

U.S. NAVAL WAR COLLEGE
INTERNATIONAL
OFFICER



SECURITY COOPERATION OFFICER
INFORMATION
GUIDE

FOREWORD

This publication is for use by the Security Cooperation Officers (SCOs) who select, prepare, and send international military officers to attend professional military education (PME) courses at the U.S. Naval War College (NWC). Its purpose is to provide amplifying information and helpful hints regarding the roles and responsibilities of the Security Cooperation Officer outlined in Chapter 10 of the Security Assistance Management Manual (SAMM) and the Joint Security Cooperation Education and Training (JSCET) Manual. Additional information about courses, alumni activities, and symposiums throughout the year can be found on the United States Naval War College website.

Please read this publication and make note of the important steps you must take to screen and prepare the International Military Students (IMS) prior to their departure. This should assist you in your duties and responsibilities. If you have any questions, contact us at:

International Military Student Office (**IMSO**)

International Programs Department

U.S. Naval War College

686 Cushing Road

Newport, Rhode Island 02841-1207

U.S.A.

Email: IMSO@usnwc.edu

Telephone: (401) 856-5207

Please visit the NWC International Programs website at <https://usnwc.edu/Faculty-and-Departments/Academic-Departments/International-Programs-Department>.

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International Programs at the Naval War College

The U.S. Naval War College, located in Newport, Rhode Island, currently offers four resident PME programs for international military officers. Be aware that the definition of a “staff course” varies greatly from country to country, but the courses offered by the NWC all meet the rigorous standards set by the NWC and the U.S. Department of Defense (DoD) for professional military education. Since 1956, over 5,000 international officers have come to Newport to meet their educational requirements. If there are any questions regarding any course offered by the NWC, please contact the IMSO directly.

Naval Command College, MASL P171001

The Naval Command College (NCC) course is an eleven-month program designed to prepare senior officers for the highest levels of command. It is open to international naval officers in the grades O-5 to O-6 (Commanders and Captains) upon invitation of the U.S. Chief of Naval Operations. It convenes in July and students pursue a senior-level core curriculum in classrooms alongside their U.S. counterparts. This curriculum is based upon requirements levied by the Joint Chiefs of Staff and confers Joint Professional Military Education Phase II (JPME II) credit. Students also participate in a robust Field Studies Program that allows them to travel around the U.S. to gain an increased understanding of American institutions, values, and way of life. All graduates are awarded a Naval War College diploma. (Website: <https://usnwc.edu/naval-command-college/>.)

Naval Staff College, MASL P171010

The Naval Staff College (NSC) course is an eleven-month program designed to prepare mid-career officers for the challenges of command and major staff duty. It is open to international naval officers in the grades O-3 to O-5 (Lieutenants to Commanders) upon the invitation of the U.S. Chief of Naval Operations. It convenes in July and students pursue an intermediate-level core curriculum alongside their U.S. counterparts. This curriculum is based upon requirements levied by the Joint Chiefs of Staff and confers Joint Professional Military Education Phase I (JPME I) credit. Students also participate in a robust Field Studies Program that allows them to travel around the U.S. to gain an increased understanding of American institutions, values, and way of life. All graduates are awarded a Naval War College diploma. (Website: <https://usnwc.edu/naval-staff-college/>.)

Maritime Security and Governance Staff Course, MASL P179699

The Maritime Security and Governance Staff Course (MSGSC) is a five-month staff course intended to provide international navy, coast guard, and maritime law enforcement officers with the operational knowledge and strategic perspectives needed to effectively conduct maritime security operations, evaluate a complex maritime threat environment, formulate effective maritime security strategies, and achieve good maritime governance at national and regional levels. In addition, students also participate in a Field Studies Program that includes travel around the U.S. The course is designed for mid-grade naval officers but is open to all uniformed military personnel and government officials in the equivalent ranks/paygrades of O-3 to O-5 (NATO OF-2 to OF-4). Enhanced International Military Education and Training (E-IMET) funding is available. This course convenes twice a year, in the Spring and Fall. Upon request, this course can be linked with the International Maritime Staff Operators Course (IMSOC), below, for a nine-month educational program. (Website: <https://usnwc.edu/Academics-and-Programs/Programs-Offered/Maritime-Security-and-Governance-Staff-Course/>.)

