



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

IN REPLY REFER TO:
OPNAVINST 1520.36A
N095
27 Apr 07

OPNAVINST 1520.36A

From: Chief of Naval Operations

Subj: RESERVE OFFICERS FOREIGN EXCHANGE PROGRAM

Ref: (a) DOD Directive 1215.15 of 29 Jan 04
(b) SECNAVINST 5510.34A

Encl: (1) Sample Position Description
(2) Sample Letter Application
(3) Timeline of Events

1. Purpose. To provide guidance, assign responsibilities, and issue application procedures for the Reserve Officers Foreign Exchange Program.

2. Cancellation. OPNAVINST 1520.36.

3. Background. The Office of the Secretary of Defense (OSD) Reserve Officers Foreign Exchange Program is designed to foster greater understanding and cooperation between the Reserve components of the United States military and other countries. The period of the exchange is two to four weeks. This instruction amplifies guidance in reference (a) to provide procedures for the administration and coordination of the exchange program. Reference (a) shall take precedence should any guidance conflict with this instruction.

4. Responsibilities

a. The Chief of Navy Reserve (CNR) serves as Reserve Officers Foreign Exchange Program Administrator and shall:

(1) Maintain liaison between the Office of the Assistant Secretary of Defense for Reserve Affairs (OASD(RA)) and Commander, Navy Reserve Forces Command (CNRFC).

(2) Provide nomination criteria, timelines and other information as necessary.

(3) Establish criteria and guidelines for designating host commands for foreign exchange officers.

(4) Notify CNO (N3/N5) (N5IS) of planned exchanges under existing MOUs and of any intention to expand program to include new foreign partners.

b. Commander Navy Reserve Forces Command (CNRFC) will:

(1) Designate an officer to serve as Reserve Officers Foreign Exchange Program Manager.

(2) Ensure adequate Active Duty Training (ADT) funds to support the Reserve Officers Foreign Exchange Program.

(3) Advertise exchange opportunities in messages and other appropriate forums.

(4) Screen applications and convene a selection board to select U.S. Navy Reserve officer candidates based on the relevancy of foreign exchange duty to the member's mobilization billet, competence, sustained superior performance and potential for serving as an informed representative of the U.S. Navy Reserve. Fluency in the language of the host country is desirable but not required unless stipulated under the terms of specific agreements. CNRFC may issue additional selection criteria as necessary.

(5) Upon approval by OASD(RA), publish the names of selectees via appropriate means. Provide selectees with detailed guidance on travel procedures, appropriate uniforms and other pertinent information.

(6) Provide ADT orders and coordinate travel arrangements (including appropriate country clearances) for U.S. selectees.

(7) Provide Invitational Travel Orders (ITO) for foreign officers, including transportation arrangements as agreed upon in the respective MOUs.

(8) Task Operational Support Officers (OSOs) to identify host commands for foreign Reserve exchange officers.

(9) Coordinate with host sites and other appropriate commands to arrange training schedules for incoming exchange officers.

(10) Provide Position Descriptions (PDs), itineraries, security clearances and biographies of each foreign officer to Navy International Programs Office (IPO) not later than 30 days prior to the arrival of the officer. A sample PD is provided at enclosure (1).

c. Operational Support Officers (OSOs) will:

(1) Identify appropriate host commands for foreign exchange officers based on information and guidance provided by CNRFC.

(2) Ensure U.S. host commands develop detailed Position Descriptions (PDs) per reference (b) and complete itineraries for the visiting foreign officer in order to secure authorization for foreign access to classified information and Department of the Navy facilities.

d. Host Commands:

(1) Assign a sponsor responsible for assisting the incoming exchange officer with berthing, travel and to answer any other questions related to the exchange.

(2) Identify relevant, tailored training itineraries for the exchange officer. Host commands must also provide detailed itineraries and PDs to CNRFC which identify systems, components and documents to which the foreign officers will need access.

(3) Ensure host commands comply with security regulations governing training of foreign nationals as outlined in reference (b).

5. Selection Criteria. Selection for the program is based on the needs of the host country and the qualifications of the individual applicants. Officers in the grades of Lieutenant (03) through Lieutenant Commander (04) are eligible for the program. Fewer than 10 Navy Reserve officers will be selected each year. Previous participants will not be considered.

6. Application Procedures for USN Participants

a. Individuals must send a letter request via their administrative chain of command to the President of the Reserve

Officers' Foreign Exchange program Selection Board. A sample letter is provided in enclosure (2).

b. Letters of application should provide:

(1) Explanation of the individual's qualifications for participation in the Reserve Officers' Foreign Exchange Program.

(2) Country preference based on the countries identified in the yearly CNRFC message announcing the program.

(3) Date restrictions. Member should identify constraints/restrictions with regard to availability for travel due to employment or personal commitments.

(4) Personal history, including educational background and military career highlights. Since the personal history will be provided directly to the host country, it is imperative the information be complete and written in non-technical language to avoid misunderstandings in translation; minimize use of acronyms. The personal history should be typed rather than handwritten. See page 2 of enclosure (2) for an example.

(5) The first endorsement should specifically comment on the member's unique qualifications to serve as a representative of the U.S. Navy; must certify the member's security clearance information; and ensure physical fitness assessment (PFA) and body composition standards are met.

