DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON DC 20350-2000

IN REPLY REFER TO:
OPNAVINST 1000.24C
N51

FEB 1 2 2009

OPNAV INSTRUCTION 1000.24C

From: Chief of Naval Operations

Subj: PERSONNEL RECOVERY

Ref: (a) DoD Directive 2310.2, Personnel Recovery
            December 22, 2000
        (b) DoD Instruction 1300.21, Code of Conduct (CoC)
            Training and Education, January 8, 2001
        (c) DoD Instruction 2310.3, Personnel Recovery
            Response Cell (PRRC) Procedures, June 6, 1997
        (d) DoD Directive 1300.7, Training and Education To
            Support the Code of Conduct (CoC), December 8, 2000
        (e) DoD Instruction 1300.23, Isolated Personnel
            Training for DoD Civilian and Contractors,
            August 20, 2003
        (f) CJCSI 3270.01A, Personnel Recovery within the
            Department of Defense, 1 July 2003 (NOTAL)
        (g) JP 3-50, Joint Doctrine for Personnel Recovery,
            5 January 2007
        (h) DoD Instruction 2310.4, Repatriation of
            Prisoners of War (POW), Hostages, Peacetime
            Government Detainees and Other Missing or
            Isolated Personnel, November 21, 2000
        (i) NSPD 12, United States Citizens Taken Hostage Abroad,
            Annex I, 4 December 2008 (NOTAL)
        (j) Executive Order 10631, Code of Conduct for
            Members of the Armed Forces of the United States
        (k) DoD Instruction 3020.41, Contractor Personnel
            Authorized to Accompany the U.S. Armed Forces,
            October 3, 2005
        (l) CJCSM 3500.04E, Universal Joint Task Manual,
            25 August 2008
        (m) NTTP 3-50.3, Survival, Evasion, and Recovery,
            20 March 2007 (NOTAL)

Encl: (1) Code of Conduct Training Requirements
        (2) Joint Service Training Program (JSTP)

1. <u>Purpose</u>. To issue policy, provide guidance, and align organizational roles and responsibilities within the U.S. Navy to implement Executive order, Department of Defense (DoD), and Chairman, Joint Chiefs of Staff (CJCS), policy and directives for Personnel Recovery (PR) per references (a) through (m). This instruction formalizes relationships between Navy organizations and commands for organizing, training, and equipping Navy forces to execute PR responsibilities.

2. <u>Cancellation</u>. OPNAVINST 1000.24B and OPNAVINST 3502.7A.

3. <u>Background</u>

    a. Per reference (a), PR is "the aggregation of military, civil, and political efforts to recover captured, detained, evading, isolated or missing personnel from uncertain or hostile environments and denied areas."

    b. Per reference (a), "preserving the lives and well-being of U.S. military, DoD civilian and contract service employees placed in danger of being isolated, beleaguered, detained, captured or having to evade while participating in a U.S.-sponsored activity or mission (hereafter referred to as "isolated personnel") is one of the highest priorities of the Department of Defense."

    c. Per reference (a), the Secretary of Defense has designated the Deputy Assistant Secretary of Defense for Prisoner of War/Missing Person Affairs as the DoD PR policy, control, and oversight office within the DoD, and the Commander, U.S. Joint Forces Command (CDRUSJFCOM), as the DoD Executive Agent for PR (less policy). Commander, USJFCOM has designated the Joint Personnel Recovery Agency (JPRA) as the Office of Primary Responsibility (OPR) for the execution of executive agent responsibilities. Per references (a) through (f), Navy PR-related education and training programs will meet CDRUSJFCOM/JPRA minimum joint standards.

    d. Per reference (b), Geographic Combatant Commanders (GCCs) designate the level of training personnel operating in the command's area of operation must have prior to deployment to theater.

4. Applicability and Scope

a. As required by references (a) through (m), the provisions of this instruction apply to all members of the U.S. Navy, DoD civilian employees operating with U.S. Navy units, DoD contractors deploying with U.S. Navy units, and other civilian personnel as designated by the President or Secretary of Defense.

b. This guidance complements Navy programs related to the support of isolated personnel as described above. Navy support to permissive Search and Rescue (SAR), civil SAR, or other related operations are governed by other directives.

