



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-2000

OPNAVINST 1520.41  
N15  
25 Sep 09

OPNAV INSTRUCTION 1520.41

From: Chief of Naval Operations

Subj: NAVY STUDENTS ENROLLED IN OVERSEAS EDUCATION PROGRAMS

Ref: (a) DoD Instruction 1322.06 of 15 Nov 07  
(b) Section 2603 of Title 10, United States Code  
(c) OPNAVINST 1520.24C  
(d) MILPERSMAN 1520-010  
(e) BUPERSINST 1610.10B  
(f) OPNAVINST 6110.1H  
(g) MILPERSMAN 1300-300  
(h) MILPERSMAN 1300-304  
(i) Department of Defense Foreign Clearance Guide

1. Purpose. To establish policy and assign responsibility for the management, coordination, funding and administration of Navy officers assigned as students under Permanent Change of Station (PCS) orders to education programs conducted at locations outside of the United States in accordance with references (a) through (d).

2. Background. Overseas education programs may provide opportunities for Navy officers to participate in prestigious, internationally recognized academic programs; acquire new perspectives; build relationships that support interoperability; achieve foreign language proficiency; and develop a deep appreciation for foreign cultures. These programs include, but are not limited to, the Foreign War College Program, the Scholarship Program and the Olmsted Scholar Program.

3. Policy

a. Navy activities will cooperate and collaborate to ensure proper support and oversight of students who are assigned away from United States military installations while in foreign countries. The Navy will ensure the accountability, welfare and safety of students and their families.

b. Investments in overseas education programs will be in keeping with maritime strategy priorities and requirements to:

- (1) Foster and sustain cooperative relationships.
- (2) Share knowledge and experiences to enhance interoperability.
- (3) Develop adaptable leaders with a broad portfolio of skill sets.

c. Overseas students will comply with this instruction as well as guidance associated with the education program to which assigned. Where guidance may conflict, the overseas students program manager will coordinate as needed to determine which takes precedence.

#### 4. Responsibilities

##### a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (N1)

- (1) Serve as resource sponsor for the student individuals account for the Foreign War College, Scholarship, and Olmsted Scholar Programs.
- (2) Serve as resource sponsor for tuition and travel expenses for Navy students at foreign war colleges.
- (3) Program and budget funds to cover authorized overseas students expenditures, such as emergency leave travel, language tutor/translation fees handled on a case-by-case basis (foreign war college students), and security measures deemed necessary by the appropriate diplomatic post or Department of State.
- (4) Establish annual quota plan for graduate-level education programs.
- (5) Coordinate with the Office of the Chief of naval Operations Director, Strategy and Policy Division (OPNAV (N5SP)) to determine priorities for cooperative educational engagement with foreign nations.
- (6) Serve as policy waiver and program withdrawal authority.

(7) Serve as the final approval authority for degree programs and university location.

b. Director, Strategy and Policy Division (OPNAV (N5SP))

(1) Provide cooperative engagement priorities to determine appropriate assignments to foreign nations.

(2) Determine if there is a requirement for an international agreement in conjunction with a foreign assignment and if Office of the Secretary of Defense authority to initiate negotiations is required. Facilitate obtaining such authority if needed.

(3) Provide country politico-military policy briefings for U.S. Navy personnel prior to their departure overseas.

c. Commander, Naval Education and Training Command (NETC)

(1) Appoint an overseas student program manager to coordinate oversight, management, and administration of students under PCS orders to education programs conducted at locations outside of the United States. Supported programs include, but are not limited to, the Foreign War College Program, the Scholarship Program, and the Olmsted Scholar Program. The overseas student program manager will:

(a) Serve as the subject matter expert and primary point of contact for the Overseas Students Program.

(b) Liaise with scholarship sponsor, if applicable, for country, city, university assignment and study curriculum.

(c) Liaise with United States Naval Academy and Naval Service Training Command regarding scholarships, student qualifications and eligible countries.

(d) Liaise with Education Branch (OPNAV (N153)) for strategic overseas locations and any required program waivers.

