



DEPARTMENT OF THE NAVY
NAVY INTERNATIONAL PROGRAMS OFFICE
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4920
Ser 230T/18U0167
MAR 22 2018

From: Director, Navy International Programs Office
To: Security Cooperation Officers and International Military Student Officers

Subj: DEPARTMENT OF THE NAVY PROCESS FOR REVIEW OF HEALTHCARE
INSURANCE POLICIES FOR INTERNATIONAL MILITARY AND CIVILIAN
STUDENTS AND AUTHORIZED DEPENDENTS

Ref: (a) DoD 5105.38-M Security Assistance Management Manual (SAMM), Chapter 10
(b) DSCA Policy Memo 11-32 of 15 AUG 2011
(c) SECNAVINST 4950.4B of 03 JAN 2011
(d) NAVY IPO ltr Ser 4920 230T/17U0669 of 23 August 2017

Encl: (1) Maritime Insurance Policy Review Upload Process via SC-TMS User Guide

1. Purpose. To provide guidance for the administration of the Department of the Navy process for review of healthcare insurance policies for International Military and Civilian Students and authorized dependents. This memorandum supersedes previous guidance issued via Ser 240T/13U647 of 25 October 2013, and should be reviewed in its entirety. Effective date of implementation of subject process is upon receipt.
2. Background. The healthcare insurance policy review has been streamlined with an upload capability within Security Cooperation Training Management System (SC-TMS) for assessment and approval. The current process requires an email attaching the request for healthcare review form along with a scanned copy of the healthcare insurance policy. The new healthcare insurance policy upload capability increases efficiencies by managing the policy review process within the existing SC-TMS and eliminating reliance on external mediums of communication.
3. References (a) through (c) establish minimum healthcare insurance policy requirements for International Military Students (IMS) and International Civilian Students (ICS) and authorized dependents. Per reference (d), Navy International Programs Office (Navy IPO) has designated Naval Education and Training Security Assistance Activity (NETSAFA) as the maritime service agent to execute the new medical review process and has a contract in place to assist the International Military Student Officer (IMSO) and Security Cooperation Officers (SCO) in determining that the healthcare insurance policies purchased by the IMS and ICS meet these requirements.
4. When an individual IMS/ICS has been identified by their home country to attend training under the sponsorship of the Department of the Navy, the SCO will determine whether commercially procured healthcare insurance is necessary for the IMS/ICS and /or authorized dependents. The necessity of acquiring such healthcare insurance will vary by training program, by country and by alternative methods of healthcare coverage that meet the requirement established under reference (a). If it is determined that commercial healthcare insurance is necessary, the SCO will obtain a copy of the commercial healthcare insurance policy, in English, from the IMS and upload for assessment by

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Naval Education and Training Security Assistance Field Activity (NETSAFA) via the SC-TMS. NETSAFA will assess the commercial healthcare insurance policies for compliance with laws, regulations, and policies, including references (a) through (c). Enclosure (1) is guidance to support the prescribed uploading capability. SCOs can upload prospective policies for NETSAFA review prior to IMS/ICS procurement to ensure compliance before purchasing.

5. Every effort must be made to eliminate personally identifiable information (PII) on the healthcare insurance policy. References in the healthcare insurance policy to any protected health information, such as a specific medical condition associated with the student or dependents, must also be redacted.

6. The healthcare insurance policy review will be completed based existing demand signal, but normally within five working days and the compliance determination will be sent to the SCO, IMSO, and applicable country program manager via progress message in SC-TMS. If the policy is determined to be noncompliant, the reason will be provided in the progress message. The SCO will upload the necessary changes for resubmission. If the policy is compliant, the process is complete.

7. In the event that the SCO is unable to access the SC-TMS to upload the healthcare insurance policy for review, the policy must be sent by encrypted e-mail to "Maritime.MedIns.Review.fct@navy.mil" for policy review consideration.

8. The primary location for healthcare policy information is the DSCA/Defense Institute of Security Cooperation Studies International Training Management website: <http://www.discs.dsca.mil/pages/itm/>, where the following resources can be found:

- a. DoD 5105.38-M Security Assistance Management Manual (SAMM), Chapter 10
- b. DSCA Policy Memo 11-32 of 15 AUG 2011
- c. SECNAVINST 4950.4B of 03 JAN 2011
- d. SC-TMS Healthcare Insurance Policy Review User Guide

9. The point of contact for Navy IPO is the Director of International Training (230T), who can be reached at: (202) 433-5563, or via email: NIPOTRNGPOLICY.fct@navy.mil. The point of contact for NETSAFA is Mr. Dave Babcock, who can be reached at: (850) 452-8889 or via email: david.babcock1@navy.mil.