5. Discussion

a. Adversaries purposely seek to isolate, capture, and detain U.S. personnel to seek tactical, operational, and strategic advantage. Isolation may occur across the continuum of operations.

b. Isolated military personnel, if not successfully recovered and returned to U.S. control, must be capable of surviving and be able to return with honor. Applicable civilians associated with Navy should have the foundation necessary to cope with possible capture.

c. Previous risk paradigms do not accurately reflect risk of isolation in the 21st century. As a result, commanders must constantly evaluate their forces' risk of isolation and coordinate to update enclosure (1). Risk assessment is inherently a commander's responsibility. This policy seeks to validate and establish a risk-based Survival, Evasion, Resistance, and Escape (SERE) training requirements matrix based on warfare area and unit; however, this guidance does not lessen a commander's responsibility to assess risk and determine if any additional training is required to meet a threat environment.

d. The Navy PR program encompasses four areas:

(1) Individual Preparation: Code of Conduct (CoC) training; SERE training; High Risk of Isolation (HRI) briefings; and the provisioning of potential isolated personnel with survival, evasion, location, and communications capabilities.

(2) PR Execution: Operations and supporting
capabilities designed to affect the recovery of isolated
personnel in support of component-level operations. Navy PR
missions include, but are not limited to, SAR - when used in the
context of a PR event - Combat SAR (CSAR), and Naval Special
Warfare (NSW) Unconventional Assisted Recovery (UAR).

(3) PR Command and Control (C2): The capability to plan
PR missions, exercise C2 over assigned recovery forces,
coordinate the execution of PR tasks, and integrate with joint
PR architectures.

(4) Reintegration: The return of formerly isolated
personnel through a formal process of medical care,
psychological decompression, operational/intelligence
debriefings, and public affairs coordination.

6. Policy. The Navy shall maintain a cross-functional PR
program to align PR policy, training, and resourcing across a
wide range of claimants. Broad policy guidance for Navy PR
efforts, aligned with Navy PR areas, is provided below:

a. Capabilities for Individual Personnel: If isolated,
Navy service members shall execute their responsibilities under
the CoC for the U.S. Armed Forces. Applicable deploying Navy
civilians and authorized contractors, if isolated, shall have
the foundation necessary to cope with possible capture. In
order to enable the execution of the CoC/SERE requirements, the
Navy shall:

(1) Per DoD directives and in support of GCC
requirements, provide appropriate levels of CoC/SERE training to
all Navy personnel and SERE training for other designated
personnel. Additionally, the Navy shall ensure that resources
and requirements for such training are addressed and integrated
into the Program Objective Memorandum (POM) development process.

(2) Ensure that resources and requirements for
individual survival, evasion, location, signaling, and
communication capabilities are addressed and integrated into the
POM development process.

(3) Provide Navy personnel with digital Isolation Report
(ISOPREP) documentation per joint standards and GCC or fleet
requirements via the Personnel Recovery Management System
(PRMS).

b.   PR Execution: Navy forces shall maintain the capability to recover isolated service members, or other personnel as directed, in support of component-level operations. In support of PR execution responsibilities, the Navy shall:

(1) Ensure that Navy specific resources and requirements necessary for CSAR, and UAR capabilities are addressed and integrated into the POM development process.

(2) Ensure that Navy specific SAR, CSAR, and UAR recovery forces are routinely exercised, joint and inter-agency informed, and adequate to meet operational requirements.

(3) Develop other recovery capabilities, doctrine, and tactics as required to meet expeditionary requirements, Navy shaping operations, or other emerging Navy missions.

c.   PR C2: Navy Component Commanders (NCCs) and Carrier Strike Group/Expeditionary Strike Group staffs shall maintain a PR Coordination Cell (PRCC) capable of coordinating PR execution tasks. In support of this guidance, the Navy shall:

(1) Ensure that requirements and resources for PR C2 equipment are addressed and integrated into the POM development process. These capabilities include, but are not limited to, digital ISOPREP and PRMS coordination, connectivity with joint PR architectures, and systems capable of exploiting location and signaling equipment for isolated personnel.

(2) Ensure that Navy PRCC staffs are qualified in joint PR C2 per reference (g).

(3) Develop PR C2, up to PRCC-level, capabilities for units or expeditionary staffs Per reference (g).

