



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

OPNAVINST 5700.7H
N13
17 Sep 07

OPNAV INSTRUCTION 5700.7H

From: Chief of Naval Operations

Subj: U.S. NAVY PERSONNEL EXCHANGE PROGRAM (PEP)

Ref: (a) DoD Directive 5230.20 of 22 Jun 05
(b) SECNAVINST 5710.25B
(c) SECNAVINST 5510.34A
(d) OPNAVINST 5510.48J
(e) OPNAVINST 6110.1H
(f) OPNAVINST 11101.13J
(g) DoDFMR Volume 12, Chapter 19
(h) DoD Instruction 1000.13 of 5 Dec 97
(i) BUPERSINST 1750.10B of 20 Dec 02
(j) OPNAVINST 3710.7T
(k) OPNAVINST 1000.16J
(l) OPNAVINST 4650.15
(m) BUPERSINST 1320.6G of 8 Feb 05
(n) NAVPERS 15560D
(o) NAVPERS 15909G
(p) BUPERSINST 1610.10A of 20 Sep 05
(q) BUPERSINST 1430.16E of 25 Jul 01
(r) OPNAVINST 1420.1A
(s) Joint Federal Travel Regulations Volume 1
(t) OPNAVINST 7220.7F
(u) NAVPERS 15839I
(v) SECNAVINST 1650.1H
(w) NAVPERS 15655I
(x) Undersecretary of Defense Memo 9 Mar 2007
(y) SECNAV M-5510.30
(z) SECNAV M-5510.36

Encl: (1) General Instructions
(2) Administrative Instructions
(3) Billet Description
(4) Establishing New Exchange Positions

1. Purpose. To establish policy and assign responsibilities for the management, coordination, and administration of the exchange of U.S. Navy personnel with foreign military services and with other U.S. services under the Defense Personnel Exchange Program (PEP). This instruction, which is published consistent with references (a) through (z), is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5700.7G and Report Control Symbol OPNAV 5700-5.

3. Background. The exchange of U.S. Navy personnel with foreign countries grew out of the wartime interchange of staff personnel during combined operations and the necessity to exchange and standardize operational doctrine. The original concept was expanded to include technical and operational exchanges with foreign military services, as well as with other U.S. military services.

4. Discussion

a. The PEP provides for an equivalent one-for-one exchange between U.S. Navy officers or career-designated petty officers, and personnel from other military services, including foreign services. A service-to-service agreement defines the concept, details of administration, and quality of personnel for the exchange positions. To the maximum extent possible, exchange personnel are assigned billets within authorized manpower requirements and are given assignments commensurate with their grade or rate and qualifications. The program objective is to integrate participants into the host organization as though they belonged to the service to which they are assigned, while adhering to applicable technology transfer and classified information disclosure restrictions.

b. Separate and distinct from security assistance or training, the intent of the PEP is:

(1) To provide a cadre of U.S. Navy officer and enlisted personnel familiar with other military services for enhanced inter-service relationships.

(2) To share the experience, professional knowledge, and doctrine of their respective services, to the maximum extent permissible within existing laws and policies.

(3) To foster in the personnel exchanged, and in the personnel with whom they work, a mutual appreciation for the policies and doctrines of their respective services.

17 Sep 07

(4) To encourage mutual confidence, understanding, and respect necessary to strengthen the harmonious relationship between the U.S. Navy, foreign military services, and other U.S. military services.

5. Responsibilities. Under the authority contained in references (a) and (b), the following responsibilities are assigned:

a. Negotiations with foreign military services and other U.S. military services, and the completion of agreements defining the concept and details of each exchange position, are the responsibility of the Director, Manpower, Personnel, Training and Education Policy Division (CNO (N13)). Prior to initiating negotiations, CNO (N13) will coordinate with the Director, Strategy and Policy Division (CNO (N5SP)) to determine which countries best meet strategic objectives. CNO (N5SP) will determine if Office of the Secretary of Defense (OSD) authority to initiate negotiations is required, and facilitate obtaining such authority if needed.

b. Management, administration, and coordination of the exchange program within U.S. Navy are the responsibility of CNO (N13). CNO (N13) will submit a nomination package, including biographical information, on each candidate to the U.S. Navy Host command. If the host command accepts a nominee, CNO (N13) will send a letter of acceptance to the other U.S. military service or to the foreign service member's embassy. The letter of acceptance must identify the name and contact information of a sponsor from the host command.

