



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON DC 20350-2000

OPNAVINST 5700.7J  
N13  
23 Mar 2018

OPNAV INSTRUCTION 5700.7J

From: Chief of Naval Operations

Subj: U.S. NAVY PERSONNEL EXCHANGE PROGRAM

Ref: See Enclosure (1)

Encl: (1) References  
(2) General Instructions  
(3) Administrative Instructions  
(4) Billet Description  
(5) Establishing New Exchange Positions

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 other U.S. Services under the military personnel exchange program (PEP).

a. This revision was updated to create program policy for PEP billet compensation, PEP billet identification, and added scope and applicability paragraph.

b. This instruction, published consistent with references (a) through (ac), is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5700.7H.

3. Scope and Applicability. This instruction applies to all Department of the Navy (DON) military PEP participants and the commands to which they are assigned. The policy outlines the minimum requirements for management, oversight, and training of PEP participants.

4. Background. U.S. Navy personnel exchanges with foreign countries grew out of the need to enhance interoperability with partner navies and services. The concept has been expanded to include technical and operational exchanges and exchanges between U.S. Military Services.

5. Discussion

a. The PEP provides for exchanges between U.S. Navy officers or career-designated petty officers and personnel from other military services, including foreign services. A service-to-service memorandum of agreement (MOA) or memorandum of understanding (MOU) defines

the concept, details of administration, and characteristics of personnel for exchange positions. Exchange personnel are assigned billets within authorized manpower requirements, and to the maximum extent possible are given assignments commensurate with their grade or rate and qualification. The program objective is to integrate participants into the host organization as though they belong to the Service to which they are assigned, while adhering to applicable technology transfer and classified information disclosure restrictions.

b. Separate and distinct from programs such as security assistance or technical assistance field teams, the intent of PEP is to:

(1) provide a cadre of U.S. Navy officers and enlisted personnel familiar with other Military Services for enhanced inter-service relationships;

(2) share the experience, professional knowledge, and doctrine of the respective Services to the maximum extent permissible within existing laws and policies;

(3) 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; and

(4) encourage mutual confidence, understanding, and respect necessary to strengthen relationships between participating Military Services.

c. In certain circumstances, non-reciprocal assignments of foreign personnel to U.S. Navy units may be created to leverage specific knowledge or expertise or when reciprocity is impractical.

6. Responsibilities. Under the authority in references (a) through (c), responsibilities are assigned in subparagraphs 6a through 6h.

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1))

(1) Coordinate with Office of the Chief of Naval Operations (OPNAV), International Engagement Division (N52), to identify which countries best meet strategic objectives and to determine if Office of the Secretary of Defense (OSD) authority is required prior to negotiating an exchange agreement.

(2) Negotiate with foreign military services and other U.S. Military Services, and complete agreements defining the concept and details of each exchange.

(3) Manage, administer, and coordinate the exchange program within the U.S. Navy to include submission of a nomination package containing biographical information on each candidate to the U.S. Navy host command. Subsequently send a letter of acceptance that

includes the name and contact information of a sponsor from the host command to the foreign service member's embassy, and inform the Navy International Programs Office (Navy IPO) - Technology Security and Cooperative Programs (Navy IPO-01).

(4) Submit program objective memorandum and budget documentation necessary to sustain PEP administrative program activities.

(5) Serve as the primary point of contact for foreign military service representatives on all issues related to PEP.

b. Deputy Chief of Naval Operations for Operations, Plans, and Strategy (CNO (N3N5))

(1) Advise the OPNAV Director, Military Personnel Plans and Policy Division (OPNAV (N13)) on policy and strategic considerations with respect to PEP, including negotiation of new agreements, re-negotiations of existing agreements, and sensitive communications with foreign military service representatives.

(2) Determine whether the OSD Defense Technology Security Administration International Security Directorate's approval is required to initiate negotiations for a new PEP agreement and obtain that authority if needed.

(3) Determine requirements for non-reciprocal assignments and obtain authority to negotiate and conclude non-reciprocal PEP agreements from OSD Defense Technology Security Administration. Negotiate and conclude non-reciprocal agreements.

c. Navy IPO-01

(1) Authorize disclosure of classified military information (CMI) and controlled unclassified information (CUI) to foreign exchange personnel.

(2) Issue delegation of disclosure authority letters (DDL) to U.S. Navy commands hosting PEP personnel. The DDL applies to a specific billet, or in some cases to a number of similar billets.

(3) Make foreign disclosure determinations of new or revised billet descriptions.

d. Navy Component Commands (NCC)

(1) Function as the U.S. administrative commander for all U.S. Navy PEP participants assigned to foreign military services within their areas of responsibility (AOR). Designate in writing an officer to act as PEP administrative commander and reporting senior.

(2) Host a PEP administrative support element that provides administrative support for all U.S. Navy PEP personnel within the AOR.

(3) Arrange for country-specific political-military policy briefings prior to arrival at the host command.

e. Commander, Navy Personnel Command (COMNAVPERSCOM), Career Management (PERS-4)

(1) Solicit volunteers from the U.S. Navy for PEP participation under enclosure (2), paragraph 3.

(2) Select, nominate, and detail U.S. Navy personnel under enclosure (3).

(3) Arrange foreign disclosure briefing for U.S. Navy PEP personnel with Navy IPO.

f. Host Commands of PEP Service Members

(1) Request foreign disclosure determinations from Navy IPO via OPNAV (N13) prior to endorsing any new or revised billet descriptions, and prior to forwarding a billet description to a PEP partner nation for its concurrence.

(2) Review billet descriptions of PEP participants at least 6 months before the report date of foreign exchange personnel. Billet descriptions must include any U.S. Navy training courses required by the host command to familiarize, orient, or certify a candidate for the billet.

