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DEPARTMENT OF THE NAVY
Office of the Chief of Naval Operations
Washington, DC 20350-2000

OPNAVINST 5700.7G
Pers-2
29 April 1991

OPNAV INSTRUCTION 5700.7G

4. Discussion

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

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

Ref: (a) SECNAVINST 5700.13 (NOTAL)
(b) OPNAVINST 5510.48J
(c) ENLISTED TRANSMAN, Chapter 9 (NOTAL)
(d) BUPERSINST 1430.16C (NOTAL)

Encl: (1) General Instructions Regarding the Personnel Exchange Program
(2) Administrative Instructions Relating to Personnel assigned within the PEP
(3) Billet Description
(4) Establishing New Exchange Positions
(5) Reports

R)

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 Personnel Exchange Program (PEP).

2. Cancellation. OPNAVINST 5700.7F.

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 U.S. military services.

a. The Personnel Exchange Program is conceived as a one-for-one exchange of officers and career-designated petty officers, as mutually agreed by the participating services. Each exchange position has been established after a service study. A service-to-service agreement normally defines concept, details of administration, and quality of personnel for the exchange positions. To the maximum extent possible, PEP personnel are assigned billets within authorized manpower requirements. PEP personnel 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. Each parent service with which an exchange agreement has been concluded is responsible for the costs associated with permanent change of station travel by the services exchange personnel to and from the appointed place of duty, as well as salaries and maintenance while such personnel are on exchange duty. (R)

b. The PEP is separate and distinct from security assistance or training. (A)

c. The intent of this program is:

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

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

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(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.

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

D)
R) 5. **Responsibilities.** Under the authority contained in references (a) through (d), 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 Chief of Naval Personnel (CHNAVPERS) (Pers-2). Department of Defense (DOD) and Department of the Navy (DON) directives governing negotiation, conclusion and reporting of international agreements will be followed.

b. Management, administration, and coordination of the exchange program within the U.S. Navy will be accomplished by CHNAVPERS (Pers-2).

R) c. Authorization for disclosure of classified information and technology will be coordinated by the Navy International Programs Office (Navy IPO). A foreign disclosure assessment should be requested from Navy IPO prior to the endorsement of any new or revised billet description. All billet descriptions must be reviewed for currency no later than 6 months prior to the reporting date of the foreign officer.

R) d. Funding U.S. Navy PEP personnel on temporary additional duty away from their host command will be provided by the Chief of Naval Operations (CNO) (OP-09BF) or host service under the memorandum of understanding with the service involved. Funds are allocated to CHNAVPERS (Pers-2) and sub-allocated to commands designated to provide PEP funding support.

e. CHNAVPERS (Pers-2) will function as a single point of contact for the foreign military service representatives.

f. CHNAVPERS (Pers-4) is responsible for:

(1) Solicitation of volunteers from the U.S. Navy for participation in the PEP under paragraph 3 of enclosure (1). (R)

(2) Selection, nomination, and detailing of U.S. Navy personnel under enclosure (2).

(3) Arranging for security assistance briefing prior to Continental United States (CONUS) departure of U.S. Navy personnel.

(4) Acceptance and assignment of other U.S. military service and of foreign military service personnel serving with the U.S. Navy, including notification of the host command sponsor in the acceptance correspondence.

(5) Notification of the appropriate foreign parent service establishment in Washington, D.C.; Canadian Defense Liaison Staff, Washington, D.C.; etc., when foreign military PEP personnel are placed in a casualty status.

(6) CHNAVPERS (Pers-323) will provide information on PEP fitness reports as part of the standard fitness report briefing provided to promotion boards. (R)

6. Action

a. Requests for the establishment or modification of Personnel Exchange Program billets should be forwarded to CHNAVPERS (Pers-2) 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, requests to establish or modify a PEP billet shall identify a currently authorized billet, including the billet sequence code. (R)

b. All messages and correspondence relating to PEP should include CHNAVPERS (Pers-2) and (Pers-4) as an action or information addressee, as appropriate.

c. Administrative commanding officers shall keep CHNAVPERS informed of their PEP personnels' current mailing address.

7. **Reports.** The PEP Billet Description Report, OPNAV 5700-4, located in enclosure (3), and the PEP Tour Report, OPNAV 5700-5, located in enclosure (5), are approved for 3 years only from the date of this directive.

8. **Forms.** NAVPERS 1611/1 (7/84), Report on the Fitness of Officers, SN 0106-LF-016-1102, and NAVPERS 1616/24, Enlisted Personnel Evaluation Report (6/84), SN 0106-LF-016-1722, are available from the Navy supply system using NPFC P-2002D.

J. M. BOORDA
Deputy Chief of Naval Operations
(Manpower, Personnel and Training)

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GENERAL INSTRUCTIONS REGARDING THE PERSONNEL EXCHANGE PROGRAM

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 normally fully integrated into the host service and fill an authorized billet within the chain of command of the host service. The lone exception to this is that exchange officer personnel who are not U.S. citizens may not occupy authorized billets in the ship's company of U.S. Navy ships and are assigned as excess personnel. (R)

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

c. Exchange personnel will normally serve a 2 year tour, unless otherwise agreed between the host and parent services. The period of exchange will be exclusive of time spent in training or travel incident to assumption of such duty. Exchange personnel desiring tour modification will initiate an appropriate request through the host service. Extensions of tours must be approved by both the host and parent services. Approval of this request will be based upon the requirements of the parent and host services. Tour lengths generally do not include formal schooling conducted en route. (A)

2. STATUS OF FOREIGN MILITARY PERSONNEL (A)

Foreign military personnel within PEP 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. Guidance should be sought from CHNAVPERS (Pers-2) on specific problems or questions as they arise.

