



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

OPNAVINST 1520.36B  
N095  
24 Jun 2014

OPNAV INSTRUCTION 1520.36B

From: Chief of Naval Operations

Subj: RESERVE OFFICERS FOREIGN EXCHANGE PROGRAM

Ref: (a) DoD Directive 1215.15 of 29 January 2004  
(b) SECNAVINST 5510.34A

Encl: (1) Sample Position Description  
(2) Timeline of Events

1. Purpose. To provide guidance, assign responsibilities, and issue application procedures for the Reserve Officers Foreign Exchange Program. This instruction is being reissued with a new date, updated version and signature authority to meet Chief of Naval Operations' age requirement for Office of the Chief of Naval Operations instructions.

2. Cancellation. OPNAVINST 1520.36A.

3. Background. The Office of the Secretary of Defense Reserve Officers Foreign Exchange Program is designed to foster greater understanding and cooperation between the Reserve Components of the United States military and other countries. The period of the exchange is 2 weeks plus any necessary travel time. This instruction amplifies guidance in reference (a) to provide procedures for the administration and coordination of the exchange program. Reference (a) shall take precedence should any guidance conflict with this instruction.

4. Responsibilities. Addressees will take the necessary action to ensure the Navy Reserve Officers Foreign Exchange Program is conducted per the basic policies of this instruction.

a. The Chief of Navy Reserve (N095) serves as Reserve Officers Foreign Exchange Program administrator and shall:

(1) Maintain liaison between the Office of the Assistant Secretary of Defense for Reserve Affairs (OASD(RA)) and Commander, Navy Reserve Forces Command (COMNAVRESFORCOM).

(2) Provide nomination criteria, timelines, and other information as necessary.

(3) Establish criteria and guidelines for designating host commands for foreign exchange officers.

(4) Notify Director, International Engagement (OPNAV N52) of planned exchanges under existing memorandum of understanding (MOU) and of any intention to expand program to include new foreign partners.

b. COMNAVRESFORCOM shall:

(1) Designate an officer to serve as Reserve Officers Foreign Exchange Program manager.

(2) Ensure adequate active duty for training (ADT) funds to support the Reserve Officers Foreign Exchange Program.

(3) Advertise exchange opportunities in messages and other appropriate forums.

(4) Screen applications and convene a selection board to select U.S. Navy Reserve officer candidates based on the relevancy of foreign exchange duty to the member's mobilization billet, competence, sustained superior performance, and potential for serving as an informed representative of the U.S. Navy Reserve. Fluency in the language of the host country is desirable but not required unless stipulated under the terms of specific agreements. COMNAVRESFORCOM may issue additional selection criteria as necessary.

(5) Publish the names of selectees via appropriate means. Provide selectees with detailed guidance on travel procedures, appropriate uniforms, and other pertinent information.

(6) Provide ADT orders and coordinate travel arrangements (including appropriate country clearances) for U.S. selectees.

(7) Coordinate with host commands on invitational travel orders for foreign officers, including transportation arrangements as agreed upon in the respective MOUs.

(8) Task operational support officers to identify host commands for foreign reserve exchange officers.

(9) Coordinate with host sites and other appropriate commands to arrange training schedules for incoming exchange officers.

(10) Provide position descriptions (PD), itineraries, security clearances, and biographies of each foreign officer to Navy International Program Office not later than 30 days prior to the arrival of the officer. A sample PD is provided in enclosure (1).

c. Operational Support Officers shall:

(1) Identify appropriate host commands for foreign exchange officers based on information and guidance provided by COMNAVRESFORCOM.

(2) Ensure U.S. host commands develop detailed PDs per reference (b) and complete itineraries for the visiting foreign officer to secure authorization for foreign access to classified information and Department of the Navy facilities.

d. Host Commands:

(1) Assign a sponsor responsible for assisting the incoming exchange officer with berthing, and travel, and to answer any other questions related to the exchange.

(2) Identify relevant, tailored training itineraries for the exchange officer. Host commands must also provide detailed itineraries and PDs to COMNAVRESFORCOM which identify systems, components, and documents to which the foreign officers will need access.

(3) Comply with security regulations governing training of foreign nationals as outlined in reference (b).

5. Selection. Selection for the program is based on the needs of the host country and the qualifications of the individual applicants. Officers in the grades of lieutenant (O-3) through lieutenant commander (O-4) are eligible for the program.

Approximately 10 Navy Reserve officers will be selected each year. Previous participants should not be considered.

6. Application Procedures for U.S. Navy Participants. Refer to the annual COMNAVRESFORCOM message for application procedures.

7. Schedule of Events. Enclosure (2) provides a program outline with an approximate timeline of events.

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

9. Reports Control. Reporting requirements contained within this instruction are exempt from reports control per SECNAV M-5214.1 part IV paragraph 71.



R. R. BRAUN  
Chief of Navy Reserve

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SAMPLE POSITION DESCRIPTION

NAME AND RANK OF FOREIGN EXCHANGE OFFICER:

Laramie, David O., LT, RNR

LOCATION AND DATES OF TEMPORARY DUTY

NCTAMS PACIFIC 13-25 August 2013  
500 Center Street  
Wahiawa, HI 96786

POSITION TITLE: C4ISR Officer

DESCRIPTION OF TRAINING TO BE ACCOMPLISHED:

Training will be performed at Naval Computer and Telecommunications Area Master Station Pacific (NCTAMS PAC) and various other Navy commands in the local area. His or her training will focus on the day to day management, operation and maintenance of defense and Navy-specific telecommunications systems. Further, exposure to NCTAMS PAC's full range of ADP and information resource services, maintenance and repair, and communication and electronic and defense message system, will be offered. All training will be tailored or restricted to ensure compliance with security procedures. Additionally, tours of the Arizona Memorial and Pearl Harbor Station will be conducted.

POINT OF CONTACT:

Primary: CDR A. B. See (operational support officer, NCTAMS PAC); email: a.b.see@navy.mil

Secondary: LCDR D. E. Eff (operational officer, NCTAMS PAC); email: d.e.eff@navy.mil

Telephone: COMM: (808) 456-7891 or DSN: 564-7891

SECURITY CLEARANCE:

Eligibility for secret access for evolutions above is required. Access to the regular work spaces cannot be sanitized below this level for basic familiarization to NCTAMS PAC operations. Secure or classified publications, operations orders, and related materials will not be disclosed to the United Kingdom representative.

Enclosure (1)

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REMARKS:

Recommend appropriate summer uniforms (or equivalent).

TIMELINE OF EVENTS

August	COMNAVRESFORCOM issues message advertising Reserve Officer Foreign Exchange Programs for upcoming fiscal year.
February	Applications due at COMNAVRESFORCOM for current year's Reserve Officers Foreign Exchange Program. Selection board convened by COMNAVRESFORCOM.
March	COMNAVRESFORCOM forward selectees to OASD(RA), Copy provided to N095.
March	COMNAVRESFORCOM issues message notifying selectees.
June	German exchange officers arrive in the United States.
May- September	U.S. exchange officers depart for the United Kingdom.
May- September	United Kingdom exchange officers arrive in the United States.
September	U.S. exchange officers travel to Germany.
October	OASD(RA) kickoff meeting of upcoming year's Program.