E. A. SANDEL
Executive Director



Maritime Insurance Policy Review Upload Process via SC-TMS

31 July 2017

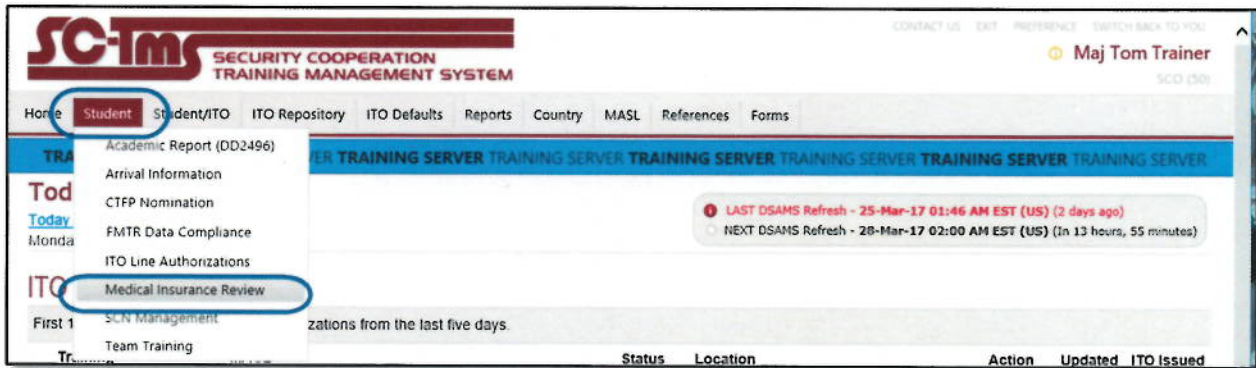
Maritime Insurance Policy Review Upload Process

A. Requirement:

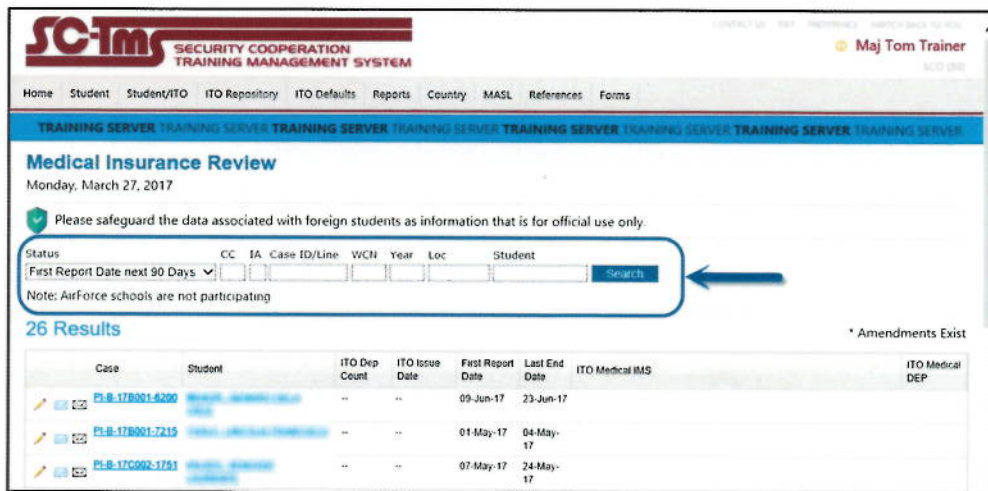
- a. When an international military student or their authorized accompanying (or joining) dependent(s) have a health insurance policy for medical coverage, the SCO must use SC-TMS to upload the insurance policy for review by NETSAFA. NETSAFA will review the policy to ensure it meets the minimum requirements as outlined in SAMM C10.9.6.
- b. Refer to Maritime policy message _____ for complete guidance and rules to follow for the insurance review.
- c. Below are the steps to accomplish the upload in SC-TMS.

B. Maritime SC-TMS Insurance Policy Upload Process:

- a. From SC-TMS click **Student > Medical Insurance Review**



- b. Use the **criteria** options at the top of the page to locate the student who you will be uploading the insurance policy for.
The student's basic biographical information must already exist in SC-TMS.
(i.e. a student record must already be created using Student/ITO in SC-TMS.)



Enclosure (1)

- c. Once the student has been located, click the **pencil icon**, and fill out the Medical Insurance Document Upload form that appears.
- i. **Insurance Policy Type dropdown:** Ensure to select if the policy covers the IMS only, Dependent(s) only or Both.
 - ii. Enter the **Insurance Policy Number** in the appropriate field.
 - iii. **Remarks Block:** Enter any clarifying remarks as well as all dependents' names and relationship to the student if the policy covers dependents.
 - iv. Enter the **Insurance Policy Start Date**.
 - v. Enter the **Insurance Policy End Date**.
 - vi. Select **IMS Training Policy Exceeds Insurance Policy Effective Dates** if _____
 - vii. Click the **Select button** and select the **.pdf version** of the student's scanned insurance policy. The insurance policy upload should include:
 1. Confirmation of Coverage
 2. Schedule of Benefits
 3. Proof of Purchase
 - viii. Check the box indicating that the policy does not cover anyone holding a **U.S. Citizenship**.

Medical Insurance Document Upload

PI-B-17B001-6200

Please safeguard the data associated with foreign students as information that is for official use only.

Student: XXXXXXXXXX-XXXX-XXXX

Insurance Policy Type: IMS ▼

Insurance Policy Number:

Remarks:
If Dependent(s) is selected, please include Name and Relationship of the Dependent(s).

Insurance Policy Start Date:

Insurance Policy End Date:

Upload Insurance Document (PDF):
Please ensure the following three items are included in the uploaded document:

1. Confirmation of Coverage
2. Schedule of Benefits
3. Proof of Purchase

Email Recipients:

This Policy does not cover anyone holding United States Citizenship

- ix. Once the form has been filled out, click the **Submit Request** button which will upload the document to SC-TMS and notify NETSAFA that an insurance policy is ready for review.
 - x. If a student has multiple insurance policies that need to be reviewed, click the pencil icon again to upload the next insurance policy.
- d. Once NETSAFA has reviewed the insurance policy and made a determination that it does or does not meet minimum requirements, NETSAFA will submit a Progress Message and the SCO will be notified by automated e-mail indicating the findings of NETSAFA.