c. Authorization for disclosure of Classified Military Information (CMI) and Controlled Unclassified Information (CUI) to foreign exchange personnel are the responsibility of the Navy International Programs Office (Navy IPO-01B) per reference (c). A Delegation of Disclosure Authority Letter (DDL) will be issued by Navy IPO to the U.S. Navy command hosting foreign exchange personnel. The DDL will apply to a specific billet, or in some cases to a number of similar billets, and will be applicable to all foreign exchange personnel. The host command should request a foreign disclosure determination from Navy IPO via CNO (N13) prior to endorsing any new or revised billet descriptions, and prior to forwarding a billet description to a foreign ally for its concurrence. All billet descriptions must be reviewed a minimum of six months before the report date of foreign exchange personnel.

d. CNO (N13) will serve as the primary point of contact for foreign military service representatives. CNO (N5SP) will support communication with foreign military service representatives on strategic aspects of PEP billets and potential realignments.

e. Navy Personnel Command (NAVPERSCOM) (PERS-4) is responsible for:

(1) Soliciting volunteers from the U.S. Navy for participation in the PEP under enclosure (1), paragraph 3.

(2) Selecting, nominating, and detailing U.S. Navy personnel under enclosure (2).

(3) Arranging for foreign disclosure briefings with Navy IPO prior to the departure for overseas of U.S. Navy personnel.

(4) Arranging for country-specific politico-military policy briefings with N5SP prior to the departure for overseas of U.S. Navy personnel.

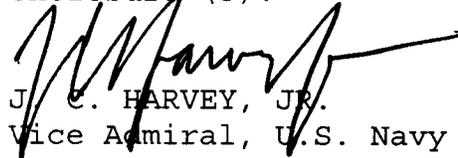
6. Action

a. Requests to establish or modify PEP billets should be forwarded to CNO (N13) via the chain of command, and should include a billet description (enclosure (3)) as well as justification for the proposed exchange (enclosure (4)). Except in the case of naval ships, all requests must identify a currently authorized billet, including the billet identification number (BIN).

b. All messages and correspondence relating to the PEP should include CNO (N13) and NAVPERSCOM (PERS-4) as an action or information addressee, as appropriate.

17 Sep 07

7. Reports. Report Symbol OPNAV 5400-4 has been assigned to the requirements contained in enclosure (3).



J. C. HARVEY, JR.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training and
Education)

Distribution:

Electronic only, via Department of the Navy Issuance Web site
<http://doni.daps.dla.mil>

GENERAL INSTRUCTIONS

1. Definitions and Terminology. The following items refer to exchange positions and personnel:

a. Exchange personnel are members of the U.S. Navy, other U.S. military services, or the military service of other participating nations who are concurrently assigned to jointly approved positions for the mutual benefit of both services. These personnel are fully integrated into the host service and normally fill an authorized billet within the chain of command of the host service. Exception: Exchange personnel who are not U.S. citizens may not occupy authorized billets aboard U.S. Navy ships but rather are assigned as excess personnel.

b. Exchange personnel will normally be of the rank of lieutenant (junior grade) through commander, career designated petty officers second class or above, or equivalent ranks or rates. Each exchange appointment will be subject to agreement between the U.S. Navy and the other U.S. or foreign military service.

c. Exchange personnel will normally serve a two-year tour, unless otherwise agreed between the host and parent services. Exchange personnel desiring a tour modification will submit a request through the host service. Extensions of tours must be approved by both the host and parent services. Tour lengths generally do not include time spent in travel or formal training conducted en route.

2. Status of Foreign Military Personnel. Foreign exchange personnel are to be afforded the same respect and privileges accorded to U.S. Navy personnel of equivalent rank or rate, to the extent possible under applicable laws and regulations.

3. Assignment and Relief

a. The PEP is open only to those U.S. personnel who have demonstrated capabilities for future higher command or staff positions, and who are particularly well qualified through experience for a particular exchange position. Selected personnel must be capable of representing U.S. Navy with tact and diplomacy, and be highly motivated for such duty.

b. Candidates selected for duty with military services of non-English speaking countries will normally attend foreign language training at Defense Language Institute (DLI), Foreign Language Center. Prior to applying for a billet in a non-English speaking country, candidates must achieve a passing score on the Defense Language Aptitude Battery (DLAB) required by the target language (as determined by DLI), or test at a minimum 2/2/1+ (listening/reading/speaking) level on the Defense Language Proficiency Test (DLPT). Waivers may be granted by CNO (N13) on a case-by-case basis.

