



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

NETCINST 4950.2G  
NETSAFA N3  
21 Mar 2024

NETC INSTRUCTION 4950.2G

From: Commander, Naval Education and Training Command

Subj: INTERNATIONAL EDUCATION AND TRAINING

Ref: (a) SECNAVINST 4950.4B  
(b) DoD Instruction 5132.15 of 7 May 2021  
(c) SECNAVINST 5510.34B  
(d) DSCA 5105.38-M, Security Assistance Management Manual of 30 April 2012  
(e) NETCINST 5450.4F  
(f) NETCINST 4950.1F  
(g) NETCINST 5050.2C  
(h) NETCINST 4900.1C

Encl: (1) Naval Education and Training Security Assistance Field Activity Duties and Responsibilities  
(2) Naval Education and Training Command Component Command Duties and Responsibilities  
(3) International Military Students Officer Duties and Responsibilities

1. Purpose. To assign duties and responsibilities for the execution of the U.S. Navy Security Cooperation (SC) Education and Training Program (SCETP), SC Workforce Certification Program (SCWCP), and the SC Workforce Development Program (SCWDP) within the Naval Education and Training Command (NETC).

2. Cancellation. NETCINST 4950.2F.

3. Policy. Reference (a) prescribes Department of the Navy (DON) SC policies and assigns responsibility and outlines the mission and functions of Naval Education and Training Security Assistance Field Activity (NETSAFA). It also provides the basic direction for the implementation and execution of the DON SCETP and the administration procedures applicable to international military students (IMS) in training. Reference (b) provides guidance regarding the SCWCP and the SCWDP. Reference (c) provides guidance regarding the releasability of classified information to IMS. Reference (d) provides guidance for the

administration and implementation of SC and related activities in compliance with the Foreign Assistance Act, Arms Export Control Act, reference (c), and related statutes and directives. Reference (e) provides the mission and functions of NETSAFA. Reference (f) governs the implementation of the DON Field Studies Program (FSP) for IMS in training under the Security Assistance Training Program. References (g) and (h) provide guidance regarding foreign visits and logistics.

4. Background. SC represents a dynamic, interrelated series of programs and initiatives designed to maximize the Department of Defense's (DoD) ability to support our friends, allies, and coalition partners around the world. This support is particularly critical in today's environment, in which the U.S. global maritime security strategy is of paramount importance to both the protection of our nation and to the defense of democratic principles throughout the world. Within this environment, the SCETP has become increasingly significant. The long-term benefits of enhancing the fighting capability, interoperability, and interpersonal relationships among the maritime forces of our friends and allies are essential to overall global stability. In order to accomplish this mission, the Navy's management and implementation of the SCETP must be done as effectively as possible.

5. Objective. The objective of this instruction is to reaffirm the importance of international education and training throughout the NETC domain. The objectives of the SCETP are to assist foreign countries in developing expertise for effective management and operation of their defense establishments, foster their professional and technical training capabilities, promote U.S. military rapport to operate in coalition environments, promote a better understanding of the United States, increase IMS awareness of U.S. commitment to basic principles of internationally recognized human rights, and develop skills needed to effectively operate and maintain equipment acquired from the United States. These objectives are applicable to all NETC commands with IMS.

6. Responsibilities. The Secretary of the Navy is responsible for the overall policy direction, coordination, planning, programming, and supervision of SC matters for the U.S. Navy, the U.S. Marine Corps, and the U.S. Coast Guard. Navy International Programs Office (NIPO) has overall responsibility

for development of policy, implementation, and management oversight of the SCETP and SCWDP. Providing training for IMS under the auspices of the DON SCETP is part of NETC's mission. NETC is responsible for ensuring that international education and training at all commands under its authority is conducted per current DoD and DON policies and procedures. NETSAFA functions as NETC's executive agent for execution of the DON SCETP and SCWDP per references (a) and (b). NETSAFA's duties and responsibilities are delineated in reference (e). Those duties and responsibilities as they relate to NETC and its component commands' execution of the SCETP and SCWDP are consolidated in enclosure (1). NETC component commands are responsible for ensuring the DON SCETP and SCWDP is implemented per applicable policies and procedures. Enclosure (2) is an abbreviated summary of NETC's component command duties and responsibilities. A command's IMS officer (IMSO) is responsible for providing the administrative, logistical, and programmatic support to IMS. Specific guidance is provided in enclosure (3).

7. Action. Per references (a) through (h), all NETC component commands will implement the necessary policy and instructions to ensure that the SC international education and training programs within their purview are conducted as efficiently and professionally as possible and per enclosures (1) through (3).