International Maritime Staff Operators Course, MASL P179622

The International Maritime Staff Operators Course is a twelve-week course designed to provide international naval officers the knowledge and skills needed to support the planning and execution of maritime operations and integrate with existing operational planning teams on national, allied, and coalition staffs. The course enables students to comprehend, analyze, and apply maritime operational-level processes and procedures necessary to plan, prepare, execute, and assess combined maritime operations. Students also participate in a Field Studies Program that includes travel around the United States to gain an understanding of American institutions, values, and way of life. The course targets officers in the equivalent ranks/paygrades of O-3 to O-5 and convenes twice a year, in the Spring and Fall. (Website: <https://usnwc.edu/college-of-maritime-operational-warfare/International-Maritime-Staff-Operators-Course>.)

Naval War College International Master of Arts Degree Program (IMAP) Prerequisites

Annually, the NWC offers the opportunity to compete for a Master of Arts Degree for students in the NCC and NSC. All candidates must:

- Possess a baccalaureate or graduate degree from an accredited institution
- Complete the Test of English as a Foreign Language (TOEFL) exam, unless exempt
- Complete a writing assessment
- Complete a short oral discussion with NWC instructors

Prior to arrival, each applicant must ensure a copy of their baccalaureate or graduate degree transcript(s) be sent from the degree-granting institutions in a sealed envelope directly to the U.S. Naval War College International Programs IMSO no later than 1 August. English assessments will begin shortly after arrival.

English Language Requirements

Unless otherwise waived, all prospective IMS must obtain a minimum score of 80 on the English Comprehension Level (ECL) test to attend any of the courses offered at the NWC. For a list of countries exempt from ECL testing, please see the latest Defense Security Cooperation Agency (DSCA) memo that can be found on the Defense Security Cooperation University (DSCU) International Training Management (ITM) website ([DSCA 21-68 ECL Exemptions Policy.pdf \(dscu.edu\)](#)).

Quota Management: NCC and NSC

It must be stressed that attendance in both the NCC and NSC is contingent upon receipt of an invitation from the Chief of Naval Operations to the commander of your host-nation navy. Those invitations are normally sent in May of the previous year. Requests for admission must be formally acknowledged by the NWC's IMSO in order to reserve a seat on a first-come/first-served basis. It is highly recommended that SCOs make their reservations as far as possible in advance. Admission to the NCC is restricted to one student per country. The NSC will accept up to three students per country with advance approval from the NWC's IMSO. Please see Section II of the U.S. Navy International Training and Education catalog for future information regarding quota procedures at the NWC.

Cancellation Fees: NCC and NSC

For both NCC and NSC there is a 50% cancellation fee if cancelled within 30 days of course report date; and a 25% cancellation fee within 60 days of course report date.

Quota Management: MSGSC and IMSOC

In order to accommodate students from the widest variety of maritime services around the world—including navies, coast guards, gendarmerie, police, and civil service organizations—admission to the MSGSC nor IMSOC is contingent upon an invitation from the U.S. Chief of Naval Operations. Countries can also send multiple students to a given class on a first-come/first-served basis. Please see Section II of the U.S. Navy International Training and Education catalog for future information regarding quota procedures at the NWC.

Cancellation Fees: MSGSC and IMSOC

For both MSGSC and IMSOC there is a 100% cancellation fee within 90 days of course report date if cancelled.

