U.S. NAVY International Military Student Officer Guide

2020 - 2021

The U.S. Navy's Executive Agent for International Education and Training

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From: Commanding Officer, Naval Education and Training Security Assistance Field Activity, Pensacola, FL

Subj: LETTER OF PROMULGATION OF THE U.S. NAVY INTERNATIONAL MILITARY STUDENT OFFICER GUIDE 2020-2021

Ref: (a) Defense Security Cooperation Agency Manual 5105.38-M, Security Assistance Management Manual
        (b) SECNAVINST 4950.4B Joint Security Cooperation Education and Training Regulation

1.   Per references (a) and (b), this updated version of the *U.S. Navy International Military Student Officer Guide for 2020-2021 (USN IMSO Guide)* is effective this date, superseding previous versions.

2.   International Military Student Officers (IMSO) should use this *USN IMSO Guide* as a management tool in the performance of the functions associated with administering international students engaged in education and training under the Security Cooperation Education and Training Program. This *Guide* has been designed to provide IMSOs with current information collated from references (a) and (b) upon which to develop and maintain a sound IMSO program. It is not intended for this *Guide* to supersede information issued via references (a) and (b) as they remain the governing references for the security cooperation community.

3.   Chapter 1 of the *USN IMSO Guide* is an overview of the important role an IMSO performs in accomplishing the objectives of the Navy's International Military Training programs. Chapter 2 provides detailed guidance on International Military Student Administration. Chapter 3 is a summary of the Field Studies Program. To streamline the contents of the *Guide*, various checklists and other supporting documents mentioned in the main body of a chapter are located as Figures immediately following the chapter.

4.   Particularly noteworthy is the first section of Chapter 2 as it provides detailed information regarding NETSAFA's website and provides instructions to the IMSO on obtaining access to the Security Assistance Network (SAN) IMSO web portal to assist in the execution of IMSO duties. An on-line version of the *IMSO Guide* is available through the following website:

https://www.dscu.mil/pages/itm/imso/Navy-IMSO.aspx

5.   This *USN IMSO Guide* is considered a working document; all IMSOs and other cognizant offices are encouraged to forward comments and recommendations to: **NETSAFA_ADMIN@navy.mil (Subject: Attention Code N-3)**. Changes to the *USN IMSO Guide* will be recorded in the Record of Changes, and the on-line version will be updated accordingly.

DAVID W. STALLWORTH

INTERNATIONAL MILITARY STUDENT OFFICER (IMSO) GUIDE

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ROLE AND RESPONSIBILITIES OF THE

INTERNATIONAL MILITARY STUDENT OFFICER (IMSO)

CHAPTER 1

ROLE AND RESPONSIBILITIES OF THE INTERNATIONAL MILITARY STUDENT OFFICER

1.1 <u>Introduction</u>

A. The International Military Student Officer (IMSO) has one of the most challenging and demanding jobs in the Security Cooperation Program since the IMSO is called upon to accomplish tasks unlike those performed elsewhere else in the military. The IMSO is a host, administrator, counselor, expeditor, diplomat, and summarily, the official U.S. Government representative who serves as the primary Point Of Contact (POC) for the International Military Student (IMS) attending courses of instruction at U.S. military installations in the United States. As such, IMSOs have an important role in the Security Cooperation Program.

B. The IMSO's responsibilities begin when the confirmed training is reflected on the Security Assistance Network (SAN)Web and/or when the IMS's name is posted on the SANWeb or received via e-mail from the Security Cooperation Office (SCO). From arranging for quarters to meeting the student, the IMSO must initiate detailed planning long before the student arrives. From the date of arrival until the student departs, the IMSO serves as a central point of contact for the student. The impressions made on the student are carried home and could be the key factor that makes the student's training beneficial for both the individual and the United States.

1.2 <u>Objectives</u>

A. The tasks performed by the IMSOs are critical to the success of the Security Cooperation Training Program objectives, which are:

(1) To create or enhance a foreign country's ability to perform its role in a manner consistent with U.S. multinational strategy or as may be indicated in treaties, or other international agreements;

(2) To assist the foreign country in developing expertise needed for effective management and operation of its defense establishment or an element thereof;

(3) To create skills needed for effective operation and maintenance of equipment acquired from the U.S. through Foreign Military Sales (FMS), U.S. Grant programs (International Military Education and Training , Foreign Military Financing, etc.), or direct commercial sales from U.S. vendors;

(4) To promote U.S. military rapport with the armed forces of the foreign country;

(5) To promote the foreign policy, security and general welfare of the United States by assisting peoples of various countries in their efforts toward economic development and enhancement of internal and external security; and

(6) To promote a better understanding of the United States, including its people, political system, and other institutions.

1.3 <u>Scope</u>

A. In fulfilling a command's responsibility to international students attending training, it is expected that all personnel will afford international students traditional American courtesies. Responsibilities to IMS include not only the obligation of teaching particular skills, but also the fostering of friendly relations with the countries they represent by a genuine display of hospitality, interest in their personal welfare, and personal guidance. Beyond this, international students should be treated, insofar as possible, in the same manner as their U.S. counterparts. **Most significantly, all IMS should be held to the same high academic standards as U.S. students.**

1.4 Responsibilities

A. Navy International Program Office (NIPO) falls under the Secretary of the Navy (SECNAV) who is responsible for overall management of Department of Defense (DoD)/Department of the Navy (DON) policy and guidance regarding international military education and training within DON. See Naval Education and Training Center Instruction (NETCINST) 4950.2D Enclosure 3 of 15 August 2016 for IMSO Duties and Responsibilities.

B. Commanders of Naval Systems Commands, Fleet Commanders, Naval Education and Training Command (NETC), and other U.S. Navy major claimants will ensure commanding officers appoint an IMSO to administer the Security Cooperation Training Programs. Commanding officers should use the following criteria when appointing an IMSO to their command. A sample letter of appointment is provided as **Figure 1.1**.

(1) The IMSO may be either military (officer or enlisted) or U.S. Government civilian employee. For contractor provided training where a military or U.S. Government civilian employee IMSO is not present, the vendor should provide IMSO duties. The IMSO will monitor and coordinate activities for the IMS's training, including implementation of the Field Studies Program (FSP). The IMSO appointed must be tactful and mature, be sensitive to a myriad of cultural differences, exhibit sound judgment, and be able to communicate effectively both orally and in writing.

(2) IMSOs will be appointed for a minimum of two years, when possible, and will receive the necessary training to perform this important function. Training of U.S. Navy command IMSOs will be coordinated with Naval Education and Training Security Assistance Field Activity (NETSAFA). **Section 1.7** provides information on specific IMSO training courses.

(3) The IMSO's name, office, address, telephone and facsimile numbers must be reported to NETSAFA, Codes N-331 via the appropriate Navy Major Claimant. This can be accomplished using the SANWeb.

C. NETSAFA is responsible for providing IMSOs with the necessary guidance and oversight regarding Security Cooperation Training Programs to enable them to carry out their duties. NETSAFA will also coordinate necessary training for IMSOs, and will host and conduct the IMSO Workshop as prescribed.

D. IMSOs are responsible for the overall administration of IMS while assigned to their training activity. **Figure 1.2** is a Summary Checklist of the many tasks and events that occur from the first notification of an IMS enrollment in a course to the student's final departure from the training installation. IMSOs are encouraged to use a Summary Checklist for each IMS, and to file the Checklist in the IMS Training Record.

1.5 Periodic and Annual T-MASL Review

A. Changes to course and activity information included in the DON Training-Military Articles and Services List (T-MASL) should be made by the IMSO or designated Learning Center/Curriculum Manager via the SANWeb. Numerous courses are being converted, often on short notice, from classroom instruction to a computer-based format, and it is critical that these changes be identified and reported as soon as possible. See **Figure 1.3** for instructions to update the T-MASL on the IMSO Website.

B. NETC will ensure that the Learning Centers designate a point of contact for International training matters and coordinate with the Training Support Center or Training Support Detachment. The POC will either request access to the SAN IMSO Web or delegate this responsibility to the IMSO for updates to the T-MASL and activity information.

C. In addition to the regular T-MASL updates, training activities should ensure that their respective course data and activity information is current as of 1 October each year. This will enable NETSAFA to conduct its annual review of the T-MASL, as required by SECNAVINST 4950.4B, Joint Security Cooperation Education and Training (JSCET).

D. When the IMSO does not have access to information needed to update and request changes to courses in the T-MASL, the IMSO should contact the appropriate individual at the training activity and request

that they register for the SANWeb and review course and activity information. Additionally, the IMSO should provide the name of this individual to NETSAFA (N-426, 850-452-8798, DSN 459-8798).

1.6 Coordinating Visits at a Navy Training Activity

A. Periodically, the IMSO is called upon to coordinate an international visit by dignitaries, officers, and prospective students from other countries. These visits could be either as an Orientation Tour (OT) coordinated through international training channels, or as a visit arranged through diplomatic channels. Some of these visits may be "self invited," which are requested through diplomatic channels and all expenses are paid by the foreign country. See JSCET Chapter 12 for further information.

B. For OTs, the command POC will be notified by telephone, message, e-mail, or letter from either NIPO or NETSAFA advising of the nature of the visit and the number of people. For other official visits, notification will be made through the Office of Secretary Defense (OSD) Foreign Visits System via message. It is very important to establish a POC at the school or activity being visited prior to their arrival. The command's POC should also establish liaison with the POCs at the activity from which the visitors may be arriving, and/or the next activity to be visited. **Figure 1.4** is a checklist to assist the IMSO in being adequately prepared for these various types of visits.

C. Any classified briefing, handout, or demonstration that is to be delivered to a foreign visitor requires Navy IPO disclosure determination and approval. Access to Restricted Areas (physical space restrictions), may be authorized by activity Commanding Officer if it is determined classified information will NOT be compromised by visit environment.

D. Should an IMSO become aware of a request for any foreign visit that has not been received through the appropriate channels (as noted above), the IMSO is required to notify their respective chain of command and their respectve NETSAFA Country Program Manager.

E. The IMSO will coordinate Base Access issues with Security contacts to confirm and resolve access issues. To clarify the role of Foreign Visit Requests (FVR) vice Invitational Travel Orders (ITOs) for IMS' on ITOs, the NIPO website has a Frequently Asked Questions section relating to FVRs and ITOs. Link is: http://www.secnav.navy.mil/rda/nipo/Pages/FAQs.aspx

  1. ITOs are issued for the IMS by a U.S. SCO at their Embassy. Only ITOs are used for IMS provided training. ITO documents are more comprehensive than FVRs, and contain personnel details, security clearances, and training-site locations. All IMS' on ITOs are vetted for security and health screening clearance, are signed by the SCO, and quotas then approved through NETSAFA.

  2. An FVR request document is initiated by the country, through NIPO, then forwarded to appropriate command for visit approval; be it a site visit or conferences held on military facilities. No IMS provided training is authorized utilizing an FVR document. FVRs are issued just to meet request requirement, and does not include vetting, funding, medical screening, or other details listed under course training requirements.

F. The Personnel Exchange Program (PEP), while not an FMS program, is one which an IMSO may receive questions about from Base Security, as the program has International Officer/Enlisted personnel arriving at various commands and facilities. PEP personnel arrive with letters from the country vice an ITO, so Base Security may contact you on their arrival. The Command PEP personnel will serve with should be available to coordinate the appropriate advance check in with Base Security.

1.7 IMSO Training

1.7.1 Required Training

A. Defense Security Cooperation University (DSCU). The Intermediate IMSO Course (XSPT-221) is designed for U.S. personnel assigned the supervision and administration of IMS in the U.S. This course provides an overview of security cooperation management, policies, and procedures which the IMSO must

utilize to administer foreign students and to conduct the DoD Field Studies Program (FSP). Requests for quotas should be made to pertinent major claimants. This IMSO training is conducted at cost to Defense Security Cooperation Agency (DSCA)/NIPO, not to the parent command.

Per OSD – Security Cooperation Workforce Database requires all IMSO's to complete two DISCS courses (SC-101 and XSPT-221). Contact NETSAFA, Code N-334 for information and instructions within ten working days of receipt of designation as an IMSO **Figure 1.1.**

(1) NETC quota requests should be made to NIPO, Code (240T)

DSN 288-5469, or COMM (202) 433-5469.