c. Negotiations for the exchange of personnel will normally be conducted through the attachés in host and parent countries. Nominations of foreign military personnel will be submitted by the Parent services, normally via their attachés in Washington, D.C., for specific assignment with U.S. Navy. The foreign attachés forward nominations to CNO (N13), who will contact the host command for acceptance.

d. Every effort will be made to have relieving personnel report prior to the detachment of the incumbent to provide continuity and allow adequate turnover time.

e. The U.S. Navy command to which exchange personnel are assigned will be responsible for identifying all necessary technical or replacement training. When such training should be completed prior to reporting, NAVPERSCOM (PERS-4) will obtain the necessary quotas. Funding of training is normally the responsibility of the parent nation unless otherwise specified in the bilateral agreement between U.S. Navy and the foreign military service.

4. Host Service to Parent Service Agreements. Before exchanging personnel, U.S. Navy and each participating partner nation must sign an agreement which specifies the administration of the PEP with that particular country. PEP agreements shall comply with Department of Defense (DoD) and Department of the Navy (DoN) directives governing the negotiation and conclusion of international agreements. A copy of pertinent agreements, once concluded, will be provided by CNO (N13) to the appropriate overseas area commander, U.S. Defense Attaché Office, PEP administrative commands, and to the fleet commanders, type commanders and commanding officers of commands in which U.S. Navy exchange personnel are assigned. Additionally, four certified copies of each agreement will be provided to the Judge

Advocate General within 10 days of its conclusion. A copy of applicable agreements will be provided to each U.S. Navy service member selected for a PEP assignment, along with a copy of this instruction.

5. Regulations and Discipline

a. Foreign exchange personnel on duty with U.S. Navy will, at all times, remain subject to the regulations of their own service or government and are not subject to disciplinary action under the Uniform Code of Military Justice (UCMJ).

b. U.S. Navy exchange personnel will comply with U.S. Navy Regulations and will, at all times, remain subject to disciplinary action under the UCMJ. They shall also comply with the orders of personnel of the host service superior to them in relative rank or placed in authority over them; and they shall accord all such orders the same force and effect as orders issued by personnel of their own service superior to them in rank. U.S. Navy exchange personnel who commit an offense against the host service code of discipline during the exchange assignment may be withdrawn from their assignments. If the offense committed against the code of discipline of the host service is also an offense under the UCMJ, disciplinary action may be taken against the individual by U.S. Navy authorities.

c. In no case may foreign exchange personnel on duty aboard U.S. Navy ships be assigned duties as the CO, executive officer (XO), or other critical officer billets, nor will such personnel be eligible to succeed to command.

d. Foreign exchange personnel should not be assigned duties which may place them in a position of directing U.S. Navy or Marine Corps development programs, when such programs are closely associated with influencing future DoN policy. However, the use of their expertise is encouraged when appropriate, to further programs within their respective fields. Exchange personnel will not be designated to represent the host service in conferences involving other countries, including their own.

e. U.S. Navy exchange personnel shall observe, to the fullest, the customs of the host service to which assigned, as well as those of the host government.

6. Security of Information/Disclosure

a. With the nomination of personnel under this program, the host service will be notified by the parent service of the type and/or level of the security clearance held by the individual member. For foreign exchange personnel assigned to U.S. Navy host commands, this shall come in the form of an Extended Foreign Visit Request submitted by the parent country embassy into the OSD Foreign Visits System. Per reference (a), the visit request must be submitted a minimum of 30 days in advance of the commencement date of the assignment. Exchange personnel will normally be authorized access to classified and unclassified information necessary for the accomplishment of their assigned duties and responsibilities under terms of the approved billet description. Classified disclosure cannot exceed an exchange person's security clearance granted by a parent service and is subject to applicable security directives and established disclosure policies of the Host service.

b. U.S. Navy exchange personnel shall use only information furnished by the host command and will not originate or address requests to the U.S. Navy soliciting additional or supplemental information or release approval for information not already available to them at the host command.

c. Authorization to disclose U.S. Navy CMI and CUI to foreign exchange personnel will be provided to U.S. Navy commands by Navy IPO under the policies set forth in reference (c), specifically Part II, Chapter 4, in the form of a DDL. This authorization is dependent upon review of a current billet description (enclosure (3)), and its submission to Navy IPO via CNO (N13) a minimum of six months prior to an incumbent's rotation. If a DDL is not held by a Host command or not received prior to arrival of the foreign exchange individual, or if questions arise concerning foreign disclosure, Navy IPO-01B should be consulted.

