



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

NETCINST 4950.1G
NETSAFA N8
3 Sep 2026

NETC INSTRUCTION 4950.1G

From: Commander, Naval Education and Training Command

Subj: DEPARTMENT OF WAR 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 Sep 06
(c) DoD Field Studies Program Guide of 13 Apr 17
(d) DSCA Manual 5105.38-M, Security Assistance Management Manual (E-SAMM), Chapter 10 of 30 Apr 12
(e) NETSAFA IMSO Guide of 3 May 24
(f) DoD Financial Management Regulation (FMR), Volume 4, Chapter 5
(g) DoD Financial Management Regulation (FMR), Volume 9, Chapter 8
(h) DoD Financial Management Regulation (FMR), Volume 5, Chapter 5
(i) DoD Financial Management Regulation (FMR), Volume 15, Chapter 7
(j) DSCA Policy Memorandum 24-24 of 6 May 24
(k) NETSAFA IMSO Handbook Administration of Field Studies Program for International Military Students of 1 Feb 20

Encl: (1) Sample Event and Activity Facets
(2) Checklist for Escorts on Field Studies Program Trips
(3) Sample International Military Students Officer Web Field Studies Program Request, Approval, and Funding
(4) Standard Operating Procedures for Field Studies Program Unit Travel Card (VISA)
(5) Sample International Military Students Officer (TMS9) Web Field Studies Program Request Completion
(6) Standard Operating Procedures Purchase of Mementos

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 (k).

2. Cancellation. NETCINST 4950.1F.

3. Background

a. Reference (a) sets forth guidance on policy applicability, responsibilities, and other aspects of the subject program for the Navy, Marine Corps, and Coast Guard. The Naval Education and Training Security Assistance Field Activity (NETSAFA) is assigned as NETCs agent for managing the FSP throughout the NETC claimancy. Reference (b) updates Department of War (DoW) policy for a FSP to enhance the formal training courses and orientation of the international military and civilian students, and military-sponsored visitors under the Security Assistance Training Program and other programs administered through security assistance and security cooperation channels. Per reference (c), NETC activities that have international military students (IMS) under the sponsorship of the Security Cooperation Education and Training Program (SCETP) must 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 must be emphasized in conjunction with all FSP facets below per references (a), (b), and (d). Reference (e) is the NETSAFA IMS Officer (IMSO) Guide. References (f) through (i) are volumes and chapters of the DoW Financial Management Regulation. Reference (f) is the accounting policy and discusses advances. Reference (g) covers travel and processing travel claims. Reference (h) applies to certifying officers and accountable officials. Reference (i) deals with security cooperation and FSP pricing. Reference (j) is the Defense Security Cooperation Agency FSP policy memorandum. Reference (k) is the NETSAFA IMSO Handbook of FSP for IMS.

b. Each international student attending a course in the United States has the opportunity to participate in the FSP. The objective of the FSP is to assist IMSs in acquiring a balanced understanding of U.S. society, institutions, and goals, in conjunction with their training experience. The program should include frank explanations and free discussion with the students about our government structure, the judicial system, the political party system, the role of a free press and other communications media, cultural issues associated with minorities, the purpose and scope of labor unions, our economic

system, educational institutions, and how these elements reflect the U.S. commitment to the basic principles of internationally recognized human rights. Activities such as visits to local industries, industrial and cultural exhibits, farms, schools, historical points of interest, and civic activities are encouraged.

c. Reference (c) is a particularly valuable resource for planning and conducting FSP activities and events. To obtain a copy of the DoW FSP Guide, contact the NETSAFA FSP Manager at: pnsa_netsafa_fspmanager@us.navy.mil. While the DoW FSP Guide focuses primarily on FSP programming, chapter 10 of reference (e) will address the administrative, logistical, and funding aspects of the FSP. Reference (k) complements and supplements this guide and other references for Navy activities, especially regarding budgeting and fund execution.

d. Training installation commanders and IMSOs should remember that exposure of the IMS to the non-military aspects of life in the United States is important to the SCETP, second only to the strictly military training and education of the program. IMS participation in FSP activities is encouraged, but not required, unless it is part of the curriculum. FSP activities occur in addition to normal academic and military requirements at the training installation, and it is important for the commands to ensure FSP activities are interesting, educational, and attractive; so that each IMS will give their full support to the program. FSP topics, activities, and events should be tailored, when possible, to fit the character and background of the IMS involved in the training.

e. FSP is intended for IMSs attending training in the United States or participating in an orientation tour arranged under SCETP sponsorship. Dependents of IMS are eligible to participate in FSP activities, but at no cost to the FSP or the U.S. government (dependents are generally discouraged to participate in overnight FSP events).