(2) Navy activities other than those under the NETC should submit quota requests to their respective Major Claimant, as summarized in the following table:

Activity	Claimant	DSN	Commercial
NAVSEA	COMNAVSEASYSCOM Code C-63	781-2123	(202) 781-2123
NAVAIR	COMNAVAIRWARCENACDIV Code 733	757-4115	(301) 757-4115
NAVSUP	NAVSUP WSS PHILADELPHIA, CODE 0FAX	442-4390	(215) 697-4390
SPAWAR	COMSPAWARSYSCOM Code 054	524-7269	(619) 524-7269

B. <u>DON IMSO Workshop.</u> The IMSO workshop is announced by message with the specific date, time, and location. The workshop is designed to enable IMSOs to share knowledge and/or experience gained from daily contact with the IMS, and resolutions to problems that individual IMSOs have experienced. The workshop is also a valuable training experience for new IMSOs, both through the structured seminar topic discussions, and through the personal contact with experienced IMSOs. This IMSO Workshop is funded by DSCA/NIPO, not the parent command.

1.7.2 <u>Recommended Training</u>

A. <u>Intercultural Competencies Course (ICSOF).</u> The United States Air Force Special Operations School at Hurlburt AFB, FL conducts a one-week ICSOF course eight times a year. The course is "activity funded" for per diem and travel, but there is no tuition cost. The purpose of the course is to improve communication skills of DoD personnel engaged in liaison with international military personnel, sensitizing them to differing cultural values, behavior, assumptions and perceptions. Quota requests are to be processed through unit, command and/or service training offices. Quota requests should include name, rank, Social Security Number, course name, and desired dates, and should be requested at least 30 days in advance from:

IMSO ASSIGNED

5720 Integrity Drive
Building 453
PMO
Millington TN 38054
DSN 882-4897 Comm 901-874-4897

B. <u>Cardiopulmonary Resuscitation (CPR) and First Aid Training</u>. It is highly recommended that IMSOs and assistants undergo this training to help them be prepared in the event of an emergency, especially during FSP trips.

C. Safety Training. The problem of safety in Navy training is multiplied when dealing with international training and international students because of differences in language, customs, and understanding of non-verbal and a myriad of other factors. IMSOs are reminded to place special emphasis on safety and on following all safety regulations and instructions when dealing with the international students themselves and with instructors and other staff members who are responsible for the safety and safe conduct of international students. NETC INST 5100.1B of 23 March 2015/CH1 of 3 April 2015 (Safety and Occupational Health, Program Manual) provides policy and guidance on safety procedures for conducting training. *IMSOs should ensure that IMS are fully briefed on Training Time-Out and Drop On Request procedures for high risk courses.*

1.8 Equal Opportunity Reporting

1.8.1 NETCNOTE5000 *Equal Employment Opportunity {EEO), Equal Opportunity {EO), and Diversity Policy Statement*
A. Naval Education and Training Command (NETC) is committed to a workplace free of discrimination and harassment. Department of Defense (DOD) and Department of the Navy (DON) EEO, EO, Diversity and Alternative Dispute Resolution policies ensure every employee and member is treated with dignity and respect and enjoys equal opportunities in all aspects of employment.

To achieve mission readiness, we must maintain a workplace free of all forms of prohibited discrimination and create a culture of mutual respect for all. Across the enterprise, every commanding officer, all supervisors and managers of civilian employees, military personnel and civilian employees, are responsible for promoting an environment that is free of discrimination and harassment.

This policy affirms the commitment to the laws and protections in place to shield civilian employees, applicants and military members against all forms of discrimination. We cannot and will not tolerate discrimination based on race, color, religion, sex (to include pregnancy, sexual orientation and gender identity), national origin, age (40 years or more), disability (physical or mental), genetic information (including family medical history) or reprisal (engagement in protected activity). Employees or members who bring forward allegations of discrimination or harassment shall do so without fear of reprisal/retaliation for having participated in the EEO (civilian) or EO (military) process. It is incumbent upon all of us to maintain a culture that promotes equality of opportunity; one that reflects the DON's Core Values: Honor, Courage, and Commitment. We can do this through our individual commitments to support the realization of EEO and EO throughout the command.

All employees are encouraged to report any form of discrimination through the proper reporting channels. An individual who believes they have been discriminated against, or who witnesses an act believed to be discriminatory, should clearly explain to the perceived offender that the behavior is objectionable and request that it cease. This approach should be taken at the time the objectionable behavior occurs. If the individual is not able or does not feel safe confronting the perceived offender, or the behavior does not stop, they should immediately contact their supervisor or other appropriate officials. Civilian personnel may contact the Director EEO, or the NETC Human Resources Office/EEO Program Officials. Military personnel may contact the Command Climate Specialist (CCS). Once the matter has been reported, it will be handled in a discreet manner, and promptly and thoroughly investigated through the proper channels. Appropriate corrective and disciplinary action will be taken on any substantiated case.

CHAPTER 1

FIGURES

Figure 1.1

DEPARTMENT OF THE NAVY

From: *(Name & Address of your Activity)*

To: *(Your Name)*

Subj: DESIGNATION AS INTERNATIONAL MILITARY STUDENT OFFICER

Ref: (a) SECNAVINST 4950.4B
        (b) USN IMSO Guide

1. You are appointed as the   *(Name of your activity)*   International Military Student Officer effective this date. You shall familiarize yourself and perform these duties per references (a) and (b).

                                        (Signature & Name of CO, XO or OIC)

Copy to:
NETSAFA

Figure 1.2

IMSO SUMMARY CHECKLIST

This checklist can serve as a guide for all the tasks and events an IMSO should consider throughout the cycle of an IMS's training. This checklist is not all inclusive, and may be modified to reflect the circumstances at a particular training installation.

IMS NAME: _____ **COUNTRY:** _____

RANK/RATE: _____ **USN EQUIVALENT:** _____

COURSE: _____**ARRIVAL DATE:** _____

CHECK FOR NEW IMS.

	Check the SAN Projection Report, updated on the 1st of each month. Go to https://elnath.idss.ida.org/SANWeb/login/main.aspx?&dt=1/22/2016%209:59:14%20AM
	During the month, check SAN IMSO Web weekly for updated schedule of prospective students. Again, go to https://elnath.idss.ida.org/SANWeb/login/main.aspx?&dt=1/22/2016%209:59:14%20AM
	If an IMS is scheduled for your training installation, is the course appropriate?
	Are there prerequisite courses?
	Is the training pipeline correct & complete?
	Are the reporting/start dates correct?
	Is the course length/duration correct?
	Are there disclosure issues? Are the country and the student cleared for the training? Is the Command in receipt of message authorizing disclosure?
	Inform instructor/other academic staff.

PREPARATION BEFORE IMS ARRIVES.

	Send Welcome Aboard Package to SCO.
	Receive ITO at least 14 days prior to scheduled IMS arrival date.
	Contact SCO or NETSAFA CPM if ITO does not arrive.
	Confirm ITO is complete and accurate.
	Confirm transportation arrangements for IMS arrival.
	Arrange for an escort to meet at airport if appropriate (equal rank preferred).
	Confirm living quarters are available/reservations made.
	Are there dependents? (Insure ITO lists, for base access/health insurance)
	Reconfirm quarter's reservations prior to IMS arrival.
	Confirm dining facilities can accommodate any special dietary needs.
	Recruit/select Sponsor.
	Inform Country Liaison Officer (if available.)

IMS ARRIVAL.

	Meet at airport/other transportation connection (if required).
	Meet at main gate if IMS arrives by vehicle without escort.
	ITO confirmed and endorsed as necessary.
	Check passport/visa and I-94 for accuracy if first training site. Offer to hold for safekeeping if appropriate.
	ID Card reviewed for accuracy – and CAC is issued at the first training site.
	Take photo and upload to San Web.
	IMS (and dependents) checked into quarters.
	Confirm medical/healthcare issues are identified and addressed.
	Arrival Briefing conducted.

Figure 1.2

IMS ARRIVAL (CONT.)

	Review Training Record.
	Establish Training Record if first training site.
	Ensure IMS receives necessary funds if living allowance is authorized.
	Arrange for TCO administer English Language Test if applicable.
	Introduce sponsor as appropriate.
	Introduce CLO as appropriate.
	Give medical card to IMS (when available/Saudi only)

DURING TRAINING.

	Prepare commencement report (enroll student in SAN WEB).
	Maintain IMS Training Record as necessary.
	Prepare ITO endorsements as necessary.
	Administer Field Studies Program.

	Be aware of IMS problems and notify NETSAFA as necessary. Problems could include:
	    Disciplinary problems (cannot discipline, can only recommend disenrollment)
	
	    Academic problems
	
	    Civilian fines/legal matters
	
	    Language deficiencies
	
	    IMS personal problems
	
	    Dependent problems
	
	    Medical problems

PREPARATION FOR IMS DEPARTURE

	Review ITO, and confirm follow-on travel arrangements to next destination.
	POV authorized?
	Arrange for escort to airport if appropriate.
	Notify follow-on training activity 14 days prior to departure.
	If gap in training dates, gaining activity determines arrival date.
	Discuss itinerary with IMS.
	Prepare student to check-out of quarters.
	Obtain/prepare Graduation Certificates or Letters of Attendance.

IMS DEPARTURE

	Departure Briefing conducted with IMS.
	Within five days of departure, mail training record/medical record to follow-on training site (or mail to SCO if last training installation.)
	Mail/ship RIM to SCO (don't mail with training/medical record. Ensure the WCN is on the outside of the package.)
	Prepare completion and academic reports within three days after departure

Figure 1.3

INSTRUCTIONS FOR USING THE SANWEB
TO COMPLETE THE T-MASL REVIEW

Click on the hyperlink for the SAN on the International Training Management Web Page: https://elnath.idss.ida.org/SANWeb/login/main.aspx?&dt=1/22/2016%209:59:14%20AM and log-in using your assigned Username and Password or CAC. (You must be a registered user to access the system.)

UPDATE TO ACTIVITY INFORMATION

The Activity Information is an editable screen for updating the point-of-contact, email address, and mailing address. Additionally, text fields are available for adding other useful information as follows:

> General Information – Include any pertinent information regarding the location, i.e., distance from major cities.

> Student Arrival/Departure – Include preferred airport of arrival and departure and directions from the airport.

> Billeting – Include availability, daily rates, and if dependents are authorized.

> Dining/Messing – Include availability of messing facilities and estimated meal costs.

> Transportation – Include availability of bus, taxi, shuttle, etc.

> Driving - Include driver's license and vehicle ownership requirements.

> Medical – Include medical facility information.

> Climate – Include high and low temperatures for the area.

> Uniform Information – Include seasonal uniform requirements.

When changes or additions are complete, click on *Save* at the bottom of the screen.

UPDATE TO T-MASL COURSE INFORMATION

All course information should be reviewed for accuracy and updates and changes recommended as necessary. IMSOs should request changes in the T-MASL through the IMSO Web (SC-TMS9).

Log on to the SAN Web and proceed to the IMSO Web site. See the SC-TMS 9 Quick Reference Guide for IMSOs **Figure 2.1**. Once you are at the IMSO Web site:

1. Click on MASL box;

2. Search Box appears, Type in MASL ID and Select Search in Red Box;

3. Click on MASL ID Listed;

4. Select Course Revision Request at top left of screen;

5. Describe the requested change and re-click 'Request Course Revision' to generate an E-mail to NETSAFA.

Course/T-MASL Elements Definitions

Course No. – Courses included in the Catalog of Navy Training Courses (CANTRAC) are identified with a Course Identification Number (CIN). The CIN consists of seven or eight alpha/numeric characters with the first character representing the course sponsor. When the course is not reported in CANTRAC, the Course No. field may be blank or may be used for a special identifying number unique to the branch of service (i.e., Marine Corps, Coast Guard, Army, or Air Force) or unique to the type of training (i.e., Correspondence Course = Correscourse).

Figure 1.3

Training Military Articles and Services List (T-MASL) Number – A six-digit number assigned by NETSAFA to each course of instruction available for attendance by international students.

Course Title – An abbreviated course title designed to identify the training contained in the course (limited to 26 characters). A complete course title should be added to the course description field.

English Comprehension Level (ECL) - Courses are assigned an English Comprehension Level to indicate the level of English comprehension an international student should be capable of to obtain the maximum benefit from the course. Courses are assigned numeric numbers usually ranging from 70 to 85 for Navy Training. An ECL of 80 is assigned for courses that are considered to be high risk to either the student or instructors. An ECL of 70 is a normal standard for international student entry requirement.

Security Clearance - The Security Classification is the highest level of classification to which USN students are instructed in the course, as shown by the following Definition Codes:

> U = Unclassified
> C = Confidential
> S = Secret
> TS = Top Secret
>
> W = Submarine Training

To identify courses of instruction on equipment and training material within the Special Intelligence (SI) Community control the classification is:

> Z = Top Secret SI

Duration – The course duration is viewed in calendar weeks in the SAN IMSO Web. The duration is established based on the class convening date and the class graduation date and includes weekends.