d. Exchange personnel must comply at all times with the security regulations of the Host service. To ensure compliance, individuals must, on arrival at their duty station, familiarize themselves with the security regulations of the host service. U.S. Navy commands shall make available to each foreign exchange member the DoN Supplement to the DoD Information Security Program Regulation and other appropriate U.S. Navy security

regulations, as necessary. Any deviation from the accepted security policies of the host service shall render exchange personnel liable to immediate recall by the parent service at the request of the host service.

e. For visits to shipbuilding facilities engaged in the repair, conversion, overhaul, or construction of U.S. Navy ships, refer to reference (d) to ensure appropriate security coordination.

f. U.S. Navy exchange personnel will not provide copies of or references to U.S. classified information to their host units.

7. Retention of Documents. No classified documents containing U.S. military information, other than flight records pertaining to the individual's service, are to be released to foreign exchange personnel for retention or forwarding to the parent government, unless specifically authorized by Navy IPO. This does not preclude the use of authorized documents by the individual in the performance of their assigned duties.

8. Physical Readiness Program. PEP administrative commands shall establish and maintain an effective physical readiness program under the provisions of reference (e). The isolated nature of many exchange billets may require extraordinary efforts of members as well as the cooperation of foreign military services. This does not relieve the member from requirements set forth in current directives. Guidance for the disposition of special cases may be obtained directly from CNO (N13).

9. Professional and Language Training

a. To meet specialized requirements of a particular exchange billet, U.S. Navy personnel may be ordered to receive professional instruction at U.S. Navy training commands. Officers may be assigned to exchange tours at foreign naval academies via the U.S. Naval Academy for approximately a one week period to become familiar with current Naval Academy procedures and to prepare them for their tours overseas.

b. Language instruction, including refresher training, will be provided in all cases where required. Language training may be provided to spouses, if desired, on a space-available basis.

10. Family Members/Dependents' Schooling. DoD Education Activity (DoDEA) provides education to eligible DoD military and civilian dependents from preschool through grade 12. Specific program information is available at the DoDEA website <http://www.dodea.edu>.

11. Housing. U.S. Navy exchange personnel may accept foreign government housing if it is made available by the host service. Payment for housing will follow host country regulations. U.S. Navy commands to which foreign or other U.S. service exchange personnel are assigned will request housing, if available, be provided under the same conditions as housing provided to U.S. Navy personnel as outlined in reference (f).

12. Financial Arrangements

a. Military pay and allowances of exchange personnel will be paid by the parent service.

b. Permanent Change of Station (PCS) costs to and from the place of exchange duty will be the responsibility of the parent service.

c. Costs of non-PCS travel, including per diem, when incurred on matters pertaining solely to the parent service, will be funded by the Parent service.

d. Compensation for expenses incurred while on exchange assignments will be in accordance with the agreement between the services.

e. Travel costs, including per diem while on exchange duty on behalf of the host government, will be defrayed under existing service-to-service agreements.

f. Expenses in connection with the families of personnel on exchange assignment will be borne following regulations of the parent service and the agreement between the two services.

g. CNO (N13) will maintain the fiduciary and managerial control of all funds, costs, and related records of the PEP. Expenses made by U.S. Navy exchange personnel in support of Navy requirements, but deemed unnecessary by the host command or host service may be paid or reimbursed, based on availability, in

accordance with DoD and DoN directives, policies, and Financial Management Regulations. CNO (N13) will distribute funds to U.S. Navy exchange personnel by providing an operating target (OPTAR) to the command to which the individual is assigned for administrative purposes. All expenses must be approved prior to funds being committed.

13. Subsistence. Per reference (g), paragraph 190405, foreign military personnel shall be furnished meals in accordance with specific arrangements made between the U.S. Government and the foreign government. Charges for food costs and related food service operating expenses shall be made on the same basis as they would be for U.S. Government personnel of equal rank.

14. Medical/Dental

a. U.S. Navy exchange personnel shall receive all required immunizations prior to reporting for exchange duty.

b. Under existing agreements, U.S. Navy personnel and their family members may be eligible for care in military medical treatment facilities of the host country to the same extent care is authorized for the host country's active duty personnel and their family members. Care is also available at U.S. military medical treatment facilities located in the host country, as well as from civilian sources under the Tricare program.

c. Foreign exchange personnel and their family members in the U.S. will be provided health care in military medical treatment facilities to the extent authorized by U.S. law and regulation. Specific guidance is provided in Memoranda of Understanding between the services. General entitlements are contained in references (h) and (i).

d. In some instances, dependent dental care is neither available nor covered by Tricare and must be incurred as an out-of-pocket expense. Personnel should check with their sponsor regarding local policy concerning dependent dental care in their area.