4. Program Objective

a. To achieve the DoW FSP objective, the FSP will provide students and visitors with an understanding of the following 11 facets of American life, within the limits of time and available resources (see 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 must be emphasized in conjunction with all subsequent FSP topics.

(2) American Life and Society. How the United States supports a variety of political, economic, and social practices. It delves into the ways families in the U.S. live and work across urban, suburban, and rural settings. Additionally, it touches on how Americans engage in community activities, worship, collaborate in organizations, partake in cultural and historical events, and embrace the spirit of volunteerism in their everyday lives.

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

(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 cannot be understated. A broad range of media outlets ensures people of all races, creeds, and political persuasions can be heard (e.g., editorials, letters to the editor) and supports a pluralistic culture.

(10) International Peace and 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 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. Each training installation will designate the IMSO as the FSP coordinator. In addition, and if practical, each IMS should have a military and a civilian sponsor. The military sponsor is usually another member of the training installation staff who is of equal or higher military rank, and who can serve as a liaison and facilitator for the IMS at the training

installation. The civilian sponsor can be a dependent, civilian employee, or a member of the community who can help the IMS understand the non-military aspects of life in America.

c. In addition, the support of all training installation activities is essential to the successful fulfillment of the Navy's responsibilities for the FSP. While IMSOs are the focal points for FSP activities, they require the cooperation and assistance of finance, transportation, public affairs, and other installation representatives to carry out an effective program. To ensure a general understanding of the FSP and its relationship to the SCETP training, installations should schedule periodic briefings to ensure that U.S. personnel are familiar with program objectives and functions.

d. It is also important that key people in the surrounding community - government officials, museum directors, business leaders, etc. are aware and supportive of the training installation's FSP efforts.

5. Planning

a. The FSP begins with the in-country departure briefing of IMS by the United States Military Group (USMG) and continues throughout the training period. IMSOs should ensure that appropriate FSP information is included in the student information package sent to the USMG upon initial notification of an IMS's planned training. An overview of the FSP should also be included in the IMS's arrival briefing on the training installation.

b. The IMSO should plan FSP activities and events in conjunction with the IMS's academic schedule. Where possible, FSP events should be conducted when the IMS is excused from classified portions of the courses. Also, those portions of a course from which an IMS will be excused should be consolidated to permit time for FSP activities.

c. IMSOs are required to obtain authorization from NETSAFA to conduct the FSP activity.

d. Possible FSP activities, locations, and events should be identified as far in advance as possible, especially those events that are time sensitive. Reference (c) is helpful in

selecting appropriate activities that will support the FSP goals. FSP planning should focus on local events and activities as much as possible. Travel is limited to a 300-mile radius; exceptions to this limit require a mileage waiver from Navy International Program Office (IPO) (08). These, and any other waiver requests, should be forwarded with the annual budget submissions.

e. As the various FSP activities and events are planned, the IMSO must establish liaison with appropriate points of contact (POC) at the activity location. The POCs can help arrange tours, and assist with arranging and determining cost of lodging, food, transportation, etc.

f. In addition to the IMSO, a command may designate military or civilian personnel to serve as escort officers for a FSP activity. The escort officer should be knowledgeable and experienced in international training and have a firm understanding of the goals and objectives of FSP per reference (c). Enclosure (1) shows examples of event objectives and enclosure (2) assists in planning events. IMSOs should ensure that escort officers are fully briefed on the FSP activity, and the FSP objectives and topics to be covered. The recommended ratio of escort officers to IMS is as follows:

(1) One to 10 participants - Two escorts.

(2) 11 to 20 participants - Three escorts.