Course Description/Administration/Remarks – An in-depth description of the training detailing the knowledge and skills that will be achieved when training is complete.

Notes – Information that provides unique programming data considered vital for specific courses of instruction attended by international students. Notes, generally speaking, are created when there is a history of administrative or programming errors associated with that course of instruction. Some examples of the type information included in notes are: Special clothing or equipment required for student to attend the course of instruction; unique reporting requirements; strenuous physical requirements (e.g., for diving courses); student biographical data required in advance of student arrival, etc.

Figure 1.4

International Visitor Checklist

SENIOR VISITOR NAME: _____ **COUNTRY:** _____

RANK/RATE: _____ **USN EQUIVALENT:** _____ **VISIT DATES**: _____

SPONSOR ACTIVITY/COMMAND: _____

ESCORT OFFICER NAME: _____ **RANK/RATE:** _____

TYPE OF VISIT: OT _____ **DVOT** _____ **DIPLOMATIC** _____ **SELF-INVITED** _____

PURPOSE OF VISIT: _____

_____

OTHER MEMBERS OF VISITATION PARTY:

NAME	RANK/RATE	USN EQUIV.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

A. ADMINISTRATIVE MATTERS

___ Confirm correct spelling/pronunciation of visitors' names.

___ Obtain visitor biographical information.

___ Determine appropriate uniform.

___ Identify your activity's Visit Coordinator: _____

___ Identify your activity's Visitor Escort: _____

___ Identify local Foreign Liaison Officer: _____

___ Determine if honors are to be rendered.

___ Determine level of publicity required and inform PAO.

___ Confirm disclosure levels authorized for visit, and inform all appropriate command staff.

___ Determine if and what type mementos will be exchanged.

___ Confirm interpreter/translator support is available as required.

Figure 1.4

B. TOUR ITINERARY

____ Plan tentative tour and briefing schedule.

____ Discuss schedule and subjects with applicable section heads.

____ Firm up proposed schedule for approval.

____ When approved, contact applicable section heads.

____ Reserve conference rooms if applicable (specify support required).

____ Confirm availability of electronic/media, computer support, and other equipment as needed.

____ Ensure coffee, refreshments, and other personal needs are arranged.

____ Confirm arrangements for after-hours events as necessary.

C. TRANSPORTATION

____ Confirm who is responsible for transportation (USG, foreign govt., or individual visitors.)

____ Determine method of arrival, time, place, flight number, etc.

____ Contact IMSO/POC of previous activity if visitors are arriving from another command to determine best estimated time of arrival.

____ Determine who will meet the visitors on arrival.

____ Ensure sufficient number of appropriate kinds of vehicles is arranged.

____ Determine number of drivers required.

____ Ensure drivers know directions. Prepare detailed directions/instructions if necessary.

____ If visitors are proceeding to another command, inform IMSO/POC at follow-on activity of anticipated estimated time of arrival (ETA).

D. MEALS/RECEPTION

____ Make arrangements at applicable facility for breakfast, lunch, and dinner.

____ Determine any special dietary requirements.

____ Determine if there will be a no-host or host affair.

____ Determine funding source for visit expenses.

E. QUARTERS

____ Reserve BOQ or motel as applicable.

____ Register visitor at BOQ or motel.

____ Determine who will pick up room key.

____ Confirm funding source/payment procedures.

CHAPTER 2

INTERNATIONAL MILITARY STUDENT

ADMINISTRATION

CHAPTER 2

International Military Student Administration

2.1 Websites Supporting International Military Student Officer Administration

2.1.1 Naval Education and Training Security Assistance Field Activity (NETSAFA) Website

A. The NETSAFA website (**https://www.netsafa.navy.mil**) continues to serve the Security Cooperation (SC) community by providing training catalogs and other informative links. Primary customers include, but are not limited to, international governments, SC Officers (SCOs), International Military Student Officers (IMSOs), and commands or activities with SC Training Programs (SCTPs).

B. Please note that passwords are required to access selected links within the NETSAFA website. Furthermore, the website may have .mil restrictions for those accessing from Outside the Continental United States (OCONUS).

C. The following items are available on the NETSAFA website:

(1) On-line version of this IMSO Guide and IMSO Bulletins (under the IMSO Information tab).

(2) On-line version of the U.S. Navy International Training Catalog (public document). Links to training facilities have been included when available. Listings in this catalog do not constitute a promise (implied or actual) to supply U.S. SC; it provides information for use when making inquiries through prescribed official channels (NETSAFA or Navy International Programs Office (NIPO)).

(3) Field Studies Program (FSP) Handbook (public document found under the IMSO Page).

(4) On-line link to Defense Security Cooperation University/Defense Institute of Security Cooperation Studies (DSCU/DISCS) International Training Management Site, which includes the latest references and policy information regarding International Military Students (IMS).

(5) Useful SC and U.S. Navy links. IMSOs and SCOs with websites are encouraged to notify NETSAFA of their Uniform Resource Locator (URL) location so they may be added.

2.1.2 Security Assistance Network /Security Cooperation-Training Management System 9 Web System

A. All Military Services are now implementing the SAN IMSO Web System, which is found at https://elnath.idss.ida.org/SANweb/. **You must be a registered user of the Security Assistance Network (SAN) before you can use the SAN Security Cooperation-Training Management System 9 (SC-TMS 9) Web system**.

B. **How to request access to the SAN SC-TMS 9 Web**: IMSOs who are not currently a registered user of the SAN should request registration by calling a SAN Web administrator at one of the numbers below:

East Coast   (850) 452-7200 ext 4930 - OR - (850) 452-8817

West Coast   (619) 556-8372 - OR - (831) 656-2186   DSN 526-8372

IMSO should be prepared to provide: Name, Rank, Organization, Work mailing address, Tel No's, E-mail Address, and Training Location Code.

Once registered, users of the SAN can request access for new or additional user(s) by the following steps:

- Enter username and password at https://elnath.idss.ida.org/SANweb/
  - Click on "User Information" on SAN Web screen.
  - Click on "Request New SANweb user."
  - Complete the "New User Request Form."
  - Click on "Done."
  - Click on the "Group ID" of the applicable user group.
  - Enter the reason for the Request and click on "Done."

C. Steps for getting to the SAN IMSO Web after registration:

- Enter username and password at https://elnath.idss.ida.org/SANweb/
- Hover over "Training" on the SAN Web screen.
- Click on the "SC-TMS."

D. Additional information is found on the SC-TMS page:

- "IMSO Quick start and FAQs" provides additional links, a list of acronyms, an overview of IMSO duties, and Frequently Asked Questions.

- "IMSOWeb Cheat Sheet" provides instructions for entering key IMS data entry procedures.

E. Contact the system developer at NETSAFA 850-452-8823 (DSN 459) for help with the NETSAFA website. DSCU/DISCS can also provide assistance; call (937) 713-3236. IMSOs may also send an e-mail to SAN@DISCS.DSCU.MIL describing their problem/issue, and a SAN Web Administrator will respond.

F. IMSOs should utilize the SAN IMSO Web as their IT system for IMS administration. It serves as an interface portal for both entering and extracting data into and out of Defense Security Assistance Management System (DSAMS). In order to help IMSOs utilize the SAN IMSO Web, DSCU/DISCS has developed a series of "IMSO Web Cheat Sheets," which provide step-by-step instructions to accomplish various tasks. See the SC-TMS 9 Quick Reference Guide for IMSOs **Figure 2.1**.

2.2 Activities Prior to IMS Arrival in the United States

2.2.1 Projected Student Reports

A. A real time student projection report is available on the IMSO Web from your activity site by using "Search by student status" and selecting "All Students this FY" in the drop-down box. Click on the "students" icon to view the list of all students projected for training at your location. See the SC-TMS 9 Quick Reference Guide for IMSOs **Figure 2.1**.

B. The Twelve-Month Projection Report, also located on the IMSO Web, can also be used to confirm course availability, plan future student throughput, and develop the FSP budget.

C. IMSOs should review the IMS projection reports carefully and take the following actions as appropriate:

(1) Contact the NETSAFA Country Program Manager (CPM) as listed on the Report if there are questions or discrepancies regarding specific countries or Worksheet Control Numbers (WCNs).

(2) Contact NETSAFA (N42) at DSN 459-8841, or COMM (850) 452-8841 for the following issues:
   (a) A course is no longer available
   (b) A change in prerequisite training for a particular course
   (c) Changes in course length, location, or convening dates

(3) NETSAFA (N-42) will coordinate with the appropriate NETSAFA CPM. IMSOs should then access the SAN IMSO Web and submit changes on-line.

2.2.2 IMS Advance Arrival Information

A. The IMSO Web (SC-TMS 9) Projection Report is usually the first notification that an IMS is coming to a training installation. IMSOs should use this Report as a trigger mechanism to send Student Information Packets to the SCO via mail, e-mail, or website references as appropriate, who in turn will ensure that the information is forwarded to the designated IMS. Packets will include such items as school brochures, maps of the local area, estimate of living costs, type of clothing required, housing facilities, and other information that would be of interest to prospective IMS. Furthermore, a special text containing terminology peculiar to the course should be provided to help the IMS prepare for the training. The IMSO should send the Student Information Packets in time for the SCO to receive them at least 45 days before the IMS report date.

B. The SCO should enter advance arrival information on the SAN Web. The notice should arrive no later than 15 days prior to the IMS's scheduled arrival (30 days if an IMS is accompanied by dependents). When the SCO has entered the data, IMSOs will receive an automated e-mail. The arrival information will include pertinent information concerning the IMS, e.g., name, grade, service, WCN, travel itinerary, report date and accompanying dependents, if any. Any changes that occur after the arrival message should also be forwarded to the first training installation.

There are several buttons or hyperlinks under the Student tab. The "Student Name" 'Tab' provides the Training Track List for the student. When arrival information is uploaded by a SCO, that information will appear in the SCO Remarks section.

2.2.3 IMS Home Country Information

A. In addition to sending information about the school, IMSOs should gain a working knowledge of the home countries of the IMS attending their school. The IMSO (and other staff) at a training site will be able to better relate to and interact with international students if they have an understanding of the student's home country. This includes the country's history, geography, governmental structure, economy, culture, military, and relations with the United States. IMSOs should take advantage of the following US Government websites to gain an understanding of a student's home country:

(1) Dept of State Background Notes: http://www.state.gov/r/pa/ei/bgn/

(2) CIA World FactBook: https://www.cia.gov/library/publications/the-world-factbook/index.html

(3) Library of Congress Country Studies: http://lcweb2.loc.gov/frd/cs/cshome.html

B. The IMSO should also share these websites and/or significant country information with other training site staff members, including sponsors, instructors, medical staff, and other key personnel who interact with the international students.

2.2.4 IMSO Communications

A. One of the most important responsibilities of an IMSO is to ensure that accurate and timely information is communicated to the various offices involved in international military training management. This includes (but is not limited to) their own command, NETSAFA, NIPO, DSCA, SCOs, NETC, and Defense Finance and Accounting System (DFAS). While the IMSO may not regularly communicate directly with all of these offices, it is important to remember that the information generated by the IMSO could very well be passed on to others beyond their immediate points of contact.

B. The IMSO's initial communication is normally with NETSAFA. IMSOs can also make direct contact with SCOs for routine administrative matters concerning IMS such as non-receipt or clarification of arrival information, Invitational Travel Orders (ITOs), biographical data, security clearances, travel arrangements, and personal affairs such as dependent or financial problems. Information copies on all correspondence should be sent to NETSAFA, specifically the CPM responsible for the student.

2.2.5 Invitational Travel Orders (ITO)

A. Per the Electronic-Security Assistance Management Manual (E-SAMM) Chapter 10, the ITO is the controlling training document provided to international students under SC training programs. No student enters a SC-sponsored training program without a properly completed ITO. The ITO provides the authorization for the dates and location the IMS is to receive training; the accounting fund cite that will be used to pay for the training; the guidance for determining what support the IMS is entitled to; and the privileges the IMS may be entitled to while receiving training. The only ITO document authorized is the SC-TMS generated ITO. An example of an ITO is shown in **Figure 2.2**. The SCO is responsible for the preparation, explanation, and issuance of an ITO for each student. The IMS name on the ITO will be the same as on the country-issued passport and visa; no changes to the student name on the ITO or within SC-TMS to the name can be made until the IMS' passport and visa are changed. If the country desires, a language translation may be attached to the ITO. ITOs are issued only after in-country student screening is completed.