#### 8. 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.

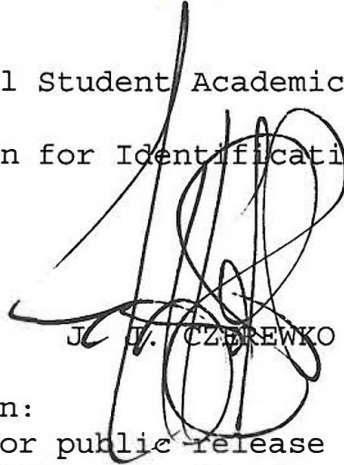
9. Review and Effective Date. Per OPNAVINST 5215.17A, NETC will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 (Review of

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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.

10. Forms. The following forms are available for download on the DoD Forms Management Program web site (<https://www.esd.whs.mil/Directives/forms/>):

- a. DD 2496 (International Student Academic Report)
- b. DD 1172-2 (Application for Identification Card/Deers Enrollment)



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Releasability and distribution:

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

NAVAL EDUCATION AND TRAINING SECURITY ASSISTANCE FIELD ACTIVITY  
DUTIES AND RESPONSIBILITIES

As the NETC agent for international training, NETSAFA responsibilities include, but are not limited to, the following:

1. Authorize the issuance of invitational travel orders (ITO). All DON training must occur on authorized ITOs issued by the security cooperation officer (SCO).
2. Function as case administering office and case manager for all DON foreign military sales (FMS) training cases and fund administrator for the International Military Education and Training (IMET) Program, the Regional Defense Fellowship Program (RDFP), the Counter Drug Program, foreign military financing (FMF) cases, pseudo cases, and other programs that fall under SC.
3. Function as administrative and automated database support activity for all SC education and training to ensure designated personnel at all echelons of the NETC domain are provided access and assistance to view international student projection information through the use of the security assistance network.
4. Establish procedures for the execution of the DON SCETP.
5. Establish procedures to provide oversight and assistance in the execution of the SCWDP for NETC activities.
6. Manage the overall execution of SCWDP for NETC commands via the SCWD Database (SCWD-D) system which is the primary means of data management for SCW skills, experience, training, and certification. This will enable the Defense Security Cooperation Agency (DCSA) and the DoD components to verify that personnel possess the appropriate SC experience, training, and certification within a specified timeframe after assignment.
7. Develop training plans for the support of U.S. Navy equipment sales in concert with NIPO and the appropriate systems command and warfare sponsor. Ensure that training plans are coordinated for disclosure and releasability prior to making commitments or programming training and responding to foreign requests. Ensure that training is time-phased with equipment delivery schedules for a total-package approach.

8. Review initial DON SCETP requests and program changes to determine appropriateness of the request; availability of training; and compliance with FMS, IMET, RDFP, FMF, pseudo cases, and counter drug policies and directives.
9. Review training requirements for availability of training. Determine annual and out-year IMS education and training requirements for input into the Navy training requirements management system.
10. Act as the quota allocation authority for all Navy technical quotas for IMS.
11. Coordinate course costing procedures for technical training courses per DoD financial management regulations.
12. Develop, maintain, and publish the Navy International Training and Education Course Catalog, the Navy IMSO Guide, and other procedural manuals in coordination with NIPO, Marine Corps Security Cooperation Group (MCSCG), United States Coast Guard (USCG) (DCO-1), and appropriate Navy commands.
13. Participate in conferences or workshops sponsored by DON, other military services, or combatant commanders where international training issues are involved.
14. Review, coordinate, and implement the deployment of Navy mobile training teams, mobile education teams, extended training services specialists, expeditionary training command teams, and training surveys.
15. Coordinate the establishment of English language proficiency levels required for all categories of DON SCETP.
16. Per reference (a), and under the direction of NIPO, coordinate the administration and operations of the FSP for Navy schoolhouses and training venues to ensure that FSP funds are effectively utilized within program guidelines by reviewing and approving event submissions.
17. Conduct liaison with NETC activities, learning centers (LC), and learning sites (LS) and their designated IMSO, as well

as IMSOs and additional personnel of other Navy activities, to provide guidance and respond to queries regarding SCETP and SCWDP.

18. Coordinate with NIPO and other agencies, as appropriate, for disclosure and releasability of Navy training and training materials prior to responding to foreign requests.

19. Approve english comprehension level and waivers for DON SCETP, coordinating with NIPO, LCs, and other agencies as necessary.

20. Coordinate the DON portion of the annual joint DoD and Department of State report to congress that details training provided to international students.

21. Plan and host an IMSO workshop for all military and civilian DON and USCG IMSOs annually to include staffing and coordinating the IMSO workshop agenda, schedule, format, etc., with NIPO, MCSCG, USCG (DCO-1), and appropriate Navy major claimants.

22. Ensure that NETC activities provide foreign trainee status and progress reports, academic evaluations, and other required reports for all SC training.