(3) 20 plus participants - One additional escort for every 10 participants above 20 participants.

g. Reference (c) recommends ratio of escort officers to IMS is one to 10, for safety and security considerations, a minimum of two escorts will be maintained for all events. Exceptions to the escort to IMS ratio can be requested through the NETSAFA FSP Manager. Requests must include justification for the additional escort(s) (examples: training of newly assigned personnel is required; safety concerns).

h. IMS participating in FSP activities are considered to be in a duty status. Therefore, appropriate temporary additional duty (TAD) travel orders should be prepared for FSP activities that are in excess of 10 hours. TAD orders should include the

correct fund cite. No cost to the government blanket travel orders should be used for IMS. Escorts should use official travel orders utilizing the pertinent FSP accounting data, with the following remark to be included in the orders: "Lodging, transportation, meals, and miscellaneous or incidental expenses have been paid in full under the FSP utilizing a Standard Form (SF) 1164 (Claim for Reimbursement for Expenditures on Official Business). Traveler(s) will not claim additional reimbursements associated with the event."

i. Although Defense Travel System (DTS) can be used to create group orders manually, DTS should never be used for IMS individual authorizations.

j. Guests on overnight FSP activities will not incur additional cost to the FSP program.

k. Contract bus driver expenses should be included in the transportation contract (they should not be listed as a guest in the Security Assistance Network (SANWeb)).

6. FSP Activity Execution

a. Conduct a pre-briefing for IMS before departure, to ensure they understand the objectives of the FSP activity.

b. Brief escorts on their responsibilities, ensuring that they understand the objectives of the FSP and the topics to be covered.

c. Provide IMS with emergency and assistance phone numbers while on the FSP trip.

d. Inform the appropriate funding claims representative of any significant changes involving participants, itinerary, or funding requirements.

(1) Government transportation must be used to the fullest extent possible. Furthermore, ground transportation should be the primary means of transporting IMS, to provide a close-up look at the American countryside.

(2) Local or "No-Cost" FSP events are strongly encouraged. These include visits to local industry, cultural and industrial exhibits, farms, schools, historic points of interest, and civic activities or having guest speakers who are subject matter experts. These local area programs provide the best possible exposure to FSP topics at minimal cost. All no-cost events must also be input into the SANWeb Security Cooperation - Training Management System (SC-TMS) with the following information:

- (a) Name of activity.
- (b) Name of individual reporting no cost event.
- (c) Date of the event.
- (d) Number of IMSs.
- (e) Number of guests.
- (f) Number of escorts.
- (g) Nature of events.
- (h) Facets to be attained.

(3) At the completion of the FSP event, conduct a thorough debrief, once again emphasizing the objective of the FSP event (refer to reference (k)). At least 50 percent of IMSs should complete a Student Evaluation Sheet, and the senior escort officer should complete an Escort Assessment of the FSP activity, both of which are located within the Navy IMSO Guide. IMSOs must complete the event with NETSAFA with updated actual numbers and cost in SANWeb - SC-TMS within five calendar days of completion of event.

7. FSP Restrictions and Limitations. Activities must 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 4a. 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. 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.
- c. 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.
- d. 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. These FSP events need to have enough detail in the request submitted in SANWeb - SC-TMS to clarify the relationship between the event, course activities and associated cost. 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).
- e. Per reference (j), FSP funds may be used to fund presentation mementos, limited to one item per IMS at each training installation, at a cost not to exceed \$100. Exceptions must be approved by appropriate military service. Mementos will be of a permanent nature, except for photographs. Ball caps and t-shirts are not considered to be of a permanent nature.

Note: FSP credit cards are not authorized for the purchase of mementos.

- f. 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 11 FSP facet areas. 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

IMSSs. Depending upon the occasion, this recommended proportion may be exceeded if approval is obtained in advance from NETSAFA.

Note: Guests are not authorized on FSP events other than those listed above, in which additional cost may be incurred to the FSP.