B. If an IMS arrives at a training installation without a signed (electronic or hand) original ITO, the IMSO will notify NETSAFA. If the original ITO has been lost, a copy may be certified as an original.

(1) If a copy of the ITO for an IMS showing "confirmed" on the IMSO Web Projection Report is not received two weeks before the training report date, the IMSO at the first training installation, after coordination with NETSAFA, may query the SCO concerned on the ITO's status.

(2) When the U.S. Government or host country pays living allowance and/or travel, the IMET or other Fund Cite block is completed (Block 9 of the ITO, generated by the Training Management System (TMS).

C. ITO Amendments and Endorsements.

(1) An ITO amendment is required whenever there is a change in the planned training schedule for an IMS. Because ITOs are published using the SC-TMS, any subsequent changes to the ITO must be done by publishing an amendment to the ITO in SC-TMS. If a change in a planned training schedule for an IMS requires an ITO amendment after the IMS has arrived at a US training installation, the IMSO will notify NETSAFA, who will coordinate the preparation of the amendment with the SCO. All ITO amendments will be prepared by the SCO using SC-TMS. IMSOs may contact an SCO directly and request an amendment to correct routine administrative issues (e.g., misspelled name, rank change due to promotion, etc…).

(2) ITO endorsements provide documentation of routine administrative matters that occur in the course of carrying out an IMS's training plan. These include arrival at a training installation, assignment to quarters, receipt of living allowances, and issue/return of an ID card. IMSOs are authorized to sign endorsements as part of their regular duties, and should follow the same distribution as the original ITO.

    (a) As a minimum, headings will contain the following data:

        (1) Office symbol and official address of publishing activity

        (2) Original ITO number and date

        (3) Rank and name (surname (ALL CAPS), first, middle) of IMS

        (4) Country

        (5) Funding and WCN

        (6) For IMET IMS, indicate FY IMET Program (IMETP) and WCN

        (7) For FMS IMS, indicate FMS case designator and WCN

    (b) Certificates or endorsements indicating that Government quarters and subsistence were or were not available will be provided and affixed by appropriate command.

2.2.6 Passports and Visas

A. The host nation government is responsible for issuing necessary passports and for obtaining visas for entry into the US. It is essential that the passports and visas for IMS and their dependents are valid for the entire duration of the IMS's training period.

B. Foreign visitors to the U.S. arriving via air or sea no longer need to complete paper Customs and Border Protection (CBP) Form I-94 or I-94W. Those who need to prove their legal-visitor status can access their CBP arrival/departure record information online. CBP now gathers travelers' arrival/departure information automatically from their electronic travel records. Because advance information is only transmitted for air and sea travelers, CBP will still issue a paper Form I-94 at land border ports of entry. If travelers need the information from their Form I-94 admission, they will need to get their I-94 Number. To obtain their Number they will go to https://i94.cbp.dhs.gov/I94/request.html. Upon arrival, a CBP officer stamps the travel document of each arriving non-immigrant traveler with the admission date, the class of admission, and the date that the traveler is admitted until. If a traveler would like a paper Form I-94, one can be requested during the inspection process. All requests will be accommodated in a secondary setting. Upon exiting the U.S., travelers previously issued a paper Form I-94 should surrender it to the commercial carrier or to CBP upon departure. Otherwise, CBP will record the departure electronically via manifest information provided by the carrier or by CBP. IMSOs at the first training site should review all international students' visas in order to revalidate and ensure conditions of automatic revalidation of the I-94 are met to comply with Department of Homeland Security (DHS). SCOs will brief students prior to departing country. The I-94 admission record

is created electronically and maintained in U.S. CBP systems. IMSs are encouraged to access the website and print out a copy of the 1-94 as soon as they can. IMSOs should be prepared to provide assistance. IMSOs will assist IMSs who experience difficulty accessing computers and/or printers. IMSs that have country liaison office representation should be assisted by their representatives. International students lawfully admitted into the U.S. are no longer required to be in possession of a preprinted Form 1-94. A record of admission printed from the CBP website constitutes a lawful record of admission. For more information, go to http://www.cbp.gov/travel/international-visitors/i-94-instructions. The I-94 admission record is created electronically and maintained in CBP systems. CBP will verify the I-94 electronically to revalidate an expired visa if the traveler meets the conditions of automatic revalidation. If entry occurred prior to automation, a paper form must be presented in order to comply with validation requirements. **Figure 2.3** is a sample of Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Document and is used to apply for a new or replacement Form I-94 Nonimmigrant Arrival-Departure Document. Go to **http://www.uscis.gov/files/form/i-102.pdf** for further instructions and a .pdf version. **Figure 2.4** is a sample Application to Extend Nonimmigrant Status (Form I-539). This Immigrations and Naturalization Service (INS) Form is found at **http://www.uscis.gov/files/form/i-539.pdf**.

C. IMS who are members of the Armed Forces of North Atlantic Treaty Organization (NATO) countries are exempt from any requirement for visas. Dependents of NATO Armed Forces personnel are entitled to "NATO-2" visas. Civilian IMS from NATO countries and their dependents are entitled to "NATO-6" visas. IMS from other than NATO countries and their dependents are authorized and will be issued "A-2" visas. "E-1" visas are appropriate only for IMS from Taiwan.

D. IMS and dependents who have been admitted to the U.S. on official visas are exempt from the provisions of the Immigration and Naturalization Act pertaining to registration, fingerprinting and reporting of address, unless the IMS's status changes and they are no longer pursuing the training as per their ITO.

E. IMS training in the U S are responsible for securing any necessary in-transit visas needed for return travel by contacting their embassy. Flight reservations for return home travel for IMS with United States Government (USG) funded travel should be made at an early date to decide necessary routing. IMSOs should DSCU/DISCS a flight itinerary with an IMS, and based on the airline routing, the IMS will work with his embassy in determining if an in-transit visa will be needed. When visas are required, IMS should forward their passports and documentation to their embassies early enough to be processed and returned before graduating from the last phase of training.

F. Additional information regarding Visa policy can be found at State Department's web site **http://travel.state.gov/content/visas/en/visit.html**.

2.3 Travel, Transportation, and Baggage

2.3.1 General

A. An IMS's travel can be funded by a variety of SC programs, including FMS, Foreign Military Financing (FMF), IMET, Counter Terrorism, and Exchange Programs. (See Chapter 10 of DSCA Manual 5105.38-M, E-SAMM for details.) The SCO usually arranges for the IMS to travel from their home nation to the first training installation. IMSOs are then responsible for the travel arrangements from their command to the next training installation, and the IMSO at the final

training installation is responsible for arranging the IMS's travel back home. It is essential that the IMSO ensures that the travel arrangements to the IMS's next destination are in order.

B. Enroute travel message shall be prepared for the SCO or the gaining training activity.

2.3.2 Arranging USG Funded Travel for IMS

A. Guidance in the appropriate handling of U.S. funded travel for IMS is defined in SECNAVINST 4950.4B, Joint Security Cooperation Education and Training (JSCET), the Joint Travel Regulation (JTR), and DSCA Manual 5105.38-M, E-SAMM.

B. Contact NETSAFA CPMs for questions regarding rules and regulations of USG funded travel.

2.3.3 Baggage Allowances for USG Funded Students (E-SAMM TABLE C10-T14)

A. **When travel/transportation is funded by the country**. The cost of transporting FMS IMS personal excess baggage is the responsibility of IMS or their country.

B. **When travel/transportation is included in the USG training program.**

(1) The baggage weight allowances described below are authorized for IMS when travel costs are charged to the U.S. funded program, and apply to both oversea travel and travel to U.S. training installations. Baggage in excess of the amount authorized in this regulation will be at the expense of the IMS or their government.

(2) **NOTE:** When considering the authorized baggage information below, IMSOs should be aware that **airlines are now charging passengers for a first and/or second checked bag**. So far, minimal change has occurred regarding U.S. Government funded travel, provided the passengers are traveling on Unrestricted Coach Class (YCA) fares; or Capacity Controlled Class (CA) fares. IMSOs should ensure that IMS utilized these fares codes and are booked on government contract carriers. Inform NETSAFA if an IMS experiences any variation in this situation.

(3) Baggage is authorized for IMS under certain conditions (length of training and type of course(s)).   Training duration indicated in paragraphs (a) through (d) below will be determined using the report date for the first course and the projected graduation date for the last course.

(a) Two pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS receiving Travel and Living Allowance (TLA) when education/training is less than 12 weeks.

(b) Three total pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS receiving TLA when training is 13 to 23 weeks.

(c) Four pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS receiving TLA for 24 weeks and longer.

(d) In addition to the above allowances, one additional piece of baggage is allowed for students, with authorized accompanied dependents, attending the Professional Military Education, Graduate, and Postgraduate Programs (as listed in the E-SAMM, Chapter 10.T11), and for IMS attending flight training.

(4) Baggage size, dimensions, and weight, will conform to carrier stipulations.   Baggage must accompany the IMS. No change in baggage allowances will be made after students have departed country.

(5) Payment for the authorized baggage above the airline international limits of 2 pieces of luggage and 50 pounds each has become more problematic. A variety of methods can be used, and IMSOs should work closely with each IMS to decide the best procedure.

(a) Payment can be done through Miscellaneous Charge Orders (MCOs), which are general purpose vouchers, accepted by the airlines. However, many travel offices are reluctant to prepare and issue an MCO, because they can be an administrative burden.

(b) It may be more expedient for the IMS to pay for the excess baggage and seek reimbursement. This can be done in two ways:

(1) The IMS can go to the airport in advance, pay for the excess baggage, and submit the receipt to the IMSO in time to include the charges in the IMS's final pay voucher.

(2) The IMS can pay for the excess baggage at the airport, retain the receipt, and collect reimbursement upon arrival at their country of origin.

(c) Regardless of the method used to pay for baggage, IMS (or their government) are responsible for the cost of all pieces and/or weight above and beyond the authorized USG limit.

C. Excess Baggage Embargo. Due to increased security restrictions excess baggage embargos are routinely imposed by the airlines thus creating a problem for an IMS who is authorized baggage. Seasons of baggage embargos are determined by the airlines and apply to travel to certain countries. In these instances, IMSOs should compare the cost to transport the baggage via the postal service and a courier service, and use the more cost effective service. Unfortunately, in some instances there may be no way to transport the baggage, as the postal and courier services do not deliver to certain countries. Expenses incurred due to the transportation of baggage can be accommodated within the IMS's travel expense/pay settlement.

2.3.4 Travel by Privately Owned Vehicles (POV)

A. If the ITO authorizes POV travel, it is important that the IMSO confirm with the IMS that POV travel to the next destination is desired. When all or partial travel is performed by POV in CONUS, only the IMS who is authorized for POV travel and is responsible for paying for the POV operating expenses is entitled to a monetary allowance in lieu of transportation. This monetary allowance will be paid at the currently authorized rate for official highway distance in accordance with the JTR. Reimbursement will be limited to the official distance from the departing training installation to the next training installation or point of departure specified in the ITO, and should not exceed the normal economy class commercial air fare. Living allowance will be authorized for a period not to exceed constructive travel time by air. If IMS travels as a passenger in a POV, they are not entitled to mileage, but is entitled to living allowance in a travel status.

2.3.5 Eligibility for U.S. State Drivers' Licenses

A. International Military Students (IMS) on "A", or "G", visas are no longer eligible to receive a U.S. state driver's license because they may be eligible for diplomatic privileges and immunities. In order for an IMS to apply for a U.S. state driver's license, the IMS must have a "Non-Eligibility Letter" issued by the U.S. Department of State, Office of Foreign Mission stating that the individual is not entitled to diplomatic privileges and immunities.

B. Department of State has changed their policy concerning "Non-Eligibility" letters for NATO visa holders and NATO IMS will be processed through existing issuance policies and procedures.

C. IMS presenting an out of country driver license must pass all examinations with the exception of those listed below.

France   Reciprocate all exams

Canada   Reciprocate all exams (if customer surrenders Canadian DL)

Germany   Reciprocate skill test only (customer must take written exams)

Taiwan   Reciprocate skill test only (customer must take written exams)

D. If an IMS is authorized POV on his ITO and requires a U.S. driver license; IMSOs are requested to send a memo (by fax) to their regional Office of Foreign Mission requesting a "Non-Eligibility Letter." Sample memo:

Subj: Request a Non-Eligibility Letter

1. Request a Non-Eligibility Letter be issued to Department of Motor Vehicle Administration for ___*IMS Name as it appears on the visa*___ , Date of Birth ___*DOB as it appears on the*___ , address: ___*IMS Current home address in the U.S.*___ , Country of Origin: _____, Anticipated length of stay in the U.S.:_____, Sponsor: ___*Your command name & address*___ ___*IMSO name & Contact info*___, to apply for a Class E Driver License in the state of _____.