Enclosure (1)

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3. ASSIGNMENT AND RELIEF

- R) a. U.S. personnel selected for exchange duty will be those who have demonstrated capabilities for future higher command or staff positions and who are particularly well qualified through experience for the exchange position which they will fill. Personnel selected for exchange duties must be capable of representing the U.S. Navy with tact and diplomacy, and be highly motivated for such duty. Selectees for duty with services of other countries will normally attend necessary training in the language of the host country.
- b. All selections of U.S. Navy officers and enlisted personnel will be made by CHNAVPERS.
- c. Negotiations for the exchange of personnel should normally be conducted through the attaches in host and parent countries. Nominations of foreign military personnel will be submitted by the parent services, normally via their attaches in Washington, D.C., for specific assignment with the U.S. Navy. The foreign attaches forward nominations to CHNAVPERS (Pers-2), who will effect coordination and pass the nomination to CHNAVPERS (Pers-4) for acceptance and response.
- R) d. Every effort will be made to have relieving personnel, U.S. or foreign, report prior to the detachment of the incumbent to provide continuity and allow adequate turnover time.
- e. The U.S. Navy command to which a U.S. or foreign military service member is assigned under the PEP will be responsible for identifying technical or replacement training which may be required prior to members assuming their assigned duty. When such training should be performed prior to the replacement's arrival on station, CHNAVPERS (Pers-4) will obtain the necessary quotas.

R) 4. HOST SERVICE TO PARENT SERVICE AGREEMENTS

To provide an administrative point of reference for individual PEP personnel, a service-to-service agreement is negotiated which defines the concept and details the administration of the PEP with that particular country. PEP agreements shall comply with DOD and DON directives governing the negotiation and conclusion of international agreements. A copy of pertinent agreements, once concluded, will be provided by CHNAVPERS

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(Pers-2) to the appropriate overseas area commander, U.S. Defense Attache Office, PEP administrative commands, and to the fleet commanders in chief, type commanders, and commanding officers of commands in which PEP personnel are assigned. Additionally, five copies of each pertinent 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 PEP individual along with a copy of this instruction.

5. REGULATIONS AND DISCIPLINE

(R)

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

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

(R)

c. In no case may foreign personnel on duty with the U.S. Navy be assigned duties as the commanding officer, executive officer or other officer billets in the ship's company of U.S. Navy ships nor will such personnel be eligible to succeed to command.

d. Exchange personnel should not be assigned duties which may place them in a position of directing Navy or Marine Corps development programs, when such programs are closely associated with influencing future Department of the Navy policy. However, the use of their expertise is encouraged,

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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. It is imperative that U.S. Navy exchange personnel observe, to the fullest, the customs of the host service to which assigned, as well as those of the host government. The relationships and support that may be established with the civilian population of the host government with whom they come in contact are of particular importance. To this end, a mature and reasoned approach is necessary if the exchange principles embodied in this instruction are to be realized.

6. SECURITY OF INFORMATION/DISCLOSURE

- R) a. With the nomination of personnel under this program, the host service will be notified by the parent service of the type and/or class of security clearance held by the individual member. Exchange personnel will normally be authorized by the host service, access at the host command to classified information necessary for the accomplishment of their assigned duties and responsibilities under terms of the approved billet description. Disclosure will be within the security clearance guidelines granted to PEP personnel by their parent service and is subject to applicable security directives and authorizations of the host service.
- b. Disclosure authorization for each exchange member is valid only at the host command and its subordinate commands. U.S. Navy exchange personnel shall utilize only that 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.
- A) c. Authorization to disclose classified U.S. Navy information to foreign exchange personnel will be provided to U.S. Navy commands by the Navy International Programs Office (Navy IPO) under the policies set forth in reference (b), specifically part II, chapter 4. This authorization is dependent upon review of a current billet description
- A) (enclosure (3)), and its submission to Navy IPO 6 months prior to the incumbent's rotation. If a disclosure authorization is not received prior to arrival of the exchange individual, or

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if questions arise concerning the issued authorization, Navy IPO 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 Department of the Navy 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 the individual 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 paragraph 20210 in part II of reference (b) to ensure appropriate security coordination.

f. U.S. Navy 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 personal or 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. PROFESSIONAL, LANGUAGE, CULTURAL TRAINING

a. To meet specialized requirements of a particular exchange billet, U.S. Navy personnel may be ordered to receive professional training 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 2 week period to familiarize them with current Naval Academy procedures and to prepare them for their tour overseas.

b. Language instruction, including refresher training, (R will be provided in all cases where required. Language

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training may be provided to spouses, if desired, on a space-available basis.

- D)
- R) c. CHNAVPERS (Pers-4) will instruct each PEP officer to receive a security assistance briefing from the Chief of Naval Operations (OP-61) prior to assuming the duties of the PEP assignment. The officer will receive the briefing in person if ordered to Washington, D.C., for other en route training or briefings. If not traveling via Washington, D.C., each PEP
- R) nominee will be asked to contact the CNO (OP-61) country desk officer by telephone for a politico-military policy briefing and the Navy IPO desk officer for a security assistance briefing. The purpose of this briefing is to explain the functions of the in-country, Security Assistance Organization (SAO), and describe support available to PEP personnel.
- R) d. Additionally, an en route stop for a briefing by the Pers-2 PEP coordinator and the Pers-4 PEP placement officer may be scheduled.