15. Aircrew Procedures/Flight Hour Reporting

a. U.S. Navy exchange personnel assigned to aviation billets must have in their possession a complete set of flight

clothing, suitable for wear throughout their entire tours since it may be difficult to obtain replacements.

NOTE: The host service will normally issue all required flight clothing, making its wear the option of the exchange member.

b. Naval Air Training and Operating Procedures Standardization (NATOPS) requirements for maintaining a valid U.S. instrument rating are waived. U.S. Navy exchange personnel will fulfill instrument qualifications in the type aircraft and air traffic control system of the host country.

c. NATOPS survival swimming and flight physiology requirements are waived since members will complete the requirements set by the host service.

d. U.S. Navy aircrew personnel assigned to the PEP are responsible for reporting all hours flown in foreign aircraft. Reference (j), paragraph 10.3.7, provides amplifying guidance.

16. Status in the Event of Hostilities

a. U.S. Navy exchange personnel must notify the PEP administrative command to which they are assigned in the event their host unit may be deployed into a hostile area. Guidance in the case of hostilities with respect to PEP participation is normally provided in service-to-service agreements. Unless authority has been promulgated by the Secretary of Defense (SECDEF) or the Secretary of the Navy (SECNAV) regarding a specific operation, the administrative command shall seek direction from CNO (N13 and N5SP). CNO (N13) will coordinate a request for SECNAV (delegated authority in some situations) or SECDEF approval for exchange members to deploy with their assigned units. Administrative commands will provide N13 and N5SP a monthly status report of any U.S. Navy exchange personnel deployed into hostile areas.

b. In the event either government becomes involved in hostilities to which the other is not a party, or approval by the parent government to participate with the host unit has not been obtained, exchange personnel shall neither take part in actual combat nor accept orders which are in conflict with the neutrality of their own government. In the absence of guidance, U.S. Navy exchange personnel are to terminate their military duties, assume a neutral status, and seek further instructions

from their PEP administrative command. Either the U.S. government or the foreign government may recall its exchange personnel at any time.

17. Billet Identification

a. PEP billets at U.S. Navy commands (ashore) will be identified by Functional Area Code (FAC) X in the command's Activity Manpower Document (AMD), under procedures outlined in reference (k). Such billets may not be used as compensation for changes to a command's manpower authorization without prior approval of CNO (N13).

b. Foreign exchange personnel may serve at U.S. Navy commands (afloat), but may not be assigned to authorized billets as ship's company and are permitted to serve only in an "excess crew" status. Selection of afloat units for PEP assignments will be coordinated by CNO (N13) with the appropriate fleet and type commanders.

c. Unless agreed upon by the parent service, foreign exchange personnel should not be assigned to afloat commands which are scheduled for deployment during the initial four months of a PEP tour. Where ship availability dictates an exception to this policy, the host fleet commander will advise CNO (N13) of the deployment schedule of the host ship or staff at the time of nomination.

d. Foreign exchange personnel should not be assigned to afloat commands which are scheduled either for decommission or for an extended shipyard availability during the entire PEP tour. Short, unscheduled shipyard availabilities for emergency repairs can be expected. When shipyard security restrictions prohibit foreign exchange personnel from accompanying the host command into a shipyard, the host command should notify CNO (N13) and consider offering such personnel the following alternatives:

- (1) Regular leave;
- (2) Temporary transfer to another ship or staff which can use the individual's experience; and/or
- (3) Schools or training courses pertinent to the assignment.

18. Entry Approval/Concurrent Travel

a. Entry approval and concurrent travel are automatically included in the acceptance of the exchange nominee. Requests for such approval are not required.

b. All personnel assigned to exchange billets will be clearly identified in their orders as participants in the PEP.

c. Command sponsorship of family members is not required in areas designated as not requiring dependent entry approval per reference (l).

19. Passports. CNO (N13) will direct commands transferring U.S. Navy service members who require travel to PEP billets outside of the host country, to initiate action to obtain an official passport. If appropriate, PEP billet descriptions should specify requirements for a passport. In countries where a passport is not required, members must be in possession of North Atlantic Treaty Organization (NATO) travel orders per reference (m).