23. Coordinate SC-sponsored and funded orientation visits to and within the continental United States for which the Navy is executive agent.

24. Create, budget, and maintain IMSO training personnel that oversee the administration of all DON and USCG IMSOs.

25. IMSO training personnel will assess, train, and assist all DON and USCG IMSOs and, as required, develop performance assistance criteria for IMSOs.

26. Coordinate with the Director of International Affairs and Foreign Policy on USCG IMSO requirements.

27. Maintain a roster of all DON and USCG IMSOs: name, paygrade, command, immediate superior in command, location, certification status, full time or part time, incumbent

departure dates, and command identified billet relief. The IMSO's command will be responsible for maintaining IMSO training records.

28. Coordinate the assessment of individual command held IMSO training records at the request of the training organization commanding officer.

29. Coordinate with the applicable contracting officers to ensure contractor-provided IMSOs are meeting requirements in accordance with regulations and the applicable U.S. government contract.

30. Coordinate and draft an annual report for NETC identifying training activities that have or require full-time IMSOs.



NAVAL EDUCATION AND TRAINING COMMAND COMPONENT COMMAND DUTIES  
AND RESPONSIBILITIES

1. All NETC component command responsibilities and functions as they relate to SCETP and SCWDP are defined as follows:

a. Support formal school training and on-the-job training for IMS.

b. Coordinate with NETSAFA on the execution of international training under the SCETP and SCWDP per guidance prescribed in references (a) through (h).

c. Support requests under the Foreign Visits Program.

d. Support requests for mobile training teams, mobile education teams, and extended training services specialists, as required, when coordinated and approved by NETSAFA.

e. Provide a designated point of contact (POC) for international training matters to NETSAFA. This POC may also serve as the IMSO. IMSOs shall be designated by name via official letter.

f. Ensure IMSO duties and responsibilities are performed as outlined in enclosure (3).

g. Coordinate with NETSAFA, NIPO, and the appropriate warfare sponsor regarding authorization for disclosure of classified material.

h. Ensure designated personnel are familiar with the certification program and know their assigned areas of concentration within the SCWDP and SCWD.

i. Update position descriptions for SCW civilian positions.

j. Provide timely and accurate personnel information as related to SCW to NETSAFA as changes occur, for review, update, and verification of SCWD-D. Activities will be responsible for working with their SCW members to ensure they complete the required training and continuous leaning hours as tracked in the

SCWD-D for certification in a timely manner. Provide POCs who will be responsible to coordinate with NETSAFA N12 to determine the positions and personnel who perform SC functions.

2. In addition, all LCs should appoint a designated POC for international training matters. LC POC responsibilities include:

a. Coordinate with IMSOs regarding international training matters. NETSAFA will e-mail the annual review of courses in the Military Articles Services Listing (MASL) to the LC training officer with a copy provided to the IMSO and any other designated POC. The reviewer, or designated POC, will access the security assistance network to update the MASL.

b. Ensure activity information is kept current in the SC Training Management System (SC-TMS) web site. Especially important are dining and billeting notes that relate to cost per student. POCs should notify NETSAFA country program managers of substantial changes in costs of dining and billeting to ensure that IMS living allowances are adequately funded.

c. Coordinate with NETSAFA regarding quotas for international students at LSs as needed.

d. Coordinate with NETSAFA and NIPO regarding authorization for disclosure of classified material.

e. Support requests under the Foreign Visits Program.

f. Ensure international training quotas and requirements are considered and inform NETSAFA before changing curriculum, canceling courses, and rendering training equipment or curriculum obsolete.

g. Ensure NETSAFA is contacted regarding disposition guidance for obsolete curriculum and obsolete aids and training equipment that have been used to instruct international students.

INTERNATIONAL MILITARY STUDENTS OFFICER DUTIES AND  
RESPONSIBILITIES

1. Coordinate orientation tours and foreign visits with appropriate base personnel.
2. Interface with various agencies to facilitate the execution of the SCETP and SCWDP (e.g., NETSAFA, NIPO, fleet commands, LCs and LSS, as well as Naval attaches of foreign embassies, country liaison officers, federal, state, and local government personnel).
3. Ensure all interagency agreements adequately reflect and support SCETP and SCWDP objectives and requirements.
4. Routinely log into SC-TMS to review and verify IMS projections.
5. Provide projected class information to instructors and LC personnel as required.
6. Interface with SCOs for timely IMS arrival information to ensure IMS is aware of local arrangements and other routine administrative matters.
7. Review IMS ITOs to identify and resolve discrepancies.
8. Manage the International Training Sponsor Program per applicable directives.
9. Arrange berthing and messing for IMS, as well as assist in the arrangement of housing for married IMS and dependents, if applicable.
10. Arrange credentialing procedures for IMS and dependents, if applicable.
11. Serve as the Defense Language Institute Testing Control Officer for their region. Ensure defense language proficiency test desktop software updates are downloaded, and software currency is maintained so that IMS testing can be administrated. Assist in the resolution of English language comprehension waiver issues.