IMSO Signature

E. REGIONAL OFFICE OF FOREIGN MISSIONS:

The **Chicago Regional Office of Foreign Missions** (OFM) has program responsibilities for the area which includes Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.
Chicago Regional OFM
U.S. Department of State
77 West Jackson Blvd., Suite 2122
Chicago, IL 60604
Email: OFMCGCustomerService@state.gov
Phone: (312) 353-5762

The **Houston Regional OFM** has program responsibilities for the area which includes Texas, Louisiana, Arkansas, Oklahoma, New Mexico, Colorado, Kansas and Nebraska.
Houston Regional OFM
8701 S. Gessner, Suite 906
Houston, TX 77074
Phone: (713) 272-2865
Fax: (713) 272-2866
Email: OFMHOCustomerService@state.gov

The **Los Angeles Regional OFM** has program responsibilities for the area which includes California, Nevada, Arizona, and Utah.
Los Angeles Regional OFM
10940 Wilshire Blvd. Suite 1425
Los Angeles, CA 90024
Email: OFMLACustomerService@state.gov
Phone: (310) 235-6292
Fax: (310) 235-6297

The **Miami Regional OFM** has program responsibilities for the area which includes <u>Alabama, the Commonwealth of Puerto Rico, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, the U.S. Virgin Islands, and West Virginia</u>.

      Miami Regional OFM
      95 Merrick Way, Suite 505
      Coral Gables, FL 33134
      Phone: (305) 442-4943
      Fax: (305) 442-4973
      Email: OFMMICustomerService@state.gov

The **New York Regional OFM**, located in New York City, covers the states of <u>Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont</u>.

      New York Regional OFM
      799 United Nations Plaza, 8th Floor
      New York, NY 10017
      (646) 282-2825
      E-Mail: OFMNYCustomerService@state.gov

The **San Francisco Regional OFM** serves the consular posts in <u>Alaska, northern California, Hawaii and the U.S. Territories in the Pacific, Oregon, Washington, Idaho, Montana, Wyoming, North Dakota and South Dakota</u>.

      San Francisco Regional OFM
      One Market, Spear Tower, Suite 1375
      San Francisco, CA 94105-1839
      Email: OFMSFCustomerService@state.gov
      Phone: (415) 744-2910
      Fax: (415) 744-2913

2.4 <u>IMS Administration at Training Installations</u>

2.4.1 <u>IMS Arrival Information</u>

A. <u>Arrival Arrangements</u>. Particular emphasis should be placed on the initial reception of the IMS at each training installation. Whenever possible, personnel of equal rank should meet arriving IMS, especially in cases of flag rank. Assistance to dependents should be provided when necessary. An atmosphere of welcome, courtesy, efficiency, patience, and consideration is essential. This is an appropriate time to take advantage of opportunities to contribute to the DoD FSP objectives.

B. <u>Arrival Briefing Checklist</u>. IMSOs will brief all IMS, either individually or as a group, as soon as possible after the IMS arrive at the training installation. Suggested items to be covered are contained in the Arrival Briefing Checklist, **Figure 2.5.**

2.4.2 <u>Sponsor Program</u>

A. The purpose of the Sponsor Program is to help make IMS and their family feel welcome while undergoing education and training, and to acquaint them with American society, goals and way of life. Sponsors should have a sincere interest in the purpose of the program and in working with internationals. They should be willing to take an active interest in preparing for the student

before they arrive as well as making the student feel at home while in the area. School-house Commanders and IMSOs should encourage other staff members to serve as sponsors.

B. IMSOs should advise sponsors not to assume any financial obligations for an IMS. Requests for financial assistance should always be directed to the IMSO, who can verify the IMS' entitlements such as excess baggage allowances, travel expenses, or living allowances. (Indebtedness of an IMS is also addressed in **para. 2.7.4**.)

2.4.3 Country Liaison Officer (CLO)

A. An international officer is sometimes attached to a command to provide assistance in the administration and control of students from their country. Senior students from countries that do not have CLOs may assist with CLO functions. CLOs can give counsel or guidance to an IMS in a variety of matters, including academic or disciplinary problems, student morale, leave and travel arrangements, etc.

2.4.4 Student Control Number (SCN)

A. The SCN is used for student tracking in the SAN, and is automatically assigned to an IMS when the SCO enters their name into the SAN for the first time. The SCN remains with the IMS's name within the SAN system, and is used again if the IMS is enrolled in the SAN for future training activities. The eight character SCN consists of the two alpha-character Country Code, followed by six numeric characters (e.g., CN123456.)

2.4.5 US ID Cards

A. On 4 June 2020, SECDEF directed DoD to transition IMSs from Command Access Cards to the NEXT GEN USID and as applicable NIPRNet Enterprise Alternate Token System (NEATS) for token access. NEXT GEN USID cards will be issued to each IMS and accompanying dependents authorized on his/her ITO by the first training installation in accordance with BUPERSINST 1750.10 series, MCO P5512.11 and other appropriate directives. The expiration date will be one week after completion of the last training line on the ITO. If the ITO does not reflect dates for all training lines, contact NETSAFA. IMS's ITOs will be endorsed upon issuance and return of NEXT GEN USID cards. *IMSOs will maintain/record log of turn-in and/or destruction of all IMS NEXT GEN USID cards for a 3-year period. This is especially important for IMSs dropped from training (medical, disenrollment, etc.), should that IMS return for training they may be re-issued a new NEXT GEN USID card. A letter of NEXT GEN USID card disposition from the previous command may be generated citing its accountability. This action precludes security issues at some sites that will NOT re-issue a NEXT GEN USID card for a returning IMS unless prior NEXT GEN USID card destruction/turn-in is accounted for via formal letter. Therefore, **IMSOs at the last training installation should collect, log and/or destroy the NEXT GEN USID card prior to the IMS's final departure, and report action in TMS-9 SanWeb departure report.** **An IMS may NOT retain an NEXT GEN USID card as a souvenir.**

B. DoD Draft Memorandum dated 05 November 2010 addresses removal of Social Security Number from all DoD issued ID cards. Changes are being made with issue of new cards as they expire and new NEXT GEN USID cards will have a 10 digit number visible. However, IMS I.D. Cards, which are generated by the Real Time Automated Personnel Identification System (RAPIDS)/Defense Enrollment Eligibility Reporting System (DEERS) are used to assign a **Foreign ID Number (FIN)** for the international student. The FIN is an alphanumeric designator generated by DEERS for DoD tracking purposes and is followed by an F (e.g., 900-00-4231F) so as to not confuse it with a SSN. The FIN is readily available for student records when requested by the IMS at time of ID card issue. RAPIDS will also enroll the international student and, if applicable, their family into DEERS. Questions concerning how to enroll an IMS or dependents should be directed to the DEERS/RAPIDS Assistance Center, phone 1-800-372-7437.

C. Exceptions. A FIN is **NOT** issued in the following circumstances:

(1) International civilian trainees.

(2) Students in training for one week or less and ineligible for an ID Card. (Note: some Personnel Support Detachments will not issue an ID Card unless training is longer than 4 weeks.)

(3) International students trained at contractor facilities, under the sponsorship of the DoD Security Cooperation Education and Training Program.

(4) Other students on an exception basis when access to RAPIDS is not available.

In these circumstances when a FIN is not issued, the student is assigned a SCN using procedures described in Para. 2.4.6.A.1 below. The SCN is used as an identification number on the ID Card, and should appear underneath the IMS's photo.

D. DD Form 1172 is the U.S. military "Application for Uniformed Services Identification Card/DEERS Enrollment" form used by PSDs/Personnel Support Activities. Detailed instructions for completing the form are provided in BUPERSINST 1750.10. Please note that much of the data requested is not applicable to IMS.

E. Civilians attending FMS training must have specific benefits identified on the ITO, such as Exchange and Commissary privileges. The PSD preparing their NEXT GEN USID card will not automatically authorize these privileges.

2.4.6 SCN Assignment Procedures.

A. Procedures for obtaining a SCN for the exceptions listed in Para. 2.4.5.C above are as follows:

(1) If an IMS is not issued a FIN/ID Card, the IMSO should inform the NETSAFA Quota Manager at DSN 459-8162 or Comm. (850) 452-8162; who will assign a 9-digit control number (SCN) for enrollment of the IMS into Corporate enterprise Training Activity Resource System (CeTARS). In the event the NETSAFA Quota Manager is not available, contact the Naval Education and Training Professional Development and Center (NETPDC), Code N615, DSN 459-1001 ext. 1317, Comm. (850) 452-1001 ext. 1317.

(2) IMSOs should ensure that the nine-character SCN appears below the IMS's picture on the ID card issued. Do NOT enter the SCN in the block on the ID card reserved for the SSN or Service Number. Retain a copy of the ID card Application, DD Form 1172, in the international trainee's record. Type on the application form "The Student Control Number is not a Social Security Number."

2.4.7 Distance Learning

A. The Department Of Navy Section of the JSCET has been updated to provide guidance on the policy and implementation of Distance Learning (DL) for IMS. The

B. FMSs no longer have access to NKO. Students will access the training directly through the Navy E-Learning (NEL) website https://www.aas.prod.nel.training.navy.mil. The student must have a valid NEXT GEN USID CARD and sign on to NEL to activate account in order to access the three courses listed below. Any additional courses needed, will be added by the school instructor or NETSAFA Point Of Contact. Inactive accounts will display the error, "Access Denied." To have accounts reactivated, students need to contact the Enterprise Customer Support Center toll free at 1-877-253-7122 opt 1 via email netc.helpdesk@navy.mil.

Accounts for students will be locked if the student has not accessed the website within 30 days.

Courses available to students:

JKDDC-TIP-2.04-R	Trafficking in Persons General Awareness Training
DOD-PII-2.0	Privacy and Personally Identifiable Information (PII) Awareness Training
DOD-IAA-V12.034	DOD Cyber Awareness Challenge V2

Specific questions or issues will be directed to NETSAFA:

   N-331   850-452-8870

C. IMSOs should anticipate that it could take 24-48 hours to complete the registration. The person who originally requested registration for the IMS will be notified by e-mail that the registration has been successfully completed. **NOTE:** Request for additional courses must be submitted by a U.S. Military or Civilian. IMS cannot directly request for courses through NETSAFA.

2.4.8 Contractor-Provided Training

A. Some of the Navy's international military training and education courses are conducted by contractors at non-USG facilities. The IMS attending courses at these training sites must have ITOs, and their activities must be coordinated and supported in much the same way as they are on a Navy facility. There may be occasions when an IMSO may either be receiving an IMS from, or sending an IMS to, a contractor-provided training site. When this occurs, IMSOs should refer to SECNAVINST 4950.4B, JSCET and DSCA Manual 5105.38-M, E-SAMM for detailed guidance regarding contractor-provided training.

2.4.9 Uniforms, Grooming Standards, and Nametags

A. IMS will conform to the uniform and grooming standards of the training installation to which they are assigned. However, the U.S. Navy policy that prohibits beards does not apply to IMS except in cases where safety or operational efficiency dictates. Noncompliance may be cause for disenrollment. Situations that cannot be resolved locally should be referred to NETSAFA.

B. IMS should wear a nametag while in training, since it is very helpful to all personnel connected with training and administration. Nametags should indicate the equivalent U.S. grade or rank, name, and country of the individual. If not issued by the IMS's in-country representative, the IMSO at the first training installation should ensure one is made for the IMS.

2.4.10 Leave

A. The foreign country may authorize leave in the U.S. between the last training installation and the point of entry for IMS upon completion of training before returning to home country. **When possible, leave should be approved before the IMS departs from their home country and authority included in the IMS's ITO**. Requests for leave or leave extension upon completion of training will not be granted unless the SCO has amended IMS's ITO by written communication with school(s)/training installations not later than 15 days prior to completion of scheduled training. Living allowance is not payable while in a post-training leave status. Students who do not adhere to scheduled return flights will not be the responsibility of the USG. Specific regulations governing leave OCONUS and between consecutive courses, training installations, and the last training installation and Port Of Entry (POE) are contained in paragraph 10-37 of the JSCET.

B. An IMS may request leave for short periods to travel in the Continental United States (CONUS). This leave may take place between certain courses or phases of instruction (such as non-applicable phases or classified phases of instruction from which the IMS is excluded). The IMS's request for leave may be jointly approved by the command and (CLO), or by NETSAFA with concurrence of the country's representative by telephone or via e-mail. Continuation of IMET living allowances is authorized during these periods.