(4) If necessary to meet operational requirements, provide augmentation (equipment and personnel) to Navy PRCCs for their employment as Joint PR Centers (JPRCs).

d.   Reintegration: In order to meet its reintegration requirements per reference (h), as well as to augment service casualty assistance systems, the Navy shall:

(1) Establish pre-planned procedures and assign roles and responsibilities to meet Service (Level III) reintegration of Navy personnel (or those individuals designated by the Secretary of Defense).

(2) Ensure that Navy strategic communications and public affairs related to isolated personnel are aligned with operational support requirements.

7. <u>Roles and Alignment</u>

a. The Navy PR program requires a coordinated, horizontally integrated, and responsive organization to meet PR policy guidance above. PR, especially in the context of non-traditional warfare, crosses the entire spectrum of Doctrine, Organization, Training, Material, Leadership and Facilities (DOTMLPF) efforts. Planned missions, tasks, and responsibilities supporting PR areas span across a wide range of Navy claimants and require close collaboration between the Chief of Naval Operations (CNO) staff, United States Fleet Forces (USFF)/Commander, Pacific Fleet (CPF), NCCs, and Type Commanders (TYCOMs).

b. The Deputy Chief of Naval Operations (Operations, Plans, and Strategy) (CNO (N3/N5)) functions as the Navy lead for synchronization and integration of the Navy PR program.

c. The Navy shall establish and maintain a cross-functional PR Working Group (PRWG), led by the Director, Strategy and Policy Division (Office of the Chief of Naval Operations (OPNAV) (N51)), to advise commanders and resource sponsors on PR-related issues and provide Navy input to joint PR guidance and directives.

8. <u>Responsibilities</u>

a. CNO (N3/N5) shall:

(1) Coordinate the implementation and periodic review of this guidance. (N51)

(2) Provide flag officer representation to the Office of the Secretary of Defense (OSD) PR Advisory Group per reference (a). (N51)

(3) Coordinate Navy representation at inter-service, interagency, and multi-national PR conferences, working groups, and other forums. (N51)

(4) Designate a PR OPR per reference (c) to coordinate PR policy across Navy claimants. The PR OPR shall coordinate with the OSD/Defense Prisoner of War/Missing Persons Office, USJFCOM/JPRA, Navy PR OPRs, and GCC PR OPRs on matters relating to PR policy and requirements. (N51)

(5) In the event of an isolation or capture event involving Navy personnel or those designated by OSD, coordinate service headquarters reintegration responsibilities per reference (h). (Director, Information, Plans, and Security (OPNAV (N3IPS)), Director, Navy Casualty Assistance (OPNAV (N135)), and Director, Naval Intelligence (CNO (N2)).

(6) In coordination with USFF and Deputy CNO for Manpower, Personnel, Education, and Training/Chief of Naval Personnel (CNO (N1))/Naval Education and Training Command (NETC), develop adequate inter-service or joint agreements, as appropriate, for Navy support to joint specialized SERE training (JPRA SERE 200 series courses). (N51)

(7) Synchronize PR efforts across the DOTMLPF spectrum. (N51)

b. Deputy CNO for Integration of Capabilities and Resources (CNO (N8)) shall support and integrate warfighting and program requirements for PR across warfare areas, doctrine development, resource sponsors, and USFF/CPF.

c. Deputy CNO for Communication Networks (CNO (N6)) shall support and integrate program requirements for digital ISOPREP PRMS, individual location and communications equipment.

d. USFF, in collaboration with CPF, shall coordinate training and manning the Fleet in support of PR operations. In conjunction with CNO (N3/N5) and the PRWG, synchronize PR efforts across the DOTMLPF spectrum.

e.   USFF shall:

(1) Establish joint PR training requirements for commanders and staffs (CDRUSJFCOM/JPRA PR 100, 200, and 300 series courses). Provide annual command and staff PR training requirements to OPNAV/CDRUSJFCOM/JPRA.

(2) Establish Navy service requirements for Level A, B, and C CoC/SERE training as described in reference (b). In coordination with CNO (N3/N5), NETC, and the PRWG, periodically review Navy CoC/SERE requirements.

(3) Establish Navy requirements for specialized SERE training (CDRUSJFCOM/JPRA SERE 200 series courses) for designated high-risk personnel as described in references (f) and '(i). Provide annual specialized SERE training requirements to OPNAV/CDRUSJFCOM/JPRA for execution.

