



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

NETCINST 5450.4F
N1
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NETC INSTRUCTION 5450.4F

From: Commander, Naval Education and Training Command

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVAL EDUCATION AND TRAINING SECURITY ASSISTANCE FIELD ACTIVITY

Ref: (a) OPNAVNOTE 5400 Ser DNS-33/13U102227 of 12 Mar 13
(b) SECNAVINST 4950.4B
(c) OPNAV ltr 5200 Ser N3N5/21U124043 of 22 Jul 21

Encl: (1) Functions and Tasks of NETSAFA

1. Purpose. To publish the functions and tasks of Naval Education and Training Security Assistance Field Activity (NETSAFA) under the mission established by reference (a).
2. Cancellation. NETCINST 5450.4E.
3. Mission. To develop, execute, and manage the Navy's Security Assistance (SA) and Security Cooperation (SC) training and education programs that support the U.S. security strategy in building partner capacity to foster and strengthen enduring international partnerships.
4. Status and Command Relationships. NETSAFA is a shore activity in an active (fully operational) status under a Commanding Officer (CO) and operates per references (b) and (c).
 - a. Echelon
 - (1) Chief of Naval Operations (CNO)
 - (2) Commander, Naval Education and Training Command (NETC)
 - (3) CO, NETSAFA
 - b. Area Coordination. Commander, Navy Installations Command.

c. Per reference (b), NETSAFA operates under Navy Security Cooperation Education and Training Program (SCETP) policies and procedures established by the Navy International Programs Office.

5. Background. SA and SC represent a dynamic, interrelated series of programs and initiatives designed to maximize the Department of Defense's (DoD) ability to support 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 the protection of our Nation, the building of maritime partnerships, and the defense of democratic principles throughout the world. Within this environment, the Navy's international education and training programs have 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, management and implementation of the Security Assistance Training Program (SATP) and SCETP must be as effective as possible.

6. Objective. This instruction reaffirms the importance of international education and training and delineate authorities throughout the NETC domain. The objectives of the SATP and SCETP are to:

a. Assist a foreign country in developing expertise and systems needed for the effective management and operation of its defense establishment.

b. Foster the foreign country's development of its own professional and technical training capability.

c. Promote U.S. military rapport with the armed forces of foreign countries to operate in peacekeeping missions and in coalition environments.

d. Promote a better understanding of the United States, its people, political system, institutions, and way of life.

e. Increase the International Military Student's awareness of the United States' commitment to the basic principles of international recognized human rights.

f. Develop skills needed for the effective operation and maintenance of equipment acquired from the United States.

7. Overseas Diplomacy. NETSAFA serves as an effective instrument of U.S. Foreign Policy by initiating and continuing action programs that promote positive relations between the command and foreign nationals and assist individual Naval personnel and their families to work effectively, live with dignity and satisfaction, and function as positive representatives of the Navy and the United States while overseas.

8. Action. In accomplishing the assigned mission, CO, NETSAFA will ensure performance of the functions in enclosure (1) and advise NETC of any recommended modifications to the mission or functions of NETSAFA.

9. 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 Department of the Navy 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.

10. 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 (SECNAV), 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.



P. A. GARVIN

Releasability and distribution:

This instruction is cleared for public release and is available electronically on the NETC Public Website (www.netc.navy.mil), via the NETC Reference Library in DON TRACKER, or by email at netc_directives@navy.mil.

Functions and Tasks of NETSAFA

1. Carry out all regulations, instructions, and directives from higher authority pertaining to the administration of the command, and issue such detailed internal instructions, regulations, orders, and notices as required for the efficient organization and administration of the command. Exercise control over numerous management programs and functional areas inherent in a Naval shore activity.
2. Serve as principal advisor to NETC on SC matters.
3. Provide technical advice and special assistance to SECNAV, CNO, Marine Corps Security Cooperation Group (MCSCG), U.S. Coast Guard-International Affairs (USCG-IA), Unified Combatant Commands, maritime component commands, and major commands regarding training aspects of SC and the management and execution of the Navy's SCETP.
4. Establish procedures for the execution of SCETP.
5. Develop, coordinate, submit, and distribute the Navy's portion of the DoD Training Military Articles and Services List.
6. Coordinate with Navy International Programs Office (NIPO), other Navy organizations that have been delegated disclosure authority, and other military departments regarding disclosure and releasability of Navy training and training materials prior to responding to foreign requests.
7. Facilitate SC-sponsored and funded orientation visits to and within the continental United States for which the Navy is executive agent and assist with foreign CNO or higher-level visits.
8. Maintain liaison with the SC community and other activities and offices throughout the DoD and State Department in order to keep abreast of issues that may affect the Navy's SCETP training policy.
9. Function as the NETC implementing agent for execution of the Navy's SCETP according to appropriate SECNAV policies. International students will not be trained unless authorized and directed by NETSAFA.

