PROVOST INSTRUCTION 5700.3H

From: Provost, U.S. Naval Academy

Subj: FACULTY LED CULTURAL PROGRAM ABROAD (LREC) GUIDELINES

Ref: (a) U.S. National Security Strategy (October 2022)

1. Purpose. To provide administrative rules and logistical guidelines for faculty led programs abroad.

2. Cancellation. ACDEANINST 5700.3G. This instruction modifies the selection approval process and updates references, duties and responsibilities of International Programs and Program managers.

3. Background. In accordance with reference (a), the United States seeks to deepen cooperation and integrate alliances with international partners. The 2022 National Security Strategy states that the United States will achieve Integrated Deterrence through “integration with allies and partners through investments in interoperability and joint capability development, cooperative posture planning, and coordinated diplomatic and economic approaches.”

4. Goals. Faculty-led programs offer impactful, intensive experiences in strategic regions of the world, increasing a midshipman’s understanding of global perspectives and cross-cultural competencies. The program allows faculty to share and facilitate insights with Midshipmen about their international expertise. Program goals are:

   a. To provide midshipmen with direct experience in the cultural practices of people from other countries.

   b. To enhance global awareness, develop Midshipmen knowledge about regions in which they may operate as junior officers, and in some cases, increase foreign language ability.

   c. To have midshipmen study (where applicable) at a foreign naval academy where they will learn and train side by side with their international counterparts and develop a better understanding of an ally’s navy and leadership development.

   d. To broaden the perspective and understanding of midshipmen about theater security cooperation goals in the respective host country.
5. **Eligibility.** Midshipmen must meet the following criteria for eligibility:

   a. Overall CQPR of 2.0 or better
   b. Conduct grade of B or better in the previous semester
   c. Physical Education grade of C or better and PRT score of 80 or better at time of application
   d. Positive endorsements from company and battalion officers
   e. United States citizenship
   f. Cannot have participated previously in an IPO-administered program

If any of the above criteria are not met, the applicant’s Company Officer and Battalion Officers must provide an endorsement and specific explanation addressing this aspect of the applicant’s record. IPO will route a waiver request to the Academic Dean and Provost and the Commandant of Midshipmen for their approval or denial. Midshipman participation is contingent on maintaining standards consistent with the eligibility criteria listed above.

6. **Program Procedures**

   a. February
      
      (1) IPO solicits for faculty proposals for the following Academic Year.

      (2) IPO will conduct faculty workshops for proposal development, program orientation and best practices.

   b. March - June
      
      (1) IPO receives faculty proposals and submits to the assigned Faculty Senate sub-Committee.

      (2) IPO collaborates with N51 and country teams as applicable to determine viability for travel proposed in the faculty proposals.

      (3) IPO notifies faculty if their proposal will go to the Superintendent via the Provost for review.

      (4) IPO provides the recommended list of faculty-led proposals for Superintendent approval via Provost.

   c. July
(1) IPO meets internally to determine supportability of approved Superintendent list.

(2) IPO develops a budget overview for each proposal.

(3) Faculty notified of acceptance or non-acceptance.

d. August-October

(1) IPO convenes a meeting with approved faculty program leaders to review program procedures and associated milestones.

(2) Application windows open and close for program participation.

(3) Faculty select midshipmen for their respective program. Selected midshipmen meeting all of the eligibility criteria listed in paragraph 5a – 5f are considered eligible to participate in the program. Selected midshipmen who do not meet all of the criteria listed in paragraphs 5a – 5f but are positively endorsed by the Company Officer and Battalion Officer will be forwarded to the Academic Dean and Commandant for approval or disapproval by the end of November.

e. November-December

(1) Selected midshipmen will be notified of acceptance.

f. December- Trip Departure

(1) Program Managers work with IPO Program Coordinators to plan and execute approved travel.

7. Responsibilities

a. International Programs Office

(1) Facilitate all facets of the program as described within this instruction.

(2) Provide budgetary, logistical, administrative and training support as required for approved faculty proposals.

(3) Coordinate with faculty leaders, as necessary, with N52 and country teams to ensure all trips are safely planned and executed.

(4) Collect and assess reports, as assigned from participants.

(5) In general, serve as the focal point for internal and external stakeholders in support of Midshipmen selected for faculty-led programs abroad.
(6) Complete all financial transactions with foreign host institutions and/or agencies in a timely fashion.

b. Faculty/staff leading trips abroad

(1) Will assume a proactive leadership role to ensure trips are planned and executed as approved and within budget.

(2) Are responsible for the safety and welfare of travelers.

(3) Will ensure no outside parties (e.g., family members, friends) accompany the traveling group in order to maintain focus on midshipmen safety, security, and success in the program objectives.

(4) Will participate in the entirety of the program, from departure to return.

6. Records Management

a. Records created as a result of this instruction, regardless of media and format, must be maintained and dispositioned for the standard subject identification codes (SSIC) I 000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA//DRM/Records-Information-Management/Approved%20Record%20Schedules/Forms/Allitems.aspx b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact USNA records manager or the DON/AA DRMD program office.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215 .17 A, the Associate Provost for Academic Affairs will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

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