



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

OPNAVINST 1520.41A
N12
8 Dec 2014

OPNAV INSTRUCTION 1520.41A

From: Chief of Naval Operations

Subj: NAVY STUDENTS ENROLLED IN OVERSEAS EDUCATION PROGRAMS

Ref: (a) OPNAVINST 1520.24D
(b) DoD Instruction 1322.06 of 15 November 2007
(c) 10 U.S.C. §2603
(d) MILPERSMAN 1301-904
(e) SECNAVINST 1300.15
(f) MILPERSMAN 1300-300
(g) MILPERSMAN 1300-304
(h) Department of Defense Foreign Clearance Guide
(i) BUPERSINST 1610.10C
(j) OPNAVINST 6110.1J

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 per references (a) through (d). This instruction provides clarification and consistency with current policies, practices, and responsibilities.

2. Cancellation. OPNAVINST 1520.41.

3. Background. Overseas education programs 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 Scholarship Program and the Olmsted Scholar Program.

4. Policy

a. Navy activities shall 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 shall ensure the accountability, welfare and safety of students and their families.

b. Investments in overseas education programs shall 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 shall comply with this instruction as well as guidance associated with the education program to which assigned. Where guidance may conflict, the overseas student program manager shall coordinate as needed to determine which takes precedence.

5. Responsibilities

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

(1) Serve as resource sponsor for the student individuals' account for the international military college assignments, Scholarship, and Olmsted Scholar Programs.

(2) Serve as resource sponsor for tuition and travel expenses for Navy students at international military colleges.

(3) Program and budget funds to cover authorized overseas students' expenditures such as emergency leave travel, language tutor and translation fees handled on a case-by-case basis (international military 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 Director, Office of the Chief of Naval Operations, International Engagement Division (OPNAV (N52)) 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, Military Personnel Plans and Policy (OPNAV (N13))

(1) Serve as program manager for International Cooperative Administrative Support Services (ICASS) funds.

(2) Approve student requests for military related travel.

c. OPNAV (N52)

(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.

d. 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 International Military College assignments, the Scholarship Program, and the Olmsted Scholar Program.

(2) Overseas student program manager shall:

(a) Serve as the subject matter expert and primary point of contact for the overseas student program.

(b) Liaise with the Scholarship Program manager for names, location (e.g., country, city, university), to and from dates at the overseas assignment, contact information, and detach and report dates for Defense Language Institute for Olmsted Scholars and scholarship students studying overseas.

(c) Liaise with Navy Personnel Command (NAVPERSCOM) for Career Management (PERS-4) to obtain student names, location (e.g., country, city, international military college), to and from dates, contact information, and detach and report dates for international military college students.

(d) Liaise with PERS-4 to schedule of intermediate stops for the student when appropriate (Navy component commander (NCC), diplomatic post, and embassy).

(e) Liaise with OPNAV (N52) per reference (e) and Department of State to obtain authority to complete and submit National Security Decision Directive number 38 applications required to obtain appropriate ICASS through a U.S. diplomatic or consular post.

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

(g) 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 (FITREP), education related travel (cost and no cost), support for emergency leave issues for funding purposes and resolution of emergency medical care issues.

(h) Verify and authorize student ICASS expenditures.

(i) Liaise with overseas students to review, sign, and verify all ICASS documents (e.g., sign up for services, invoices) to ensure appropriate services are warranted, needed, and received.

(j) 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.

(k) Liaise with the student in obtaining a point of contact at the international service college or overseas university.

(l) Evaluate and forward student requests for military related travel to OPNAV (N13).

(m) Evaluate and forward international military college student request for educational related travel to NETC Budget Execution (NETC (N8312)).

(3) Maintain a record of all participants, including student's name, rank, university and institution attended, country, and dates in country. Provide program statistics to Education Strategy and Policy Branch (OPNAV (N127)) annually by 31 October for the previous fiscal year.

e. PERS-4

(1) Provide unit identification code (UIC) and billets for detailers to fill with overseas students.

(2) Liaise and provide the overseas student program manager with the respective student names, location (e.g., country, city, international military college), to and from dates, contact information, and detach and report dates for international military college students.

(3) Liaise with overseas student program manager to schedule intermediate stops for the student when appropriate (NCC, diplomatic post, or embassy), and to generate applicable text for each student UIC to be placed in PCS orders. The text shall advise students of their servicing personnel support

detachment, customer service detachment, and applicable component commander. Generate applicable text for PCS orders.

(4) Issue orders to duty under instruction for overseas students, ensuring the detailer remarks the document education program service obligation.

(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 Naval Postgraduate School (NPS) or the student.

f. United States Naval Academy and Naval Service Training Command

(1) Inform the midshipmen selected for the scholarship program and approved by OPNAV (N127) to study overseas of their responsibilities throughout the overseas screening process.

(2) Facilitate country-specific politico-military policy briefings with OPNAV (N52) prior to the overseas departure of U.S. Navy personnel per reference (f).

(3) Ensure timely completion and reporting of overseas screening per reference (g).

(4) Complete country clearance, foreign area clearance, and dependent entry approval requirements prior to transfer of students per reference (h).

g. NCC

(1) Liaise with overseas student program manager regarding students in the applicable AOR.

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

(3) Muster and facilitate evacuation (if necessary) for overseas students in the event of natural disaster, emergency, exercise, or recall requirements.

(4) Handle routine administrative requirements for overseas students:

(a) Approve and process annual leave.

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

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

(d) Facilitate travel for 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 resources for information such as legal assistance (wills, powers of attorney, voting).

(h) Provide coordination for security clearance updates.

(i) Issue no-cost temporary additional duty (TAD) orders when necessary for overseas student program travel.

(j) Issue cost TAD orders for education related travel for international military college students that have been approved by overseas student program manager.

(k) Issue cost orders and for military related travel for students that have been approved by Navy Language, Regional Expertise and Culture (OPNAV (N13F)).

(l) 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) Administer disciplinary or other actions per the Uniform Code of Military Justice.

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

h. Overseas Student

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

(2) Request NPS approval of any changes to existing education plan (except international military college students), prior to deviating from the approved plan.

(3) Complete all application requirements within the deadlines established in reference (a).

(4) Complete country-specific politico-military policy briefings with OPNAV (N52) prior to the overseas departure of U.S. Navy personnel per reference (f).

(5) Complete overseas screening per reference (g).

(6) Liaise with detaching command to complete country clearance, foreign area clearance, and dependent entry approval requirements to include any required visas prior to transfer per reference (h).

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

(8) Apprise the overseas student 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, TAD (cost and no-cost), and other administrative requirements.

(10) Provide the overseas student program manager with all ICASS documents for review and signature.

(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.

(12) Upon completion of assignment, international military college students provide transcripts to the Distribution Management Division, (PERS-45E), and post-assignment summary or pass down to the Staff and Restricted Line Officer Distribution Division (PERS-440C), and overseas student program manager to assist in future assignments.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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