8. FSP Budget and Financial Management. NETSAFA N8 administers the budget formulation and financial operations of the FSP for the Maritime SCETP. NETSAFA FSP Financial Manager (N84) and Program Manager (N34) coordinate the efforts of administration, funding, and execution management of FSP for the Department of the Navy (DON) under the guidance of the Navy IPO per references (a) through (e). NETSAFA N84 distributes annual FSP budget guidance during the fourth quarter of each fiscal year (FY) to each training activity. Each activity submits an FSP budget submission package to NETSAFA N34 and N84 for review, adjudication, and endorsement. NETSAFA N84 consolidates approved requirements and submits the FSP program budget to Navy IPO. Budgets and waivers are authorized by the Navy IPO-08 for the implementation of the FSP.

a. After an IMSO has planned an FSP function or event, they should submit the following information to NETSAFA via the SANWeb - SC-TMS:

- (1) Name of activity.
- (2) Dates of planned function.
- (3) Number of IMSSs.
- (4) Number of guests (to be funded by the FSP).
- (5) Number of escorts.
- (6) Topic(s) area(s) that apply.
- (7) Estimated cost categories (IMSO view and actual cost descriptions).
- (8) Support cost.
- (9) Admission cost = Tour director cost.

b. NETSAFA will then assign a 15-digit authorization number for the approved FSP event. The disbursements of funds during an FSP event will be made by the designated escort officer. At no time will FSP funds be given to an IMS.

c. Each military department provides unit card profiles that outline unit card entitlements for use in conducting the command's FSP. Cash advances will be authorized. In addition, to resolve problems experienced by IMSOs during the conduct of FSP events (when meals are taken in facilities where multiple vendors are used, such as food courts), it is recommended that:

(1) IMSOs brief IMS of the maximum amount authorized for the meal.

(2) IMS purchases their meal using their own funds.

(3) IMS submits meal receipt to IMSO.

(4) As authorized paying agent, IMSO reimburses IMS for the meal.

d. All NETC activities will use credit cards to pay for FSP events and activities. For information on obtaining cards, send an e-mail to: pnsa netsafa fspmanager@us.navy.mil and it will be actioned by the appropriate N84 POC. IMSOs must complete the event with updated actual numbers and cost in SANWeb - SC-TMS within five calendar days of completion of event.

e. Within 10 calendar days after completion of FSP event, the IMSO (or other designated individual) must prepare a detailed FSP Expense Documentation Sheet (NETC 4950/3) to include: copies of all receipts, along with post-event evaluations, and authorizing e-mail. The liquidation package must be submitted to NETSAFA: usn.pensacola.netsafapensacolaf1.mbx.netsafa-fsp-settlements@us.navy.mil. Any cash advanced funds not used, must be returned via money order or check made out to "The U.S. Treasury." The IMSO may mail the check or money order to the following address:

Commanding Officer
ATTN: NETSAFA N84 FSP Division
250 Dallas Street, Suite B
Pensacola, FL 32508

f. Once NETSAFA processes the liquidation package and completes the settlement in the SANWeb - SC-TMS, N84 FSP division will liquidate the FSP event claim. If NETSAFA does not receive a copy of a liquidated claim within 90 calendar days of the completion of an FSP event, an outstanding FSP liquidation letter will be sent by NETSAFA to the activity. Additionally, approvals and funding of further FSP event requests may be suspended until liquidation packages are received in order to ensure funding availability calculations.

g. IMSOs should ensure that at least 50 percent of IMS and escorts complete a post-event evaluation, using the forms from B.8 and B.9 per reference (e). IMS and escorts should be instructed to provide substantive comments that will enable the IMSO and others to assess the success of the FSP event and to consider recommendations for improvement. These evaluations should accompany the IMSO's Claim for Reimbursement package to NETSAFA: usn.pensacola.netsafapensacolaf1.mbx.netsafa-fsp-settlements@us.navy.mil.

