



## DEPARTMENT OF THE NAVY

COMMANDER  
TRAINING AIR WING FIVE  
7480 USS ENTERPRISE STREET SUITE 205  
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO:

COMTRAWINGFIVEINST 4950.1J  
Code N52  
20 Aug 15

### COMTRAWING FIVE INSTRUCTION 4950.1J

Subj: ADMINISTRATION OF INTERNATIONAL MILITARY STUDENTS (IMSS)

Ref: (a) SECNAVINST 4950.4 Series  
(b) CNATRAININST 1500.4 Series  
(c) U.S. Navy International Military Student Officer Guide  
(d) NETCINST 4950.1 Series  
(e) NETCINST 5050.2 Series

1. Purpose. To provide guidance for the administration of international students under the Foreign Military Sales (FMS) and the International Military Education and Training (IMET) Programs. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGFIVEINST 4950.1H.

3. Background. References (a) through (d) provide rules, guidance, and accounting procedures and assigns responsibilities for the administration of international students. The Naval Education and Training Command (NETC) representative for international training is the Naval Education and Training Security Assistance Field Activity (NETSAFA). Reference (e) details responsibilities for Foreign Visit Requests to commands within NETC. The above references, resources, and online guidance should be used in the execution of FMS and IMET Programs in Training Air Wing (TRAWING) FIVE.

4. Discussion. International Military Students may require special handling due to cultural differences and can develop unique problems that may impact their progress through the training syllabus. English language skills and unfamiliarity with U.S. Navy procedures have been identified as primary causes of challenges in flight training. IMSS shall maintain the same high standards as their U.S. counterparts, and their training shall be governed by references (a) through (c). It is essential to maintain a cadre of officers and civilian staff to professionally manage IMSS assigned to TRAWING FIVE. To accomplish this, the Wing and each squadron shall maintain an International Military Students Officer (IMSO) and sufficiently trained civilian staff in each Student Control Division in order to prevent delays in training and inaccuracies in reporting IMSS progress in the Security Assistance Network (SAN web), as detailed in reference (c).

5. Action. Commanding officers shall ensure the following actions are taken:

a. International Military Student Officer (IMSO). Designate an officer or professional civil service employee, usually GS-9 or above, as the squadron IMSO. The IMSO, with the assistance of squadron Student Control Division personnel, has overall responsibility to the squadron commanding officer for the management of IMSs assigned. The IMSO should have limited collateral duties assigned, thereby allowing frequent contact with IMSs and adequate monitoring of their progress. Squadron Student Control Division civilian personnel trained in the management of the IMSs will facilitate the completion of the reports in, and requirements of, references (a), (b), and (c). The squadron IMSO works as the liaison between the commanding officer, the IMSs, and the Wing IMSO. When required, the squadron IMSO may need to contact an IMS's NETSAFA Country Program Manager (CPM), Country Liaison Officer, or Embassy. The TRAWING FIVE IMSO is responsible to Commander, Training Air Wing FIVE for the overall coordination of squadron IMSOs and the administration of all IMSs.

b. Invitational Travel Orders (ITOs). The entire training track for an individual IMS is detailed in the ITO. The ITO and any modification or amendments shall be filed under the "ORDERS" section of the IMS's NATOPS Jacket. ITOs may be modified or amended by the NETSAFA Country Manager to show changes in IMS's status, for example: addition of spouse, children or change in training track, etc. IMSOs and squadron Student Control Division personnel must be familiar with the contents and meaning of the ITO. It is especially important to track completion dates in order to coordinate start dates with other Training Wings for follow on training and to ensure that CAC cards and drivers licenses do not expire with the original ITO end date.

c. Passports, Visas, and Military Identification. IMSs are issued U.S. Military Identification Cards at Naval Aviation Schools Command, Pensacola. Passports, with required Visas, are the responsibility of the IMS's home country. It is recommended that IMSs and their authorized dependents carry their Passport/Visa, ITOs, and Military ID cards with them at all times, especially during periods of travel. Visas will sometimes expire during extended training periods associated with flight training. This is not an issue unless the student intends to depart the country. If the visa has expired the IMS will not be allowed to re-enter the country.

d. Reports. Per reference (c), most reporting requirements are made via the SAN web.

(1) The Wing IMSO will verify the arrival and commencement date for all IMSs entering Primary Training at TRAWING FIVE. The printed ITOs will be verified by comparison to the training listed under the IMS's name on the SAN web. The Wing IMSO will verify that the Primary time-to-train is not significantly different from the

average IMSs time-to-train in the Wing Statistical Report. Adjustments can be made via the NETSAFA Country Manager and the SAN web.

(2) Once an IMS is in the Wing for training, all subsequent SAN web Updates, Completion, and Commencement Reports are the responsibility of the squadron IMSOs. Squadrons will make monthly reports concerning IMS's training/academic progress to the TRAWING FIVE IMSO via the SAN web. Interim reports with any information regarding IMSs training delays, or general substandard performance should be forwarded to the TRAWING FIVE IMSO for further coordination with the IMS's home country representatives and the NETSAFA CPM.

e. Watchstanding. IMSs are to be trained in the same manner as U.S. student military aviators. However, IMSs are not subject to the UCMJ and therefore shall not stand watches. Further, watchstanding, while instructional, may slow the IMS's progress during the training paid for by the IMS's home country. Any curriculum tools used to correct substandard performance such as Student Monitoring Status, test remediation or authorized extra instruction are not considered watches. Assistant Runway Duty Officer (ARDO) duty has proven to be an effective way to improve the IMS's landing pattern performance and is not considered a watch.