C. Requests for emergency leave will be submitted directly to the SCO concerned by priority message, with an information copy to NIPO, NETSAFA, cognizant Combatant Command, and others as appropriate.

2.4.11 Holidays

A. Installation commanders are authorized to grant non-chargeable leave, and IMET IMS are authorized living allowance during the following periods:

(1) Authorized holidays observed by the U.S. training activities.

(2) A total of two national or religious holidays of the IMS's country not to exceed one academic day for each holiday authorized. Academic progress will be the deciding factor in each case. Refer questionable situations to the respective major claimant for resolution. Defense Language Institute English Learning Center (DLIELC) publishes an annual list of the two country-approved holidays that fall under this category. This list can be found at:

http://www.DSCU/DISCS.dsca.mil/pages/itm/pages/messages

(3) Christmas holiday period when activities at training installations have been curtailed.

B. If additional training is scheduled at another installation immediately following the Christmas holiday period, the losing installation will be responsible for IMS during the holiday period.

2.4.12 Requests for Information

A. Media. All requests from the media for interviews or photographs of IMS will be referred to NETSAFA, who will forward the request to NIPO, who in turn will forward the request to the Assistant Secretary of Defense (Public Affairs), for evaluation before making any commitment. **Also, IMSOs should ensure that IMS inform their embassy prior to any contacts with the press.** Current policy regarding the disclosure of information is contained in the DON Public Affairs Policy and Regulations Manual (SECNAVINST 5720.44C).

B. Other USG Agencies. DoD cooperates with other USG agencies, as appropriate, in the interest of national security. However, to avoid undermining Security Cooperation program objectives, training installations will not provide non-routine information on IMS to local or other U.S. government agencies. IMSOs (or other staff members) at training installations receiving requests for personal information on an IMS from other U.S. government agencies will refer the request to the NETSAFA Country Program Manager for action. In addition, request for copies of Invitational Travel Orders and background data concerning individual IMS from local and federal government organizations should also be forwarded to the NETSAFA Country Program Manager for action. These procedures will ensure that the personal requests are reviewed by the appropriate organization, and the integrity of our Security Cooperation programs is maintained.

C. Non-U.S. government agencies. Requests for IMS information submitted by non U.S. government agencies will continue to be processed under the Freedom of Information Act, per instructions contained in applicable public affairs publications.

D. Out-of Channel International Requests.

(1)   Responding to an out-of-channel request for course information/quotas from an international may be perceived as a commitment to provide U.S. training, which could undermine the quota allocation process and result in unauthorized/nonreleasable training being provided to a country.   Out-of-channel requests could include electronic, written correspondence, telephone, or a request received from an IMSor a foreign exchange officer assigned to a U.S. activity.

(2) IMSOs (or other staff members) at training installations receiving out-of-channels requests must advise the requestor that the training installation is not authorized to provide the information.   Training installations must advise the requestor that their request must be forwarded to the country's Ministry of Defense for submission through the U.S. Embassy to the appropriate U.S. military organization.   (The foreign country and USG organizations responsible for requesting, reviewing, and approving the release of course information may vary slightly, based on the sponsoring program.)

E. Any questions regarding the releasability of information regarding IMS should be resolved by the NETSAFA CPM.

2.5 English Comprehension Level (ECL) Testing Requirements

A. Every IMS must be sufficiently proficient in English to participate in and successfully complete their course of instruction. DLIELC, at Joint Base San Antonio (JBSA) Lackland, San Antonio TX, is responsible for the Defense English Language Program and for ensuring that IMS have the proper level of English comprehension.   Same applies in cases where Test of English as a Foreign Language (TOEFL) is required, i.e., Naval Postgraduate School (NPS).

B. SCOs are responsible for conducting in-country screening of IMS candidates before they depart their home country for the US. The results of the in-country proficiency examination are recorded in Block 10 of the ITO. However, certain country-specific waivers and exemptions are authorized, as a result of an annual review of ECL requirements. The list of exemptions and waivers is promulgated by DSCA, and can be found at:

http://www.samm.dsca.mil/policy-memoranda/dsca-16-55

IMSOs should review each ITO closely, ensuring that the IMS is properly qualified to begin their training, and that any exemptions or waivers are in accordance with the annual DSCA message.

C. IMSOs at initial training installations should pay particular attention to IMS from countries that are authorized a waiver from in-country screening ECL test, but with mandatory direct entry ECL testing. The IMSO or the Command's Test Control Officer (TCO) must administer the direct entry proficiency test within three to five days of IMS arrival. If the IMS achieves the required ECL score, they are entered into training. Inform NETSAFA if the IMS does not achieve the required ECL score, and schedule a second test in 1-2 working days (never the same day.)

D.   If the second retest is not successful, the IMSO (or TCO) should inform DLIELC and NETSAFA. Both must approve a third test. Each military service has the authority to waive the prerequisite score or cancel training and assess penalty charges.

E. DLIELC Instruction 1025.15, July, 1, 2017, provides updated guidance regarding ECL testing, including On-Line ECL testing. This instruction can be found at:

http://www.DSCU/DISCS.dsca.mil/documents/itm/dlielc/english_comprehension_level_test_guidelines_171212.pdf

The Instruction provides guidelines for On-Line ECL Testing. Of particular note:

1. Para. 3.9 – An internet version of the ECL is available to select test sites in the U.S.
2. Para. 6.1.10 – Request for a waiver when unable to comply with this Instruction.
3. Para. 6.1.12 – Direct entry testing procedures.

IMSOs should ensure that the revised instruction is maintained on file and provided to designated ECL TCOs.

F. TCOs can now choose the Computer Adaptive Testing (CAT) rather than the paper version to test ECLs of international students. TCOs may contact the DLIELC Test and Measurement Branch for more information regarding the CAT ECL at DLITesting@us.af.mil or (210) 671-4889 or DSN 473 4889.

G. All ECL test answer sheets should be forwarded immediately to:

> DLIELC/LEAT
> 2235 ANDREWS AVENUE
> JOINT BASE SAN ANTONIO
> LACKLAND TX 78236-5259

For more information, contact the DLIELC Test and Measurement Branch at DLITesting@us.af.mil.

2.6 Health Matters

2.6.1 Medical and Dental Care

A. The JSCET (SECNAVINST 4950.4B) Chapter 8 provides detailed guidance concerning Medical Requirements and Healthcare. Chapter 8 covers the required examinations, eligibility, benefits and reimbursement for healthcare, hospitalization, and other medical topics. The JSCET will be used as a guide for those involved in the administration of IMS at various levels, including SCOs, IMSOs, training field activities, and DoD health care providers. The JSCET is maintained on the DSCU/DISCS International Training Management Website:

> http://www.DSCU/DISCS.dsca.mil/documents/itm/JSCET_3Jan2011.pdf

B. The JSCET describes a variety of circumstances regarding health care for IMS and their dependents. Regardless of the situation, however, IMSOs should remember the fundamental policy regarding IMS health care, as stated in Chapter 8 of the JSCET:

**All IMS and family members authorized on the ITO must have health care
coverage for the duration of their training. Failure to have health care
coverage on IMS and authorized dependent(s) will result in IMS being
withdrawn from training and returned home. Family members cannot be
authorized on the ITO without health care coverage.**

C. Many military treatment facilities are not familiar with medical benefits authorized foreign personnel. A POC should be established between the IMSO and the military facility that treats students. Health care benefits and financial considerations covering most IMS medical and dental contingencies are outlined in Chapter 8 of the JSCET. They cover most contingencies but are not all-inclusive. IMSOs should provide the medical facility with a copy of the JSCET chapter that

pertains to medical and dental care. Bureau of Medicine and Surgery (BUMED) guidance is provided in NAVMEDCOMINST 6320.3B and BUMED Resource Management Handbook Medical Department U.S. Navy P-5020.

D. Dental care is provided for Non-NATO IMS only on an emergency, reimbursable basis where needed for relief of painful or acute conditions. Routine dental care must be received from civilian sources. NATO IMS receive the same dental care as U.S. military personnel.

E. Prosthetic devices, hearing aids, orthopedic footwear, and similar adjuncts are not authorized for Non-NATO IMS. Eyeglasses are furnished when required for training only if not available through civilian sources.

2.6.2 Serious Illness, Injury, or Death

A. **Chapter 8 of the JSCET** provides detailed guidance regarding major medical cases or fatalities of an IMS or dependent. Chapter 8 of the JSCET also provides information in the event that an IMS requires hospitalization. IMSOs should review this important information carefully, and work with other members of their training activity staff to develop Standard Operating Procedures (SOPs) for such an incident. The SOPs should reflect a training activity's current procedures for responding to an injury or illness of a U.S. student, but should also reflect an awareness of the potential diplomatic, political, and media sensitivities involved in an international student incident. Initial steps should include:

(1) Record the date and time of the notification and the name, organization, and telephone number of the individual making the notification.

(2) Get the details of the incident, to include:

(a) Name and country, including ITO number.
(b) Nature of the Incident (Illness, Injury or Death).
(c) Other Circumstances (DUI/DWI, accident, or other (specify)).
(d) Location of incident.
(e) Others involved in the incident/witness (name, address, and telephone number).
(f) Description of the incident.
(g) Action(s) taken after receiving the incident report.
(1) Name, position, date and time of persons notified.
(2) Other actions taken.

(3) Contact the NETSAFA CPM by phone.

(4) Keep a log of everything that occurs (including date and time of occurrence).

(5) Report to the chain of command on a daily basis until the final report.

B. MILDEP medical facilities will retain IMS inpatient records, as required, and will ensure a copy is included in the IMS's medical records returned to the country.

C. NETSAFA will be notified via message when an IMS's authorized dependents are hospitalized due to illness, injury, or a condition that affects IMS's training, has political implications, or will result in excessive medical charges. The notification will include all pertinent information, prognosis, estimated charges and whether or not the medical conditions will preclude the IMS from successful completion of his or her training.

D. If an IMS under DON sponsorship dies while undergoing training with U.S. forces or while traveling in relation to the training, the remains will generally become the responsibility of the DON until return to the home country's custody can be made. The cognizant command will send a casualty report, by immediate message, to NIPO, NETSAFA, the foreign Attaché, and other agencies in the chain of command as appropriate. Basic guidance is contained in the Decedent

Affairs Manual (NAVMEDCOMINST 5360.1). Detailed instructions on actions to be taken with respect to the remains will be provided by United States Navy Mortuary Affairs Office (MAO), Great Lakes, IL, after coordination with NIPO.

E. Bills for services in connection with the disposition of a deceased IMS under the IMET program will be submitted to CH BUMED for certification. Bills will then be forwarded to NETSAFA for addition of the appropriate accounting data before submitting for payment. Bills for services in connection with the disposition of remains of IMS in FMS training will be submitted to CHBUMED for certification and forwarded to NETSAFA, the appropriate embassy, or healthcare insurance provider, whichever is listed on the Invitational Travel Orders for payment of medical expenses.

2.6.3 Billing Procedures

A. The ITO (Block 12b of the TMS generated ITO) must specify the correct source for reimbursement of medical costs. If the IMS is covered under a reciprocal health care agreement between the U.S. and the IMS's country, the agreement will take precedence over the charges listed in the JSCET. NATO IMS authorized accompanying dependents are entitled to the same medical care (with the exception of TRICARE for inpatient care) as U.S. military dependents. Non-NATO IMS may be provided medical care on a space-available basis when facilities and staffing permit. Eligibility does not mean free care. **Figure 2.6** outlines medical care entitlements and reimbursement sources for IMS and their ITO-authorized dependents.

B. Clinics and hospitals account for the treatment rendered to IMS by completing a DD Form 7 for inpatient care and a DD Form 7A for outpatient care. Billing for dependents is done at the local level and payment is the student's responsibility. Naval medical treatment facilities must forward DD Form 7/7As for the IMS to the BUMED who in turn bills NETSAFA (for IMETP), the Foreign Government (for FMS cases), or the student, as appropriate.

(1) IMET. If a Government Treatment Facility treats an IMET IMS, the ITO indicates that the IMET Program is responsible for payment, and criteria for treatment under the JSCET are met, the Military Treatment Facility will forward invoices to their Central Billing Office – BUMED Code M84 for Navy. A complete ITO should accompany all invoices. These invoices are compiled into monthly billings and forwarded to NETSAFA.