9. DEPENDENTS' SCHOOLING

a. Navy dependents who will reach their fifth birthday but not their twenty-first birthday by 31 December of the current school year, and who are authorized transportation at U.S. Government expense to or from overseas area, are eligible for schooling at Government expense through the Department of Defense Dependents School (DoDDS) programs. Arrangements for this schooling and for the education of handicapped children should be made through the following DoDDS regions:

- R) (1) Department of Defense Dependents Schools, Atlantic (DoDDS-A), includes the Bahamas, Belgium, Bermuda, Canada, Cuba, Finland, Iceland, Netherlands, Norway, Sweden and the United Kingdom. The mailing address of the regional office is Department of Defense Dependents Schools, Atlantic Region, APO New York 09241-0005.
- R) (2) Department of Defense Dependents Schools, Germany (DoDDS-G), includes all locations in Germany and Austria, Czechoslovakia, France, Hungary, Luxembourg, Poland, Rumania, Switzerland, and the USSR. The mailing address of the regional office is Department of Defense Dependents Schools, Germany Region, APO New York 09634-0005.

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(3) Department of Defense Dependents Schools, Mediterranean (DoDDS-M), includes all countries south of Germany and France including Africa (including the Malagasy Republic, The Comoros, and the Seychelles), Albania, Asia (to the border of Pakistan and India), Bulgaria, Gibraltar, Greece (including Crete), Italy, Malta, Portugal (including the Azores), Spain, Turkey, and Yugoslavia. The mailing address of the regional office is Department of Defense Schools, Mediterranean Region, APO New York 90283-0005. (R)

(4) Department of Defense Dependents Schools, Pacific (DoDDS-P), includes all countries in the Far East including Australia, Bangladesh, Burma, China, Hong Kong, India, Japan, (and Okinawa), Korea, Malaysia, Nepal, New Zealand, Pakistan, Singapore, Sri Lanka, Thailand, and all island countries in the Pacific and Indian oceans. The mailing address of the regional office is Department of Defense Dependents Schools, Pacific Region, FPO Seattle 98772-0005. (R)

(5) Department of Defense Dependents Schools, Panama Region, (DoDDS-PA), includes the Republic of Panama and all countries in the Caribbean, Central America, South America, and the West Indies (excluding the Bahamas, Bermuda and Cuba). The mailing address of the regional office is Department of Defense Dependents Schools, Panama Region, APO Miami 34002-0005. (R)

b. Attention is invited to the fact that parents cannot be reimbursed by the Government for expenses which they incur on their own for dependents' schooling and related costs. The only financial assistance the Government can provide is by payment directly to the school or establishment providing the services, and then only after the proper contractual negotiations have been completed and approved by the appropriate DoDDS Regional Director, and the child has been placed by DoDDS in the school. DoDDS will reimburse parents for privately-owned vehicle (POV) mileage (ONLY) to/from the school that the dependent child is attending. Personnel should check with their appropriate DoDDS office as to criteria and forms required. (A)

10. HOUSING

U.S. Navy PEP 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 (R)

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to which counterpart exchange officers and enlisted personnel are to be assigned will request that housing, if available, be assigned under the same conditions as housing is provided to their U.S. Navy counterparts as outlined in OPNAVINST 11101.13H.

11. FINANCIAL ARRANGEMENTS

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

b. Cost of transportation (i.e., permanent change of station (PCS)) of exchange personnel to the place of exchange duty and return 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. The right of individuals to compensation for expenses incurred while on exchange assignments will follow 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. Funds for non-PCS travel on behalf of the U.S. Navy and for payment of per diem for U.S. Navy PEP personnel will be made available in the form of an operating target (OPTAR) to the command to which the individual is assigned for administrative purposes. When the administrative command is not a U.S. Navy activity, or requires support from the U.S. Navy, requests for such funds should be directed to CHNAVPERS (Pers-2).

(1) Orders written citing these (PEP TAD) funds will include the following statement: "Disbursing Officer making payment on these orders forward a copy of the paid voucher to CHNAVPERS (Pers-2) and Commanding Officer, Navy Regional Finance Center (Code F5D-223), Washington, D.C. 20274-0001."

(2) All orders written citing PEP TAD funds shall include an estimate of travel expenditures. A copy of the orders, when prepared, shall be forwarded to CHNAVPERS (Pers-2) and the Commanding Officer, Navy Regional Finance Center (Code F5D-223).

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(D)

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

12. SUBSISTENCE

a. Subsistence cost of foreign military personnel will be accounted for as a billing to the foreign government, in which case a certification of rations received, including copies of orders, will be forwarded to the Navy Food Service Systems Office under Food Service Management General Messes (NAVSUP PUB 486), Vol. 1 (NOTAL). If this method is not used, a cash sale is prescribed. Under no circumstances will a U.S. Navy dining facility or enlisted mess absorb the cost of feeding foreign military personnel. (R)

b. Under the Food Service Management Officers' Quarters and Messes Afloat and Chief Petty Officers' Messes Afloat (NAVSUP PUB 486), Vol. II (NOTAL), foreign military officers and chief petty officers who are assigned to a command afloat will be authorized to join the appropriate mess on the same basis as a U.S. Navy officer or chief petty officer. (R)

13. MEDICAL/DENTAL

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

b. Under existing agreements, U.S. Navy personnel and their dependents may be eligible for care in military facilities of the host country to the same extent that care is authorized for the dependents of the host country active duty military personnel. In some countries, dependent medical care at host service treatment facilities is not authorized. Dependents of U.S. armed forces personnel are eligible for care in U.S. military medical facilities located in the host country, as well as medical care from civilian sources under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) program.

c. Foreign military personnel in the PEP and their dependents in the U.S. will be afforded health care in military treatment facilities to the extent authorized by (R)

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U. S. law and regulation. Specific guidance is provided in Memorandums of Understanding between the services. General entitlements are contained in DODINST 1000.13 of 19 Oct 1988 (NOTAL), and NAVMEDCOMINST 6320.3B (NOTAL).