Dependents Accompanying IMS

Per the SAMM, Table C10.T11. Schoolhouses/Courses Where Dependents are Authorized to Accompany IMS, students in the NCC, NSC, and MSGSC are authorized accompanying dependents at the NWC—but at no additional cost to the U.S. Government. IMS in the NCC, the NSC, and the MSGSC (MSGSC must have accommodation in place for family prior to arrival; Balfour Beatty Communities (BBC) military housing is not available) are encouraged to bring their dependents with them to Newport. Dependents of IMS attending the IMSOC are *not* regularly permitted to join their IMS but exceptions will be considered on a case-by-case basis.

Living expenses for families accompanying an IMS can be a significant burden upon the IMS unless properly managed. Although lodging for unaccompanied officers is readily available, lodging for families is extremely limited and expensive during the summer in Newport. Therefore, it is highly recommended that families wait until September to join their IMS for courses that start in July and August. This will give the IMS ample time to find suitable permanent lodging and transportation. Additionally, emphasize to the IMS that the U.S. Government does not reimburse any amount greater than the maximum lodging costs as defined in the Joint Travel Regulations (JTR). If the IMS makes lodging arrangements that exceed the maximum lodging allowance, the student is responsible for the difference.

Security Screening

A rigorous security screening must occur for every IMS and every dependent the IMS wishes to place on the student's orders. The goal of both local security screening and DoD security vetting is to prevent nominated personnel who have a history of objectionable, unethical, or criminal behavior from being authorized to attend U.S.-sponsored training. DoD security vetting additionally determines a person's eligibility for Credentialed Recurring Access (CRA) to DoD installations in the U.S.

In accordance with SAMM C10.8.3.2.7.2, all DoD security vetting data must be submitted no less than 35 days prior to the IMS report date at the first training location. Be aware that the security vetting process can take months to complete if the IMS is assigned out of country or far from the capital city.

DoD Security Vetting

A host country may not submit a student for consideration unless all host-country security checks have been completed. Upon completion of host-country security checks, U.S. officials must complete the DoD

security vetting in accordance with SAMM C10.8.3.2. All information collected for each IMS and dependent must be uploaded into the Security Assistance Network (SAN).

To initiate this vetting process, the SCO must collect biographic and biometric data for the IMS as well as any dependents who will be added to the student's orders.

Each IMS and adult dependent must sign the consent agreement forms, acknowledging understanding of DoD security policies and agreement to comply with them. These forms are available on the SAN. A signed copy of each of these forms must be uploaded in the SAN as well. These forms address:

- IMS only - Conduct Expectations for IMS in the United States (Conduct Expectations Agreement)
- All persons over 18 - DoD Prohibitions on the Transport, Possession, Storage, or Use of Privately Owned Firearms and Non-Official Ammunition in the United States (POF Agreement)
- All persons over 18 - Consent to Monitoring of Publicly Available Electronic Information (PAEI Agreement)

It is important that you stress to the IMS that they are responsible for all minors they bring to the United States and are responsible for enforcing policies set forth by the U.S. Government. Any IMS or dependent who refuses to sign any of the required documentation or withholds any biographic or biometric data will *not* be granted CRA and will thereby be ineligible for Invitational Travel Orders (ITO).

Human Rights Screening (Leahy Vetting)

The SCO must check with both the embassy's Leahy vetting guidance and the Department of State (DoS) / DoD Leahy vetting requirements for the SCO's specific country. This guidance can be found on the SAN home page under Training → IMS Screening and Vetting Guidance tab. Normally, the DoS International Vetting Security Tracking System (INVEST) is used. It is the SCO's responsibility to become familiar with the embassy policies and procedures for accessing and using INVEST.

Security Clearance

All classes offered to IMS at the NWC are held at the unclassified level. No IMS should be granted a security clearance level above unclassified.

Medical Screening

Although the training provided at the NWC does not require participation in physical fitness training, medical examination screening must be completed for all IMS and their dependents. Stress to the IMS that the purpose of the required predeparture medical examinations is to ensure that neither the IMS nor their dependents enter the U.S. while infected with a dangerous communicable disease or possess a pre-existing condition that could preclude the student from completing training and/or financially burden either the IMS or U.S. Government.