(3) Forward requests to establish or modify PEP billets to OPNAV (N13) via the chain of command, including a billet description (enclosure (4)) and justification for the proposed exchange (enclosure (5)). Except in the case non-reciprocal assignments, all requests must identify a currently authorized and funded billet, including the billet identification number (BIN).

g. U.S. Naval Attachés to PEP Partner Nations. Support Chief of Naval Operations, NCCs, and COMNAVPERSCOM (PERS-4) in the performance of their respective assigned responsibilities.

h. PEP Participants. Provide feedback via mid-tour and end-of-tour reports on their exchange positions as stated in enclosure (3), and maintain active communication with their PEP administrative support element.

7. Participant Action. Include OPNAV (N13) and COMNAVPERSCOM (PERS-4) as an action or information addressee, as appropriate, on all messages and correspondence relating to PEP.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.


9. Review and Effective Date. Per OPNAVINST 5215.17A, CNO (N1) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Forms and Information Management Control

a. OPNAV 5700/2 Tour Report is available for download from the Naval Forms Online Web site at: <https://navalforms.documentservices.dla.mil/web/public/home>.

b. DD Form 2807-1 Report of Medical History and DD Form 2808 Report of Medical Examination are available for download from DoD Forms Management Program Web site at: <http://www.esd.whs.mil/Directives/forms/>.

c. OPNAV RCS 5700-5 has been assigned to the PEP Tour Report referenced in subparagraph 6h and in enclosure (2). OPNAV RCS 5700-4 has been assigned to the PEP billet description contained in enclosure (4).



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil/>

REFERENCES

- Ref: (a) DoD Directive 5230.20 of 22 June 2005  
(b) OPNAVINST 5710.25B  
(c) SECNAVINST 5710.25B  
(d) NAVPERS 15560D  
(e) DoD Instruction 1315.18 of 28 October 2015  
(f) Joint Travel Regulations of October 2017  
(g) Navy Foreign Disclosure Manual of September 2007  
(h) SECNAVINST 5510.34A  
(i) OPNAVINST 6110.1J  
(j) DoD Manual 7000.14-R, Financial Management Regulation, June 2017  
(k) DoD Instruction 1000.13 of 23 January 2014  
(l) BUPERSINST 1750.10C  
(m) CNAF M-3710.7 of 5 May 2016  
(n) SECNAVINST 5710.29  
(o) OPNAVINST 1000.16L  
(p) OPNAVINST 4650.15B  
(q) DoD Foreign Clearance Guide  
(r) OPNAVINST 5350.4D  
(s) DoD Instruction 1327.06 of 16 June 2009  
(t) BUPERSINST 1610.10C  
(u) BUPERSINST 1430.16F  
(v) OPNAVINST 1420.1B  
(w) OPNAVINST 7220.7G  
(x) NAVPERS 15839I  
(y) SECNAVINST 1650.1H  
(z) NAVPERS 15665I  
(aa) DoD Manual 1000.13-M-V1, DoD Identification (ID) Cards, January 2014  
(ab) SECNAV M-5510.30 of June 2006  
(ac) SECNAV M-5510.36 of June 2006

## GENERAL INSTRUCTIONS

### 1. Definitions and Terminology

a. Exchange personnel are members of the U.S. Navy, other U.S. Military Services, or military services of partner nations who concurrently are assigned to jointly approved positions for the mutual benefit of both parties. They are fully integrated (subject to disclosure limitations) into the host service and fill an authorized billet within the host service's chain of command.

b. Exchange personnel normally will be lieutenant junior grades through commander, career designated petty officer second class or above, or equivalent ranks. Each exchange appointment is subject to agreement between the U.S. Navy and other U.S. or foreign military service.

c. Exchange personnel normally will serve a 2 year tour unless otherwise agreed between the host and parent services. Exchange personnel desiring tour modifications will submit requests through the host service. Tour extensions must be approved by both the host and parent services via OPNAV (N13) for foreign personnel and COMNAVPERSCOM (PERS-4) for U.S. Navy personnel. Tour lengths generally do not include time spent in travel or formal training conducted en route. Under references (d) and (e), tour lengths specified by the MOA or MOU will be served regardless of the prescribed tour length for a duty station in reference (f).

d. While PEP normally requires a one-for-one exchange of qualified individuals, in special circumstances authority may be obtained to enter into a non-reciprocal assignment of foreign military personnel to U.S. Navy commands. Assignments of this type draw special scrutiny. Therefore, rationale must be specific as to why reciprocity is not possible or practical. OPNAV (N52) will review requests for non-reciprocal assignments and will determine if they should be forwarded to obtain OSD authority.

2. Status of Foreign Military Personnel. To the maximum extent possible under applicable laws and regulations, foreign military personnel are to be afforded the same respect and privileges afforded to U.S. Navy personnel of equivalent rank or rate.

### 3. Assignment and Relief

a. PEP is open to personnel who possess appropriate professional qualifications as outlined in the billet descriptions. Additional training may be provided by the host nation in specific cases. Selected personnel must be capable of representing the U.S. Navy with tact and diplomacy, and the individual must be highly motivated for such duty.

b. Candidates selected for PEP duty with military services of non-English speaking countries will attend foreign language training at the Defense Language Institute Foreign Language Center (DLIFLC), Defense Language Institute - Washington, or an institution of equal caliber. Prior to applying for a PEP billet in a non-English speaking country, candidates must

achieve a qualifying score on the Defense Language Aptitude Battery Test required by the target language (as determined by DLIFLC). The candidate is then required to demonstrate proficiency on the Defense Language Proficiency Test in the target language at a minimum consistent with DLIFLC graduation standards (listening, reading, and speaking).. OPNAV (N13) may grant waivers for language requirements on a case-by-case basis.

c. Nominations of foreign military personnel for specific assignment with the U.S. Navy will be submitted by the parent services via their attachés in Washington, DC. Foreign attachés will forward nominations to OPNAV (N13), who will coordinate approval with the U.S. host command for acceptance. COMNAVPERSCOM (PERS-4) will submit nominations of U.S. Navy personnel for assignment with a foreign military service to the appropriate PEP administrative support element, copy to the U.S. naval attaché in the host nation for situational awareness. The PEP administrative support element will coordinate delivery of the nomination to the foreign host service and provide OPNAV (N13) and COMNAVPERSCOM (PERS-4) with timely status updates.