f. Unauthorized Absence, Injury, or Death. References (a), (b), and (c) all detail reporting timelines and requirements in the event an IMS or International Guest Personnel (Guest Instructor, Personnel Exchange Program (PEP) Officer, Country Liaison Officer (CLO), Foreign Visitor, etc.), fails to report, becomes injured, or is killed. At a minimum, the NETSAFA Country Manager MUST be contacted in order to coordinate reporting and assistance efforts. In the case of PEP, the Exchange Personnel Manager for the Office of the Deputy Chief of Naval Operations (OPNAV N-52) should also be contacted.

g. Disenrollment. Per the procedures detailed in references (a) and (b), IMSs are disenrolled from a course of instruction when they do not meet established training standards, become disciplinary problems, or are officially recalled to their home country. All pertinent documentation will be included in the IMS's Aviation Training Jacket (ATJ); the ATJ will be closed-out and forwarded to CNATRA. IMSs and their dependents are required to surrender their U.S. Military ID cards to the TRAWING FIVE IMSO prior to departing the United States.

h. Holidays and Leave. IMSs are authorized all U.S. holidays and up to two additional national or religious holidays of the IMS's home country per year, not to exceed one academic day for each holiday authorized. Academic progress will be the deciding factor in each case. The following Defense Institute of Security Assistance Management (DISAM) link contains the annual message listing the authorized additional holidays, [www.disam.dsca.mil/itm/messages/messages.asp](http://www.disam.dsca.mil/itm/messages/messages.asp). IMSs desiring leave not listed in their ITOs must:

(1) Submit a Leave Request/Authorization (NAVCOMPT FORM 3065) via the IMS's training squadron chain of command.

(2) Squadron IMSOs/Student Control Division personnel will verify that the requested leave will not interfere with training. Leave will not be authorized during specified training dates.

(3) If leave is authorized at the training squadron level, IMSs must obtain written authorization for the exact leave dates specified by the training squadron from their Embassy or Country Liaison Officer (CLO) via TRAWING FIVE Student Control. If there is no CLO assigned, coordinate through the NETSAFA CPM.

(4) The squadron IMSO/Student Control Division personnel will then attach a copy of the Embassy/CLO authorization to the leave request and route to the Commanding Officer for final approval.

(5) All IMSs' holidays and leave must be reported via SAN web Updates.

(6) Safety Stand Downs are mandatory training events for all IMSs.

i. Completions and Transfers. Per reference (b), CNATRA is not authorized to designate any IMS as a Naval Aviator. Upon successful completion of a formal course of instruction, each IMS is issued a suitable certificate. Squadron IMSOs shall direct that Completion and Departure reports be executed on the SAN web per reference (c). It is important to input these reports as soon as possible in order to ensure funding is sent to CNATRA. Flight hours, simulator hours and non training days must be properly accounted for in order to ensure correct billing. U.S. Military ID cards shall be turned in to squadron IMSOs prior to departure.

6. IMSs Pipeline Verification and Selection. Each week, the Wing IMSO is required to verify international selectors for each VT squadron. Squadron Student Control Division personnel will contact the Wing IMSO when IMSs complete training to the pipeline selection point. The Wing IMSO will confer with the IMS's Country Manager and CLO to verify the pipeline indicated in the IMS's Invitational Travel Orders (ITOs). After the pipeline has been verified, the Wing IMSO will coordinate any amendments to the ITOs.

a. Italian IMSs' selection is coordinated by the Italian CLO assigned to TRAWING FIVE.

b. Spanish IMSs' selection is coordinated through the NETSAFA Country Manager for Spain and requires a visit to TRAWING FIVE from a Spanish Navy representative. This selection generally occurs every March - April, six months after Spanish IMSs begin Primary Phase flight training.

c. IMSs preselected for the strike pipeline require the squadron to pay special attention to training progress for early indications of poor performance.

d. Most other IMSs will be trained to a specific, predetermined pipeline in accordance with their ITOs and their individual files on the SAN web.

7. Department of Defense Field Studies Program (FSP) for International Military Training. Reference (d) governs the FSP in CNATRA. The FSP is intended to complement IMSs' formal training courses while in the United States through exposure to the non-military aspects of American life. Requests for funding, including trips conducted in conjunction with a cross country training flight are made via E-mail to the Wing IMSO, who will verify the request and direct that a SAN web FSP event request be made. The request must include:

- a. Squadron
- b. Admin POC
- c. Instructor's Name
- d. IMS's Name and Nationality
- e. Departure and Return Dates
- f. Itinerary
- g. FSP Goals (minimum of one of 1-10 below) to be met:
  - (1) Human Rights
  - (2) U.S. Government Institutions
  - (3) The Judicial System
  - (4) Political Processes
  - (5) Media
  - (6) Diversity and American Life
  - (7) The Free Market System
  - (8) Health and Human Services
  - (9) Education

(10) International Peace and Security Reference (d) provides further guidance. A funding line of accounting data will be forwarded to the requesting squadron Admin Department so that orders can be

processed. FSP funds are also used for tours, admissions and other activities that accomplish DOD FSP topics listed above. FSP funds are not to be used for purchase of alcoholic beverages or expenses for activities that are substantially of a recreational nature, including entrance fees at sporting events, theatrical and musical productions and amusement parks. Upon return from the FSP trip, instructors will then complete the required enclosures in reference (d), and complete a travel claim for the event.

8. Visit Requests. References (a) and (e), and online guidance from the Navy's International Programs Office, are pertinent and must be reviewed. No international visitors are authorized unless approved by the Chief of Naval Operations' representative at the Navy International Programs Office. A visit request cannot be used as a subterfuge to obtain training. Personnel ordered to an installation or command on bona fide ITOs vetted by the appropriate authorities are not required to submit visit requests.

  
G. A. KLING

Distribution:  
COMTRAWINGFIVEINST 5216.1T  
List II, III(a)