7. Schedule of Events. Enclosure (3) provides a program outline with a timeline of events.

8. Action. Addressees will take the necessary action to ensure the Navy Reserve Officers' Foreign Exchange program is conducted in accordance with the basic policies of this instruction.



J. G. COTTON
Vice Admiral, U.S. Navy
Chief of Navy Reserve

Distribution:

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SAMPLE
POSITION DESCRIPTION (PD)

NAME AND RANK OF FOREIGN EXCHANGE OFFICER:

Laramie, David O., Lt, RNR

LOCATION AND DATES OF TDY:

NCTAMS PACIFIC

13-25 August 2007

500 Center St

Wahiawa, HI 96786

POSITION TITLE: C4ISR Officer

DESCRIPTION OF TRAINING TO BE ACCOMPLISHED:

Training will be performed at Naval Computer and Telecommunications Area Master Station Pacific and various other Navy Commands in the local area. His training will focus on the day to day management, operation, and maintenance of Defense and Navy specific telecommunications systems. Further, exposure to NCTAMS' full range of ADP and Information Resource Services, Maintenance and Repair, and communication/Electronic and Defense Message Systems will be offered. All training will be tailored/restricted to ensure compliance with security compliance procedures (see para 6 below). Additionally, tours of the Arizona Memorial and Pearl Harbor Naval Station will be conducted.

POINT OF CONTACT:

Primary: CDR A. B. See (Operational Support Officer,
NCTAMS PACIFIC)

Secondary: LCDR D. E. Eff (Operations Officer, NCTAMS
PACIFIC)

Telephone: Comm: (808) 456-7891/DSN: 564-7891

SECURITY CLEARANCE:

Eligibility for SECRET access for evolutions mentioned in paragraph 4 (with the exception of tours) is required. Access to the regular work spaces cannot be sanitized below this level for basic familiarization to NCTAMS operations. Secure or classified publications, OP orders, and related materials will not be disclosed to the UK representative.

REMARKS:

Recommend appropriate summer uniforms (or equivalent).

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SAMPLE LETTER APPLICATION

From: Rank, First Name, MI, Last Name, USN, SSN/Designator
To: President, 20XX Reserve Officers Foreign Exchange Program
Selection Board

Via: (1) Unit Commanding Officer
(2) Supporting Operational Support Center
(3) Reserve Component Commander

Subj: APPLICATION FOR 20XX RESERVE OFFICERS FOREIGN EXCHANGE
PROGRAM

Ref: (a) (Current CNRFC message advertising Foreign Exchange
Program)
(b) OPNAVINST 1520.36A

Encl: (1) Personal History

1. I am applying for the 200X Reserve Officers Foreign Exchange Program as advertised in reference (a). Enclosures (1) and (2) are provided as required by reference (b).

2. My preference of exchange countries is (list in order of preference between Federal Republic of Germany and the United Kingdom. If you do not wish to be considered for one of these two countries, be sure to make that clear).

3. I am unavailable to travel during the week of 12-17 August 20XX due to conflicting civilian employment commitments.

4. My specific qualifications for serving as an exchange officer follow. (Brief explanation of your qualifications to serve as a representative of the U.S. Navy Reserve).

//Signature//
TYPED NAME

Enclosure (2)

SAMPLE
PERSONAL HISTORY OF
LCDR RAYMOND JOSEPH BOWMAN, USN, 123-45-6789/1115

Address: 1234 Navy Way
Navytown, LA 55555

Home Phone: (123) 456-7891

Marital Status: Married; one child

Date of Birth: 25 August 1954

Civilian Occupation: Staff Engineer, Systems Test
XYZ Corporation

Work Phone: (215) 555-1234

Education: 1976 - BS, Electrical Engineering,
Indiana University
1978 - MBA, American University

Reserve Unit: Officer in Charge,
Commander Fleet Activities Chinhae
Detachment TWO

Address of supporting
Reserve Activity: Navy Operational Support Center
Las Vegas
5095 Range Road
Las Vegas, NV 89115

Commercial Phone #: (702) 555-5678
FAX #: (702) 444-5678

Mob Billet: Logistics Officer

Military Background: Active Duty
1989-1989 - Officer Candidate
1990-1993 - USS CONQUEST (MSO 488)
First Lieutenant
1994-1996 - USS CHOSIN (CG 65),
Main Propulsion Assistant

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Reserve Assignments

1996-1999 - Admin Officer, Afloat
Training Group Pacific HQ 419
1999-2002 - Training Officer,
Inshore
Boat Unit 17 (San Diego, CA)
2003-Present - Officer in Charge,
Commander Fleet Activities
Chinhae Detachment TWO (Las
Vegas, NV)

TIMELINE OF EVENTS

March/April CNRFC issues message advertising Reserve Officer Foreign Exchange Programs for upcoming fiscal year.

February Applications due at CNRFC for current year's Reserve Officers Foreign Exchange Program. Selection board convened by CNRFC

March CNRFC forward selectees to Office of the Assistant Secretary of Defense (OASD (RA)) via the CNR.

March OASD(RA) approves selections. CNRFC issues message notifying selectees.

June German exchange officers arrive in the U.S.

July-September U.S. exchange officers depart for the United Kingdom.

July-September United Kingdom exchange officers arrive in the U.S.

September U.S. exchange officers travel to Germany.

October OASD(RA) kickoff meeting for upcoming year's program.