d. Every effort will be made to have relieving personnel report to the host country 2 to 4 weeks prior to the detachment of the incumbent in order to allow for a proper turnover of duties. The reporting goal for relieving personnel will be driven by the incumbent's rotation date, and not by the report date of any training required by the host nation. In the case of billets with long host country training requirements (e.g., airframe conversion training) relieving personnel report dates may be adjusted earlier on a case by case basis.

e. U.S. Navy commands are responsible for identifying technical or replacement training required to familiarize, orient, or certify exchange personnel for their particular assignment. When such training should be completed prior to reporting, COMNAVPERSCOM (PERS-4) will obtain the necessary quotas. Funding for training required by the U.S. Navy is the responsibility of the U.S. Navy. Additional training requested by the parent nation is the responsibility of the parent nation unless otherwise specified in the bilateral agreement between U.S. Navy and the foreign military service. If the U.S. Navy has agreed to pay for training of exchange personnel serving with U.S. Navy units, the U.S. Navy unit will be responsible for funding the training requirement.

4. Host Service to Parent Service Agreements. Before exchanging personnel, the U.S. Navy and each participating partner nation must sign an agreement that specifies the administration of PEP with that particular country. PEP agreements will comply with DoD and DON directives governing the negotiation and conclusion of international agreements. OPNAV (N13) will provide a copy of pertinent agreements to the appropriate NCC, U.S. naval attaché, and to the fleet commanders, type commanders, and commanding officers of commands to which exchange personnel are assigned. Additionally, four certified copies of each agreement will be provided to the judge advocate general within 10 days of its conclusion. PEP administrative support element will provide a copy of applicable agreements to each U.S. Navy Service member selected for a PEP assignment, along with a copy of this instruction.



## 5. Regulations and Discipline

a. Exchange personnel are given the same authority and supervisory responsibilities as personnel of the host service employed in the same unit in a similar position. They also retain the same rights and privileges accorded host service personnel of equivalent rank. U.S. Navy exchange personnel should observe, to the fullest, the customs of the host service to which assigned, as well as those of the host government.

b. Foreign exchange personnel assigned to the U.S. Navy will 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 (UCMJ), however they will be subject to the local, State, and Federal criminal jurisdiction of the United States.

c. In no case may foreign exchange personnel on duty aboard U.S. Navy vessels be assigned duties as the commanding officer, executive officer, or other critical officer billets, nor will such personnel be eligible to succeed to command.

d. Foreign exchange personnel will not be assigned duties that may place them in a position to direct U.S. Navy or Marine Corps acquisition programs when such programs are closely associated with influencing future DoD or DON policy. However, the use of their expertise is encouraged when appropriate to advance programs within their respective fields.

e. U.S. Navy exchange personnel will govern their actions as directed by U.S. law, implementing procedures and U.S. Navy Regulations, and will, at all times, remain subject to disciplinary action under the UCMJ. They also will comply with orders of host service personnel who are superior to them in relative rank or placed in authority over them. U.S. Navy personnel will obey all orders from host service personnel just as they would orders issued by personnel of superior grade of their own service. Any individual who commits an offense against the host service code of discipline during the exchange assignment may be withdrawn from his or her assignment. If the offense committed by U.S. Navy exchange personnel against the host service code also is an offense against the UCMJ, disciplinary action may be taken against the individual by U.S. Navy authorities.

f. In order to facilitate the prompt and effective maintenance of good order and discipline and unless otherwise directed by the Chief of Naval Operations or designee, the NCC will exercise disciplinary authority over U.S. Navy PEP personnel assigned within the AOR on a basis equivalent to the NCC's disciplinary authority over personnel within their command. The NCC may further delegate all or part of this authority (e.g., non-judicial punishment authority) to a subordinate commander or a Navy regional commander subordinate to Commander, Naval Installations Command, following applicable law and policy. For purposes of this instruction, disciplinary authority includes, without limitation, such authorities contained within the UCMJ, Judge Advocate General Manual, and reference (d). NCCs (or their designated subordinates) will coordinate with OPNAV (N13) as appropriate in the exercise of this authority.

g. Exchange personnel will not exercise disciplinary powers over personnel of the host country except as may be authorized by the laws and regulations of the host country and as agreed upon in the MOA or MOU.

h. U.S. Navy personnel and their family members may be subject to the foreign criminal jurisdiction of the host country. Reference must be made to any pertinent status-of-forces agreement that exists between the host nation and the United States.

## 6. Security of Information and Disclosure

a. With the nomination of personnel under this program, the host service will be notified by the parent service of the type and level of security clearance held by the individual member. For foreign exchange personnel assigned to U.S. Navy host commands, this will come in the form of an extended foreign visit request submitted by the parent country's embassy into the OSD Foreign Visits System. As directed by reference (c), the foreign visit request must be submitted a minimum of 30 days in advance of the commencement date of the assignment. Exchange personnel will be authorized access to classified and unclassified information as necessary for the accomplishment of their assigned duties and responsibilities under terms of the approved billet description. Classified disclosure cannot exceed an exchange person's security clearance granted by a parent service, and it is subject to applicable security directives and established disclosure policies of the host service.

b. U.S. Navy exchange personnel only will use 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.

c. Authorization to disclose U.S. Navy CMI and CUI to foreign exchange personnel will be provided to U.S. Navy commands by Navy IPO under the policies set forth in reference (d), specifically part II, chapter 4, in the form of a DDL. This authorization is dependent upon review of a current billet description (enclosure (4)), and its submission to Navy IPO via OPNAV (N13). If a DDL is not held by a host command, or it is not received prior to arrival of the foreign exchange individual, or if questions arise concerning foreign disclosure, Navy IPO will be consulted. References (g) and (h) provide additional guidance on foreign disclosure issues.