9. FSP Reporting in the SANWeb. IMSOs must enter FSP events Requests via the SANWeb per the below:

- a. Log onto the SANWeb.
- b. Select "Training" and click "SC-TMS" schoolhouse-specific tab comes up.
- c. Select FSP.
- d. Select the appropriate FY.
- e. Five tabs are now available: Update Template, New Event, Assign Students, Edit Event and Delete.
- f. Select the appropriate tab. Once you've built an event, add in all information as required (e.g., cost or no cost, type of event, number of IMSs, number of guests (funded by FSP), number of escorts, select facets to be achieved, costs where needed (transportation, meals, parking, bank fees, entrance fees, etc.)).

g. IMSOs only need to build a particular template once; multiple and future activities can be created from each particular template.

h. Once all information is input, the IMSO must select the "Pending" tab and then select "Save/Update." This will generate an e-mail to NETSAFA at pnsnsc_netsafa_fspmanager@us.navy.mil to review and authorize your 'requested' FSP event.

i. N34 reviews for policy compliance and the IMSO will receive an e-mail saying it is compliant with policy and standby for funding authorization.

j. N84 will check available funding and will send a second e-mail with authorization number and funding documents to be used when executing the event.

k. All changes to events must be made through SANWeb - SC-TMS using the "Edit" tab. When events are cancelled due to various reasons such as illness, weather, unavailability of students, please use the "Edit Event" tab and change the status to cancel. This is especially important for events that have already received authorization and funding. The "Delete" tab should only be used early in the planning stage of program development. Updates will not take effect unless saved and submitted. Once the event is completed, it is imperative the IMSO submit the final review within five calendar days in the SANWeb - SC-TMS.

(1) Go to "Edit Event" tab; enter all data, final costs, numbers of IMSSs, guests, and escorts.

(2) Select "Completed" tab next to the event status.

(3) Add key information from the IMSSs and sponsor evaluations in the "Remarks" section 90.

(4) Select "Save/Update" tab; this will generate final e-mail to NETSAFA at pnsnsc_netsafa_fspmanager@us.navy.mil informing the event is now finalized.

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 (N34).

(2) Submit the annual FSP and extraordinary expenses budget requirements to N84 and Navy IPO-08.

(3) Upon receipt of SANWeb - SC-TMS 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 (N84).

(4) Review waiver requests and provide recommendations to Navy IPO-08 as necessary (N34).

(5) Continually review NETC claimancy programs for compliance (N34).

(6) Issue a budget and program projection call to training activities upon request by Navy IPO-08 (N4).

(7) Provide target allocation of program dollars to training activities (N84).

(8) Receive and verify copies of all obligation and liquidation documents from training activities utilizing program funds (N34/N84).

(9) Receive and review copies of Escort's Assessment of FSP Activity (NETC 4950/1) and International Student FSP Event Evaluation (NETC 4950/2) (N34).

(10) N34 will maintain FSP database of amounts authorized to each training activity and N84 will provide fund status of obligations and expenditures incurred.

(11) Issue outstanding settlement letters 30 days after completion of events unless notified of extenuating circumstances by activities involved (N84).

(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 (N84).

(13) Consolidate obligated expenditures for the program year (N8/N4).

(14) Reconcile expenditures for the previous FY's FSP (N84).

c. Learning Centers/Sites

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

(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 FSP Manager (N34) 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 (N84).

(6) Notify NETSAFA (N34/N84) 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. 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 (N34).

(9) Forward a copy of liquidated FSP claim with the SF 1164 (Claim for Reimbursement for Expenditures on Official Business) with disbursing officer's endorsement and voucher number, the NETC 4950/3, and receipts to NETSAFA (N34/N4) within 10 days of completion of FSP functions.

(10) Provide NETSAFA (N34/N84) with requested information concerning completed FSP events conducted at no cost.

(11) Submit request for waiver of 300-mile radius limitation to Navy IPO-08 via the chain of command and NETSAFA (N34) during the yearly budget data call. Unplanned 300-mile waiver requests require 45-day processing time.

(12) Provide NETSAFA (N34) an itinerary of Washington, DC FSP tours requiring mileage waivers.

(13) Submit budget and program projection to NETSAFA (NSFSP).

11. 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.secnave.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.

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 by contacting NETC_directives@navy.mil:

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

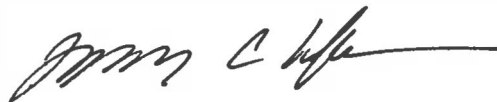
(2) NETC 4950/2 (International Student Field Studies Program Event Evaluation)

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

b. The following forms are available for download from the U.S. General Services Administration Forms Library (<https://www.gsa.gov/reference/forms>):

(1) SF 1164 (Claim for Reimbursement for Expenditures on Official Business)

(2) SF 1034 (Public Voucher for Purchases And Services Other Than Personal)



G. C. HUFFMAN

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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.

