



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 1531.3A
14/IPO
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USNA INSTRUCTION 1531.3A

From: Superintendent

Subj: INTERNATIONAL MILITARY SEMESTER EXCHANGE PROGRAM

Ref: (a) U.S. Code Title 10, Section 347
(b) COMTMIDNINST 5400.6Q
(c) COMTMIDNINST 1610.2F

1. Purpose. To establish guidelines for the administration of the International military semester exchange program at United States Naval Academy (USNA) as authorized by reference (a).

2. Background and Intent

a. Reference (a) authorizes students enrolled at a military academy of a foreign country to receive instruction at USNA in exchange for a USNA midshipman receiving instruction at that foreign Naval Academy pursuant to an exchange agreement entered into between the Secretary of the Navy and appropriate officials of the foreign country. Key elements of reference (a) regarding the expectations for the administration of the semester exchange midshipmen are provided as follows:

(1) Foreign semester exchange students are subject to the same regulations governing attendance, discipline, and dismissal as USNA midshipmen.

(2) A student from a military academy of a foreign country is not entitled to the pay, allowances, and emoluments of a USNA midshipman by reason of attendance at the Naval Academy under the exchange program.

(3) A student from a foreign country may be provided, during the period of the exchange, with subsistence, transportation within the continental United States, clothing, health care, and other services to the same extent that the foreign country provides comparable support and services to the exchange USNA midshipman in that foreign country.

3. Responsibilities

a. Director, International Programs: Overall International Military Exchange coordinator.

(1) Responsible for overall coordination and execution of international military semester exchange program in accordance with reference (a).

(2) Serves as the liaison between foreign country program coordinators and USNA.

(3) Makes recommendations to the Superintendent for foreign country partners and follows up with the required Memorandum of Agreement requirements prior to execution of a semester exchange program with a respective foreign country partner.

(4) Makes recommendations to Deputy Commandant of Midshipmen regarding composition and numbers of incoming international military semester exchange cohort prior to finalizing the numbers with the foreign country counterparts.

(5) Works with appropriate members of the Commandant and Academic Provost cost centers to ensure planning and smooth integration for international military semester exchange participants prior to arrival, during the exchange period, and for all post-exchange period requirements.

(6) Develops and executes an appropriate indoctrination program for incoming international military semester exchange program participants.

(7) Develops and executes appropriate briefings and indoctrination for Company Officers and Senior Enlisted Leaders of the companies that will integrate the international military semester exchange participants for the period of the exchange.

(8) Maintains inventory of the most current Memorandum of Agreements with foreign country partners as required by reference (a).

b. Company Officers

(1) Ensure all exchange personnel are properly briefed on USNA rules, regulations, the conduct system, and Company policies.

(2) Provide formal inbound and outbound counseling. Formal counseling from the Company Officer is required at completion of the exchange semester. This written evaluation is provided to the host nation, via International Programs Office (IPO), for documentation.

(3) Accountability

(a) Each company will account for an exchange student as if they were a normal part of a class. For example, senior exchange students and Commissioned Officers will be treated as 1/C Midshipmen in the Company 0800 Report. They will rate only 1/C privileges and will be held accountable for their actions as a 1/C Midshipman. They will attend all normal formations and military requirements unless given specific excusal permission through the chain of command.

(b) Exchange students are responsible for requesting weekend liberty. Their weekend status will be included in the company weekend list, and approved by the CO.

(c) Most exchange students desire to travel throughout the United States given this rare opportunity. Therefore, COs should consider the travel experience educational when reviewing requests. The exchange student's performance must also be considered.

(d) The CO should give lenience for travel outside the 150 mile radius, assuming exchange midshipmen provide a legitimate plan, contact information, and justification of how the travel complements their foreign exchange experience.

(e) Exchange students should present a plan that clearly states who they will be with, where they can be reached, and their method of travel. Failure to properly request a weekend necessitates exchange students signing TAPS for the weekend. Similarly, failure to obtain approval to leave the 150 mile liberty radius requires they stay within 150 miles at all times during the liberty period.

(4) Performance

(a) Conduct: All exchange students, regardless of military status in host country (midshipman, cadet, commissioned officer), are expected to obey reference (b), and are accountable per reference (c). Company Officers and Senior Enlisted Leaders are responsible for ensuring awareness of and compliance with policies. Midshipmen in each company, especially roommates of exchange students, should take ownership of teaching proper adherence to policies and social norms.

(b) Physical Education: All exchange students are required to meet physical qualifications of a Naval Academy Midshipman, including performing the Physical Readiness Test (PRT). Failure of a physical test by semester exchange students should be noted, but participation in the remedial program is not required unless desired by the exchange student. If a failure or incomplete score is not remediated, the exchange student will receive a 0% score for the PRT which will be factored into their physical education grade. If an exchange student remediates a PRT, they will be graded in accordance with USNA physical education policy.

(c) Honor: All exchange students are required to act with honor and integrity. The expectations of the Honor Concept should be imbued in each student; they are not exempt from a system that is a monumental contributor to the bedrock of the U.S. Naval Academy culture. Should an exchange student violate the Honor Concept, Company Officers are instructed to conduct an initial investigation within the confines of the company. Should the infraction be due to a language barrier, or clear cultural dichotomy, the CO is expected to clarify expectations. If the infraction is due to a significant character flaw, or is egregious in nature, the CO is directed to file for a formal honor investigation. Should this occur, the IPO must be kept abreast of the progress and outcome of the investigation and board.

(d) Academics: Exchange students are expected to attend class and meet deadlines per their specific program. Each student has a particular focus; some will attend regular class,

while others will conduct an individual research project (this expectation will be made clear by IPO as part of the in-processing briefs and indoctrinations). Regardless of specifics, course requirements rank higher than extended liberty. Consideration for extended liberty may be granted to an exchange student pending support from his/her academic program coordinator. If a semester exchange student is not attending class and only conducting independent research, they are still bound by class privileges and liberty restrictions per reference (b). Specifically, they are required to attend formations, observe study hour, and have limitations on liberty.

(5) If necessary at the interim grading period, counseling should be provided to ensure the exchange students are meeting program expectations. Should a student fail to meet academic expectations during these intervals, they are considered UNSAT and further restrictions on their liberty are expected, in accordance with reference (b).

(6) In general, the international exchange students should be completely integrated within the Company and comply with the appropriate standards. If possible, seek ways to integrate them and provide leadership positions or roles of responsibility for them.

(7) Work closely with IPO in cases of adverse conduct, aptitude, or areas of concern.

c. Associate Provost for Academic Affairs

(1) Responsible for the academic program of each exchange student.

(2) Serve as the Academic Adviser and monitor academic progress for each exchange student throughout the semester.

d. Registrar

(1) Register incoming international military semester exchange students.

(2) Send transcripts to IPO at the completion of the semester to be included in the transfer packet.

e. Director of Information Technology (IT) Service

(1) Provide e-mail, MIDS, and other pertinent accounts and IT privileges as appropriate to all exchange students.

(2) Provide exchange students with a USNA-network compatible computer while at USNA.

4. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/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 your local record custodian or the USNA Records Manager.

5. Review and Effective Date. Per OPNAVINST 5215.17A, the Director of International Programs 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.



J. S. BATES
Chief of Staff

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via USNA's Intranet Web site, <https://www.usna.edu/AdminSpport/Inst/>.