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 stations, familiarize themselves with the security regulations of the host service. U.S. Navy commands will make available to each foreign exchange member the DON Supplement to the DoD Information Security Program Regulation and other appropriate U.S. Navy security regulations, as requested. Exchange personnel will also be required to understand and sign the "Certificate of Conditions

and Responsibilities” (annex A to the PEP MOA or MOU). Any deviation from the accepted security policies of the host service will render exchange personnel 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, the host command will contact Commander, Naval Sea Systems Command (COMNAVSEASYS COM) to obtain authorization for entry of the PEP participant. If the host command cannot obtain authorization from COMNAVSEASYS COM for the PEP participant's access, the host command must contact OPNAV (N13) immediately to coordinate a temporary transfer from the assigned command.

f. U.S. Navy exchange personnel will neither provide copies of, nor refer to, U.S. classified information in their dealings with host units.

g. Each NCC and PEP administrative support element is responsible for maintaining the security clearance of U.S. Navy exchange personnel embedded in foreign navies in their respective AOR.

7. Retention of Documents. No classified documents containing U.S. military information, other than 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 his or her assigned duties.

8. Physical Readiness Program. As directed by reference (i), personnel assigned to isolated duty (in this case all foreign exchanges) will be exempt from participating in the semi-annual physical fitness assessment (PFA). PEP administrative support elements must submit a letter to director, physical readiness and community support signed by the reporting senior stating the PEP personnel assigned to the command are exempt from participating in the semi-annual PFA and will keep this letter on file. PEP administrative support element will submit a list on command letterhead of all exchange personnel in their AOR to Director, 21st Century Sailor Office (OPNAV (N17)) each PFA cycle. An entry of deployment and operational will be entered into each PEP participant's Physical Readiness Information Management System record. Regardless of the exempt status of PEP billets for PFA purposes, all military personnel are required to maintain physical fitness standards established by reference (i). U.S. Navy commands hosting foreign PEP participants are not required to administer physical readiness tests to foreign personnel.

#### 9. Professional, Language, and Cultural Training

a. To meet specialized requirements of a particular exchange billet, U.S. Navy personnel may be ordered to receive professional instruction at U.S. Navy training commands. When

feasible, U.S. Navy officers assigned to exchange tours at foreign naval academies may stop at the U.S. Naval Academy en route to become familiar with current Naval Academy procedures in order to prepare themselves for their assignment.

b. Language instruction, including refresher training, will be provided to U.S. Navy PEPs en route to countries where English is not the primary language. Language training may be provided to spouses, if desired, on a space available basis.

10. Family Members' Schooling. DoD Education Activity provides education to eligible DoD military and civilian children from preschool through grade 12. Specific program information is available on the U.S. Department of Defense Education Activity Non-DoD Schools Program Web page at <http://www.dodea.edu/nonDoD/index.cfm>. The site provides information for DoD families living in an overseas area where DoD Education Activity does not operate a school.

11. Housing. U.S. Navy exchange 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 to which foreign or other U.S. service exchange personnel are assigned will request housing be provided, if available, under the same conditions as housing provided to U.S. Navy personnel.

## 12. Financial Arrangements

- a. The parent service will provide military pay and allowances to their exchange personnel.
- b. The parent service is responsible for permanent change of station (PCS) costs to and from the place of exchange duty.
- c. The parent service will fund costs of non-PCS travel, including per diem, when incurred on matters pertaining solely to the parent service.
- d. Compensation for expenses incurred while on exchange assignments will be in line with the agreement between the Services.
- e. Costs associated with travel required by the host command are the responsibility of the host command. Costs associated with travel required by the parent service are the responsibility of the parent service. See enclosure (3) for listing of U.S. Navy PEP authorized travel expenses.
- f. Provision of additional specific training required by the host command is the responsibility of the host command. In the case of non-reciprocal assignments of foreign personnel to U.S. Navy units, the parent service is responsible to fund all training associated with qualifying the foreign personnel to assume the non-reciprocal billet. Host command will fund training to familiarize, orient, or certify foreign PEPs. Once the foreign PEP reports to the host unit, any additional training required by the host unit is the responsibility of the host unit.

g. Expenses in connection with the families of exchange personnel will follow regulations of the parent service and agreements between the two Services.

h. CNO (N1) will maintain fiduciary and managerial control of all funds, costs, and related records of U.S. Navy PEP personnel. Expenses made by U.S. Navy exchange personnel in support of Navy requirements deemed unnecessary by the foreign host command or host service may be paid or reimbursed, based on funding availability as directed by Federal, DoD, and DON directives, policies, and financial management regulations. PEP requests for funding will be submitted via assigned administrative support element. Travel requests should be received a minimum of 14 days prior the travel date to allow adequate processing. CNO (N1) will provide a line of accounting on the validated travel order, which the administrative support element will insert into the PEP travel authorization. Enclosure (3) provides a listing of approved PEP expenditures. Costs associated directly with PCS movement are the responsibility of COMNAVPERSCOM and will be included in PCS orders.

13. Subsistence. As directed by reference (j), volume 12, chapter 19, paragraph 190405, foreign military personnel will be furnished meals following specific arrangements made between the U.S. Government and the foreign government. Charges for food costs and related food service operating expenses will be made on the same basis as they would be for U.S. Government personnel of equal rank.