- A) d. In some instances, dependent dental care is not available nor is it covered by the Delta Dental Plan or CHAMPUS, and must be incurred as an out-of-pocket expense. Personnel should check with their sponsor as to local policy concerning dependent dental care in their area.

A) 14. PHYSICAL READINESS PROGRAM

PEP Administrative commanding officers shall establish and maintain an effective physical readiness program under the provisions of OPNAVINST 6110.1D. The isolated nature of many PEP 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 CHNAVPERS (Pers-2).

A) 15. AIRCREW PROCEDURES/FLIGHT HOUR REPORTING

a. Items noted below are applicable to and are the responsibility of U.S. Navy personnel assigned to PEP flying billets:

(1) Having in their possession a complete set of flight clothing, in suitable condition as to last the entire PEP tour since difficulties may arise in obtaining replacements.

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

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

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

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b. U.S. Navy aircrew personnel are responsible for reporting all hours flown in foreign aircraft under OPNAVINST 3710.7N (NOTAL) while on PEP assignment. The Navy Flight Information Reporting System (NAVFLIRS) directs that personnel submit the top copy of the NAVFLIRS (yellow sheet) form with the following information:

- (1) Name and social security number.
- (2) Total hours flown, including instrument and night hours.
- (3) Type equipment code (Bureau number not required)
- (4) Station identifier (ICAO or ZZZZ) if unknown.
- (5) Takeoff and landing time, including intermediate stops.

c. Copies of yellow sheets should be submitted on a monthly basis directly to the Information Management Systems Department, Code 502, Naval Safety Center, Naval Air Station Norfolk, VA, 23511. PEP aircrew are highly encouraged to contact this office prior to departure for a full briefing on the procedures outlined above.

16. STATUS IN THE EVENT OF HOSTILITIES

a. If a state of hostilities exist in which the United States and a host government are allied against a common enemy, U.S. Navy exchange personnel will remain with the host service unit to which assigned, and will continue to carry out their duties. The United States Government may at any time recall its exchange personnel. Foreign exchange personnel embarked aboard U.S. Navy vessels may be recalled by their parent service at any time on a case-by-case basis. (A)

b. In the event that either government becomes involved in hostilities to which the other is not a party, exchange personnel will not take part in actual combat and shall not accept orders which are in conflict with the neutrality of their own government. Guidance in the case of hostilities with respect to PEP participation is normally provided in service-to-service agreements. In the absence of such

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guidance, U.S. Navy PEP personnel are to terminate their military duties, assume a neutral status, and seek further instructions from the U.S. Navy.

17. BILLET IDENTIFICATION

a. Personnel Exchange Program billets at U.S. Navy commands (ashore) will be identified by FAC Code X in the command's OPNAV Form 1000/2 Manpower Authorization, under procedures outlined in OPNAVINST 1000.16G. Those billets identified by FAC Code X will not be utilized as compensation for changes to a command's manpower authorization without prior approval of CHNAVPERS (Pers-2).

- R) b. Foreign PEP officers will not be assigned to authorized billets as ship's company aboard U.S. Navy ships, but are permitted to serve with the U.S. Navy afloat in an "excess crew" status. Selection of afloat units for PEP assignments will be coordinated by CHNAVPERS (Pers-2) with the appropriate fleet and type commanders. Foreign PEP personnel shall not be assigned to afloat commands which are scheduled for an extended shipyard availability during the PEP tour. Since short, unscheduled shipyard availabilities for emergency repairs can be expected during PEP tours, these will be handled on a case basis as occurring. When shipyard security restrictions prohibit a foreign PEP participant from accompanying the host command into a shipyard, they may be offered the following alternatives: (1) regular leave; (2) transfer temporarily to another ship or staff which can utilize the individual's experience; (3) send, if convenient, to schools or training courses pertinent to the assignment. when these unscheduled shipyard availabilities occur, host commands should keep CHNAVPERS (Pers-2) informed of action taken. In addition, unless agreed by the parent service, PEP personnel should not be assigned to afloat commands which
- A) are scheduled for deployment during the initial 4 months of the PEP tour. Where ship availability dictates an exception to this policy, the host fleet commander will advise CHNAVPERS (Pers-2) of the deployment schedule of the nominated host ship or staff at the time of the nomination.

18. ENTRY APPROVAL/CONCURRENT TRAVEL

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

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

c. Command sponsorship of dependents is not required in areas designated as not requiring dependent entry approval. NAVMILPERSCOMINST 4650.2A and Naval Military Personnel Manual, (MILPERSMAN) 6810105 refer. (A)

19. PASSPORTS

For those PEP billets in which U.S. Navy participants could be expected to visit other countries, CHNAVPERS will direct that the command transferring an individual to such a billet initiate action to obtain an official passport for the prospective PEP member. 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 as per BUPERSINST 1320.6E. (A)

20. PUBLICITY

The fact that there is an exchange of personnel between the U.S. Navy and the military services of other participating nations is unclassified upon establishment of the exchange.

29 APR 1981ADMINISTRATIVE INSTRUCTIONS RELATING TO PERSONNEL
ASSIGNED WITHIN THE PEP

1. GENERAL (A)

PEP personnel from other U.S. military services and U.S. Navy PEP personnel serving with other U.S. services are processed under the Naval Military Personnel Manual (NAVPERS 15560A), Enlisted Transfer Manual (NAVPERS 15909), Officer Transfer Manual (NAVPERS 15559), and any service-to-service agreements as applicable.

