DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 5700.3K
IPO
28 Oct 2026

PROVOST INSTRUCTION 5700.3K

From: Provost, U.S. Naval Academy

Subj: FACULTY LED CULTURAL PROGRAM ABROAD GUIDELINES

Encl: (1) LREC Proposal Template
(2) LREC Review Committee Rubric

1. Purpose

a. To provide administrative rules and logistical guidelines for faculty led programs abroad (LREC).

b. This revision updates the background and program goals and priorities to align program objectives with strategic naval heritage, forward presence, warfighter readiness, and targeted coalition partnerships rather than general national security strategy citations.

2. Cancellation. PROVOSTINST 5700.3J.

3. Scope and Applicability. This instruction applies to all U.S. Naval Academy (USNA) faculty, staff, and midshipmen involved in the planning, approval, administration, execution, or evaluation of faculty-led cultural programs abroad.

4. Background. Since the founding of the U.S. Navy and U.S. Marine Corps, naval officers have served as the nation's primary instrument of forward presence, diplomatic leverage, and expeditionary capability. Operating in distant waters to project power, cultivate alliances, and navigate complex coalition dynamics is an enduring requirement of naval leadership. Immersive international engagements sharpen these attributes, strengthening American leadership and advancing national security interests worldwide.

5. Goals and Priorities. Faculty-led programs provide immersive, intensive international experiences in strategic regions, directly advancing national security interests by sharpening midshipmen’s cross-cultural competencies, global perspectives, and coalition leadership skills. These programs leverage faculty international expertise to cultivate warfighter skills required for forward presence, diplomatic leverage, and expeditionary capabilities. Program priorities are:

a. To enable midshipmen to study and train alongside international counterparts to foster alliance relationships, inter-operability, and a foundational understanding of allied leadership and naval operations.

b. To broaden midshipmen's strategic perspective on theater security cooperation, targeted partnerships, and burden-sharing initiatives within host countries and operational regions.

c. To strengthen regional knowledge, global awareness, and (when possible) foreign language proficiency, preparing future junior officers to navigate complex human terrain and operate effectively abroad.

d. To cultivate diplomatic skills and practical cross-cultural adaptability through direct, hands-on immersion in the cultural practices and strategic environments of allies and partner nations.

6. Eligibility. Midshipmen must meet the following criteria for eligibility:

a. Overall Cumulative Quality Point Ratio of 2.0 or better

b. Conduct grade of 80 or better in the previous semester

c. Physical Education grade of 70 or better and physical readiness test score of 70 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 International Programs Office (IPO) - administered program

7. Program Procedures

a. February

(1) IPO solicits faculty proposals for the following Academic Year. Faculty members will utilize enclosure (1) when drafting proposals.

(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 LREC Review Committee. The committee should utilize enclosure (2) when evaluating LREC proposals.

(2) IPO collaborates with the Office of the Chief of Naval Operations, Security Cooperation and International Affairs Branch (OPNAV N51) and country teams as applicable to determine viability for travel proposed in the faculty proposals.

(3) IPO provides the LREC Review Committee's recommended list of faculty-led proposals for Superintendent approval via Provost.

c. July

(1) IPO develops a budget overview for each recommended proposal.

(2) IPO meets internally to determine supportability of approved Superintendent list.

(3) Based on administrative, logistical, budget and travel constraints, IPO will confirm which LRECs from the approved list can be executed. Faculty will then be notified of acceptance or non-acceptance. IPO, in consultation with the Provost, may drop or substitute LRECs at any point if conditions above change and/or prevent LREC execution.

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 6a – 6f are considered eligible to participate in the program.

e. November-December. Selected midshipmen will be notified of acceptance.

f. December to Trip Departure. Program Managers work with IPO program coordinators to plan and execute approved travel.

8. Responsibilities

a. IPO

(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 OPNAV N51 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 and 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.

9. 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 (SSlC) 1000 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 - lnformation-Management/Approved%20Record%20Schedules/Forms/Alltems.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.