SAMPLE EVENT AND ACTIVITY FACETS

1. Determining the FSP event facet is a simple process by using reference (k). The objective of each FSP activity can be obtained from sections five and six 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 IMSO how the objective is presented to the students - the IMSO and senior escort must feel comfortable in presenting the objective to the students.

2. The following two examples provide typical event facets:

a. Example 1:

(1) Event: Attend a local community court hearing.

(2) Topic: Judicial Processes

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

(a) Internationally recognized human rights as outlined in the Universal Declaration of Human Rights (see page 2, section 5). (Use article 11 (1) from page 3, section 5 of the civilian and military judicial systems section of reference (k): 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.)

(b) Democratic ideals of an elected government and effective civil-military relations that reinforce the government. (Simply say that the local court judge is a government official.)

(4) Put both paragraphs 2a(3)(a) and 2a(3)(b) 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.

(5) 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 reference (k).

b. Example 2:

(1) Event: Visit a maritime museum.

(2) Topic: American Family Life and Community Life:
American Life

(3) Areas of emphasis: Reference (c), section F2,
American Family Life and Community Life, page 3, section 6.

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

(b) The roles and interrelationships of a culturally, ethnically, economically, and socially diverse population in a democratic society. (Simply say that the maritime museum is culturally oriented and can be enjoyed by anyone.)

(4) Put both paragraphs 2b(3)(a) and 2b(3)(b) 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.

(5) 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.

(6) 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.

CHECKLIST FOR ESCORTS ON FIELD STUDIES PROGRAM TRIPS

1. Each escort should:

- _____ a. Receive TAD or temporary duty orders for the trip (including IMSs) per local command policy.
- _____ b. Understand the DoW facets and the specific objectives and topics of the trip. This should be accomplished by reading and becoming familiar with the applicable sections of reference (k) 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 10.
- _____ 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 ensure the students are briefed on the following:

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

- _____ 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 (NETC 4950/1) and having the students complete an Evaluation Sheet (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 IMSO.

NETCINST 4950.1G
3 Sep 2026

SAMPLE INTERNATIONAL MILITARY STUDENTS OFFICER WEB FIELD STUDIES
PROGRAM REQUEST, APPROVAL, AND FUNDING

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

From: sanweb@san.osd.mil [<mailto:sanweb@san.osd.mil>]
Sent: Tuesday, October 23, 2025 11:23
To: PNSC_NETSAFA_FSPMANAGER
Cc: IMSO NAME
Subject: SWS EVENT 10/25/25 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 2025 QTR1

Event Template Type: Social Event

Funding Auth No.

MILDEP Finalized

Event Template Title: Graduation Luncheon

Start Date: 10/25/2025

End Date: 10/25/2025

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

Enclosure (3)

NETCINST 4950.1G
3 Sep 2026

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

From: _____ CIV NETSAFA PENSACOLA FL
Sent: Tuesday, October 23, 2025 12:26
To: NAME OF IMSO, SWOS, N723; PNSC_NETSAFA_FSPMANAGER
Subject: SWS EVENT 10/25/25 INCREASE FUNDS APPROVED: FIELD
STUDIES PROGRAM UPDATE from (PSWS) SURFACE WARFARE OFFICERS
SCHOOL COMMAND NEWPORT RI

Increase in funds is approved. Request N-84 adjust obligation
up to \$1000.

