



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

NETCINST 5050.2C
NETSAFA N3

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NETC INSTRUCTION 5050.2C

From: Commander, Naval Education and Training Command

Subj: INTERNATIONAL VISITS PROGRAM

Ref: (a) DoD Directive 5230.20 of 22 June 2005
(b) SECNAVINST 4950.4B
(c) DoD Directive 5230.11 of 16 June 1992
(d) SECNAVINST 5510.34B

1. Purpose. To establish policies and procedures and delineate responsibilities of Naval Education and Training Command (NETC) activities regarding the International Visits Program (IVP).

2. Cancellation. NETCINST 5050.2B.

3. Background. Reference (a) provides policy and assigns responsibilities for visits by foreign nationals to Department of Defense (DoD) components through the IVP. Navy International Programs Office (IPO) manages the IVP for the Department of the Navy (DON). NETC activities play a major role in the IVP. In addition to training international students enrolled in Navy schools under the Security Cooperation Education and Training Program, NETC activities host numerous international visitors. These visits are for visiting international students enrolled in U.S. Navy schools, or for reviewing/researching training programs, courses, or systems for use by the interested country. Under no circumstance should a visit request be used to obtain training. Three international visit situations that do NOT fall under the purview of this instruction. First, the Defense Personnel Exchange Program, which is covered by reference (a). Second, the Orientation Tours (OTs) or Distinguished Visitor Orientation Tours, which is governed by reference (b), the Joint Security Cooperation Education and Training Regulation. OTs are initiated by the Combatant Commanders and coordinated by the U.S. Security Cooperation Officer in the foreign country, Navy IPO, and the Naval Education and Training Security Assistance Field Activity (NETSAFA). Third, the Chief of Naval Operations (CNO) counterpart program which covers visit invitations to CNO

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counterparts in foreign countries which often include visits to NETC activities. CNO Headquarters Staff coordinates CNO counterpart visits.

4. Policy. Per reference (a), foreign national visits to DoD components shall be arranged under the procedures outlined below. Visits by foreign nationals shall be sponsored and requested by the visitor's government via a request submitted to the appropriate Military Department (Navy IPO for the DON) by the government's embassy for visits within the United States. All visits and assignments of foreign nationals to DoD components that will involve access to classified or controlled unclassified information shall comply with the disclosure authority requirements in reference (c). Per reference (d), foreign nationals who visit NETC activities may only be permitted access to information that is authorized for disclosure to their government. Unless specific topic/material disclosure authorization has been delegated, classified material/information disclosure authorization will be approved by Navy IPO following visit approval. NETC activities will provide meaningful, informative presentations of NETC training capabilities to all foreign visitors in the most courteous, efficient manner possible. Training is never conducted based on a visit request. Formal training requires the international visitor to be in possession of Invitational Travel Order. The three types of visit authorizations include:

a. A one-time visit authorization permits contact by a foreign national with a DoD component or DoD contractor facility for a single, short-term occasion (normally less than 30 days) for a specified purpose, which shall not include training of the international visitor. Reference (b) requires a visit to a U.S. unit be limited to 3 working days at one location or it will be considered as training and subject to reimbursement. Upon approval of the visit request, visitors may arrange details directly with personnel at the facility to be visited.

b. A recurring visit authorization permits intermittent visits by an international visitor to a DoD component or DoD contractor facility over a specified period of time for a government-approved license, contract, or agreement, or other program when the information to be released has been defined and approved for release in advance by the U.S. Government. Upon approval of the initial request, individual visits may be arranged directly with the facility to be visited.

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c. An extended visit authorization permits a single visit by a foreign national for an extended period of time. The authorization may be valid for the duration of the program, assignment, or certification, and subject to annual review and revalidation. Extended visit authorizations are used when a foreign national is required to be in continuous contact with a DoD component or a DoD contractor facility beyond 30 days for one of the following situations:

(1) An international government contract or joint program.

(2) Foreign Liaison Officer (FLO) to a DoD component when a sufficient number of international students are enrolled in a school to warrant assignment of an officer(s) to assist with student administration.

5. Component Command Responsibilities. All NETC component commands shall support requests under the IVP. In addition, Learning Centers (LC) shall appoint a designated point of contact for international training matters. This point of contact shall support requests under the IVP and coordinate with the International Military Student Officer at the Training Support Center (TSC).

6. Training Activity Responsibilities

- a. Determine feasibility of visit for the period requested.
- b. Propose alternate date(s), if necessary.
- c. Determine security classification level required to accomplish visit objectives.
- d. Provide a point of contact to coordinate arrangements for hosting international visitor(s).
- e. Coordinate visit with other commands to provide for smooth transition.
- f. Conduct briefings and tours to accomplish visit objectives.

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g. Arrange details directly with the visitors, as required, upon visit approval.

h. Direct liaison with Navy IPO is authorized to coordinate international visits.

7. Action

a. Navy IPO will forward all requests for visits by foreign nationals to NETC activities to the pertinent TSC, Training Support Detachment, and Training Site with a copy to NETC, NETSAFA, and the appropriate LC. NETSAFA will ensure that all requests are properly forwarded to all involved commands and coordinate with NETC all visits to the Pensacola area involving flag level visitors. Activities will provide the following information to the assigned Navy IPO action officer in response to a visit request:

(1) Feasibility of accommodating the proposed visit during the period requested.

(2) Alternate date(s) during which the visit can be accommodated, if required.

(3) Minimum security classification level at which the visit can be conducted.

(4) Point of contact at the activity who will be responsible for coordinating the visit.

b. The above information will be returned to Navy IPO within 10 working days unless otherwise indicated on the visit request. Navy IPO will notify the country's embassy concerning the visit approval and authorize direct liaison between foreign embassy personnel and activity personnel, as required to coordinate details for the visit.

8. Records Management

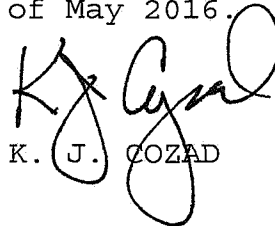
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000, 2000, and 4000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and

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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.

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, 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.



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Releasability and distribution:

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