(4) Validate SERE training requirements matrix per enclosure (1).

f.   USFF/CPF/Commander, Naval Installations Command (CNIC)/NETC shall support the OPNAV staffs and GCCs/NCCs in executing Navy reintegration plans as required.

g.   CNO (N1) shall:

(1) Coordinate PR and SERE training courses attendance through detailing process for pipeline training to meet USFF requirements, and conduct annual reviews of quota control administration and procedures.

(2) Serve as the Navy reintegration OPR. Coordinate personnel movement, logistics, and base support requirements as required. Direct Liaison Authority (DIRLAUTH) with CNO staff, CDRUSJFCOM/JPRA, GCC PR cells, USFF/CPF, CNIC, NETC (SERE Psychology), and isolated personnel's chains of command as required to execute Navy reintegration tasks in reference (h). (OPNAV (N135))

(3) Establish and revise all applicable Memorandums of Agreement (MOAs) regarding administrative relationships between the U.S Navy and CDRUSJFCOM/JPRA. This includes, but is not limited to, establishing a rating scheme for the proper administration of U.S. Navy officer and enlisted performance evaluations and awards.

(4) Ensure U.S. Navy Joint Services Training Program (JSTP) instructor and support personnel billets at JPRA training units are resourced at 100 percent and Service required administrative and logistical support to those personnel are being met.

h. Commander, NETC shall:

(1) Designate a Navy CoC/SERE model manager to execute CoC/SERE training guidance per reference (d). Ensure that Navy SERE curricula are conducted per CDRUSJFCOM/JPRA executive agent instructions and other relevant guidance.

(2) Establish DIRLAUTH between the Navy CoC/SERE model manager and CDRUSJFCOM/JPRA, USFF, and the CNO staff for routine matters concerning CoC/SERE training development and requirements.

(3) Maintain CoC training as part of accession training and Navy Knowledge Online/Navy E-learning.

(4) Conduct periodic reviews of CoC/SERE training and provide results to CNO (N3/N5).

(5) Coordinate with CDRUSJFCOM/JPRA, keeping the CNO staff informed, for Level C SERE evaluations.

(6) In coordination with the Navy Bureau of Medicine and Surgery, establish and maintain the Navy SERE Psychology program for support to Level C SERE training as well as the Navy Reintegration Program.

(7) Provide SERE Psychology and operational debriefing support to Navy reintegration. DIRLAUTH, keeping the OPNAV staff and OPNAV (N135) informed, with CDRUSJFCOM/JPRA for routine matters involving reintegration support. Should Navy SERE Psychology or debriefing assets require significant augmentation from other services or CDRUSJFCOM/JPRA, forward such requests to OPNAV (N51) for action.

(8) Ensure designated personnel attend specialized SERE training (JPRA SERE 200 series courses) in support of Navy and joint requirements per references (f) and (i).

i. NCCs, Numbered Fleets, Navy Expeditionary Combat Command, and TYCOMs shall:

(1) Provide annual PR-related staff training requirements to USFF.

(2) Provide annual Navy and specialized SERE training requirements to USFF.

(3) Designate a staff PR OPR. For staffs with JPRC responsibility (NCC/Naval Fleet Commands), ensure PR OPR is joint PR-qualified through completion of JPRA PR 100, 200, or 300 series courses as described in reference (d).

  j. Commander, Naval Strike and Air Warfare Center shall:

(1) Serve as the Navy CSAR model manager. In coordination with Navy Warfare Development Command (NWDC), develop CSAR doctrine, Tactics, Techniques, and Procedures (TTPs).

(2) Advise the PRWG on emerging CSAR-related technologies and requirements.

(3) Sponsor Carrier Air Wing (CVW)-level CSAR training and tactics development.

  k. Commander, NWDC shall:

(1) Assist in the development of initiatives for PR as approved by the Sea Trial Executive Steering Committee.

(2) Manage the development of supporting doctrine and concept of operations and coordinate the development of TTPs for PR.

(3) Coordinate Navy input to joint and combined PR doctrine and TTPs.

  l. Systems Commands (SYSCOMs) shall:

(1) Execute program office responsibilities for PR-capable platforms.

