

**STANDARD OPERATING PROCEDURE (SOP)
FOREIGN AREA OFFICER (FAO) IN-REGION EXPERIENCE 2.0**

27 Dec 2021

Ref: (a) SECNAVINST 1301.7A of 01 May 2019
(b) OPNAVINST 1301.10C of 30 June 2016

Encl: (1) In-region Experience Cumulative Credit Request Template
(2) In-region Experience Waiver Request Template

1. Purpose.

- a. This SOP establishes the process to credit in-region experience.
- b. This SOP establishes the process to request reduction of in-region experience requirement to six months.

2. Applicability. This SOP applies to all active component (AC) and reserve component (RC) Navy Foreign Area Officer (FAOs), supersedes previous versions, and remains in effect until superseded by update or by incorporation into OPNAVINST 1301.10.

3. Background.

- a. Fully qualified FAOs must possess 12 months of experience involving significant interaction with host-nation nationals or entities within their region of specialty, per reference (b).
- b. In exceptional circumstances, the community sponsor may reduce the qualifying period to no less than six months.
- b. FAOs receive in-region experience credit for assignments (SCO, DAO, combatant command, component command, fleet staff, in-region training, etc.) geographically located outside of the United States and within the designated area of responsibility, per references (a) and (b).
- c. FAOs with qualifying in-region experience prior to lateral transfer may apply for a credit from the community sponsor, via their respective officer community manager, per reference (b).
- d. FAO Detailers make every effort to detail active component FAOs to qualifying in-region assignments prior to in-zone consideration for commander. To preserve detailing flexibility, reduce disadvantage to FAOs serving in out-of-region assignments, and align with references (a) and (b), section 4 establishes the procedure to credit qualifying in-region experience completed prior to lateral transfer or accumulated during an out-of-region assignment.

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e. RC FAO applicants should possess in-region experience involving significant interaction with host-nation nationals or entities, per reference (b). RC FAOs that have not qualified and serve in out-of-region assignments may request credit for qualifying in-region experience via the procedure in section 4.

4. Cumulative Credit Process.

a. FAOs may request cumulative in-region experience credit from the community sponsor using the format provided in enclosure (1). Requests must document total days spent in the respective area of responsibility (AOR) directly engaged with members or entities of the host nation. Qualifying activity includes, but is not limited to, in-country support to key leader engagements; in-region exercises and supporting planning activities; in-country language training; in-country graduate education; and in-country staff talks or other in-country conferences.

b. FAOs must route cumulative credit requests through their council of captains regional lead for review.

c. After reviewing for accuracy and relevance, regional leads will forward cumulative credit requests to the respective OCM.

d. OCMs (in coordination with FAO Policy/Chief of Staff) will staff cumulative credit requests for community sponsor decision and record award of cumulative in-region credit where applicable. In-region cumulative credit will apply towards the one-year in-region experience qualification requirement, e.g. a FAO with 30 days cumulative credit will complete the in-region requirement after serving 335 days in a follow-on in-region assignment.

5. In-Region Experience Waiver Process.

a. FAOs may request the community sponsor waive their required in-region experience to a period of no less than 6 months using the template provided in enclosure (2). FAOs should justify requests to waive in-region experience time with a demonstrated inability to complete the 1-year in-region experience and qualify prior to consideration for competitive selection or nominative process, e.g. in-zone O5 board, scholarship or fellowship application window, etc.

b. FAOs must route waiver requests through their council of captains regional lead for review.

c. After reviewing for accuracy and relevance, regional leads will forward requests to the respective OCM.

d. OCMs (in coordination with FAO Policy/Chief of Staff) will staff waiver request packages to community sponsor for decision and notify the respective policy lead and detailer, where applicable, of the outcome.

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6. Responsibilities.

a. Regional Leads (as designated by FAO community sponsor) Regional leads will review in-theater cumulative credit requests prior to submission to FAO AC or RC OCM. Regional leads will advocate for in-region experience opportunities for FAOs serving in out-of-region and U.S.-based assignments.

b. Officer Community Manager (BUPERS-31) Active and reserve component OCMs will review in-region experience cumulative credit and waiver requests for regional lead endorsement, proper formatting and satisfaction of requisite criteria are satisfied prior to forwarding to community sponsor decision.

c. Community Sponsor (as designated by OPNAV N3/N5). The FAO community sponsor serves as the approval authority for all in-region experience cumulative credit and waiver requests.

Approved 27 Dec 2021



M. L. Baker, CAPT, USN
OPNAV N51
FAO Policy Advisor / Chief of Staff

**STANDARD OPERATING PROCEDURE (SOP)
FOREIGN AREA OFFICER (FAO) IN-REGION EXPERIENCE CREDIT**

DD Month YYYY

MEMORANDUM

From: LCDR William T. Door, USN
To: FAO Community Sponsor

Via: Council of Captains Regional Lead
Officer Community Manager (BUPERS-31)

Subj: REQUEST FOR IN-REGION EXPERIENCE CUMULATIVE CREDIT

Ref: (a) OPNAVINST 1301.10 (series)
(b) SECNAVINST 1301.7 (series)

Encl: (1) Fitness Report YYMMDD – YYMMDD (enclose report(s) for period(s) in which cumulative credit is sought)
(2) Cumulative credit spreadsheet

1. I request in-region experience cumulative credit for the [USXXXCOM] area of responsibility, per references (a) & (b).
2. Enclosures (1) and (2) document qualifying in-region experience involving significant interaction with host-nation nationals or entities and were reviewed by my regional lead.

W. T. DOOR
LCDR USN
Job Title

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CUMULATIVE CREDIT SPREADSHEET EXAMPLE

Activity	In-Region Location	Start Date	End Date	Days
IPR: <i>EXERCISE FAO BUILD</i>	Country X	01JAN19	07JAN19	7
NCC KLE	Country Y	13JAN19	16JAN19	4
MPR: <i>EX FAO BUILD</i>	Country X	01FEB19	10FEB19	10
PORT VISIT SUPPORT	Country Z	17FEB19	21FEB19	5
FPR: <i>EX FAO BUILD</i>	Country X	03MAR19	07MAR19	5
Execution: <i>EX FAO BUILD</i>	Country X	02APR19	15APR19	14
WORKING GROUP: SC REVIEW	Country Y	06MAY19	15MAY19	10
NAVY STAFF TALKS	Country X	02JUN19	08JUN19	7
SECDEF KLE	Country Z	19JUL19	19JUL19	1
IN-COUNTRY LANGUAGE COURSE	Country Z	09AUG19	28AUG19	20
TOTAL				83

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DD Month YYYY

MEMORANDUM

From: LCDR William T. Door, USN

To: FAO Community Sponsor

Via: Council of Captains Regional Lead
Officer Community Manager (BUPERS-31)

Subj: REQUEST FOR WAIVER OF IN-REGION EXPERIENCE

Ref: OPNAVINST 1301.10 (series)

Admiral,

1. I request waiver of the in-region experience qualification to 6 months in the [USXXXCOM] area of responsibility, per the referenced instruction.

2. Waiver of in-region experience will enable my full qualification prior to [FYXX O5 Board, scholarship/fellowship application, etc.] on DDMMYY.

- a. Qualifying graduate education completed: <MM/YY>
- b. Qualifying language test, date, and scores are:
 - i. <language> <DLPT/OPI> <date MM/YY>, <XX L, XX R, XX S>
Example: French DLPT 03/21 2+ L, 3R
- c. JFAOC completed: <MM/YY>

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