14. Medical, Dental, and Physical Examinations

a. U.S. Navy exchange personnel will receive all required immunizations prior to reporting for exchange duty.

b. Under existing agreements, U.S. Navy personnel and their family members may be eligible for care in military medical treatment facilities of the host country to the same extent care is authorized for the host country's active duty personnel and their family members. Care also is available at U.S. military medical treatment facilities located in the host country, as well as from civilian sources under the Tricare Prime Overseas and Tricare Prime Remote Overseas Plans.

c. In some instances, family members' dental care is neither available nor covered by the Tricare Dental program administrator, Metropolitan Life Insurance Company Dental Program. In these cases the member must pay for such services out of pocket. Personnel are to check with their sponsor and utilize reference (k) regarding local policy concerning family member dental care in their area.

d. Foreign PEPs and their authorized family members in the United States will be provided health care in host military medical treatment facilities to the extent authorized by U.S. law and regulation and any reciprocal health agreement between the two nations. If no such agreement exists, the foreign PEP will be responsible for any and all medical costs incurred. Specific

guidance is provided in MOA or MOU between the Services. General entitlements are contained in reference (l) and on the TRICARE Dental Care Web page at <http://www.tricare.mil/dental.aspx>.

e. U.S. Navy exchange personnel should attempt to obtain physical examinations in line with U.S. Navy requirements (for personnel in flying status, see subparagraph 14f). If there is no U.S. medical facility in proximity to the foreign 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 line with service-to-service agreements. If a U.S. Navy exchange 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 PEP administrative support element.

f. U.S. Navy exchange personnel in a flying status are governed by reference (m) and must receive annual flight physicals. These preferably should 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 on forms DD Form 2807-1 Report of Medical History and DD Form 2808 Report of Medical Examination as directed by U.S. Navy standards and forwarded to the Bureau of Medicine and Surgery, Fleet Programs Office (Code M95) for review. Such physical exams should be performed at no cost on a reciprocal basis under service-to-service agreements. A waiver of the periodic flight physical normally will not be granted. If travel is necessary for flight physicals, the PEP officer will submit travel requests via the appropriate PEP administrative support element to CNO (N1).

#### 15. Aircrew Procedures and Flight Hour Reporting

a. U.S. Navy exchange personnel assigned to aviation billets must have in their possession a complete set of flight clothing suitable for wear throughout their entire tour since it may be difficult to obtain replacements.

Note: The host service may issue all required flight clothing, but its wear is optional for the exchange member.

b. Naval Air Training and Operating Procedures Standardization (NATOPS) requirements for maintaining a valid U.S. instrument rating or aircraft type currency are waived for U.S. Navy exchange personnel. Officers will fulfill instrument qualifications in the type of aircraft and air traffic control system of the host country.

c. U.S. Navy exchange personnel must remain current in reference (m) required Naval Aviation Survival Training Program aviation physiology and water survival training for the duration of their PEP tour. If the Naval Aviation Survival Training Program qualification is due to expire during the PEP tour, the member must complete Naval Aviation Survival Training

Program training prior to embarking on their PEP tour. Members will complete any additional host service requirements after reporting to their host command.

d. U.S. Navy aircrew personnel assigned to the PEP are responsible for reporting all hours flown in foreign aircraft. Reference (m), section 10.3.7, provides amplifying guidance.

#### 16. Status in the Event of Hostilities

a. U.S. Navy exchange personnel must notify their PEP administrative support element in the event their host units may be deployed into a potential conflict area. Service-to-service agreements normally provide guidance on PEP participation in the case of hostilities. As directed by reference (n), PEP personnel must receive proper authorization when deploying to potential conflict areas. OPNAV (N13) will be responsible for obtaining this authorization through the appropriate channels and PEP personnel will not deploy until this authorization is granted. PEP administrative support element will track their deployed exchange personnel and provide status reports when requested.

b. In the event either government becomes involved in hostilities to which the other is not a party, or approval by the parent government to participate with the host unit has not been obtained, exchange personnel must not take part in actual combat and must not accept orders that are in conflict with the neutrality of their own government. In the absence of guidance, U.S. Navy exchange personnel are to terminate their military duties, assume a neutral status, and seek further instructions from their PEP administrative support element. The U.S. Government or foreign government may recall its exchange personnel at any time.

#### 17. Billet Identification

a. PEP billets at U.S. Navy commands (ashore) will be identified by functional area code "X" in the command's activity manpower document under procedures outlined in reference (o). Such billets will not be used as compensation for changes to a command's manpower authorization without prior approval of OPNAV (N13).

b. OPNAV (N13) will coordinate selection of units afloat for PEP assignments with the appropriate fleet and type commanders.

c. Unless agreed upon by the parent service, foreign exchange personnel should not be assigned to afloat commands that are scheduled for deployment during the initial 4 months of a PEP tour. Where ship availability dictates an exception to this policy, the host fleet commander will advise OPNAV (N13) of the deployment schedule of the host ship or staff at the time of nomination.

d. Foreign exchange personnel are not to be assigned to commands afloat that are scheduled either for decommissioning or for extended shipyard availability during the PEP tour. For short,

unscheduled visits to shipbuilding facilities engaged in the repair, conversion, overhaul, or construction of U.S. Navy ships, the host command will contact COMNAVSEASYSKOM to obtain authorization for the entry of the PEP participant. When shipyard security restrictions prohibit foreign exchange personnel from accompanying the host command into a shipyard, the host command will notify OPNAV (N13) and consider offering such personnel the alternatives listed in subparagraphs 17d(1) through 17d(3).

(1) Regular leave.

(2) Temporary transfer to another ship or staff which can utilize the individual's experience.

(3) Schools or training courses pertinent to or required for the assignment.

#### 18. Entry Approval and Concurrent Travel

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

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

c. Command sponsorship of family members is not required in designated areas listed in reference (p).

19. Passports and Visas. OPNAV (N13) will direct commands transferring U.S. Navy Service members who require travel to PEP billets outside of the host country to initiate action to obtain an official passport. 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 travel orders as directed by reference (q) at <https://www.fcg.pentagon.mil/>. Transferring commands or servicing passport and visa offices must consult reference (q) and initiate any required documents to secure valid passports and visas for the Service member and their authorized family members.

20. Publicity. The exchange of personnel between U.S. Navy and military services of other participating nations is unclassified upon establishment of the exchange.