20. Publicity. The exchange of personnel between U.S. Navy and military services of other participating nations is unclassified upon establishment of the exchange.

ADMINISTRATIVE INSTRUCTIONS

1. General. U.S. Navy exchange personnel serving with foreign militaries and other U.S. services are processed under references (n) and (o), as well as other service-to-service agreements as applicable.

2. Administration and Control

a. Foreign exchange personnel receive administrative support from their Naval Attaché in Washington, D.C.

b. U.S. Navy exchange personnel serving with a foreign military service typically receive administrative support from the U.S. Naval Attaché assigned to the same country. The PEP administrative command function may be provided on a regional level to those countries with few exchange personnel.

3. Billet Descriptions

a. U.S. host commands will forward an updated billet description to CNO (N13) six months prior to the incumbent's rotation. Used by the foreign or other U.S. service detailer as a basis for nominating an individual, the billet description should clearly describe duties performed and qualifications/experience required. It is also the basis for determining the necessary access to U.S. Navy CMI and CUI, in compliance with National Disclosure Policy applicable to the parent country.

b. U.S. Navy exchange personnel will forward an updated billet description to CNO (N13) via their host service chain of command and their PEP administrative command six months prior to their rotation. Used by the detailer as a basis for nominating an individual, the billet description should clearly describe duties performed and qualifications/experience required.

4. Selection, Nomination and Orders

a. NAVPERSCOM (PERS-4) is responsible for nominating and preparing orders for U.S. Navy exchange personnel. Each nominated individual must be a volunteer who has fulfilled the prerequisites for a particular exchange assignment. NAVPERSCOM (PERS-4) submits each nomination to the foreign military service via the appropriate U.S. Naval Attaché. The nomination must

include a brief career history, family member information, security clearance, educational experience, rank or rate information, and other remarks deemed appropriate by CNO (N13).

b. Once the foreign military service selects a nomination, NAVPERSCOM (PERS-4) will issue orders and provide a copy of the billet description, current service-to-service agreement, and this instruction to the selected individual. NAVPERSCOM (PERS-4) will also provide the selected individual with contact information on both the current U.S. Navy exchange incumbent and the designated PEP administrative command. Finally, NAVPERSCOM (PERS-4) will notify CNO (N13) of the selection.

c. It is recommended prospective U.S. Navy exchange personnel contact the person whom they will be relieving for information on the host mission, organization, and duties held. Prospective exchange personnel should also seek information from the PEP administrative command, which can provide details on the following:

(1) Housing, automobile licenses, insurance, financial concerns, schools, medical care and cost of living, etc.

(2) Pay, health, and other services normally provided to U.S. Navy members.

5. Sponsor Program

a. Upon accepting a foreign or other U.S. service exchange nomination, the U.S. host command will designate a command sponsor or running mate. The sponsor, who must be U.S. Navy (military or civilian), will provide local area information and other assistance as required by the selected nominee. Certain items may require command attention, such as housing, furniture, transportation, finances, and so on. CNO (N13) will provide the sponsor's contact information to the service who nominated the individual.

b. Host U.S. commands should be aware foreign exchange personnel en route to the U.S. frequently have no prior exposure to the customs and lifestyle in the United States. Accordingly, sufficient time for "settling" must be allowed.

6. Personnel Evaluations

a. U.S. Navy commands will prepare fitness or evaluation reports on foreign military service personnel in the form and on the occasions requested by the foreign service members. Direct communication between foreign service members and their military representative in Washington, D.C. is encouraged. Normally, only letter reports of performance are required.

b. U.S. Navy personnel on exchange with a foreign military service will be evaluated by their PEP administrative commands. Detailed instructions are provided under reference (p), Annex H.

7. Procedures for Advancement. Reference (n), article 1306-921 and reference (q) provide detailed information concerning advancement of enlisted personnel. While serving in the PEP, U.S. Navy personnel are expected to participate in Navy-wide exams with their peers.

8. Limited Duty Officer/Commissioned Warrant Officer (LDO/CWO) Programs. Personnel ordered to or serving in exchange billets may apply for the LDO or CWO Programs providing they meet all eligibility requirements contained in reference (r).

