



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

NETCINST 5050.2D
NETSAFA N3
27 Aug 2025

NETC INSTRUCTION 5050.2D

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) SECNAV M-5510.1
(d) DoD Directive 5230.11 of 7 November 2023
(e) 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 5050.2C.

3. Background. Reference (a) provides policy and assigns responsibilities for visits by foreign nationals to the 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 and researching training programs, courses, or systems for use by the interested country. Two international visit situations that do not fall under the purview of this instruction are orientation tours (OT) or distinguished visitor OTs, which are governed by reference (b), and the Chief of Naval Operations (CNO) counterpart program which covers visit invitations to CNO counterparts in foreign countries which often include visits to NETC activities. CNO Headquarters Staff coordinates CNO counterpart visits. 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).

4. Policy. Per references (a), (c), and (d), foreign national visits to DoD components must be arranged under the procedures outlined below. Visits by foreign nationals must be sponsored and requested by the visitor's government via a request submitted to Navy IPO 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 military information (CMI) or controlled unclassified information (CUI) must comply with the disclosure authority requirements in references (c) and (e). Per reference (c), foreign nationals who visit NETC activities may only be permitted access to information that is authorized for disclosure to their government. Unless specific topic or material disclosure authorization has been delegated, CMI and CUI disclosure authorization will be approved by Navy IPO following visit approval. NETC activities will provide meaningful and informative presentations of NETC training capabilities to all foreign visitors in the most courteous and efficient manner possible. Under no circumstance will a visit request be used to obtain training. Formal training requires the international visitor to be in possession of an invitational travel order.

a. False Impressions. Per reference (d), no foreign national will be invited by a DON representative to any one-time or recurring visit, meeting, symposia, seminar, or conference whether in the U.S. or abroad, with the potential for disclosing U.S. CMI or CUI until an appropriate foreign disclosure officer has completed a review of the information to be discussed or presented and has issued a disclosure decision. For self-invited foreign visits, DON personnel must avoid any commitment to host the visit and disclose CMI or CUI until an office of primary responsibility has approved the visit request and provided disclosure guidance.

b. Per reference (d), the Foreign Visit System recognizes the following types of official visits by foreign nationals or their representatives, under the sponsorship of their government or an international organization, to a DoD component or DoD contractor facility.

(1) 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 must not include training of the international visitor. Upon approval of the visit request, visitors may arrange details directly with personnel at the NETC facility to be visited. A one-time visit normally will not exceed 30 days.

(2) An emergency visit authorization permits one-time, short notice visits by the foreign government or international organization and are identified as such. An emergency visit request will be limited to situations in which failure to conduct the visit will jeopardize an official government project, program, or contract. The request will not be accepted less than one full working day prior to the visit. The concurrence of the host facility is always required. Emergency visit requests should not be submitted to circumvent routine visit procedures. If circumvention is suspected, it should be reported to Navy IPO so that appropriate action can be taken to preclude such submissions in the future.

(3) A recurring visit authorization permits multiple visits to a single facility on an intermittent basis in support of an on-going international agreement, contract, or program. A recurring visit will not exceed one year's duration, and acceptance by the host facility will be program-dependent or as specified by local facility regulations. Upon approval of the initial request, individual visits may be arranged directly with the NETC facility to be visited.

(4) An extended visit authorization permits a single long-term visit by a foreign national to a single facility for an extended period of time. Extended visits are normally submitted in support of an on-going international agreement, contract, or program when the visitor is required to be on continuous assignment with a DON activity or a DoD contractor facility. This type of visit request is used for such programs as a foreign government contract or joint program, a foreign liaison assignment, participation in an exchange program, or assignment as cooperative program personnel.

5. Component Command Responsibilities. All NETC component commands will support requests under the IVP. In addition, learning centers (LC) will appoint a designated point of contact

(POC) for international training matters. This POC will support requests under the IVP and coordinate with the International Military Student Officer at the training activity.

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. Designate a POC 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.
- g. Control official foreign visitor access to avoid inadvertent or unauthorized disclosure.
- h. Arrange details directly with the visitors, as required, upon visit approval.
- i. Direct liaison with Navy IPO is authorized to coordinate international visits.

7. Action

a. The Navy IPO will forward all requests for visits by foreign nationals to NETC activities to the pertinent 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) The POC at the activity who will be responsible for coordinating the visit.

b. The above information will be returned to the Navy IPO within 10 working days unless otherwise indicated on the visit request. The 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 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 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

27 Aug 2025

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 on the NETC public web site (www.netc.navy.mil) or by e-mail at netc-directives@us.navy.mil.