



DEPARTMENT OF THE NAVY
NAVY INTERNATIONAL PROGRAMS OFFICE
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From: Director, Navy International Programs Office

To: Naval Education and Training Security Assistance Field Activity
United States Marine Corps Training and Education Command
United States Coast Guard Office of International Affairs and Foreign Policy
Department of the Navy and United States Coast Guard International Military Student Officers (IMSOs)

Subj: MARITIME INTERNATIONAL MILITARY STUDENT OFFICER MANAGEMENT
INTERIM GUIDANCE

Ref: (a) Command Investigation Report Fatal Shooting Incident at Naval Air Station
Pensacola, Florida on 6 December 2019
(b) Joint Security Cooperation Education and Training (JSCET), SECNAVINST 4950.4B,
03 January 2011
(c) Security Cooperation Education and Training Program, Contractor-Provided Training
(NAVYIPOINST 4950.1A)
(d) Implementation of the Security Cooperation Workforce Program (DODI 5132.15)

1. This policy provides interim guidance on the definition, management, standards, and training for International Military Student Officers (IMSO) that support International Military Students (IMS) enrolled in the Department of the Navy (DoN) and the United States Coast Guard (USCG) education and training programs. This policy applies to all IMSO supporting United States Navy (USN), United States Marine Corps (USMC), and the USCG when facilitating IMS under the Navy Implementing Agency (IA) authorities. This policy addresses recommendations 4.2.1.3, 4.2.3.1, 9.4.2.3, 9.4.2.4, 9.4.2.5, 9.4.2.6, 9.4.2.8, 9.4.2.9, and 9.4.2.12 found in reference (a). All policies contained in this memorandum are effective immediately. The Navy International Programs Office (NIPO) will coordinate updates to reference (b) or the issuance of a SECNAVINST specific to "Maritime IMSO Management" to formalize this interim policy.

2. NIPO will develop a resource plan for establishing dedicated IMSO billets within training commands. On a biennial basis, the Naval Education and Training Security Assistance Field Activity (NETSAFA) will provide NIPO a report listing those training commands with IMSO requirements. These reports will be used to determine the requirement for dedicated full time IMSOs, to include high volume training locations. If an emergent demand signal for new IMSOs occurs, NETSAFA will report the demand to NIPO and submit an Unfunded Requirement (UFR) request during the earliest possible budget cycle. NIPO will then coordinate with DSCA, OPNAV N1 and other stakeholders to document the locations and resource plan options for funding IMSO billets.

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3. The demand for IMSO will vary between training commands. NETSAFA will coordinate IMSO demand signals and assist training commands with determination of full time vs collateral duty IMSO requirements based on parameters such as IMS volume and duration of training. A full time IMSO is defined as a military, civilian, or contractor who spends 80% of their time in their professional duties in the performance of IMSO tasks, as defined in reference (b). Collateral duty IMSO may be assigned if duties are less than 80% based on Position Description (PD).

4. Commands, which have fifty (50) or less IMS per annum, may name Full-Time IMSOs based on the rank of the IMS, the nature of the training, and the weight of the associated IMSO responsibilities. Regardless of whether an IMSO is Full-Time or Collateral Duty, their command must submit to NETSAFA an official letter designating the IMSO by name.

5. NETSAFA will create and maintain an IMSO Division to provide management and oversight of all DoN and maritime IMSOs. The IMSO Division will be responsible for maintaining training records for all maritime IMSOs and will develop assistance criteria for IMSOs based on performance requirements found in reference (b). The IMSO Division will also be responsible for coordinating with contracting officers and ensuring contractor IMSOs are meeting requirements as defined in reference (c) and the applicable contract. NETSAFA will provide assistance criteria and check-sheets to all DoN training installations.

6. NETSAFA's IMSO Division will maintain a roster of all maritime IMSOs to include, at a minimum, name, paygrade, command, Immediate Superior in Charge (ISIC), location, certification status, funding source, and status as a Full-Time or Collateral Duty IMSO. The roster should also track departure dates for incumbent IMSOs and identify successors to avoid billet gaps. NETSAFA IMSO Division will include IMSO roster data in periodic reporting to NIPO.

7. NIPO, in coordination with NETSAFA, will develop, implement, and maintain training requirements for the maritime IMSO community. NETSAFA's IMSO Division will develop a Security Cooperation – Training Management System (SC-TMS) training module to familiarize IMSOs with the functions of SC-TMS as well as the basic roles and responsibilities expected of IMSOs as found in reference (b).

8. Collateral Duty IMSOs: The designated IMSO, whether military, civilian, or contractor, must complete the following training within six (6) months of assumption of duties:

- SC-TMS Training Module (To be developed)
- SC-101 Introduction to Security Cooperation (16 hours On-Line Training (OLT))
- SC-151 Introduction to Cross Cultural Competence and Regional Orientation (3 hours OLT), or another approved cultural awareness training course

9. Full-Time IMSOs: In addition to the requirements and timelines for Collateral Duty IMSOs, designated Full-Time IMSO must complete the following training within twenty-four (24) months of assumption of duties:

- XSPT-221 Intermediate International Military Student Office (10 hours OLT + 4 full/8 half days Instructor-Led Training (ILT))

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- SC-25X Intermediate Cross Cultural Competence and Regional Orientation (4 days ILT or 25 hours OLT)

10. NIPO will ensure and support the annual execution of the DoN IMSO Conference. Per reference (b), NETSAFA plans and hosts the IMSO Conference on behalf of NIPO. NIPO will fund the Conference and IMSO participation through FMS Administrative funding and will ensure funding is available on an annual basis.

11. NIPO will require and properly resource cultural awareness training for all commands associated with the training of IMS. NIPO will work with the Defense Security Cooperation University (DSCU), the Naval Postgraduate School (NPS), and other Department of Defense (DoD) organizations to provide the material for the training. NETSAFA will establish and maintain a roster of individuals associated with the training of IMS to include IMSOs, instructors, and others with frequent direct contact with IMS. IMSOs, both Full-Time and Collateral Duty, who have completed the cultural awareness training may be used as a resource for training other personnel.

12. NETSAFA will track IMSO's execution of periodic, command-wide briefs covering the Security Cooperation Education and Training Program (SCETP), IMSO duties and responsibilities, IMS standards of performance and discipline, DoN program access, incident reporting, and cultural awareness training. All military and civilian DoN IMSOs are members of the Security Cooperation Workforce (SCWF), as defined in reference (d), and will complete these requirements in addition to their SCWF certification.

13. NIPO will develop a uniform requirement for formal IMS training critiques, to include training command climate and staff feedback. NETSAFA's IMSO Division will ensure electronic distribution of this critique to all IMSOs. IMSOs will distribute this critique to all IMS upon completion of their course. The IMSO will collect all critiques completed by IMS and send them to NETSAFA for review. NETSAFA's IMSO Support Division will then review critique feedback and alert NIPO and the relevant command of any negative feedback. NIPO and NETSAFA will work together to determine further analysis requirements to identify key findings within the critiques, both positive and negative.

14. My primary point of contact on this matter is NIPO's International Training Policy Lead (IPO-230T). They are available at or at NIPOTRNGPOLICY.fct@navy.mil.



A. E. ROSSI
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