9. Leave

a. Exchange personnel may be granted leave per regulations of the parent service, provided such leave is also approved by the proper authorities of the host service. The granted leave period shall not normally exceed the amount allowed by the host service.

b. U.S. Navy exchange personnel desiring to take leave shall request leave from the appropriate authorities in the host service chain of command. If approved by the host service, exchange personnel shall submit their leave paperwork through their PEP administrative command. In no case shall leave be taken without the knowledge and approval of their administrative command.

c. If authorized emergency leave by their host command, U.S. Navy exchange personnel shall consult their PEP administrative command. Reimbursement for any travel expenses requires a message from the American Red Cross. References (1)

and (s) provide additional information concerning provisions for transportation of family members.

10. Pay and Allowances

a. General. Overseas station allowances policy for members participating in the PEP are described in reference (n), Article 7220-240 and in reference (s), Chapter 9.

b. Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA). Per reference (s), OHA and COLA are normally prescribed by country or, in those instances where the costs at a particular duty station are different from the country in general, by the city in which the duty station is located. In instances where the city in which U.S. Navy exchange personnel are to be stationed is not specifically identified, the country or "other" rate applies. All PEP administrative commands should review the applicable OHA and COLA rates to ensure their adequacy. In those areas where the prescribed rates are inappropriate, the administrative command should submit new reports per reference (s), Appendix D. There is no legal authority to pay advance COLA.

c. Overseas Temporary Lodging Allowance (TLA). Overseas TLA is a PCS allowance payable incident to initially reporting to an overseas permanent duty station (PDS), detaching from an overseas PDS or under certain other circumstances. Reference (n), Article 7220-270 describes provisions for payment of TLA. Advance payment of TLA is not authorized.

d. Hardship Duty Pay. The assignment of U.S. Navy exchange personnel to foreign duty stations may make them eligible for hardship duty pay. Details regarding hardship duty pay, including procedures for applying, are contained in reference (n), Article 7220-070.

e. Specialty and Incentive Pay. Billet descriptions should clearly list the specific duties that may entitle U.S. Navy exchange personnel to specialty and/or incentive pay, so a determination may be made by the proper authorities. The requirement will be documented in the PEP Manpower Authorization to ensure eligibility.

f. Foreign Language Proficiency Bonus (FLPB). U.S. Navy exchange personnel serving in billets or positions with a validated foreign language requirement are eligible to receive FLPB under reference (t).

11. Uniforms. U.S. Navy, other U.S. military, and foreign exchange personnel shall strictly comply with the uniform regulations of their parent service. The order of dress for any occasion shall be that which most nearly conforms to the order of dress of the particular unit, squadron, or command to which they are assigned. Modification of Navy uniforms to more closely resemble those of the Host nation or service is not authorized. U.S. Navy commands shall consider differences in dress regulations which will prevent full uniform compliance.

12. Recognition and Achievements

a. All qualifications obtained while U.S. Navy exchange personnel are serving with a foreign or other U.S. military service will be recorded in the individual's service record, and a copy provided to NAVPERSCOM (PERS-4).

b. U.S. Navy exchange officers completing an exchange tour may apply for a regional subspecialty code per reference (n), Article 1214-010 and reference (u), Volume I, Part B.

c. Both U.S. Navy exchange personnel and their foreign or other U.S. military service counterparts are eligible to receive awards and qualifications for PEP service. Detailed procedures are contained in references (v) and (w).

13. Identification Cards. Foreign exchange personnel will be issued a Common Access Card, per reference (x). These personnel and their family members will also be issued DD Form 2765 or DD Form 1173, Uniformed Services Identification and Privilege Card, per references (g) and (h). Benefits and privileges will be as listed in the Guide to Entitlement section. Issuance of foreign service identification cards to U.S. Navy exchange personnel is governed by host country directives.

14. Physical Examinations. Physical examinations are subject to the following provisions:

a. U.S. Navy exchange personnel, except those in a flying status, should attempt to obtain physical examinations per U.S.

Navy requirements. If there is no U.S. medical facility in proximity to the foreign duty station, a foreign military physician may perform physicals, provided results are recorded in English. Such physical exams should be performed at no cost on a reciprocal basis when available per service-to-service agreements. If a U.S. Navy exchange participant is unable to receive a periodic physical either from U.S. military or foreign military physicians, a waiver of the physical examination requirement should be requested through the PEP administrative command. Waivers will be granted if the situation warrants.

b. U.S. Navy exchange personnel in a flying status are governed by reference (j) and shall receive annual flight physicals. These should be done by qualified U.S. military flight surgeons, preferably. If excessive travel is necessary in order to obtain a flight physical by a U.S. military flight surgeon, a flight physical may be obtained from a foreign military flight surgeon provided results are recorded in English and forwarded to the Bureau of Medicine and Surgery (BUMED) (M3F8) for review. Such physical exams should be performed at no cost on a reciprocal basis under service-to-service agreements. A waiver of the periodic flight physical will not normally be granted. If travel is necessary for these flight physicals, it shall be funded via PEP OPTAR. PEP administrative commands should take flight physical travel requirements into account when requesting a budget from CNO (N13).