In accordance with SAMM C10.8.5.2, all IMS and their dependents must complete the following forms:

- DD Form 2808—Report of Medical Examination
- DD Form 2807-1—Report of Medical History

These forms must be completed in English by a licensed medical authority named on the U.S. Embassy–maintained list of qualified practitioners. Only these individuals are authorized to deem the IMS or their dependents fit to enter the U.S.

If the IMS or dependent is found to have any health condition that may require maintenance medication or routine follow-up treatment, submit and obtain approval for applicable health waivers.

The IMS should hand carry all medical documentation in a sealed packet to the U.S. Upon arrival at the NWC, this documentation will be delivered to the appropriate U.S. healthcare provider in Newport with the assistance of the IMSO.

Pregnancy Testing

All female IMS and dependents over the age of 18 must submit to a pregnancy test taken between two and four weeks prior to the issuance of an ITO. If a dependent is pregnant, the SCO must submit a request for a health policy waiver. If the dependent is permitted to travel to the U.S., the dependent must have a Pregnancy-Related Healthcare Insurance Policy Coverage prior to arrival in the U.S.

Insurance

Once the IMS and dependents have completed medical screening and pregnancy testing and have obtained approval for any necessary health waivers, review the healthcare medical insurance policy coverage options to ensure they comply with DSCA policy. Review and coordinate available options with the home country and the IMS. Ensure the healthcare coverage is verified by the Country Program Manager (CPM) at the Naval Education and Training Security Assistance Field Activity (NETSAFA) in Pensacola prior to issuance of the ITO.

Dependent healthcare information should be updated in SAN under the Medical Billing tab for the IMS. Ensure that you include the address for dependent healthcare bills and the dependent qualifying health insurance information. The following fields must be completed for the dependent qualifying health insurance:

- Insurance Company
- Policy Number
- Mailing Address
- Phone Number

Passports and Visas

The IMS's government is responsible for issuing necessary passports and for requesting visas for travel to the United States. However, the SCO must ensure that the passports and visas for the IMS and any accompanying dependents are valid for the entire duration of the IMS's training period and any follow-on leave that may be granted to the IMS by the host country. See SAMM C10.11.2.1 for additional requirements.

Leave, Living Allowances, and Holidays

Please review the JSCET Section VIII Paragraph 10-37, Leave and Holidays, with your IMS prior to departure. Advise IMS attending NCC or NSC that the NWC observes a holiday stand-down period from Christmas through New Year that extends to the IMS. During the holiday stand-down, IMS are

authorized nonchargeable holiday leave. If funded by the U.S. Government, all authorized housing allowances will be continued; however, daily per diem will be withheld if the IMS is traveling outside the United States.

Typically, leave is *not* granted during training, unless an emergency situation arises. All leave should occur upon the completion of the course, and must be included in the ITO. Leave will be at no cost to the U.S. Government. Please explain to the IMS they will not receive living nor lodging allowances during approved leave periods. If the IMS's travel is funded by the U.S. Government, any additional travel expenses will be the sole responsibility of the IMS.

The IMS are afforded all U.S. observed holidays. Additionally, the IMS is authorized not more than two of the student's country's religious or national holidays in one calendar year, not to exceed one day per holiday. These days are determined by the student's country in partnership with the Military Departments. Typically, DSCA issues a memo annually indicating those two dates by country.