(2) In coordination with the OPNAV staff (CNO (N6), CNO (N8)) and the PRWG, serve as the SYSCOM leads for individual survival radio and signaling equipment (aircrew, expeditionary, and NSW forces). (Naval Air System Commands, Aircrew Systems

(PMA-202), Space and Naval Warfare Systems Command, Communications (PMW-170))

9. <u>Review Responsibility</u>. CNO (N3/N5) will coordinate reviews of this instruction every 2 years. Interim changes to detailed guidance in enclosures (1) and (2) shall be issued by CNO message or listed via USFF SIPR Web site portal (http://www.fleetforces.navy.smil.mil/HQ/N4N7/N7/N74/default.asp x), as required, followed by a formal change transmittal or revision to the instruction.

10. <u>Records Management</u>. Records created as a result of this instruction, regardless of media and format, shall be managed per Secetary of the Navy Manual 5210.1.

J. C. HARVEY JR.
Vice Admiral, U.S. Navy
Director, Navy Staff

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http://doni.daps.dla.mil

CODE OF CONDUCT TRAINING REQUIREMENTS

WARFARE AREA UNIT/CATEGORY	Training Level /Priority Required		NOTES
	SERE	HRI	
Special Warfare			
Seals	C-1	X	5
Special Warfare Combat Crew	C-1	X	5
NSWTU Support	B	X	2, 4
Aviation			1
Tactical Air (Combat)	C-1	X	2, 5
(Includes the following squadrons: HC/HSC, HSM/HSL/HS, VAQ, VAW, VFA, VS)			
Non-Tactical Support	B		
(Includes the following squadrons: VC, VR, VRC, VTC, VX)			
Reconnaissance (VPU, VQ)	C-1	X	2, 5
Naval Information Operations Command (NIOC) - VP SUPPORT	C-1	X	
(VP)	C-1	X	5
Surface			
Aircraft Carrier	B		4
Combatant	B		2, 4
(Cruiser/Destroyer, Amphibious, Command, High Speed Vehicle, Mine Counter Measures, Coastal Mine Hunter)			
Patrol Coastal (PC)	B	X	2, 4
Subsurface			
SSN/SSGN	B		4
Combat Support			
Auxillary/Combat Logistics Force Ships	B		2, 4, 6
(ACU/BMU, AOE, ARDM, ARS, AS, MSDU, FSS, TACS, TAE, TAFS, TAGM, TAGS, TAGOS, TAH, TAKR, TAO, TATF, TAVB)			
Mobile Mine Assembly	B		4
COMNECC			
Explosive Ordnance Disposal	B/C-2	X	2, 3, 4
(Explosive Ordnance Disposal Unit, Dive Salvage Unit)			
Maritime Expeditionary Security Force (MESF)	B	X	2, 4
MESF Heloborne Visit, Board, Search and Seizure (HVBSS) Level III	B	X	2, 4
RIVERINE	B	X	2, 4
Naval Expeditionary Intelligence Command (NEIC)	B	X	2, 4
Human Intelligence Teams	C-2	X	
COMBAT CAMERA	B/C-2	X	2, 3, 4
First Naval Construction Division	B		4

Combat Service Support			
Fleet Hospitals	B		4
All others	B		4
Shore Based			
US Territory	B		4
Overseas	B		4
NIOC - Shore	B		4
Other			
Intelligence	B		2, 3, 4
Attaché	C-1	X	—
Navy civilians and contactors			2, 4

Training Level/Priority
C-1 - Personnel with the highest priority to receive Level C training (mandatory).
C-2 - Personnel whose duties may require Level C training.

Notes (see USFF CAS portal for amplification of HRI/Level C):
1. Aviation requirements are specified for aircrew. Requirements for other aviation personnel should be based on their location when deployed (shipboard, overseas base, etc.).

2. Employment (or potential) in uncertain/hostile environment requires HRI for some forces.

3. Some forces may require Level C.

4. All deployers to and forces in SOUTHCOM, EUCOM, PACOM Joint Operations Area (JOA) and CENTOMC Area of Responsibility (AOR) require Level B.

5. Specialized SERE per CJCSI and OPNAVINST 1000.24C (enclosure (2), update per para 9).

6. Includes a variety of craft and vessels, many with unique capabilities, missions, and operating areas. Some of these missions require operations in sensitive areas and have an increased risk of interaction with adversaries.

JOINT SERVICES TRAINING PROGRAM (JSTP)

1. Purpose. To provide guidance concerning the Joint Services Training Program (JSTP), SERE 245, as it relates to the U.S. Navy.