21. Urinalysis. Personnel assigned to inter-service PEP exchanges will comply with host service testing requirements. Personnel assigned to the international PEP are exempt from the testing requirements outlined in reference (r). PEP personnel must continue to meet all other requirements outlined in reference (r). U.S. Navy commands hosting foreign PEP participants are not required to administer urinalysis to foreign personnel.



ADMINISTRATIVE INSTRUCTIONS

1. General. U.S. Navy exchange personnel serving with foreign militaries and other U.S. Services are processed under reference (d) as well as other service-to-service agreements as found applicable.

2. Administration and Control

a. Foreign exchange personnel receive administrative support from their naval attaché in Washington, DC.

b. U.S. Navy exchange personnel serving with foreign military services will receive administrative support from a PEP administrative support element located at their NCC.

3. Administrative Responsibilities

a. CNO (N1)

(1) Program for and provide funding for PEP administration and International Cooperative and Administrative Support Services (ICASS).

(2) Fund PEP administrative support, to include travel, telecommunications services, office space and equipment, supplies, and other PEP related administrative support requirements.

(3) Fund the authorized PEP expenses in subparagraphs 3a(3)(a) through 3a(3)(h).

(a) Emergency leave (Red Cross verification required).

(b) Funded environmental moral leave (as directed by reference (f), appendix S, and reference (s)).

(c) Non-elective medical appointments and procedures (must have Tricare verification).

(d) Flight physicals (for PEPs in flying status).

(e) Medical screening as required by instruction or PCS orders.

(f) Transition Assistance Program travel.

(g) Advancement examinations.

(h) Student travel for children in school (as directed by reference (f), chapter 5, paragraph U5260D).

(4) Fund validated State Department incurred expenses appropriated via ICASS.

(5) Establish, modify, and delete exchanges in support of NCC requirements and OPNAV guidance.

(6) Oversee the foreign nomination and disclosure authorization processes.

(7) Sign PEP MOA or MOU with foreign partner nations.

b. NCCs or Designated Subordinate Commands

(1) Sign fitness reports (FITREP) and evaluations for U.S. Navy exchange personnel (reporting senior). As directed by reference (t), FITREPs and evaluations should be obtained and then submitted with a letter report from the exchange member's foreign activity. Each exchange billet is assigned a special billet subcategory that must be annotated on individual FITREPs and evaluations. Billet subcategories are assigned based on rank, location, command, and officer designators. Exchange personnel with the same billet subcategory must be ranked against one another. Those with unique billet subcategories will be ranked alone.

(2) Sign evaluations for PEP administrative support element personnel (reporting senior).

(3) Sign awards for U.S. Navy exchange and administrative support element personnel (awarding authority).

(4) Manage pay issues, service record entries, security clearances, Tricare medical and dental issues, and any other administrative issues for exchange and administrative support element personnel.

(5) Establish a leave and liberty policy for exchange and administrative support element personnel.

(6) Exercise disciplinary authority over administrative support element and PEP personnel within the AOR on a basis equivalent to the NCC's disciplinary authority over personnel within their command.

(7) Provide force protection for PEP personnel and their families. Where the NCC is unable to provide these services, arrangements must be made with the chief of mission to include the PEP and his or her family members under ICASS.

(8) Receive PEP nominations from COMNAVPERSCOM (PERS-4) and present them to the host nation, solicit a response, and inform COMNAVPERSCOM (PERS-4) of acceptance.

c. Naval Country Teams

(1) Provide assistance and information to assigned exchange personnel and associated NCC unique to a specific country. Country teams support exchange personnel, but are not in their chain of command and, therefore, must not direct exchange personnel in the performance of their duties without NCC and host country approval.

(2) Provide assistance with country clearance, passport and visa issues, value added tax, and unique household goods circumstances.

(3) Provide local legal support (especially when host nation authorities are involved).

d. COMNAVPERSCOM. The detailer responsible for assigning U.S. Navy PEP participants will include an administrative control in the MPEP participant's orders. This administrative control will be used to clarify the U.S. Navy command that has administrative authority over the MPEP participant during their MPEP tour. The administrative control should be the closest U.S. Navy command geographically to where the MPEP participant is assigned to.

4. Billet Descriptions

a. U.S. host commands will forward a new or updated billet description of each exchange to OPNAV (N13) for approval. This must be done at least 6 months prior to the PEP officer's rotation to allow time for coordination with OPNAV (N52) and to obtain a foreign disclosure review from Navy IPO.

b. Used by the foreign or other U.S. Service detailer as a basis for nominating an individual, billet description should clearly describe duties performed and any required qualifications and experience. This will include any training necessary to familiarize, orient, or certify exchange personnel regarding unique aspects of the assignment. Funding of such training is the responsibility of the host command. It also is the basis for determining the necessary access to U.S. Navy CMI and CUI, in compliance with the National Disclosure Policy applicable to the parent country.

5. Exchange Personnel Reports

a. U.S. Navy exchange personnel will submit two reports using OPNAV 5700/2 Tour Report: a mid-tour report 1 year after reporting and an end-of-tour report 30 days prior to the member's departure from the exchange position. The mid-tour report will provide a comprehensive review of the exchange at the midway point. It will focus mostly, however, on arrival to the host country, obtaining housing, and assimilation with the foreign society and

command, U.S. administrative support, and additional comments and recommendations. The end-of-tour report will provide a comprehensive review of the entire exchange tour of duty. It will contain a summary of the assignment, specific benefits and hardships of the exchange tour, a review of living conditions, billet description updates, and other appropriate comments and recommendations. The exchange officer may submit additional reports at a later time.

b. U.S. Navy exchange personnel will forward the OPNAV 5700/2 Tour Report for the mid-tour and end-of-tour report to OPNAV (N13) via their PEP administrative support element. A copy of the mid-tour report will be given to the member's relief for information and planning purposes. A copy of the end-of-tour report will be used for similar purposes as well as exchange billet planning.