10. Review and Effective Date. Per OPNAVINST 5215 .17A, IPO 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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S. L. FIREBAUGH

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PROVOSTINST 5700.3K
28 Oct 2026

LREC PROPOSAL TEMPLATE

MEMORANDUM Date:

From: Name of Program Manager, _____ Department
To: Director, International Programs Office
Via: Department Chair _____

Subj: FACULTY-LED LREC PROPOSAL

1. Program Title:

2. Program Location(s):

3. Program Time and Length: Spring Break, Summer Block 0, 1, 2, or 3 — Number of days

4. Program Manager Name, Rank, Phone Number, and Email.

5. Short summary of what is being proposed.

6. Is This a New Program: If NO, list dates of previous trips and provide a copy of After Action Report (AAR) from the previous trip(s). These are available from the previous program manager or IPO.

7. Program Objectives:

a. Include the program's topic(s) of focus (academic, military, experiential leadership, etc) in addition to language, regional expertise, and culture.

b. Discuss how the program will advance knowledge and understanding within a certain field or across different fields.

c. Provide a tentative schedule for locations and activities.

8. Program Impact:

a. Discuss the strategic importance of the location.

b. Discuss the important skills and USNA attributes this program will enhance for midshipmen.

c. Include any intentional interventions planned to re-enforce cross-cultural competence and other LREC-related skill sets.

9. Leadership Development:

a. Discuss the engagement of midshipmen in activities that will improve their leadership skills.

b. List any roles/billets midshipmen will be expected to perform.

10. Assessment:

a. Discuss how the program's effectiveness will be appropriately evaluated.

b. Discuss methods to be used to assess cultural awareness, experiential learning, or regional understanding. Examples include formal surveys, journals, presentations, portfolios, travel blogs, and/or reflections.

11. Program Manager Qualifications:

a. Include the language or regional expertise of the proposer(s).

b. Include statements regarding prior experience leading midshipmen trips.

12. Participation by Others: Include other institutions/commands joining this program, if any (USAFA, USMA, NROTC)

13. Government or Military Visits: Include statements on tentative visits to embassies, military installations, or foreign government organizations that are important to the program objectives.

14. Descriptive Paragraph: Summarize the value (the "why") of the program in ONE paragraph to be used to inform senior leadership at USNA.

LREC REVIEW COMMITTEE RUBRIC

The following rubric is provided to assist the LREC Review Committee in evaluating LREC proposals. The rubric is only a tool to help determine if a LREC supports the goals and priorities outlined in section 4. Notes on why a proposal was ranked accordingly can be included in the final tracking document.

Each proposal will be sorted into one of the following categories: 'mission critical', 'mission essential' and 'mission enhancing'. There is no limit on how many proposals can be grouped into one category, and each proposal should be evaluated independently, without influence of other proposals (i.e. a proposal should not get labeled as "mission enhancing" because it is the fourth trip to a specific location / combatant command).

Does this LREC proposal:	**Yes**	**No**
Include a military to military engagement?		
Include other government engagements / interactions (i.e. military installations, Embassy, Attache or Foreign Government organization)?		
Include other institutions /commands participation (i.e. USAFA, USMA, NROTC)?		
Include travel to a strategically important location(s)?		
Provide experiences and/or engagements that allow midshipmen to better understand global perspectives and cross-cultural competencies, further developing them as future officers?		
Provide experiences and/or engagements that support the development of midshipmen leadership qualities?		
Meet the needs of a recurring program?		
Have a qualified and/or experienced program manager to lead the trip?		
Have a program manager with language and/or regional expertise of the location(s)?		
Focus on and/or reinforce global and cross-cultural dynamics and foreign language proficiency?		
Include appropriate measures to ensure safe and successful completion?		
Allow midshipmen to engage with planning activities, leading discussions and/or take on billets within the group?		
Contain a tentative itinerary of reasonable length?		
Include interaction with the local population?		