Invitational Travel Orders

Per SAMM C10.11.1.1, the SCO is responsible for the preparation, explanation, and issuance of an ITO for each IMS. When preparing the ITO there are several paragraphs that must be clearly defined:

- Ensure the required health screening and healthcare financial responsibility for the IMS and dependents are appropriately and accurately reflected in paragraphs 11 and 12.
- If the IMS travel and living allowances are the responsibility of the U.S. Government, ensure the fund cite is listed in paragraph 9. Clearly define how the living allowances and travel are to be funded. Should any additional or supplemental living or lodging allowances be authorized, clearly define those allowances in the appropriate section of paragraph 12.
- If the IMS has been given any advance payment of living allowances, annotate this in paragraph 12f of the ITO.
- If dependents have been authorized to travel with the IMS, their information must be noted along with healthcare insurance policy information in paragraph 12b.
- If the IMS is authorized leave upon completion of the course, this should be annotated in paragraph 12e; please note that all leave is at no cost to the U.S. Government, which means the IMS will not receive any living allowances while on leave.
- Baggage allowances are to be annotated in paragraph 12i in accordance with SAMM C10.13.10.
- Use paragraph 15, Special Remarks, for any additional information that should be clarified regarding the IMS or dependents.

Preparing the IMS

Prior to arrival, the IMS must complete an online survey to collect information not found in the ITO so the staff at the NWC can begin to prepare for the IMS's arrival. To get the most recent link for this survey, contact the IMSO via the email address given in this publication's foreword.

The IMS is encouraged to read the [NWC International Officer Guide](#), which can be found on our website. Students are also encouraged to visit their course on the NWC website. There the student will find more detailed information regarding academics and the Field Studies Program.

In-Country Predeparture Briefing

Prior to the IMS's departure from the student's home country, the SCO should conduct a predeparture briefing with the IMS. If possible, the dependents of the IMS should also be present during the briefing, especially if they will join the IMS during the student's stay in the U.S. JSCET Chapter 10-9, In-Country Predeparture Briefing, covers all the topics that should be included in the brief to the IMS.

Lodging

The NWC's IMSO is prepared to make lodging reservations at an unaccompanied officer's quarters facility (UAQ/BOQ) on board Naval Station Newport for all IMS prior to their arrival in Newport. However, if the IMS plans to arrive with family between the months of July and August, please stress that they must not attempt to do so unless they have already secured permanent housing and transportation that can accommodate the entire family. Typically, this does not occur until September.

Initial and Unanticipated Living Expenses

Newport and the surrounding areas on Aquidneck Island are expensive. Ensure that your IMS has an international credit card and cash resources to cover initial living expenses of at least \$3,500.

Medical, Dental, and Health Insurance

Please make every effort to ensure your IMS and their dependents fully understand who will be responsible for the cost of emergent and routine medical and dental care. Medical and dental expenses can be very high in the United States. It is important that the IMS and their dependents resolve any routine medical or dental needs prior to arrival in the United States. If school children will accompany the IMS, it is strongly recommended that they are fully vaccinated in their home country, if at all possible. All vaccination records must be in English and brought in the company of the IMS to Newport.

Pregnancy insurance coverage is not available for purchase after an IMS or dependent is determined to be pregnant as it is considered to be a pre-existing condition. An IMS or authorized dependent without pregnancy coverage who is found to be pregnant after arrival in the U.S. will be returned to the individual's home country immediately unless the IMS's government guarantees within 10 working days after notification to pay all costs associated with prenatal, childbirth, and postnatal care. Failure to provide payment of associated bills by the country within 90 days after the bill is sent could affect the authorization for dependents to accompany students from that country in the future and may result in the student's removal from training.

Driving in the United States

Should the IMS or dependents over the age of 16 wish to drive in the United States, it is important that they obtain valid driver's licenses from their home country. This license should be valid for the duration of their stay in the United States. Any vehicle purchased by the IMS while in the U.S. will need to be properly registered and insured. Additionally, by law, all children are required to be securely buckled into the appropriate car seat for their age and size every time they are in the car. The IMS should either travel with the appropriate car seats for their children or purchase them prior to their dependents' arrival.