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

1. Purpose. To provide guidelines for administrative use of Citi Bank Unit Travel Cards for the FSP.
2. Objectives. The policies and procedures contained in the standard operating procedures (SOP) are intended to:
 - a. Administer the Unit Travel Card Program.
 - b. Implement the DoW FSP objectives.
3. Applicability. This SOP is applicable to the IMSO and NETSAFA Comptroller.
4. Routine Administration
 - a. NETSAFA Comptroller Department, Operations Support Division (N84) will:
 - (1) Coordinate with DON Consolidated Card Program Management Division - Travel Card Centrally Billed Account (CBA) on all matters pertaining to the CBA.
 - (2) The IMSO will forward electronic settlement documents with electronic copies of original receipts to the FSP financial manager.
 - (3) The FSP financial manager will reconcile the monthly invoice and perform reconciliation, matching all charges and credits on the invoice with the official FSP authorizations for the events to ensure the integrity of the charges.
 - (4) The FSP financial manager will process monthly invoice through wide area work flow (WAWF) for payment. For invoices with prior year line of accounting, upload certified invoices by electronic document management to Defense Finance and Accounting Service (DFAS) for payment. WAWF will only pay transactions in commitment status.
 - (5) Follow-up to 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, associate document number for each item charged, attach receipts, and return to FSP financial manager.

(3) Prepare and forward settlement documents to FSP program manager (N84) within 10 days following each event. Settlement documentation will include:

(a) Original receipts. Ensure all automated teller machine (ATM) charges are reported and accounted for within your settlement(s). For refunds of ATM withdrawals, submit a check payable to Department of Treasury.

(b) Original 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 and 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 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.

NETCINST 4950.1G
3 Sep 2026

SAMPLE INTERNATIONAL MILITARY STUDENTS OFFICER (TMS9) WEB FIELD
STUDIES PROGRAM REQUEST COMPLETION

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

From: sanweb@san.osd.mil [<mailto:sanweb@san.osd.mil>]
Sent: Monday, October 22, 2025 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 2025 QTR4

Event Template Type: Local Area Activity

Funding Auth No.

MILDEP Finalized

Event Template Title: Fall River Battleship Cove Tour

Start Date: 10/19/2025

End Date: 10/19/2025

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: 9

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 (5)

STANDARD OPERATING PROCEDURES PURCHASE OF MEMENTOS

1. Mementos

a. Memento (e.g., coins and plaques) cost not to exceed \$100 for sponsors, guest speakers, and other individuals and institutions that support the FSP. Exceptions must be approved by appropriate military service. Rates are annually adjusted by Office Under Secretary of Defense (Comptroller).

b. Mementos will be of a permanent nature, except for photographs. Ball caps and t-shirts are not considered to be of a permanent nature.

c. Distinctive medallions, plaques, or ornaments, one per IMS, which serve to commemorate the IMS's experience for participating in a particular FSP activity.

2. Background. Mementos are not allowed to be purchased on the government purchase card or CBA. The only means of purchasing mementos is sending the requirements through the NETSAFA N84 FSP division.

3. Procedures

a. Activity IMISO

(1) IMISO request and receives tax-free quote (not approximate cost) from vendor.

(2) Request pre-approval for purchase of mementos from NETSAFA N34 FSP program manager per their FSP annual budget plan.

(3) E-mail mementos package (quote, to include vendor name, vendors's account number, and vendor's routing number) to netsafa_fsp_settlements@us.navy.mil for NETSAFA N34 FSP program manager review, validation, and approval or non-approval.

(4) Approved mementos packages will then be entered into the SANWeb for funding.

b. NETSAFA N34 FSP Program Manager. Approve SANWeb requests for funding and forward all documentation, to include the full vendor quote, to the FSP financial manager for funding.

c. NETSAFA N84 FSP Financial Manager

(1) Issue funding document and forward to requesting IMSO.

(2) Utilizing the vendor's information provided from the IMSO, the NETSAFA N84 Financial Manager will submit request to DFAS to initiate vendor payment for items requested. Upon completion, DFAS will inform N84 of successful vendor payment.

d. IMSO. Upon notification of vendor being paid, the requesting IMSO will proceed with the follow-up to the vendor and subsequent pick-up purchased materials. IMSO must ensure that all items received were in full amount and quality as ordered, prior to accepting merchandise. IMSO's are not to receive "partial quantities." After receipt of materials IMSO should email zero balance invoice to the N84 settlements box within five working days to:
netsafa_fsp_settlement@us.navy.mil.

e. NETSAFA N34 FSP Program and N84 Financial Manager. Reviews and approves or disapproves settlement package. Files completed packages electronically in local files.