(e) Liaise with Department of State to complete and submit National Security Decision Directive Number 38 applications, to obtain appropriate support services through a U.S. diplomatic or consular post.

(f) Liaise with U.S. Embassy in country, Navy Component Commander (NCC), or combatant commander regarding safety/security issues for foreign education sites.

(g) Liaise with Assistant Commander, Navy Personnel Command for Career Management (PERS-4) for location and scheduling of detach/report dates and intermediate (I-) stops for the student when appropriate (Defense Language Institute (DLI)/NETC/NCC/Diplomatic Post/Embassy), and provide program obligation of service requirements for posting in orders.

(h) Except in the case of foreign war college, liaise with Naval Postgraduate School (NAVPGSCHOL) and Bureau of Naval Personnel Officer Community Managers (BUPERS-3) to ensure each member's Education Plan (EP) satisfies subspecialty code assignment/approval.

(i) Liaise with NCC to notify them of students in the applicable Area of Responsibility (AOR) and to coordinate administrative matters such as annual leave, Fitness Reports (FITREPs), travel for flight physicals or other required physicals, support for emergency leave issues for funding purposes and resolution of emergency medical care issues.

(j) Liaise with Field Support Activity to verify and authorize International Cooperative Administrative Support Services (ICASS) expenditures.

(k) Liaise with overseas students to verify ICASS received and/or needed.

(l) Liaise with Commander, Navy Installations Command to ensure appropriate housing expenditures for member in country are approved and funded, only when member is in an area where Overseas Housing Allowance (OHA) cannot be used.

(m) Monitor students' progress at educational institutions through student academic reports, transcripts and EPs.

(n) For Scholarship Program students, ensure any changes to the EP are approved by NAVPGSCHOL.

(o) Liaise with the DLI quota manager to schedule DLI language training, when required.

(p) Establish points of contact at foreign war colleges and overseas universities to facilitate communications with students.

(q) Evaluate and approve student reimbursement requests for travel, supplies, and other items, when applicable.

(r) Monitor student financial accountability through students' financial statements.

(2) Develop and monitor program performance metrics.

(3) Maintain a record of all participants, including student's name, rank, degree attained (if applicable), transcripts, university/institution attended, country, dates in country, language training received, language training source, dates of language training, and language proficiency. Provide statistics to OPNAV (N153) annually by 31 October for the previous fiscal year.

d. Navy Component Commander (NCC)

(1) Liaise with overseas students program manager with respect to students in the applicable AOR.

(2) Communicate with the overseas students to ensure their health and well-being as well as AOR issues (uniform regulations, Navy-specific administrative messages, force protection, etc.).

(3) Muster overseas students in the event of natural disaster, emergency, exercise or recall requirements.

(4) Handle routine administrative requirements for overseas students:

(a) Approve annual leave.

(b) Administer FITREPs and counseling, as required by reference (e). Generally, overseas students will receive a non-observed FITREP.

(c) Ensure compliance with semi-annual physical fitness assessments required by reference (f).

(d) Facilitate travel for flight and other required physicals as well as physical health assessments, when necessary.

(e) Facilitate logistical support for emergency leave requirements.

(f) Monitor and resolve emergency medical care issues, as necessary.

(g) Provide resource for information such as legal assistance (wills, powers of attorney, voting).

(h) Issue no-cost Temporary Additional Duty (TAD) orders when necessary for Overseas Students Scholarship Program travel.

(i) Process and conduct promotions, as required.

(5) Serve as point of contact for AOR specific questions for students who need assistance.

(6) Adjudicate personnel matters appropriately inside the commander's AOR.

(7) Provide casualty assistance in the case of student's serious illness, injury or death.

(8) Ensure overseas students are meeting requirements of the Urinalysis Program.

e. Assistant Commander, Navy Personnel Command for Career Management (PERS-4)

(1) Provide Unit Identification Code (UIC)/billets for detailers to fill with overseas students.

(2) Issue orders for overseas students to duty under instruction, ensuring service obligation is noted in the orders. Coordinate with overseas students program manager to generate applicable text for each student UIC to be placed in PCS orders.

