



DEPARTMENT OF THE NAVY
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From: Director, Navy International Programs Office
To: Distribution

SUBJ: COUNTRY LIAISON OFFICER PRESENCE, REPORTING, AND STANDARDS

- Ref: (a) Command Investigation Report Fatal Shooting Incident at Naval Air Station Pensacola, Florida on 6 December 2019
(b) Joint Security Cooperation Education and Training (JSCET), SECNAVINST 4950.4B, 03 January 2011
(c) Security Assistance Management Manual (SAMM), DSCA Manual 5105.38-M, Chapter 10.20.8.
(d) Under Secretary of Defense for Intelligence and Security Memorandum, "Fitness Determinations for Credentialed Recurring Access for International Military Students and Their Accompanying Family Members," December 8, 2020
(e) Consolidated Consent Agreement for International Military Students and Adult Accompanying Family Members

1. This policy provides guidance on presence, reporting requirements, and standards for Country Liaison Officers (CLO). This policy addresses recommendations 9.3.2, 9.3.3, 9.3.4, and 9.3.5 found in reference (a). All policies contained in this memorandum will take effect immediately upon signature. Navy International Programs Office (NIPO) will update the language of reference (b), Chapter 10, to reflect this policy.

2. Reference (c) authorizes the use of foreign liaison personnel to assist U.S. training activities with International Military Student (IMS) administration only after the Implementing Agency acknowledges the need for assistance and can provide the requisite logistics support. Furthermore, NIPO may authorize a CLO when a country intends to train a large number of students. NIPO, in coordination with the Case Manager and the Naval Education and Training Security Assistance Field Activity (NETSAFA), will document the need for the presence of a CLO as a requirement for the execution of training in high-density IMS pipelines. This policy defines high-density training as forty (40) IMS per annum from any single partner nation at any single installation, or when the same number of IMS are located at different installations within one geographic location, or as determined by agreement among U.S. Government (USG) stakeholders. These stakeholders include NIPO, the Case Manager, NETSAFA, the training command, and the training installation.

3. NIPO, the Case Manager, and NETSAFA will ensure the inclusion of the requirement for a CLO is programmed in the case. The final Letter of Offer and Acceptance (LOA) shall outline the CLO's duties and responsibilities in the case notes. All stakeholder shall work to ensure condition-specific requirements are included in the LOA.

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4. In order to support this effort, NIPO, in coordination with NETSAFA, the training command, and Case Managers, will identify the LOAs requiring CLO presence for training activities conducting large volumes of high-risk IMS training. NIPO will ensure CLO requirements are included as a case line in the associated LOA. NIPO, the Case Manager, and NETSAFA, will identify all CLO support and duties in the LOA. The case line and relevant case notes must adequately satisfy the requirements of this policy to facilitate CLO support. The verbiage in the LOA must also stipulate that the CLO will undergo the DoD Security and Vetting procedures per reference (d) and as further described by any subsequent DoD instruction(s). The case notes will also include a requirement that the partner nation shall formally notify the USG, and specifically NIPO, the Case Manager, and NETSAFA, of a decision to remove or change a CLO, or any other circumstance, which could lead to a gap in service of a CLO. All stakeholders must agree to a mitigation plan, to be included in the case notes, in the event an incumbent CLO must unexpectedly depart the training location before their tour completion date.

5. NIPO and the Case Manager will ensure the additional language concerning CLO administration is reflected in the case lines or case notes. If funded through International Military Education and Training (IMET), programming procedures for CLO Travel and Living Allowance (TLA) are to be the same as for IMS receiving training under LOAs funded with national funds. CLOs may not participate in DoD-sponsored training concurrent with their professional liaison duties, per reference (b). Per reference (c), the relevant Security Cooperation Office (SCO) will deliver the same pre-departure brief to a CLO as they would to an IMS.

6. NIPO, the Case Manager, and NETSAFA will identify a reporting command for each CLO in the case notes. The reporting command will be the same as the relevant International Military Student Office (IMSO) assigned to administer to the case's IMS. In the event a CLO is meant to support IMS at multiple training commands, USG stakeholders, as previously defined, will determine the most suitable reporting command to administer the CLO. NIPO, the Case Manager, and NETSAFA will ensure this command is specified in the case notes. The CLO will adhere to any IMS administrative requirements to ensure accountability for their adequate hosting, safety, and welfare. The Case Manager, working with NETSAFA, will ensure the command is adequately prepared to receive and support the CLO. This will include coordination between the Case Manager, NETSAFA and the IMSO.

7. NIPO, the Case Manager, NETSAFA, and the training command will ensure enforcement of CLO standards of performance and recourse for poor performance. A CLO will adhere to the same administrative and disciplinary requirements as prescribed for IMS to ensure accountability. The Case Manager will ensure performance standards and expectations will be clearly stated in the LOA, adhering to those found in references (b) and (c). The standards of conduct found in reference (e) will apply to all CLOs. Due to the need for CLO accountability, it is required that all CLOs shall report to the IMSOs for check in and out processing in addition to notifying IMSOs of any departure from their assigned duty location. This includes all official travel, leave outside of a two-hundred and fifty (250) mile radius from the training location, leave to their country of origin, and any other international travel.

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8. If the schoolhouse or training installation has concerns about CLO performance, the IMSO will immediately report these concerns to NETSAFA and NIPO. NETSAFA and NIPO will then coordinate to contact the relevant embassy to discuss the issue. If the situation does not improve, the removal of the CLO will follow the same process used to disenroll an IMS, as outlined in reference (b), using the established warning, probation, and disenrollment progression. The IMSO is required to thoroughly document all concerns they may have regarding CLO performance, per reference (b).

9. My primary point of contact on this matter is NIPO's International Training Policy Lead (IPO-230T). They are available at NIPOTRNGPOLICY.fct@navy.mil.



A. E. ROSSI
Rear Admiral, U.S. Navy

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