2. ADMINISTRATION AND CONTROL

a. Foreign personnel on exchange with the U.S. Navy are normally administered by the appropriate parent service establishment in Washington, D.C.; e.g., the British Navy Staff, Washington, D.C.; etc.

b. U.S. Navy personnel on exchange with a foreign military service will be administered through appropriate U.S. Navy authorities appointed specifically as administrators of PEP personnel. In a particular country, the U.S. Naval Attache, U.S. Military Assistance and Advisory Group or Mission may provide administrative support. This support will be limited to U.S. Navy representational matters.

3. SELECTION, NOMINATION AND ORDERS

a. The selection, nomination and ordering of PEP personnel is the responsibility of CHNAVPERS (Pers-4). Each individual selected must be a volunteer who has been screened as meeting the essential elements of a particular exchange assignment. Once screened, the individual is nominated to the foreign military service via the U.S. Naval Attache. This nomination will include a brief career history, dependents' information, security clearance, educational experience, rank or rate information, and other remarks deemed appropriate by CHNAVPERS. A copy of each nomination and subsequent acceptance or non-acceptance by the host country will be provided to CHNAVPERS (Pers-2). (D) (R)

b. Orders will be issued by CHNAVPERS (Pers-4). A copy of the latest tour report, billet description, current service-to-service agreement, and a copy of this instruction should be provided to the PEP individual by CHNAVPERS (Pers-2) and

Enclosure (2)

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- A) (Pers-4) during briefings in Washington, D.C., or via mail if no intermediate stop is scheduled.
- R) c. Each PEP member will be provided administrative support by a designated U.S. Navy command or activity in the host country. This support will consist of:
- R) (1) Providing local area and command information on the foreign military service to ensure that the PEP individual's needs are met.
- R) (2) Information on pay, health and other services normally provided to a U.S. Navy member, excluding support provided by the host country, such as housing, duty assignment, uniform instructions, etc.

NOTE: U.S. Navy exchange personnel will normally receive pay support from the Personnel Support Activity Detachment which provides service in the country where the member is assigned, except personnel ordered to duty in Australia and Canada. Personnel ordered to PEP duty in Australia will receive pay support from the Personnel Support Activity Detachment Pearl Harbor, Hawaii, and personnel ordered to PEP Canada will receive pay support from the Personnel Support Activity Detachment Crystal City, Washington, D.C. Upon reporting to the PEP duty station, the PEP administrative support command will mail the member's NAVCOMPT 3017, Personal Financial Record with the NAVCOMPT 3068, Reporting Endorsement and Permanent Change of Station (PCS) travel claims to the appropriate personnel support activity detachment. Changes in status that affect the member's pay entitlements are to be reported immediately to the supporting personnel support activity detachment. Administrative office procedures are outlined in the Pay and Personnel Manual (PAYPERSMAN) (NAVSO P-3050).

(3) Administrative support commands shall submit personnel diaries following the PAYPERSMAN (NAVSO P-3050). Each PEP contingent will be provided with a separate Unit Identification Code (UIC) which shall be specified in PEP orders by CHNAVPERS and utilized in diary submission. CHNAVPERS will ensure that Navy administrative commands are clearly identified to enable the Enlisted Personnel Management Center (EPMAC) to determine the proper addresses for using inaugural diary instructions. Administrative commanders will receive monthly copies of the NAVPERS 201/5, Officer Distribution Control Report (ODCR) and/or the EPMAC - EDVR 1080, Enlisted Distribution Verification Report (EDVR) for review and verification.

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4. SPONSOR PROGRAM

(R)

a. On receipt of information regarding the assignment of a foreign exchange individual, a U.S. host command sponsor will be designated (even though a foreign exchange individual may be attached). The sponsor will communicate with the PEP nominee, providing local area information and assistance, as required. CHNAVPERS will include the sponsor's name in the correspondence accepting a foreign service nominee.

b. Host U.S. commands should be aware of, and give consideration to the fact that foreign exchange personnel en route to the U.S. frequently have had no prior exposure to the customs and lifestyle in the United States. Accordingly, sufficient time for "settling" must be allowed. Certain items require command attention, such as housing, furniture, transportation, finances, etc. A well-informed sponsor who is innovative and thorough, will do much to relieve the problems encountered by the new arrival. (D)

5. PROCEDURES FOR ADVANCEMENT

(R)

References (c) and (d) provide detailed information concerning advancement of enlisted personnel. While serving in the PEP, no additional procedures are required and PEP personnel are expected to participate in Navy-wide exams with their peers. (R)

6. LIMITED DUTY OFFICER/WARRANT OFFICER PROGRAMS

Personnel ordered to or serving in PEP billets may submit application for the Limited Duty Officer or Commissioned Warrant Office Programs providing they meet all eligibility requirements contained in NAVMILPERSCOMINST 1131.1A. (R)

7. 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 leave granted shall not normally exceed the amount allowed by the host service.

b. U.S. Navy PEP personnel desiring to take leave while serving with a foreign service shall request leave from the

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appropriate authorities in the host service chain of command. If approved by the host service, U.S. Navy leave papers will be requested from the U.S. Navy administrative support command which will ensure that U.S. Navy leave regulations are followed.

R) c. In some rare instances, U.S. Navy PEP participants may be required, against their wishes, to be absent from foreign duties. In such cases, the U.S. Navy administrative support command shall reassign this member at its discretion during the period of inactivity.

d. In no case shall a U.S. Navy PEP participant take leave without the knowledge and approval of the U.S. Navy administrative support command.

A) e. Emergency Leave. Based on the judgment of the host commanding officer and the desires of the member, emergency leave may be granted when circumstances warrant. The PEP administrative support command should be consulted and assistance from the American Red Cross (AMCROSS) may be obtained if desired. An AMCROSS message will be required by disbursing officers if reimbursement of any travel expenses is sought. Consult Joint Travel Regulations and NAVMILPERSCOMINST 4650.2A for additional information concerning provisions for transportation of dependents.