The text will advise students of their servicing personnel support detachment/customer service detachment and applicable component commander.

(3) Liaise with overseas students program manager regarding location and scheduling of detach/report dates and I-stops for check-in. Generate applicable text for PCS orders.

(4) Liaise with foreign military services and other U.S. military services if necessary in the case of foreign war college students.

(5) Enter necessary student information for tracking and data queries in the officer master file, including education program data, additional qualification designation, and subspecialty codes.

(6) Enter official transcript into the officer master file, upon completion of degree once provided by NAVPGSCHOL or the student.

(7) Ensure detailer remarks document education program service obligation.

f. Naval Postgraduate School (NAVPGSCHOL)

(1) Exercise approval/disapproval authority for initial EPs and any subsequent changes to approved EPs. Ensure EPs meet course load requirements for full-time, year-round study to enable participants to complete degree requirements in the shortest time possible.

(2) Approve/disapprove requested changes to approved EPs to allow students the ability to modify their planned course of study in a timely manner.

(3) For EPs that do not meet Education Skill Requirements (ESRs) for selected area of study, counsel program participants on how their EPs could be modified to meet ESRs.

(4) Upon receipt of official transcript, verify that conferred degrees meet the education requirements of the subspecialty.

(5) Forward subspecialty code award recommendations to Head, Subspecialty Management (PERS-45E) for entry of subspecialty code and degree awarded into the officer master file.

g. United States Naval Academy/Naval Service Training Command

(1) Inform midshipmen about the Scholarship Program and their responsibilities throughout the process.

(2) Counsel midshipmen about completing timely applications and review all applications prior to submission. Ensure submissions are completed by 30 March. (Exceptions due to delay of the university announcement of scholarship recipients will be considered on a case-by-case basis.)

(3) Establish program selection criteria and process that allows sufficient lead time for conclusion of all actions associated with immediate overseas assignments for newly commissioned officers.

(4) Inform Scholarship Program advisors on the scholarship recipient's responsibilities as a scholarship participant.

(5) Facilitate country-specific politico-military policy briefings with OPNAV (N5SP) prior to the overseas departure of U.S. Navy personnel in accordance with reference (g).

(6) Ensure timely completion and reporting of overseas screening in accordance with reference (h).

(7) Complete country clearance/foreign area clearance/dependent entry approval requirements prior to students' transfer in accordance with reference (i).

h. Chief of Naval Personnel Budget Submitting Office

(1) Serve as resource sponsor for ICASS funds.

(2) Liaise with the overseas students program manager on ICASS issues.



(3) Obligate ICASS funds.

i. Overseas Student

(1) Complete the full-time, year-round, approved program within the shortest time possible.

(2) Request NAVPGSCHOL approval of any changes to existing EP, prior to deviating from the approved plan.

(3) Complete all application requirements within a timely manner.

(4) Complete country-specific politico-military policy briefings with OPNAV (N5SP) prior to the overseas departure of U.S. Navy personnel in accordance with reference (g).

(5) Complete overseas screening in accordance with reference (h).

(6) Liaise with detaching command to complete country clearance/foreign area clearance/ dependent entry approval requirements prior to transfer in accordance with reference (i).

(7) Apprise the administrative chain of command, the overseas students program manager, and scholarship sponsor, if applicable, of any changes to the status of the scholarship, finances, location, or anything that deviates from the approved program.

(8) Apprise the overseas students program manager, the appropriate NCC and scholarship sponsor, if applicable, of current contact information.

(9) Liaise with NCC in a timely manner for annual leave, no-cost TAD, and other administrative requirements.

(10) Liaise with the overseas students program manager regarding necessary ICASS.

(11) Obtain housing using OHA, unless determined by the Embassy or Department of State that different arrangements are necessary based on security reasons or other regional concerns.

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(12) Provide transcripts to overseas students program manager for historical purposes and NAVPGSCOL for review of subspecialty award and forwarding to PERS-45E to update electronic service record.

(13) Provide financial reports to overseas students program manager upon completion of each semester/quarter/session.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with Secretary of the Navy Manual 5210.1.



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