Federal- and State-Funded Programs

Any salary or living allowances the IMS receives while undergoing training in the United States is not subject to federal or state tax. Therefore, advise the IMS that neither the student nor the IMS's

dependents will qualify for any federal- or state-funded programs. These programs include but are not limited to the following: Social Security number, state-issued driver's license, non-emergency U.S. taxpayer-provided medical or dental assistance, welfare benefits, Medicaid, or Head Start.

Retainable Instructional Material

The NWC has made all unclassified material available electronically to the IMS. Advise your IMS that Retainable Instructional Material (RIM) shipments are no longer included in the cost of tuition. Therefore, no RIM shipments will be made on behalf of the IMS. Please do not include a special remark regarding RIM shipments in paragraph 15 of the ITO.

Predeparture Checklist

The following should be used as a guideline to assist in your efforts to properly screen and prepare each IMS prior to the student departing the host country. The deadlines are best practices. Anticipate delays and challenges. Should you have any issues meeting these deadlines, they can be adjusted by the IMSO, who will make every effort to fill all classes to capacity. Please contact the IMSO with any and all concerns.

1. Medical (start preparations at least three months prior to arrival in the U.S.)
 - a. Have the IMS and dependents completed DD Form 2808 and DD Form 2807-1?
 - b. Have the IMS and dependents completed medical screening by an authorized authority and been found fit to enter the U.S.?
 - c. Have all females over the age of 18 completed pregnancy testing two to four weeks prior to departure? Have all applicable health waivers been submitted and approved?
 - d. Has the IMS purchased health insurance for the student's dependents, including pregnancy insurance (as applicable)? Has this information been uploaded to the SAN?
 - e. Have the conditions of the IMS medical services been clearly defined and explained to the IMS, to include issues regarding pregnancy (as applicable) to the IMS or dependents?
 - f. Does paragraph 12b of the ITO include the billing address for any charges associated with DoD and civilian medical and emergency dental care?
2. Security Screening (start preparations at least two months prior to departure; all data must be submitted 35 days prior to arrival in the U.S.)
 - a. Have you ensured that the host country has conducted all required security screening?
 - b. Have all biographic and biometric data been entered into the SAN?
 - c. Have the IMS and all dependents signed applicable consent forms? Have these signed forms been uploaded into the SAN?
 - d. Has Human Rights Screening (Leahy vetting) been submitted via INVEST?
 - e. Has the U.S. classification level for training been reported in paragraph 11a of the IMS ITO as Unclassified?
3. Leave
 - a. Has the IMS been granted leave at no cost to the U.S. Government following the completion of the course?
 - b. If so, is this clearly annotated on the IMS ITO in paragraph 12e?
4. Living Allowances
 - a. Has the IMS been given any advance payments prior to departure from host country?

- b. If so, is the amount included in either paragraph 12f or in the special remarks of the ITO?
- 5. Visas and Passports
 - a. Have you verified the dependents' passports and visas will be valid for the duration of their stay in the U.S.?
- 6. Predeparture Online Registration
 - a. Have you contacted the IMSO to request the predeparture online registration link?
 - b. Have you confirmed that the IMS has completed the predeparture online registration?
- 7. Predeparture Briefing
 - a. Have you conducted a predeparture briefing with the IMS and their dependents?
 - b. Has the IMS secured permanent housing for family (if applicable)?
 - c. Does the IMS have all medical, dental, and health records on hand?
 - d. Does the IMS (and dependents) possess appropriate health insurance?
 - e. Has pregnancy testing been completed (if applicable)?
 - f. Does the IMS have credit cards and cash resources (\$3,500) to cover initial expenses?
 - g. Do the IMS and dependents have driver's licenses on hand?
 - h. Has the IMS read and understood the [NWC International Officer Guide](#)?
 - i. Have any outstanding questions been answered?
- 8. Arrival Flight Information
 - a. Have the details of the U.S.-bound flight been added to the SAN, to include the Record Locator?
 - b. Has IMS made contact with the IMSO to arrange transportation from the airport to Newport?