## 6. Selection, Nomination, and Orders

a. COMNAVPERSCOM (PERS-4) is responsible for nominating and preparing orders for U.S. Navy exchange personnel. Each nominated individual must be a volunteer who has fulfilled the prerequisites for a particular exchange assignment. COMNAVPERSCOM (PERS-4) submits each nomination to the foreign military service via the PEP administrative support element and the appropriate U.S. naval attaché. The nomination must include a brief career history, family member information, security clearance, educational experience, rank or rate information, and other remarks deemed appropriate by OPNAV (N13) or detailed by an MOA or MOU.

b. Once the foreign military service concurs with a nomination, COMNAVPERSCOM (PERS-4) will issue orders and provide a copy of the billet description, current service-to-service agreement, and this instruction to the selected individual. COMNAVPERSCOM (PERS-4) also will provide the selected individual with contact information on both the current U.S. Navy exchange incumbent and the designated PEP administrative support element. COMNAVPERSCOM (PERS-4) will then notify OPNAV (N13) of the selection.

c. It is recommended that prospective U.S. Navy exchange personnel contact those whom they will relieve for information on the host mission, organization, and positional duties. Prospective exchange personnel should also seek information from the PEP administrative support element for details in subparagraphs 6c(1) and 6c(2).

(1) Housing, automobile licenses, insurance, financial concerns, schools, medical care, and cost of living, etc.

(2) Pay, health, and other services normally provided to U.S Navy members.

d. For inter-Service exchanges, COMNAVPERSCOM (PERS-4) will send the nomination to the inter-Service PEP office. The host command will provide administrative support.

Additionally, the host command commanding officer will be the FITREP and evaluations reporting senior. However, the FITREP and evaluations must be in the format used by the U.S. Navy and not that of the branch of the host command.

#### 7. Sponsor Program

a. Upon accepting a foreign service or other U.S. Service exchange nomination, the U.S. host command will designate a command sponsor or running mate. The sponsor, who must be a U.S. citizen and a U.S. Navy employee, will provide local area information and other assistance as required by the selected nominee. Certain items may require command attention, such as housing, furniture, transportation, and finances. OPNAV (N13) will provide the sponsor's contact information to the service that nominated the individual.

b. Host commands should be aware that foreign exchange personnel en route to the United States frequently have no prior exposure to the customs and lifestyle of the United States. Accordingly, sufficient time for "settling" must be allowed.

c. PEP administrative support element may assign a U.S. Navy sponsor to exchange personnel in addition to one provided by the host nation.

#### 8. Personnel Evaluations

a. U.S. Navy commands will prepare FITREP and evaluation reports on foreign military service personnel in the form and on the occasions requested by the foreign service members. Direct communication between foreign service members and their military representative in Washington, DC, is encouraged. Normally, only letter reports of performance are required.

b. U.S. Navy personnel on exchange with a foreign military service will be evaluated by his or her NCC. Detailed instructions are provided under reference (t), chapter 7.

9. Procedures for Advancement. Reference (d), article 1306-921, and reference (u) provide detailed information concerning advancement of enlisted personnel. While serving in PEP, U.S. Navy personnel are expected to participate in Navywide advancement examinations with their peers.

10. Commissioning Programs. Personnel serving in exchange billets may apply for commissioning programs provided they meet all eligibility requirements contained in reference (v).

## 11. Leave

a. Exchange personnel may be granted leave in line with regulations of the parent service, provided such leave is also approved by the proper authorities of the host service. The leave period normally must not exceed an amount allowed by the host service.

b. U.S. Navy exchange personnel desiring to take leave must request leave from the appropriate authorities in the host service chain of command. If approved by the host service, exchange personnel must submit their leave paperwork through their PEP administrative support element. In no case will leave be taken without the knowledge and approval of their PEP administrative support element.

c. If authorized emergency leave by their host command, U.S. Navy exchange personnel must consult their PEP administrative support element. Reimbursement for any emergency travel expenses requires a message from the American Red Cross. References (f) and (p) provide additional information concerning provisions for transportation of family members.

## 12. Pay and Allowances

a. General. Overseas station allowances policy for members participating in PEP are described in reference (d), article 7220-240, and in reference (f), chapter 9.

b. Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA). As directed by reference (f), OHA and COLA normally are prescribed by country or, in those instances where the costs at a particular duty station are different from the country in general, by the city in which the duty station is located. In instances where the city in which U.S. Navy exchange personnel are to be stationed is not specifically identified, the country or "other" rate applies. All PEP administrative commands are to review the applicable OHA and COLA rates to ensure their adequacy. In those areas where the prescribed rates are inappropriate, the PEP administrative support element will submit new reports as directed by reference (f). There is no legal authority to pay advance COLA.

c. Overseas Temporary Lodging Allowance (TLA). Overseas TLA is a PCS allowance paid to personnel initially reporting to an overseas permanent duty station, detaching from an overseas permanent duty station or under certain other circumstances. Reference (d), article 7220-270, describes provisions for payment of TLA. Advance payment of TLA is not authorized.

d. Hardship Duty Pay. U.S. Navy exchange personnel in foreign duty stations may make them eligible for hardship duty pay. Details regarding hardship duty pay, including application procedures for applying, are contained in reference (d), article 7220-070.

e. Specialty and Incentive Pay. Billet descriptions will clearly list the specific duties that may entitle U.S. Navy exchange personnel to specialty or incentive pay. OPNAV (N13) will document the requirement in the manpower management system.

f. Foreign Language Proficiency Bonus. U.S. Navy exchange personnel serving in billets or positions with a valid foreign language requirement are eligible to receive foreign language proficiency bonus under reference (w).

g. Overseas Tour Extension Incentive Pay. U.S. Navy exchange personnel must meet eligibility requirements as prescribed in reference (d), article 1306-300.