R) 8. PAY AND ALLOWANCES

A) a. General. Overseas station allowances policy for members participating in the PEP are described in the MILPERSMAN 2640300 and in Joint Federal Travel Regulations (JFTR) Vol. 1, chapter 9.

R) b. Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA). OHA/COLA are prescribed in the Joint Federal Travel Regulations (JFTR) Volume 1. OHA and COLA are normally prescribed by country and, in those instances where the costs at a particular duty station are different from the country in general, allowances are prescribed for the city in which the duty station is located. In instances where the city in which PEP personnel are to be stationed is not specifically identified, the country or "other" rate applies. Annual housing and cost of living reports should be submitted following the JFTR, appendix D. All administrative support commands for U.S. Navy PEP personnel should review the

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applicable OHA and COLA rates to ensure their adequacy. In those areas where the prescribed rates are inappropriate, new reports should be submitted following the JFTR, appendix D. There is no legal authority to pay advance COLA. (A)

c. Temporary Lodging Allowance (TLA). 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. MILPERSMAN 2640330 describes provisions for payment of TLA. Advance payment of TLA is not authorized. (A)

d. Foreign Duty Pay. The assignment of PEP enlisted personnel at foreign duty stations may make them eligible for foreign duty pay. If the location of a PEP tour is not a designated pay area as listed in the DOD Military Pay and Allowance Entitlements Manual (DODPM), the administrative command may submit an application to include that area in the designated list. Sufficient lead time should be provided to allow processing the application. Details regarding foreign duty pay, including procedures for applying, are contained in MILPERSMAN 2620110.

e. Specialty and Incentive Pay. Billet descriptions will be prepared with sufficient clarity to ensure that personnel assigned to PEP billets are, or will remain, eligible for speciality pay. Billet descriptions for those exchanges which require performance of duties for which specialty and/or incentive pay may be authorized should list the specific duties which are performed so that a determination can be made as to whether the occupant of the billet will be eligible for such pay. The requirement will be documented in the PEP Manpower Authorization to ensure eligibility.

f. Foreign Language Proficiency Pay (FLPP). PEP members (A serving in billets or positions identified as having a validated foreign language requirement are eligible to receive FLPP under OPNAVINST 7220.7B and OPNAVNOTE 7220.

9. UNIFORMS

U.S. Navy personnel shall strictly comply with the dress codes contained in U.S. Navy Uniform Regulations. 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 with which they are serving.

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Modifications of Navy uniforms to more closely resemble those of the host nation are not authorized. U.S. Navy commands, in issuing dress regulations to attached foreign personnel, shall be guided by the determination that full compliance cannot be expected because of differences in dress regulations.

10. RECOGNITION AND ACHIEVEMENTS

a. All qualifications obtained while serving with a foreign military service will be recorded in the individual's service record, and a copy provided to CHNAVPERS (Pers-4).

b. Officers who are proficient in the language of, and have attained experience in, a particular foreign country, area, or region may request identification as a Country, Area, or Regional Specialist (CARS) under current directives.

c. Officers completing a PEP tour may apply for an international affairs sub-speciality code (S) under current directives.

d. Both U.S. Navy personnel and their exchange counterparts, whether from foreign or other U.S. military services, are eligible to receive awards and qualification recognitions for service in PEP. Detailed procedures are contained in the U.S. Navy and Marine Corps Awards Manual (SECNAVINST 1650.1E). For U.S. personnel serving with other services, awards or qualifications offered by the host service must be approved by the U.S. Navy prior to acceptance. Personnel who have been authorized by law to accept ribbon/medal awards from foreign governments shall wear them in the manner prescribed below:

(1) No foreign award shall be worn on the uniform unless at least one U.S. award is worn at the same time.

(2) Foreign awards which are worn around the neck with long ribbons or sashes or as a pin-on device may be worn with service dress or full dress uniforms while serving in the foreign country. Post-tour wear is not authorized. Individuals who have been awarded the Medal of Honor and a foreign decoration which is worn at the neck shall wear the foreign award so that it shall show below the Medal of Honor. U.S. Navy host commands desiring to recognize exchange personnel should process award and qualification

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recommendations for exchange personnel in the same manner as for U.S. personnel.

e. U.S. Navy Uniform Regulations prohibit the wearing of breast or qualification insignia of other services or nations on the naval uniforms.

11. IDENTIFICATION CARDS

Foreign service personnel and their dependents will be issued DD Form 1173, Dependents' Identification Cards, per NAVMILPERSCOMINST 1750.1A. Benefits and privileges will be as listed in the Guide to Entitlement section. Issuance of foreign service identification card to U.S. Navy PEP personnel is governed by host country directives. (A)

12. PHYSICAL EXAMINATIONS (A)

Physical examinations for PEP personnel are subject to the following provisions:

a. U.S. Navy PEP participants, 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 PEP 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 in accordance with service-to-service agreements. If a PEP 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 administrative support command. Waivers will be granted if the situation warrants. (R)

b. U.S. Navy PEP participants in a flying status are governed by OPNAVINST 3710.7N (NOTAL) and shall receive annual flight physicals. These should preferably be done by qualified U.S. military flight surgeons. 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 Naval Medical Command (MEDCOM-23) for review. Such physical exams should be performed at no cost on a reciprocal basis under service-to-service (R)

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agreements. A waiver of the periodic flight physical will not normally be granted. If travel is necessary for these flight physicals, it shall be provided by the U.S. Navy from PEP funds. Administrative support commands should take flight physical travel requirements into account when submitting PEP Temporary Additional Duty (TAD) fund OPTAR.