12. Ensure photographs of each IMS are loaded onto SC-TMS to support SCETP security measures.
13. Prepare IMS arrival and enrollment reports at the beginning of course and IMS completion reports at the end of the course in SC-TMS.
14. Review IMET or other program payment requirements and IMS ITO to determine travel and living allowance (TLA) payments. Prepare TLA documents.
15. Resolve IMS-related incidents and academic and disciplinary problems. Become thoroughly familiar with SC regulations and instructions relating to IMS issues and prepare timely reports, as required.
16. Counsel IMS regarding academic and disciplinary issues.
17. Advise the chain of command on serious breaches of military or civil law by IMS and recommend appropriate action to be taken.
18. Conduct thorough and comprehensive DoD arrival and departure briefs for all IMS in the region.
19. Ensure DoD insider threat video is shown to all IMS during arrival briefs and documented on briefing form or in SC-TMS.
20. Arrange pick-up and departure transportation for IMS and dependents, if applicable, in the region.
21. Prepare all SCETP administrative reports and correspondence per directives (e.g., arrival and departure reports, commencement and completion reports, academic reports, ITO amendments, and endorsements, etc.). These reports are critical to SCETP management.
22. Attend academic review boards as necessary.
23. Coordinate IMS mail distribution.

24. Arrange IMS ticketing and transportation to home country or follow-on LS for IMET, RDFP, Section 333, Global Peace-keeping Operations Initiative, and FMS and FMF when TLA is paid from the FMS case and other programs as appropriate.
25. Provide follow-on LS and home country of IMS travel itinerary.
26. Maintain IMS arrival and onboard recall lists.
27. Perform periodic IMS bachelor enlisted quarters inspections.
28. Assist IMS in resolution of student related problems and quality of life issues.
29. Provide logistical support to IMS, when applicable (e.g., bank accounts, car rental, car purchase, driver license, etc.).
30. Manage the regional DoD FSP to ensure it complies with appropriate DoD directives. The regional FSP should be comprehensive with the specific objective of providing IMS with an awareness and functional understanding of the 11 facets of the FSP, including the basic issue involving internationally recognized human rights and the American democratic way of life, per appropriate DoD directives and public laws.
31. Develop the regional annual FSP budget to include any planned orientation tours.
32. Serve as U.S. Government Class "A" paying agent, per DoD directives, to permit advanced withdrawal of FSP funds to defray FSP activity costs.
33. Implement approved regional FSP activities.
34. Serve as FSP escort officer.
35. Brief assistant FSP escort officers on FSP objectives, the specific program for each tour, their responsibility for the program, and methods to be used to attain its objectives.
36. Prepare documentation of FSP events to include IMS critiques, escort officer critiques, and summary of FSP event.

37. Liquidate funding for each FSP event, according to policy.
38. Submit copy of funding liquidation package, IMS critiques, and escort officer critiques for each FSP event to NETSAFA FSP Manager and NETSAFA N84.
39. Prepare and maintain complete personnel and training records for IMS. Forward IMS records to follow-on LS or to SCO upon departure, per applicable guidance.
40. Verify IMS retainable instructional materials are legitimate and arrange for shipment to SCO with proper markings for any classified materials.
41. Ensure DD 2496 (International Student Academic Report) is uploaded into SC-TMS within 60 days after course completion.
42. Meet the certification requirements for an IMSO per DCSA guidance.
43. Attend the annual DON Maritime IMSO Workshop. Funding for one IMSO per command is provided by NETSAFA. Complete details will be provided by NETSAFA message and e-mails.
44. IMSO offices at San Diego, Hampton Roads, and Great Lakes serve as SCETP and SCWDP policy consultant and advisor to regional LCs and LSs on issues relating to IMS issues and problems and manage SC training in their respective regions.
45. Coordinate with the training activity, NETSAFA, and NIPO to document all concerns regarding country liaison officer performance.
46. Coordinate IMS arrival with appropriate base security office to ensure base access.
47. Coordinate with appropriate Corporate enterprise Training Activity Resource System data entry contacts for IMS entry into this system.

48. Complete a DD 1172-2 (Application for Identification Card/Deers Enrollment) and escort IMS to their transaction service center to procure a next generation United States identification card for installation access.

49. Collect and submit electronic data interchange personal identifier or DoD identification number, for IMSs who require a non-classified internet protocol router network enterprise alternate token system token for learning management system access, if required.