2. Background. The JSTP is a closely coordinated specialized course of instruction in which the Services participate at the direction of the Joint Chiefs of Staff. JSTP training at the three geographic locations (Fairchild Air Force Base (AFB), Pope AFB, and Naval Air Station (NAS) North Island) is managed by the JPRA as the executive agent. Commander, Naval Air Forces (CNAF) Detachment (Det) ALPHA, located at NAS, North Island, California, is the director for the NAS North Island Detachment.

3. Security of the Program

     a. All JSTP training is classified by an Alternative Compensatory Control Measures (ACCM) program. End users have no C2 or brief in authority regarding ACCM material. Information concerning JSTP must be held on a strict need-to-know basis. Every precaution must be taken to ensure complete security of this course.

     b. Personnel attending the JSTP receive classified training. Prospective students are given no description of the course of instruction, other than the fact that they are to receive classified training. JSTP students are prohibited from divulging any information concerning their participation in the JSTP to any individual not cleared for access to the course regardless of rank or position. Graduates shall not be interrogated, pressured in any way, or expected to divulge the nature of JSTP or the training they received.

4. Quota Control

     a. Joint Staff issues guidance for the PR requirements submission and coordination process, which identifies the procedures Services and Combatant Commanders (CCDRs) will use for submitting specialized CoC training requirements and annual submission deadlines. All quota allocation is managed via the Joint Staff process and allocation is based on Service and Combatant Command requirements.

b. The JSTP is specifically aimed at increasing the combat readiness of all Services. In the Navy, training is limited to personnel from those units that are most likely to be assigned an active combat mission. Cryptologic and intelligence personnel, chaplains, doctors, nurses, and medical corps personnel, staff corps officers, and all other combat support specialists are specifically exempted by DoD policy from JSTP training, even if attached to a combat unit.

c. Quota allocation is controlled by the JPRA via the Joint Staff process and Navy allocated quotas are managed by the Navy PR OPR, OPNAV (N51). The Navy quota manager, CNAF Det ALPHA, NAS North Island, assigns Navy quotas based on CNO (N3/N5) instructions.

d. The following minimum number of JSTP-trained personnel are required on board the units listed below whenever the units are in a deployable status or deployed beyond the 48 contiguous states. To meet these minimum numbers, a JSTP-trained person must still meet all requirements set forth in paragraph 5 below.

Navy Targeted Students

I. Carrier Air Wing

VFA Squadrons	Minimum 3 per Squadron
VAQ Squadrons	Minimum 3 per Squadron
VAW Squadrons	Minimum 3 per Squadron
HS/HSC/HSM (CVW)	20% of eligible aircrew
HSC/HSL/HSM (Expeditionary)	Minimum 2 per Detachment

II. VP/VPU/VQ (P)	20% of eligible aircrew

III. Naval Special Warfare (NSW)

NSW Groups 1&2	60 per Group
NSW Groups 3&4	30 per Group

e. Quota assignments are established each fiscal year and are allocated to the services and CCDRs via periodic Joint Staff message. Commands should nominate candidates and request quotas to the service quota manager so that nominations, orders, and confirmation messages to the schools can be accomplished well in advance of reporting dates.

f. To request quota allocations contact the Navy service quota manager, CNAF Det ALPHA, at DSN 735-9930.

g. Units or components desiring a Mobile Training Team (MTT) or additional training must coordinate their request through the appropriate designated command/service PR OPR. MTT/resident request must be submitted no later than 90 days prior to requested course start date. Send formal Navy message per format provided in this enclosure. Requesting organization for MTT must provide a secure facility for secret level presentations and provide JPRA/Personnel Recovery Academy (PRA) with personnel information to verify clearances of all attendees. Message traffic must be routed through the Navy Staff to the Joint Staff. All MTTs are unit or Service funded. All out of cycle training requests are considered on a case-by-case basis.