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BILLET DESCRIPTION

1. Name. (Identify present incumbent, otherwise, leave blank)
2. Unit.
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 sequence code 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 structured to allow a determination of what classified information will be required by an individual who fills the billet.)
7. Type of aircraft/ships. (Exchange personnel will fly or be crew member aboard)
8. Type of training. (Required prior to assuming the billet)
9. Qualifications
 - a. Required. (Be as specific and detailed as possible)
 - b. Desired. (Be as specific and detailed as possible)
10. Security clearance. (Indicate level of disclosure required to perform assigned duties. Consult reference (b) to ascertain current disclosure limitations and list any special documents or required waivers. Indicate travel or list visit requirements anticipated for foreign service personnel in carrying out duties described in paragraph 6 above.)
11. Remarks. (Government housing available? Special uniforms required? Local transportation constraints?)

Enclosure (3)

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- A) Passport required? Security requirements, if any? Is rank/experience of officer sufficient?)

NOTES:

1. This billet description is used by the parent service as a basis for selection of an individual. Therefore, it should be current and encompass all essential aspects of the position. The description of duties and the qualifications and experience desired should be detailed and comprehensive. Additional duties performed by the incumbent should also be included, if appropriate. This format may be varied in order to provide the necessary information. Billet descriptions
A) require updating every 2 years to ensure currency. Host commands are responsible for conducting a billet description revalidation 6 months prior to the incumbent's PRD and updating if required.
2. This billet description (for U.S. Navy activities) will be the basis of determining the security disclosure authorization
A) and/or feasibility of instituting an exchange. A separate attachment listing classified information publications, sensitive technology, and equipment the foreign exchange officer will require access to during the performance of his duties should be attached to the billet description to enable the Navy International Programs Office (NAVY IPO) to determine disclosure requirements. This list should include but not be limited to the following; basic configuration of avionics, weapons employed, communications and tactical publications, operating manuals and operational orders in common use by the command. If a Top Secret clearance is required, identify the compartments and/or subject matter involved.
3. Use of abbreviations in describing the billet should be avoided.
4. For U.S. Navy PEP personnel:
 - a. Indicate language requirements.
 - b. Indicate if billet requires incumbent to frequently visit other countries wherein an official U.S. passport would be required.

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ESTABLISHING NEW EXCHANGE POSITIONS

1. Preliminary Procedures. When a U.S. Navy command desires to propose an exchange program with another U.S. military service or with a foreign military service, that command will submit the proposal via the normal chain of command to CHNAVPERS (Pers-2). In each case, the following information is required:

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

b. Identification of the U.S. Navy manpower authorization billet, by billet sequence code (BSC), to be filled by exchange personnel. **This billet sequence code must be an authorized billet, not an "excess" billet** (exception: PEP officer personnel assigned to U.S. Navy ships should be assigned a BSC of 99999).

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 in the course of performing their duties, and course numbers for required classified training. In all cases, personnel will be assigned only to those units that would permit meaningful utilization within existing security constraints as outlined in references (a) and (b). Areas of security disclosure requiring resolution will be resolved by the Navy International Programs Office (Navy IPO). (A) (R)

e. Suggested utilization and assignment of U.S. Navy personnel in a counterpart position, when appropriate.

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

2. CHNAVPERS (Pers-4) will advise the PEP coordinator as to the availability of qualified U.S. Navy personnel to fill the proposed counterpart position.

3. Implementation procedures

a. General. Billets in the PEP normally will be provided on a one-for-one basis. Each PEP billet in which U.S. Navy individuals are serving should have a direct relationship with

Enclosure (4)

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a billet in a U.S. Navy activity in which an individual from another U.S. service or foreign military service is serving.

b. PEP billets in U.S. Navy commands ashore and afloat, except ship's company billets for foreign officers. Billets listed on current U.S. Navy commands' manpower authorizations will be used to establish PEP billets for manning by exchange individuals from other U.S. or foreign military services. OPNAVINST 1000.16G provides detailed procedures for establishing PEP billets in U.S. Navy manpower authorizations. U.S. Navy billet classification codes shall be used to indicate specific billet requirements. To preclude dual manning (i.e., a U.S. Navy and an exchange individual assigned to the same billet), the billet selected in the U.S. command for the exchange will be identified by a FAC Code X in the command's OPNAV Form 1000/2, Manpower Authorization. Exchange individuals from other U.S. or foreign military services will be assigned to those FAC X coded billets. Upon termination of a PEP exchange involving a FAC Code X billet, the code will be deleted and the billet will be available for manning by U.S. Navy personnel. To facilitate further identification, titles of these billets will include "PEP-country or service" (e.g., PEP-CANADA).

c. Ship's company billets for foreign officers. United States Code prohibits the assignment of foreign officers to billets in ship's company of U.S. Navy ships. Therefore, no ships company billets will be FAC Coded X for foreign officers
R) in the PEP. Foreign officers are permitted to serve with the U.S. Navy ship's company in an "excess crew" status. Selection of ships to which PEP officer personnel will be assigned is coordinated by CHNAVPERS (Pers-2) with the appropriate fleet and type commanders. In general, ships designated to host
A) foreign PEP personnel should not be scheduled to deploy during the initial 4 months of a PEP tour nor be scheduled for a extended shipyard availability during the entire PEP tour.

d. Billets for U.S. Navy PEP personnel will be established in components by service/country on the current PEP manpower authorization maintained by CHNAVPERS (Pers-2) per OPNAVINST 1000.16G. U.S. Navy billet classification codes will be used to indicate specific requirements.

4. Follow-on procedures. If it becomes necessary to change

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the basic duties and/or the assignment of personnel on duty with the U.S. Navy, a revised billet description (enclosure (3)) and other appropriate information will be submitted for consideration following paragraph 1. If approved, any required amendment to the exchange agreement will be initiated by CHNAVPERS (Pers-2) with the service concerned.

