (Actual Amount of expense) (Credit)

AND

AA 17_1804 22M4 251 6887P 0 068566 2D DSW342 68870_FASWSQ
Amount: (Actual Amount of expense) (Debit)

Then amounts on the OF 1164 will offset each other (zero each other out). The 1K line will reduce the amount of the credit in the accounting system and the 2D line will properly enter the expense. Both lines must be entered into the system in order to be correct.

When you submit the 1131 Cash Collection voucher, use the following line:

AA 17_1804 22M4 251 6887P 0 068566 1K DSW342 68870_FASWSQ
Amount: (Actual Amount returned)

Using the 1K line here will reduce the amount of the advance to \$0.00.

If you have any questions, please contact either Vaughn Withers (DSN 459-8833), or Grace Snowden (DSN 459-8887) or email to PNSC_NETSAFA_FSPMANAGER, before you process your settlement.

Enclosure (4)

NETCINST 4950.1F

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This will help NETSAFA keep the program running effectively and efficiently. Your assistance is greatly appreciated.

Enclosure (4)

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SAMPLE LETTER FOR DRAWING AN ADVANCE OF FSP FUNDS

7200
Ser
(Date)

From: Commanding Officer, _____
To: _____ (Name of IMSO)

Subj: AUTHORITY TO INCUR AND PAY EXPENSES IN CONNECTION WITH
THE FIELD STUDIES PROGRAM FOR INTERNATIONAL TRAINEES

Ref: (a) DoD Financial Management Regulations (FMR), Volume 4,
Chapter 5
(b) SECNAVINST 4950.4B

1. You are directed to assume the duties of escort officer and agent cashier for the following Field Studies Program (FSP) event: (description of event for (# of) international military students, yourself, and (# of) escort officer(s) on _____ (date(s)).

2. By copy of this letter, the Disbursing Officer, Personnel Support Activity Detachment, (location of activity) is requested to advance the sum of \$ (amount) to subject member per references (a) and (b) and to effect final settlement of expenses involved.

3. FSP funds accounting data: AA17_1804.22M4 251 6887P 0
068566 1K D_ _ _ _ _ 68870_F_ _ _ _ Q. Standard Document Number (SDN) N68870_ _ MD_ _ _ _ _ is assigned to this transaction.

(Signature)

STANDARD OPERATING PROCEDURES (SOP) FOR
FIELD STUDIES PROGRAM (FSP)
UNIT TRAVEL CARD (VISA)

1. REFERENCES

- a. DoD Instruction 5410.17 of 15 September 2006
- b. SECNAVINST 4950.4B
- c. DoD Field Studies Program Guide updated 13 Apr 17
- d. NETCINST 4950.1F
- e. DoD Financial Management Regulation, Volume 5
- f. DoD Financial Management Regulation, Volume 9
- g. Joint Travel Regulation (JTR)

2. **PURPOSE.** To provide guidelines for administrative use of Citi Bank Unit Travel Cards for the FSP.

3. **OBJECTIVES.** The policies and procedures contained in the SOP are intended to:

- a. Administer the Unit Travel Card program
- b. Implement the Department of Defense FSP objectives

4. **APPLICABILITY.** This SOP is applicable to the International Military Student Officer and Naval Education and Training Security Assistance Field Activity (NETSAFA) Comptroller.

5. ROUTINE ADMINISTRATION

a. NETSAFA Comptroller Department, Operations Support Division (N8FSP) will:

(1) Coordinate with Department of the Navy Consolidated Card Program Management Division - Travel Card Centrally Billed Account (CBA) on all matters pertaining to the CBA.

(2) The FSP Program Manager will forward electronic settlement documents with electronic copies of original receipts to the FSP Financial Manager via HP Records Manager. The FSP Financial Manager will reconcile the monthly invoice and perform reconciliation, matching all charges and credits on the invoice

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with the official FSP Authorizations for the events to ensure the integrity of the charges.

(3) The FSP Financial Manager will send certified invoices to Defense Finance and Accounting Service for payment.

(4) Ensure prompt invoice payment within 30 days of receipt.

b. Cardholder Responsibilities. The card is for official expenses in regard to the FSP only. Cardholder will:

(1) Ensure that the purchase of mementos, plaques, school emblems, and other commemorative items are not purchases with the CBA unit card.

(2) Validate charges on Monthly Bank Statement and associate document number for each item charged.

(3) Prepare and forward settlement documents to FSP Program Manager (N8FSP) within 10 days following each event. Settlement documentation will include:

(a) Original receipts. Ensure all ATM charges are reported and accounted for within your settlement(s). For refunds of ATM withdrawals, submit a check payable to Disbursing Officer, Personnel Support Detachment Pensacola.

(b) Original FSP Expense Documentation Sheet (NETC Form 4950/3).

(c) Completed Student Evaluation.

(d) Completed Escort Assessment.

(4) Retain a copy of ALL receipts for a period of two years.

(5) Ensure cash advances/ATM funds will be used for only one activity or tour. Cash cannot be carried over from one event to the next, thereby building a petty cash fund.

(6) Be responsible for making legitimate government travel-related purchases for FSP events, only after receiving

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all necessary approvals. Pecuniary liability for any CBA Unit Card may be incurred for non-compliance, negligence, misuse, or abuse.

(7) Not carry unit card when there is not an event.
Keep card in safe or locked file cabinet.

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SAMPLE IMSO (TMS9) WEB FSP REQUEST COMPLETION

-----Original Message-----

From: sanweb@san.osd.mil [<mailto:sanweb@san.osd.mil>]
Sent: Monday, October 22, 2018 9:46
To: PNSC_NETSAFA_FSPMANAGER
Cc: NAME OF IMSO SWOS, N723
Subject: HPRM: INFORMATIONAL PROGRAM UPDATE FROM (PSWS)
SURFACE WARFARE OFFICERS SCHOOL COMMAND NEWPORT RI

FROM: SURFACE WARFARE OFFICERS SCHOOL COMMAND NEWPORT RI
COMMANDING OFFICER
SWOSCOLCOM
446 CUSHING ROAD (CODE N723)
NEWPORT RI 02841-1209

1. FIELD STUDIES PROGRAM UPDATE

STATUS: Completed

REMARKS:

2. INFORMATIONAL PROGRAM DETAILS

Event Template Number: 21

Action Number: 18 for FY 2018 QTR4

Event Template Type: Local Area Activity

Funding Auth No.

MILDEP Finalized

Event Template Title: Fall River Battleship Cove Tour

Start Date: 10/19/2018

End Date: 10/19/2018

Planned Number of Guests: 0

Planned Number of Escorts: 2

Planned Number of Students (FMS): 0

Planned Number of Students (IMET): 9

Actual Number of Escorts: 2

Actual Number of Students: 0

3. PLANNED/ACTUAL COSTS

| | | | | |
|----------------------------------|----------|-------|---------|-------|
| Transportation: | Planned: | \$0 | Actual: | \$0 |
| Extraordinary Costs: | Planned: | \$20 | Actual: | \$21 |
| Tour Director Costs: | Planned: | \$0 | Actual: | \$0 |
| Lodging Per Diem Costs: | Planned: | \$0 | Actual: | \$0 |
| Meals/Incidental Per Diem Costs: | Planned: | \$200 | Actual: | \$199 |

Enclosure (7)