5. <u>Student Selection and Eligibility</u>. Student selection is a matter to which all commands must give particular attention in order to make best use of school facilities and travel funds. The selection criteria are derived from the special requirements of the JSTP experience in training personnel. No exceptions or waivers will be granted except with the approval of CNAF/JPRA school's Officer In Charge (OIC). Personnel reporting to the school who do not meet the criteria will be returned to the sponsoring unit without enrollment. Rejection of a candidate does not relieve the unit of quota obligation.

a. All candidates must be:

(1) Assigned to, or sponsored by, one of the units named in subparagraph 4d;

(2) A U.S. citizen;

(3) 35 years of age or younger, and have no more than 12 years of active military service;

(4) Successfully adjudicated for a "final secret" clearance based upon a current investigation, within 10 years, per the ACCM Security Classification Guide;

(5) Mature and emotionally stable, with demonstrated leadership ability;

(6) Of excellent character and of such good habits and associations that there is no doubt regarding the individual's discretion or good judgment in handling classified material. Only those of temperate habits and high moral standards shall be selected to participate in this program.

b. Officer personnel: Active duty officers and reserve officers on active duty of the rank of O-1 through O-4. Active duty officers shall have preference. All officer attendees must have at least 2 years obligated service remaining at the time of graduation from the course. Officers of the rank of O-5 or above are eligible if due to the nature of their duties it is in the best interest of the service that they attend. These officers are granted quotas on a case-by-case basis and request for a quota should be routed to the appropriate school OIC for action.

c. Enlisted personnel must:

(1) Be Active Duty Navy with 2 or more years obligated service remaining upon course completion;

(2) Must be E-4 through E-7;

(3) Be a high school graduate or equivalent;

(4) Have a minimum score on the Armed Services Vocational Aptitude Battery of 110;

(5) Have no previous conviction or action pending by special, general or summary court-martial. Personnel with previous non-security-related non-judicial punishment shall be screened on a case-by-case basis by their commanding officer prior to selection.

6. Orders and Records. Attendance at a JSTP school may be reflected in individual service records; however, no information regarding the nature of the school or instruction received is to be recorded on orders, in service records, or in personnel files. Orders must indicate authority for the final secret clearance. A confirmation message or Facsimile (FAX) from the

sponsoring unit giving the name, rank, social security number, level and basis for clearance and class number should arrive at the appropriate school not later than 10 working days in advance of the class convening date. Please ensure the message/FAX is marked "For Official Use Only – Privacy Sensitive."

7. <u>Administrative Matters</u>. Personnel attending any JSTP school must be scheduled and cleared through JPRA/PRA at DSN: 657-9735. Direct communication with the appropriate school is authorized for the purpose of coordinating local student administrative matters. To facilitate prompt commencement of classes and minimize check-in delays, participating commands will ensure each student reads this instruction and all applicable administrative notices before departing his or her parent command. Additionally, all personnel should contact the prospective school to obtain administrative instructions concerning their attendance for the specific school site. Point of contact for the NAS North Island JSTP School is Com: 619-545-9930 (DSN 735); point of contact for the Pope AFB JSTP School is 910-394-4585 (DSN 424); and point of contact for the Fairchild AFB JSTP School is 509-247-9735 (DSN 657).

SAMPLE TRAINING REQUEST MESSAGE

R (DTG) XXXXXXXZ MMM YR ZYB
FM (Unit Requesting Training PLA)
TO JOINT STAFF J3 DEP-DIR SPECIAL OPS
INFO HQ USJFCOM NORFOLK VA//J7//
HQ JPRA AMHS FT BELVOIR VA
CNO WASHINGTON DC//N5//
COMUSFLTFORCOM NORFOLK VA//N74/N746//
COMNAVAIRFOR SAN DIEGO CA//N3//
COMNAVAIRFOR DET ALFA
BT
UNCLAS
MSGID/GENADMIN, USMTF, 2007/(UNIT SENDING MESSAGE)//
SUBJ/JOINT SERVICE TRAINING PROGRAM (JSTP) SERE 245 CLASS
REQUEST//
GENTEXT/REMARKS/1. REQUESTING UNIT INFORMATION (SERVICE – USN
OR USMC, UNIT, LOCATION, ETC.).
2.   SERE 245 (JSTP).
3.   BRIEF JUSTIFICATION FOR TRAINING.
4.   TOTAL NUMBER OF PERSONNEL TO BE TRAINED.
5.   FREQUENCY OF TRAINING (PROJECTED NUMBER OF CLASSES OR MTT'S
PER YEAR BASED ON 12 STUDENTS PER CLASS).
6.   IMPACT IF TRAINING IS NOT PROVIDED.
7.   PRIMARY AND ALTERNATE DATES OF TRAINING REQUEST.
8.   IDENTIFY WHETHER JPRA OR UNIT FUNDED. (NORMALLY UNIT
FUNDED)//
BT