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REPORTS

1. PEP BILLET DESCRIPTION (Report Symbol OPNAV 5700-4)

a. U.S. Navy shore commands in which foreign military services personnel are assigned under this instruction will forward an updated copy of enclosure (3) to CHNAVPERS (Pers-2) no less than 6 months in advance of the anticipated relief of the foreign military service member. Submission of billet descriptions for foreign personnel assigned to U.S. Navy ships will accompany host ship nominations presented by type commanders to CHNAVPERS. (R)

b. U.S. Navy PEP personnel assigned to an exchange position will forward an updated copy of enclosure (3) to CHNAVPERS (Pers-2) via their host service chain of command and the appropriate PEP administrative commanding officer, to arrive 6 months prior to their PRD. PEP personnel serving in the same command on a team basis (e.g., pilot/radar intercept officer (RIO) team) may consolidate their reports. Billet descriptions will be prepared with sufficient clarity to ensure that enlisted personnel assigned to PEP billets are, or will remain, eligible for specialty pay. Billet descriptions for those exchanges which require performance of duties for which specialty and/or incentive pay may be authorized should list the specific duties which are performed so that a determination may be made as to whether the occupant of the billet will be eligible for such pay.

c. PEP billet descriptions are vital to the overall management of the U.S. Navy's exchange program. Thorough preparation and timely submission are required to ensure PEP's success.

2. PEP TOUR REPORT (Report Symbol OPNAV 5700-5)

Midway through the PEP tour, a report will be submitted by each U.S. Navy PEP individual. Each report will be submitted via the host command and U.S. Navy administrative support command to CHNAVPERS (Pers-2). This mid-tour report is intended to be a comprehensive review of living conditions, local customs, host service information, etc., as applied to the particular exchange position. The report shall be written in the manner that would assist replacement PEP personnel and their families in making the transition from CONUS to the PEP locality with a minimum of difficulty, and to allow Pers-4 (R)

Enclosure (5)

OPNAV 1001

A) sufficient lead time in detailing personnel who may be more suitable for the exchange position. (If previous station report is current and considered appropriate for stated purpose, a new report is not required. PEP individuals in this case need only advise CHNAVPERS (Pers-2) that tour report information previously submitted remains valid). The objective of this report requirement is to ensure prospective PEP personnel or volunteers considering PEP have useful information to prepare for their exchange assignment. Some suggested areas to be covered in the report are as follows:

a. Assessment of exchange tour highlights, both professionally and personally.

b. Overview of foreign country socio-economic and climatic information.

c. Comments regarding personnel administration matters, financial concerns, medical care, accommodations, household effects, automobiles (licenses, insurance, etc.), schools, social/recreation opportunities, and other appropriate information which you would like to have known before your PEP tour.

d. Host unit mission, organization and duties held during tour.

e. General comments/recommendations on exchange duty, living conditions, etc.

3. CHANNELS OF COMMUNICATION FOR REPORTS

a. The following instructions regarding periodic reports are designed to avoid inaccurate or misleading information being passed to either host or parent service. Embarrassment with a third country resulting from possible release of classified information which requires agreement by the country must also be avoided. Detailed technical information, which may be more appropriately disseminated through other established channels, should not be included in PEP reports.

b. Foreign military service personnel assigned to U.S. Navy commands will most often be required to make reports to their parent services. In these cases, all reports must be given the appropriate security classification and be forwarded through the commanding officer to CHNAVPERS (Pers-2).

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Unclassified reports will be forwarded by CHNAVPERS to the appropriate foreign military service representative located in Washington, D.C. Prior to transmission of reports to the foreign service representative, clearance for release of information will be obtained from the Navy International Programs Office (Navy IPO).

(R)

c. OPNAV 5700-4 and 5700-5 submitted by U.S. Navy personnel assigned to an exchange position with a foreign military service must be given the appropriate security classification. They should be submitted to CHNAVPERS (Pers-2) via the host commanding officer and the U.S. Navy administrative commander.

d. Foreign exchange personnel serving with the U.S. Navy are normally authorized to have personal contact and to discuss their work with their own authorities in the United States within the security limitations prescribed by the U.S. Navy and their parent service. Similarly, U.S. Navy personnel serving with a foreign military service will normally be authorized by the host service to have personal contact and to discuss their work with the U.S. authorities in the host country within the security limitations prescribed by the host service.

4. FITNESS OR EVALUATION REPORTS

a. Fitness reports or evaluation reports on foreign military service personnel will be prepared by the U.S. Navy command to which they are assigned in the form and on the occasions requested by the foreign service. Direct liaison with the foreign PEP member and his or her military representative in Washington, DC, in this regard is encouraged. Normally, only letter reports of performance are required. (A

b. The Navy Officer Fitness Report (FITREP) Manual, (R NAVMILPERSCOMINST 1611.1A, and the Navy Enlisted Performance Evaluation (EVAL) Manual, NAVMILPERSCOMINST 1616.1A, contain detailed guidelines for fitness and evaluation reports on U.S. Navy PEP personnel. Host country officials will prepare reports in letter form only, and submit them to the members assigned U.S. administrative commander. The administrative commander will submit Periodic and Detachment of Officer/Transfer of Enlisted Member reports when regularly due on the standard forms. Attach the foreign letter reports to the completed FITREP

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or EVAL form. The administrative commander may submit observed or not observed reports as he or she considers appropriate. The marks and comments may be based on the administrative commander's own observations, the attached letter report, or both. Significant differences in evaluation practices between the host service and the U.S. Navy may also be noted.