10. Conduct surveys and analyses of foreign navies' training infrastructure, including organization, training capabilities, training shortfalls, and interoperability capabilities.
11. In conjunction with the Navy Systems Commands, conduct studies in conjunction with the sale of defense articles and services to foreign governments to determine training and educational requirements and develop Comprehensive Training Support Plans for the sale of defense articles to foreign countries.
12. Review, coordinate, and implement the deployment of Navy SCETP teams and training surveys.
13. Advise on training requirements and develop training plans in support of systems procurement, major integrated multinational exercises, ship and aircraft transfers, and sales and leases to foreign navies. Ensure that training plans are coordinated for disclosure prior to making commitments for programmed training and that training is time-phased with equipment delivery schedules for a total package approach.
14. Develop and conduct international-only courses to include preparatory courses as required by total package approach or other training demand signals.
15. Maintain current information on training available to international students and on plans to establish, disestablish, or change future training capabilities and retain legacy curricula as applicable.
16. Review Navy SC training requests to determine the appropriateness of the request and the availability of training. Determine annual and out-year international education and training requirements and input into the Navy Training Requirements Manager system. Coordinate with CNO warfare sponsors for quotas in Navy Training Operations Plans and schools. Act as the quota allocation authority for all Navy international quotas.
17. Coordinate the establishment of English language proficiency levels required for all categories of Navy SC training. Annually provide out-year projections for English

Language Training (ELT) requirements to the U.S. Air Force ELT Program Manager.

18. Approve English Comprehension level and rank waivers for Navy SC training, coordinating with NIPO and training providers as necessary.

19. Serve as Navy guest lecturer for Defense Institute of Security Cooperation Studies (DISCS) courses.

20. Provide annual DON DISCS quota requirement data to NIPO.

21. Coordinate foreign training quotas in the Naval Command and Staff College with Director, International Engagement (OPNAV N5I). Provide quota management of international military students at Naval Postgraduate School (NPS) and Defense Resource Management Institute and other activities within the NPS campus consortium and U.S. Navy Fleet and Schoolhouse training and education activities, and arrange contractor provided training as required.

22. Provide guidance to International Military Student Officers (IMSO). Develop, maintain, and publish the Navy's IMSO guide.

23. Liaise with Navy activities and their designated IMSOs in order to provide guidance regarding the SCETP.

24. Ensure appropriate Navy SCETP activity personnel provide academic evaluations and other required reports for all SC training conducted and also receive access to the Security Assistance Network (SAN) to monitor projected international students and provide enrollment status or completion data.

25. Host and conduct the Navy's SCETP IMSO Workshop on behalf of NIPO. Staff and coordinate the IMSO Workshop agenda, schedule, format, etc., with NIPO, MCSCG, USCG-IA, and appropriate Navy major commands.

26. Participate in Navy-sponsored conferences, workshops, or requirements boards, or with other military services or combatant commands where international training matters are involved.

27. Provide support in the design, development, implementation, maintenance, and operation of integrated Information Technology (IT) systems to support the Navy's SCETP. Coordinate this support with NIPO and other military department SCETP organizations as appropriate.

28. Function as administrative and IT support activity for all SC training to ensure designated personnel at all echelons of the NETC Domain are provided access and assistance to view international student information through the use of the SAN.

29. Exercise financial control over funds allocated by NETC or other fiscal authorities. Develop and coordinate both long- and short-range financial plans and programs.

30. Develop procedures for and administer the Navy's SCETP Field Studies Program on behalf of NIPO.

31. Develop procedures for and administer the Navy's SCETP centralized Travel Living Allowance Program.

32. Perform the financial management functions in the administration of Foreign Military Sales (FMS) training cases necessary to the financial integrity of case closure including management of medical lines and payment of medical bills, when applicable.

33. Provide financial support for the SC program through course costing, budgeting, billing, and related financial administration matters. Formulate course-costing procedures according to Assistant Secretary of the Navy (Financial Management and Comptroller) guidance.

34. Prepare statements of pricing and availability, Letters of Offer and Acceptance, amendments, and modifications.

35. Function as Case Administering Office and Case Manager for all Navy FMS Training Cases unless directed by NIPO and as fund administrator for, but not limited to: the International Military Education and Training Program, the Regional Counter Terrorism Fellowship Program, the International Narcotics Control and Law Enforcement Program, the Building Partnership Capacity training program, the Counter-Narcotics Program, and

other Title X and Title XXII case management authorities provided NETSAFA case managers.

36. Administer and execute NETC international training procurement efforts through direct liaison with servicing contracting activities. These include, but are not limited to, preparation of Statements of Work and monitoring contractor performance in those cases where NETC must contract for international training when capacity or disclosure restraints in ongoing NETC courses exist.

37. Coordinate the NETC International Logistics Program to ensure all requests for training material, under the cognizance of NETC, are processed in a proper and timely manner.

38. Provide oversight and assist in the execution of the Security Cooperation Workforce Development Program (SCWDP) for NETC activities and serve as NETC's agent for managing the SCWDP throughout the NETC claimancy per reference (b).

39. Perform such other functions as may be directed by NETC.