(2) FMS. When reimbursement is the responsibility of the FMS case or the foreign government, the Military Treatment Facility forwards invoices to their Central Billing Office – BUMED Code 14 for Navy. A complete ITO should accompany invoices. These invoices are compiled into monthly billings and forwarded to the appropriate office for payment (if chargeable to the FMS case – as directed on the ITO; if chargeable to foreign government representative in Washington, D.C.)

2.6.4 Billing Procedures for Emergency Civilian Medical Care

A. IMSOs shall follow emergency care and billing procedures as outlined in Chapter 8 of the JSCET.

Procedures may be printed for emergency reference. A link for the JSCET can be found on the NETSAFA website by selecting "DSCU/DISCS International Training Management" on the left column.

Before forwarding FMS IMS medical bills to NETSAFA for payment, contact the NETSAFA CPM to verify that a medical line is included in the Case.

2.6.5 Health Insurance Screening Policies

The DON Process for Review of Healthcare Insurance Policies for International Military and Civilian Students and Authorized Dependents was released on March 22, 2018.   This new guidance will complement the requirements, roles and responsibilities outlined in DSCA Policy Memorandum 11-32, International Military and Civilian Students, and Authorized Dependents Healthcare Coverage.   The DON Process for Review of Healthcare Insurance Policies for International Military and Civilian Students and Authorized Dependents carefully outlines the process for submission of commercial medical insurance policies when determined that it is required for IMS and authorized dependents and for coverage compliance review by NETSAFA. NETSAFA is designated as the maritime service agent to execute the new medical review process and has a contract in place to assist the IMSO and SCO in determining that the healthcare insurance policies purchased by the IMS and International Civilian Student (ICS) meet these requirements.
As outlined in the guidance, if it is determined that commercial healthcare insurance is necessary, the SCO will obtain a copy of the commercial healthcare insurance policy, in English, from the IMS and upload for assessment via SC-TMS. SCOs can upload prospective policies for NETSAFA review prior to IMS/lCS procurement to ensure compliance before purchasing.

The healthcare insurance policy review will be completed normally within five working days and compliance determination will be sent to the SCO, IMSO, and applicable country program manager via progress message in SC-TMS.

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 e-mail to Maritime.MedIns.Review.fct@navy.mil for policy review consideration.

If you have any questions please contact the NETSAFA IMSO Manager at 850-452-8859.
Figure 2.7 is the DON Process for Review of Healthcare Insurance Policies for International Military and Civilian Students and Authorized Dependents. These documents can also be found on the IMSO Information tab of the NETSAFA Webpage and at: https://www.DSCU/DISCS.dsca.mil/itm/functional/don_process_for_review_of_healthcare_insurance_policies.pdf

2.7 **Money Matters**

2.7.1 Living Allowance Rates

A.   It is imperative that the IMSO confirm that entitled IMS receives the authorized living allowance, as stated in the ITO generated by the Security Cooperaiton - Training Management System (SC-TMS). IMSOs should note that certain countries pay all or part of IMS's living expenses.

B. Table C10.T12 of the E-SAMM (reprinted as **Figure 2.8)** shows the Living Allowances for IMS. This includes students under both the IMET Program (when the U.S. pays all living allowances) and FMS (when the living allowance is specifically stated in the FMS case, as approved by DSCA). These rates are based upon the JTR, which can be found at:

http://www.defensetravel.dod.mil/site/perdiemCalc.cfm

C. IMSOs should ensure that living allowance payments are computed for the correct amount. Procedures for travel and living allowances payments can be found in the NETSAFA TLA Handbook **Figure 2.9**.

D. Living allowance for FMS IMS must be approved by DSCA in the FMS case. Living allowance under an FMS case will be paid at the same authorized rate for IMET students, unless waiver is granted by DSCA.

E. Advance payment of living allowances not to exceed $100 may be made to IMS at the POE or the first training installation in the U.S. IMSOs should request authorization from NETSAFA for advance payments over $100.00.

F. For IMET IMS going to follow-on Coast Guard OJT, the living allowance is paid by the losing training command before the IMS departs. The living allowance payment will cover the OJT period and/or through return to home country.

G. When IMS are on a cross-country training flight or Temporary Duty in connection with a required course of training, IMS are eligible for TDY entitlements, which will be included in the course tuition. When an IMS is authorized TLA and is concurrently TDY, the IMS will be reimbursed for travel and per diem (lodging, subsistence, and incidentals) in accordance with the JTR rate for the TDY location, plus the TLA authorize at the training location, which will be charged to the fund cite on the ITO.

2.7.2 Dependents

A. IMS are encouraged to bring their dependents to the U.S. ONLY when they are attending certain PME courses. A list of these courses is found at C10.T11 of the E-SAMM. Regardless of this list, there are occasions when IMS arrive at other training sites with their dependents. IMSOs should have a contingency plan to address these circumstances should they arise, including lodging, meals, transportation, and medical matters.

B. The living allowance rates for accompanied IMET IMS will not be increased solely because they have dependents with them.

C. Dependents of IMS are not allowed to seek employment during their stay in the U.S.

D. ID cards, commissary, exchange and medical privileges are authorized only for dependents authorized on the ITO.

2.7.3 Commissary and Exchange Privileges

A. Commissary, exchange, recreational and other privileges ordinarily available to U.S. military personnel and their dependents will be extended to IMS of equal rank and their authorized accompanying dependents to the extent authorized by the BUPERSINST 1750.10 series, MCO P5512.11 or other appropriate directives.

2.7.4 Indebtedness

A. During the IMS out-processing from the training installation, IMSOs are responsible for identifying those IMS with delinquent debts. The IMSO should employ the assistance of the CLO if available, in resolving overdue debts. If unable to settle locally, forward indebtedness issues to NETSAFA for resolution, with info copies to the chain of command. Student Indebtedness Policy is covered in the JSCET, Para. 10-31.

2.7.5 Identity Theft

A. IMS can be particularly vulnerability to possible electronic identify theft. IMSOs should ensure that IMS are warned of such illegal activities during their time in the U.S.

B. When an IMS arrives at a Training Site, IMS should be briefed on the potential for identity theft. IMS should be cautioned not to divulge personal information to anyone who does not have an official, legitimate reason for having the information. This information includes:

(1) Full Name
(2) Date/Place of Birth
(3) FIN/SSN
(4) Bank/Checking/Savings Account Numbers

C. In particular, IMS should be advised to:

(1) Safeguard personal papers/information against theft
(2) Shred bank statements and other papers with personal information before discarding
(3) Never divulge information by phone, e-mail, or over the internet to strangers
(4) Never click on links sent in unsolicited e-mails
(5) Check bank statements and other records for any unexpected/unknown transactions
(6) Report any suspicious requests for information or activity immediately
(7) Contact the IMSO to DSCU/DISCSss any questionable or suspicious situation

D. The U.S. Federal Trade Commission has a brochure with additional information regarding identity theft. This brochure is available at:

http://www.ftc.gov/bcp/edu/pubs/consumer/idtheft/idt01.pdf

2.7.6 Purchase and Use of POVs

A. IMS may purchase POVs unless such purchase is specifically prohibited in their ITO. IMS who want to purchase a POV should consult the IMSO before signing any purchase contract.

B. IMS must comply with training installation and State regulations for registration and operation of such vehicles. IMS will be required to purchase and maintain public liability and property damage insurance.

2.8 Classified Materials

2.8.1 Disclosure of Classified Military Information (CMI) and Controlled Unclassified Information (CUI)

A. Disclosure authorizations are issued for each country scheduled for classified training and are valid until the course content or the political relationship between the U.S. and the respective country changes. They are based on the information provided in SECNAV Report 5510.3, "Classified Materials and Information Used In Courses Attended by International Students", submitted by training activities for each classified course in the Military Articles and Services List (MASL). See the **E-SAMM** Chapter 10 (paragraph 10.3.4) for additional details. Submission of 5510.3 report data can be made on-line at the NIPO FMT Website.

B. Disclosure of CMI and CUI during instruction may occur only after receipt of a disclosure authorization from NIPO (Code 01B2), the Naval Intelligence Command, or a command delegated authority in the SECNAVINST 5510.34 series. Under no circumstances will classified training or information be provided without a disclosure authorization.

C. Disclosure authorizations are issued for "appropriately cleared" representatives of the attending country. However, at no time does an ITO authorize the disclosure of CMI. IMSOs must ensure the access granted to the IMS on the ITO by the country is at least equal to the level granted by the

disclosure authorization. If the ITO grants a lower level of clearance than is contained in the disclosure authorization, or if no access is authorized, the IMSO must contact NIPO (Code 01D2) for determination if the training should be conducted at a lower level of classification, or if the training should be cancelled.

2.8.2 Classified Training Material and Student Notes

A. DON training activities can supply only classified student notes and locally prepared course materials to the pertinent SCO, with appropriate release forms. Other classified publications used during instruction of the classified course such as texts and schematics must be requested by the foreign Government through normal channels.

B. Before shipping classified student notes and locally prepared course materials, the training activity will ensure these materials are reviewed and bear the appropriate U.S. security classification markings. Student notes and course materials that cannot be reviewed because they are written in a foreign language should be marked with the highest classification of information disclosed during the course. All classified materials will be conspicuously marked by stamp or other means, to indicate the following information:

    (1) Highest classification of included material
    (2) Date of review
    (3) Name and rank of reviewing official
    (4) Name of cognizant activity
    (5) Training course involved
    (6) Student's name and service

C. The "Third Country" marking required by SECNAVINST 5510.34 will also be applied to the cover of each classified document. After the appropriate markings are applied, the material will be forwarded to the SCO for transmittal to the foreign Government. (If the authorized address in the Standard Navy Distribution List is other than the SCO's, passing instructions should be included.) In the case of ship's crew training, classified student notes and locally prepared material may be delivered directly to the ship if it is accessible.

D. Classified material containing Communications Security (COMSEC) information must be forwarded via Naval Network Warfare Command (NAVNETWARCOM) to the SCO for transmittal.

2.9 Records and Reports

2.9.1 IMS Training Records

A. The IMSO at the first training activity will initiate a training record on each IMS. IMSOs at successive training installations will maintain IMS records, and will ensure that all necessary and appropriate documents are included. As a minimum, this record will contain the following:

    (1) Copy of ITO, amendments, and endorsements.

    (2) Application for ID cards for IMS and their authorized accompanying dependents.

    (3) Instructor comments on the IMS's performance.

    (4) Record of courses attended.

    (5) International Student Academic Reports.

(6) Correspondence relating to indebtedness, traffic violations, civil law violations and charges, and other disciplinary incidents.

(7) Record of individual counseling given the IMS.

(8) Record of DoD FSP activities that IMS either participated in or were given the opportunity to participate in.

(9) Any other documents that would be beneficial to IMSOs at subsequent training locations.

2.9.2 Biographical Records

A. The IMSO will maintain biographical records on IMS. The IMSO must report infractions, incidents of a serious nature, or serious medical conditions or emergencies involving either IMS or their family members. The initial report will be by telephone followed immediately by a priority message. For Navy- sponsored IMS, reports will be made to NIPO via the chain of command and NETSAFA. For Marine Corps-sponsored IMS, reports will be made to USMC/CG, MCSCG via the chain of command, with information copies to NIPO and NETSAFA. For Coast Guard-sponsored IMS, reports will be made to USCG International Affairs (G–CI) via the chain of command, with information copies to NIPO and NETSAFA.

2.9.3 IMS Progress Messages

A.   IMSOs should use the SAN/SC-TMS9 to provide student Commencement, Completion, Attrition, Delay and other type Progress Messages. The cognizant reporting activity will send these messages to NETSAFA via the SAN/SC-TMS9. Information copies are sent to the respective major claimant (if other than NETC), the functional commander, and other addressees as required. A copy of all progress messages will be placed in the student's file. (See IMSO Cheat Sheets for more information.)

B.   Arrival/Commencement Messages are prepared when students actually begin training, and should be submitted within three working days after course commencement. These messages are sent automatically to the NETSAFA CPM with an information copy to the next senior in the IMSOs chain of command and the SCOs who desire these reports. IMSOs are only able to update blank fields on the SAN/SC-TMS9:

(1) Progress messages should be sent by the IMSO at the first training installation after the FIN has been assigned.

(2) After the Arrival/Commencement Message is sent, a red check mark should appear over the report icon (handshake).

C.   Departure/Completion Message.   Use the SAN/SC-TMS9 to send Departure/Completion Message when students graduate, attrite or are otherwise eliminated from the course. Updates should be submitted within three working days after course completion or termination.

(1) Include the enroute travel information in the remarks section of the message if the student is returning to home country or going to another installation for follow-on training.

(2) After the Departure/Completion Message is sent, a red check mark will appear over the report icon (airplane).