BILLET DESCRIPTION

1. Name. Identify present incumbent; otherwise, leave blank.
2. Unit/UIC.
3. Location. Official mailing address; shore based commands include geographical location.
4. Rank/rate. Of incumbent followed by rank/rate provided for in current manpower authorization, and the rank/rate desired. Does promotion during the tour present a problem?
5. Billet title. Indicate present title and/or title desired after exchange commences.
6. Billet description. Include authorized Billet Identification Number from current manpower authorization and Navy Officer Billet Classification (NOBC)/Navy Enlisted Classification (NEC). Include level and scope of responsibility, command and supervisory relationships with private industry or other government agencies as well as sufficient detail to permit evaluation of the duties of the individual. The description must also be sufficient to allow a determination of what classified information will be required by an individual who fills the billet. Billets for U.S. Navy exchange personnel should also list duties which may warrant specialty and/or incentive pay, as well as foreign language requirements.
7. Type of aircraft/ships. Exchange personnel will fly or be crew member aboard.
8. Type of training. Required prior to assuming the billet or during the assignment. The list of training requirements should also identify whether a course is classified, and if so, what level.
9. Qualifications
 - a. Required. Be as specific and detailed as possible.
 - b. Desired. Be as specific and detailed as possible.

17 Sep 07

10. Security clearance. Indicate level of disclosure required to perform assigned duties. If a Top Secret clearance is required, identify the compartments and/or subject matter involved. Provide a separate attachment which lists classified information publications, sensitive technology, and equipment foreign exchange personnel will require access to during the performance of their duties, in order for Navy IPO to determine disclosure requirements. This list should include but not be limited to basic configuration of avionics, weapons employed, communications, tactical publications, operating manuals, and operational orders in common use by the command. Indicate travel or list visit requirements anticipated for foreign service personnel.

11. Remarks. Any interface with industry and/or commercial contractors , e.g., Northrop Grumman or Lockheed Martin, required? Government housing available? Special uniforms required? Local transportation constraints? Passport required? Security requirements, if any? Is rank/experience of officer sufficient?

NOTE:

Avoid use of abbreviations.

ESTABLISHING NEW EXCHANGE POSITIONS

1. Preliminary Procedures. U.S. Navy commands which desire to propose an exchange program with a foreign or other U.S. military service must submit a proposal via the normal chain of command to CNO (N13). A proposed exchange with a foreign military, which requires the two nations to sign a Memorandum of Understanding, will have a significant impact on the timeline for establishing a billet. In each case, commands must submit the following information:

a. Justification for the proposed exchange, indicating implementation date, when applicable.

b. Identification of the authorized U.S. Navy manpower billet by Unit Identification Code (UIC) and Billet Identification Number (BIN). (United States Code prohibits the assignment of foreign personnel as crew of U.S. warships; however, foreign personnel may serve in an "excess crew" status, in which event no BIN is required.)

c. Location, course title, and duration of any U.S. Navy training required by exchange personnel prior to assuming their proposed duties.

d. Detailed listing of U.S. classified information to which exchange personnel would require access to in the course of performing their duties, and course numbers and titles for required classified training. In all cases, exchange personnel are bound by existing security constraints as outlined in references (y) and (z). Areas of foreign disclosure requiring resolution will be resolved by Navy IPO.

e. Suggested assignment of U.S. Navy personnel in a reciprocal (i.e., foreign or other military service) position, if known.

f. Billet description for the proposed position in the format as set forth in enclosure (3).

2. NAVPERSCOM (PERS-4) will advise the PEP Manager on the availability of qualified U.S. Navy personnel to fill the proposed reciprocal position.

3. Implementation procedures. Section 603 of reference (k) provides detailed procedures for designating U.S. Navy billets for fill by foreign or other U.S. military exchange personnel. Billets for U.S. Navy exchange personnel will be established in components by service/country on the current PEP manpower authorization maintained by CNO (N13).

4. Follow-on procedures. If it becomes necessary to change the basic duties and/or the assignment of exchange personnel on duty with U.S. Navy, the Host command should submit a revised billet description (enclosure (3)) to CNO (N13) for consideration.