13. Uniforms. U.S. Navy, other U.S. military, and foreign military exchange personnel must comply with the uniform regulations of their parent service. The order of dress for any occasion will be that which most nearly conforms to the order of dress of the particular unit, squadron, or command with which they are assigned. Modification of Navy uniforms to more closely resemble those of the host nation is not authorized. U.S. Navy commands will consider differences in dress regulations that will prevent full uniform compliance. U.S. Navy PEPs are authorized to wear the host nation equivalent of the U.S. Navy working uniform.

#### 14. Recognition and Achievements

a. If a PEP participant is awarded a foreign warfare qualification device during their tour, he or she may request permission to accept and retain the warfare device and permission to wear the warfare device from Navy Uniform Matters Office (OPNAV N131U). This request will be coordinated through the administrative support element. Qualifications obtained by U.S. Navy exchange personnel serving with a foreign or other U.S. Military Service will be recorded in the individual's service record, and a copy provided to COMNAVPERSCOM (PERS-4).

b. U.S. Navy exchange officers completing an exchange tour may apply for a regional subspecialty code as directed by reference (d), article 1214-010, and reference (x), volume I, part B.

c. Both U.S. Navy exchange personnel and their foreign or other U.S. Military Service counterparts are eligible to receive awards and qualifications for PEP service. Detailed procedures are contained in references (y) and (z), chapter 5.

d. U.S. Navy enlisted exchange and PEP administrative support element personnel will be included in their respective NCC Sailor of the Year and Sailor of the Quarter programs.

#### 15. Identification (ID) Cards

a. Foreign exchange personnel will be issued a common access card (CAC), as directed by reference (aa). These personnel and their family members also will be issued DD Form 2765 or

DD Form 1173, Uniformed Services Identification and Privilege Card, as directed by references (j) and (l). Benefits and privileges will be as listed in the “Guide to Entitlement” section.

b. Issuance of foreign service identification card to U.S. Navy PEP personnel is governed by host country directives.

c. All U.S. Navy exchange personnel must update their CAC and all family members ID cards prior to PCS, ensuring that these ID cards remain valid for the duration of their tour.



BILLET DESCRIPTION

1. Name. Identify present incumbent; otherwise, leave blank.
2. Unit and Unit Identification Code (UIC). Specific name of command and identifying number.
3. Location. Official mailing address. Shore based commands include geographical location.
4. Rank and Rate. Of incumbent followed by rank or rate provided for in current manpower authorization, and the rank or rate desired. Does promotion during the tour present a problem?
5. Billet Title. Indicate present title and title desired after exchange commences.
6. Billet description. Include authorized BIN from current manpower authorization and Navy officer billet classification and Navy enlisted classification. Include level and scope of responsibility, and 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 also must be sufficient to allow a determination of what classified information will be required by an individual who fills the billet. Billets for U.S. Navy exchange personnel also should list any duties that may warrant specialty or incentive pay, as well as foreign language requirements.
7. Type of Aircraft or Ships. Indicate type or class of aircraft or ship.
8. Required Training. Must be obtained prior to assuming the billet or during the assignment. Specify training required to familiarize, orient, or certify the PEP for the assignment. The list of training requirements also should identify whether a course is classified, and, if so, what level.
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. If a top secret clearance is required, identify the compartments and subject matter involved. Provide a separate attachment, which lists classified information publications, sensitive technology, and equipment foreign exchange personnel will require access to during the performance of their duties, in order for Navy IPO to determine disclosure requirements. This list should include, but not be limited to, basic configuration of avionics, weapons employed, communications, tactical publications, operating manuals, and operational orders in common use by the command. Indicate travel or list visit requirements anticipated for foreign service personnel.

11. Remarks. Any interface with industry and commercial contactors, e.g., Northrop Grumman or Lockheed Martin, required? Government housing available? Special uniforms required? Local transportation constraints? Passport required? Security requirements, if any? Is rank or experience of officer sufficient?

Note: Avoid use of abbreviations throughout.

ESTABLISHING NEW EXCHANGE POSITIONS

1. Preliminary Procedures. U.S. Navy commands which desire to create an exchange program with a foreign military service or other U.S. Military Service must submit a proposal via the normal chain of command to OPNAV (N13). A proposed exchange with a foreign military, which requires the two nations sign a MOA, will have significant impact on the timeline for establishing a billet. In each case, subparagraphs 1a through 1g establish what information is required.

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

b. Identification of the authorized and funded U.S. Navy manpower billet by UIC and BIN.

c. Location, course title, and duration of any U.S. Navy training required by exchange personnel prior to assuming proposed duties. Only courses required to familiarize, orient, or certify foreign personnel for a specific assignment may be funded by the U.S. Navy. Identification of required training is essential in order to determine if training is funded by the U.S. Navy or foreign government.

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, exchange personnel are bound by existing security constraints as outlined in references (ab) and (ac). Areas of foreign disclosure requiring resolution will be resolved by Navy IPO and per references (g) and (h).

e. Suggested assignment of U.S. Navy personnel in a reciprocal (i.e., foreign or other military service) position, if known.

f. Billet description for the proposed position in the format as set forth in enclosure (4).

g. In rare occasions, authority may be requested to establish non-reciprocal assignments under PEP. When requesting a non-reciprocal assignment, commands must provide sufficient rationale as to why an exchange of personnel is not appropriate or possible. Non-reciprocal assignments are not intended to supplement manpower levels and must be approved by OPNAV (N13) and OPNAV (N52).

2. Availability. COMNAVPERSCOM (PERS-4) will advise OPNAV (N13) on the availability of qualified U.S. Navy personnel to fill the proposed reciprocal position.

3. Implementation Procedures. Reference (o), section 802, provides detailed procedures for designating U.S. Navy billets for fill by foreign or other U.S. military exchange personnel. Billets for U.S. Navy exchange personnel will be established and tracked by OPNAV (N13) in the manpower management system.

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4. Follow-on Procedures. If it becomes necessary to change the basic duties and the assignment of personnel on duty with the U.S. Navy, the host command will submit a revised billet description (enclosure (4)) to OPNAV (N13) for consideration.