



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
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FORT EUSTIS, VIRGINIA 23604-5700

ATTG-TRI-S

4 April 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Medical Insurance Policy Review Process in Security Cooperation Training Management System (SC-TMS)

1. References:

- a. DoD 5105.38-M (Security Assistance Management Manual), 30 Apr 12.
 - b. Memorandum, DSCA Policy Memo 11-32, 15 Aug 11, subject: International Military and Civilian Students, and Authorized Dependents Healthcare Coverage.
 - c. Defense Institute of Security Cooperation Studies (DISCS) Guide, Maritime and Army Commercial Healthcare Insurance Policy Review Upload Process via SC-TMS, 26 Mar 18 (encl).
2. A Medical Insurance Policy Review page was developed in SC-TMS to improve the review and approval process for commercial healthcare insurance policies which cover International Military Students (IMS) and/or their dependents during institutional training.
3. As of 1 May 18, Security Cooperation Officers (SCO) must upload Army-sponsored IMS and dependent commercial healthcare insurance policies via the Medical Insurance Review page for Security Assistance Training Field Activity (SATFA) review and approval. Procedures for the commercial healthcare insurance policy upload process are in the attached DISCS guide.
4. SATFA will review the policies to ensure they meet the minimum requirements as outlined in the SAMM C10.9.6. Policies should be submitted for review in accordance with the timeline in SAMM C10.9.9.5.1.
5. The commercial healthcare insurance policy review will be completed within five working days and compliance determination will be sent to the SCO and IMSO via a progress message in SC-TMS. If the policy is determined to be noncompliant, the reason will be provided in the progress message. The SCO will upload the necessary changes for resubmission. If the policy is compliant, the process is complete. The SCO may request a review to confirm compliance prior to IMS purchase, but the policy will not be approved in the system until proof of purchase is uploaded.

ATTG-TRI-S

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6. In the event that the SCO is unable to access SC-TMS to upload the healthcare insurance policy for review, the policy must be sent by encrypted email to usarmy.jble.tradoc.mbx.hq-tradoc-satfa-med-ins-review@mail.mil for policy review consideration.

7. Point of contact for this action is Ms. Svetlana Lavrentyeva, (757) 501-5022, svetlana.lavrentyeva.civ@mail.mil or Mr. Steve Lemons, (757) 501-5044, stephen.c.lemons.civ@mail.mil.

Encl (as)



JOHN M. SPISZER
Director, Security Assistance Training
Field Activity

DISTRIBUTION:

Commander

US Pacific Command, J452, Security Cooperation Training

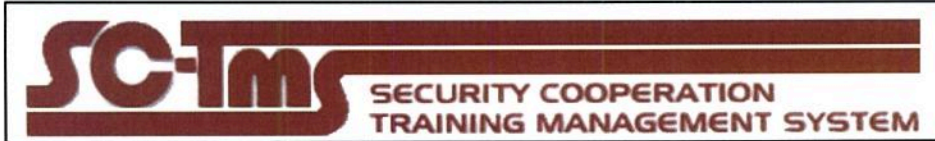
US Southern Command, SCJ54 Security Cooperation-Security Assistance

US Northern Command, Security Cooperation Division, J5

US European Command, J5-SCP

US Africa Command, Security Assistance Training, J5

US Central Command, J5-SCP



Maritime and Army Commercial Healthcare Insurance Policy Review Upload Process via SC-TMS

26 March 2018

Maritime and Army Commercial Healthcare Insurance Policy Review Upload Process

A. Requirement:

- a. For Maritime and Army Training, when an international military student (IMS) or their authorized accompanying (or joining) dependent(s) have a commercial healthcare insurance policy for medical coverage, the SCO must use SC-TMS to upload the insurance policy for review by NETSAFA or SATFA (whichever MILDEP is managing the training). NETSAFA or SATFA will review the policy to ensure it meets the minimum requirements as outlined in SAMM C10.9.6.
 - i. Note: If dependents are covered through a commercial healthcare insurance, they cannot be added to an ITO unless MILDEP has reviewed and approved the healthcare policy.
- b. Refer to Maritime and/or Army announcement for complete guidance and rules to follow for the healthcare insurance review.
- c. See the following pages for the steps to accomplish the upload in SC-TMS.

B. Maritime and Army SC-TMS Insurance Policy Upload Process:

- a. From SC-TMS click **Student > Medical Insurance Review**



Figure 1. SC-TMS Navigation

- b. Use the **criteria** options at the top of the Medical Insurance Review window that appears, to locate the student who you will be uploading the healthcare insurance policy for. The student's basic biographical information must already exist in SC-TMS. (i.e. a student record must have already been created using Student/ITO function in SC-TMS.)

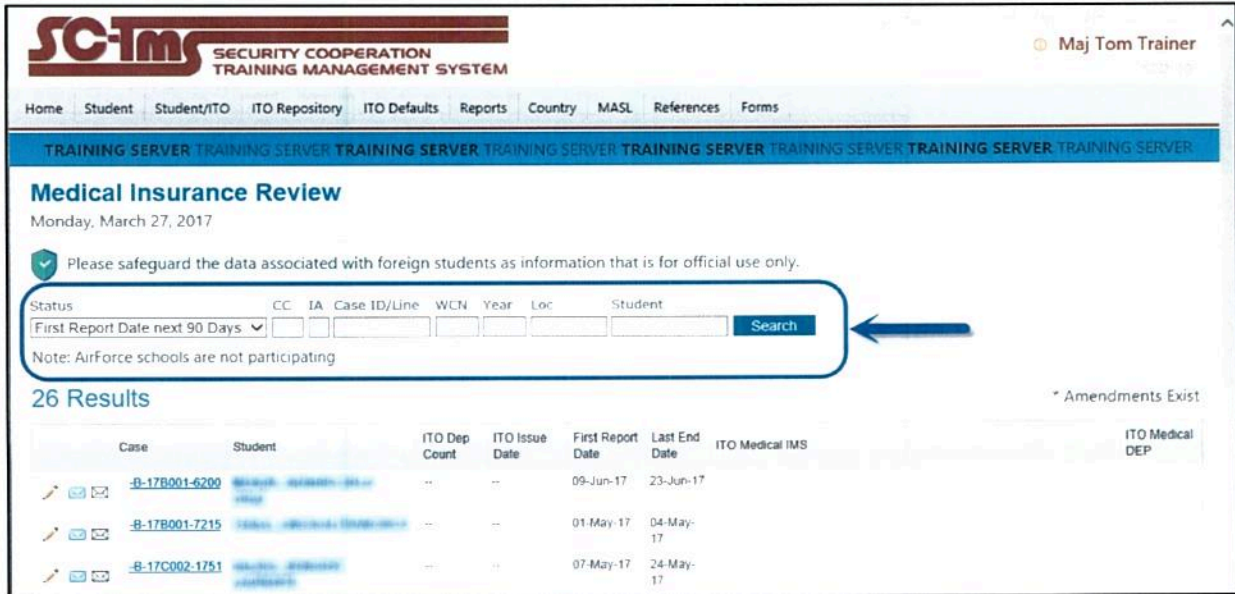


Figure 2. Medical Insurance Review window - Criteria input and student result list

- c. Once the student has been located on the Medical Insurance Review window, click the **pencil icon** associated with that student, and fill out the Medical Insurance Document Upload form that appears.
- i. **Insurance Policy Type dropdown:** Identify if the policy covers the IMS only, Dependent(s) only or Both.
 - ii. **Insurance Policy Number field:** Enter the insurance policy number.
 - iii. **Remarks field:** Enter any clarifying remarks. If the insurance policy covers dependents, enter each dependent's name as well as their relationship to the student.
 - iv. **Insurance Policy Start Date field:** Enter the date that the policy starts.
 - v. **Insurance Policy End Date field:** Enter the date that the policy ends.
 - vi. **IMS Training Period Exceeds Insurance Policy Effective Dates checkbox:** Check this box if the duration of training actually exceeds the effective dates of the insurance policy. Some insurance companies will not write policies for more than 365 days. If the student is in training for longer than the effective date of the insurance policy, check this box. The student will need to renew/extend the policy before it expires to cover the remaining time he or she will be in training.
 - vii. Click the **Select button**, locate and select the **.pdf document** of the student's scanned insurance policy. The insurance policy upload should include the following:
 1. Confirmation of Coverage
 2. Schedule of Benefits
 3. Proof of Purchase

Figure 3. Medical Insurance Document Upload window

- viii. Once the form has been filled out, click the **Submit Request** button which will upload the document to SC-TMS and notify NETSAFA or SATFA that an insurance policy is ready for review.
 - ix. If a student has multiple insurance policies that need to be reviewed, click the pencil icon, associated with the student, again to upload the next insurance policy.
- d. Once NETSAFA or SATFA has reviewed the insurance policy and made a determination that it does or does not meet minimum requirements, NETSAFA or SATFA will submit a Progress Message and the SCO will be notified by automated e-mail indicating the findings of NETSAFA or SATFA.

Note: Healthcare policy must be approved by MILDEP prior to the issuance of an ITO

In addition to the automated e-mail, once the insurance policy has been uploaded, the SCO can view the status of the insurance review via the “Status” and the “Remarks” block on the Medical Insurance Review window.

The screenshot shows the SC-TMS Security Cooperation Training Management System interface. The page title is "Medical Insurance Review" and the date is "Wednesday, August 23, 2017". A message states: "Please safeguard the data associated with foreign students as information that is for official use only." Below this is a search bar with fields for "Status", "CC", "IA", "Case ID/Line", "WCN", "Year", "Loc", and "Student". A "Search" button is present. A note indicates: "Note: AirForce schools are not participating".

The main content area shows "23 Results" and a table of results. The table has columns: Case, Student, ITO Dep Count, ITO Issue Date, First Report Date, Last End Date, ITO Medical IMS, and ITO Medical DEP. One result is highlighted with a red box:

Case	Student	ITO Dep Count	ITO Issue Date	First Report Date	Last End Date	ITO Medical IMS	ITO Medical DEP
B-17B001-7203	[Redacted]	--	--	03-Sep-17	14-Dec-17		
B-OAA023-7215	[Redacted]	--	--	27-Aug-17	31-Aug-17		

Below the table is a section titled "Medical Insurance Policy Document(s)" with a table showing details for a specific policy:

Policy Number	Type	Submitted	Submitted By	Reviewed	Reviewed By	Status	Remarks
18-Aug-17	IMS	[Redacted]	[Redacted]	--	--	Review Pending	

The "Status" and "Remarks" columns in this table are circled in red. Below this table, there are three more results with "Planning" status and "Remarks" such as "IMS Under Regional Center IMS-Event in the U.S".

Figure 4. Status and Remarks