(3) It is not necessary to include the SCO on completion messages. Progress Messages of a negative nature (i.e., student disciplinary problems) should be coordinated with higher authority prior to submission. NIPO is normally not an information addressee on routine commencement or intermediate completion messages, but should be included if a failure message is issued due to an academic, disciplinary, or medical reason.

(4) The Embassy of Egypt is to be included on all completion messages for Egyptian students. Please fax to (202) 462-5978 or mail to:

> Embassy of the Arab Republic of Egypt
> Office of the Defense Military Naval Air Attaché
> 2308 Tracy Place, N.W.
> Washington, D.C. 20008

D. No-Show, Failure, Delayed Completion, Correction or Student Progress Issues are outlined in the JSCET. Messages should be submitted within one working day after determination of course failure, no-show, or for delayed completion caused by nonacademic or non-disciplinary factors. Please note that the IMSO cannot change data once it is entered. If data has been entered incorrectly, send a Progress Message and note the change in the remarks. See the IMSO Cheat Sheets for further guidance.

E. Navy Flight Training:

(1) Simulator hours should be reported in the same manner as aircraft hours.

(2) Notify the NETSAFA CPM for a change in Estimated Completion Date (ECD) of one week or more and the reason for the change.

(3) Get approval via telephone or in writing prior to any extension in training or additional flight/simulator hours. An estimate of those additional flight hours is required if an ECD change is required and additional flight hours or simulator hours will exceed the programmed syllabus hours.. Additional hours will not be flown until authorized by appropriate country manager.

(4) The Completion Message should include the following:

(a) Actual syllabus hours flown by aircraft type and FY.

(b) Actual syllabus simulator hours by simulator type and FY.

(c) Dates of holidays observed during course enrollment.

(d) Dates of student's sick leave taken during course enrollment.

(e) Dates of student's annual leave taken during course enrollment.

(f) Incomplete or lack of document of ((4 a-e) above), items will delay financial action.

F. Exceptions to preparing International Trainee Progress Messages for each course of instruction are as follows:

(1) Aircrew and Fleet Replacement Aviation Maintenance Program (FRAMP) training. International Trainee Status Reports for aircrew and FRAMP training under COMUSFLTCOM, COMPACFLT, and COMNAVAIRESFOR will be the responsibility of COMNAVAIRLANT, COMNAVAIRPAC, or COMNAVAIRESFOR respectively, and will be provided at the following intervals:

(a) Within three working days after commencement of the first training line.

(b) Within three working days after completion of the last training line or termination. The completion report will contain the following statement in the remarks section: "All training was completed according to student's original schedule." The actual dates and types of leave taken by the student since enrollment will also be shown in the remarks section.

(c) Within one working day after determination of course failure or no-show.

(d) Within one working day after determination of delayed completion caused by non-academic or non-disciplinary factors.

(e) Within one working day after determination of deviation from student's original schedule. Note: The Naval Air Maintenance Training Group Detachments and Units under the CO Naval Air Maintenance Training Group and NETC will continue to report as per para. d. above.

(2) <u>Naval Systems Command training</u>. Multiple training sites (for example, Naval Ordnance Management Training for senior officers or OJT supply) billed or tracked as one line of training under the Systems Commands will be reported in accordance with para. E.1. above.

(3) <u>Contractor training reports</u>. On a quarterly basis, the contractor and the program manager will provide the NETSAFA, MCSCG, or COMDT COGARD (CG-ACO-I), a report listing all IMS currently receiving training and all students expected to receive training within the next six months. IMSOs should refer to NIPO Instruction 4950.1 of April 6, 2005 for detailed guidance.

(4) <u>Training under materiel case</u>. Training under a materiel case should be reported in accordance with the procedures outlined in this section, or as directed by the cognizant major claimant. If unique training situations should occur, the major claimants will provide reporting guidelines.

SPECIAL NOTE:

Progress Messages serve as NETSAFA's standard IMS incident reporting method.

Progress Messages (PM) at a minimum must include:
- IMSO has notified their Commanding Officer (CO) of the following 5 W's (Who, What, When, Where, Why)
    1-Who (IMS LAST NAME, FIRST NAME, ITO#)
    2-What (Incident Description/PM Details)
    3-When (Time/DD/MMM/YY)
    4-Where (PMASL assigned and Specific Location of Incident)
    5-Why (Justification/Reason/COA)

IMSOs must review Progress Message Glossary and Appendix I (IMSO Category 1-4 Desk Top Reference provides Progress Message as well as required IMSO actions to include reporting guidance and time constraints

2.9.4 International Student Academic Report

A. The International Student Academic Report provides the major source of information available to the SCO and the foreign government to assess the IMS's academic achievement. The reports are required for all IMS in all types training conducted under the DON SCTP including classroom training, on-the-job training, observership training, and contractor training. The training installation should designate a faculty member or other staff member as the Evaluator, responsible for completing the academic report. The IMSO is responsible for ensuring that an academic report is completed for every course in which an IMS is enrolled - there should be one academic report for each line of training. The IMSO must also ensure that each academic report is included in the IMS Training Record, in accordance with Section 10-72 of the JSCET.

B. The SAN Web is used to upload the IMS Academic Evaluation Report (AER). This will enable the SCOs, Combatant Command staff, and other authorized persons to view the AER as soon as the IMS has completed a course, and eliminates the need for hard copy documents. The

system will also generate an automatic e-mail to the SCO and the Military Service office when an AER is uploaded into the SAN. IMSOs should begin utilizing the online AER capability of the SAN. AERs can be uploaded to the SAN as follows:

(1) Log onto the SAN Web under Training Tab;

(2) Go to "Students" tab, Select "Academics Rpts," Arrow down to Academic Report (DD2496);

(3) There can only be one AER upload per student per training line.

(4) Perform ONE UPLOAD at a time.

(5) The maximum file size is 25MB, but the ZIP File should be used for files of this size.

(6) The "Action" column permits you to view or delete an uploaded AER.

C. When a hard copy Student Academic Report is submitted, the following instructions relate to the parts (or elements) in **Figure 2.10**, which may be reproduced as needed

(1) Forwarding Address. The next training site if subsequent training is scheduled or the country SCO if course is the last training sequence.

(2) From. Name and address of training installation preparing the form.

(3) Name. Enter trainee's name (last, first, middle) as shown on student's ITO.

(4) Grade. Enter trainee's rate or rank (if civilian, enter CIV). Also enter trainee's U.S. paygrade equivalency (for example, CAPT, 0-6; SGT, E-5; CIV, GS-13).

(5) Country. Enter trainee's country.

(6) FMS Case or IMET FY and WCN. Enter FMS case number or trainee's worksheet control number as shown on student ITO.

(7) Course Title. Official long title assigned to course.

(8) Course I.D. Number. Course Identification Number (CIN) assigned.

(9) Course MASL. The MASL number assigned to the course.

(10) Duration of Course. The convening (from) and graduation (to) dates of the course in year, month and day format.

(11) Did Student Complete Course? Check appropriate block (yes or no). In this instance, the word "complete" means the student was physically in class from convening to graduation. Type of completion will be indicated in Block 12. Note the circumstances in Block 15 if a student did not complete a course.

(12) Student Was Awarded. Check appropriate block. If other, specify in Block 15.

(13) English Comprehension Level (ECL). Only for countries required to take either in-country or CONUS ECL test (or both). Enter test scores in applicable blocks. Enter "DLI Entry" if student attended DLI.

(14) Student's Academic Evaluation.

   (a) Enter the evaluation code from Block (14a) rating scale that best describes the student's performance in the areas listed in Blocks (14b) and (14c). Assignment of Unsatisfactory and Not Observed codes require an explanation in Block 15.

(b) & (c) Training will be evaluated for both language proficiency and performance in class. Note that Block 14.c.6 is for "Potential as Instructor" and should be completed only in Instructor Training courses. Mark N/A for not applicable for all other training.

(15)   Remarks on Academic Performance, Awards and Other Information. Provide the following when appropriate:

(a) Required by Blocks 11, 12, or 14a above.

(b) Comments providing additional insight into the trainee's performance or failure.

(c) Explanation for the trainee's attrition or reasons for termination of training.

(d) Recommendation or explanation for trainee disposition.

(e) Significant accomplishments or awards.

(f) Flight training only: For training activities conducting flight training, enter number of hours flown by FY and aircraft/simulator type.

(g) If specifically directed by NETSAFA to provide final grade and class standing, this data will be entered in Block 15. This will only be used in limited cases where the country has specifically stated they require this information.

(16) Remarks on Student's Participation in Extra-Curricular and Community Affairs. This block can be useful if the trainee is scheduled for follow-on training to ensure that scheduling of duplicative events does not occur. Do not mention the "Field Studies Program" or "FSP" per se. However, you may list the major activities such as "visited Fourth Circuit Court," "participated in tour of local newspaper office" etc.

(17) Evaluator Fill in and Sign. Each person signing as an evaluator must be equal in rank or senior to the student.

(18) IMSO Signature. Indicates form has been placed in the student training record or is being forwarded to address in Block 1.

2.9.5 DON SCTP Records Disposition

A. As FMS Training Case and IMET Program Administrator, NETSAFA is responsible for the disposition of all Security Assistance Training Program records dealing with individual IMS and individual country training programs. This includes, but is not limited to, ITOs, progress reports, correspondence, messages, etc. If NETSAFA is an info addressee on any such correspondence, training activities may destroy their copy when no longer needed. If NETSAFA is not in receipt, the report/document should be forwarded to NETSAFA for determination as to further disposition on a case-by-case basis.

B. Reports dealing with the IMS academic evaluation should be included in the individual IMS training jacket that is eventually forwarded to the SCO, who in turn keeps a permanent copy. Training activities may destroy their copy of evaluation records as directed in the Navy Records Management Manual (SECNAV M-5210.1).

2.10 Special Circumstances

2.10.1 Disciplinary Actions and Special Incident Reporting

A. Infractions or incidents of a serious nature involving either IMS or their dependents include, but are not necessarily limited to:

(1) Serious breaches of discipline.

(2) Matters involving civil authorities.

(3) Incidents considered to have politico-military implications.

(4) Situations considered outside the purview of local commands or installations.

B. Due to the sensitive nature of such reports, distribution will be limited to the following organizations or activities. An incident should be reported by telephone to the appropriate NETSAFA CPM and the flag rank command supervising the training. Telephone notification should be followed-up by priority e-mail. For Navy sponsored IMS, reports will be made to NIPO via the chain of command and NETSAFA. The report will include appropriate recommendations.

C. If the IMS is hospitalized, include all pertinent information concerning the IMS's condition, as well as prognosis. Prognosis should include initial comment regarding feasibility of IMS to successfully complete current training.

D. Matters involving the possible application of criminal jurisdiction by U.S. civilian authorities will be coordinated with the respective service's Judge Advocate General (JAG) office as appropriate.

E. A "Royal Saudi Naval Forces (RSNF) Student Incident Report" (**Figure 2.11**) is available for reporting infractions or problems involving RSNF students that do not warrant special incident reporting. Contact the following people at NETSAFA Saudi Training Program Department for additional information and guidance:

Primary   (850) 452-8849 (DSN 459-8849)

Secondary   (850) 452-8894 (DSN 459-8894)

2.10.2 Unauthorized Absence (UA)

A. IMSOs will carefully check student accountability records before making a determination of UA, to ensure that the IMS is not absent because of misunderstanding the schedule, sick in quarters, or for other plausible reasons. (Note: When a student is determined to be in an UA status while in travel from one training installation to a follow-on training elsewhere, the student's last installation is responsible for completion of IMSO responsibilities.)

B. When it has been determined that an IMS is UA, the IMSO will take the following actions:

(1) Initial/Immediate notification of the following offices (See para 2 for information required for notification):

(a) NETSAFA CPM
Notification or questions should be made immediately after determination of UA status. If the UA occurs after hours or during a weekend, contact the NETC Senior Duty Officer (SDO) at 850-554-5312.

(b) NIPO: (202) 433-5564

(c) DSCA:
          703-601-3655

(d) Immigration and Customs Enforcement (ICE) office (both local and national office at **ctceu@dhs.gov**)

(d) Local Naval Criminal Investigative Service (NCIS)

 (2) The notification information should include, but is not limited to:

(a) IMS name and country

(b) Passport and visa information

(c) Known variations in name spelling

(d) Effective date and time of absence

(e) Last Known Location

(f) Date of Birth

(g) Place of Birth

(h) Last Known Mobile Telephone Number of IMS

(i) Case Identification/Work Control Number (WCN)

(j) Type of training and any follow on training for which IMS is programmed

(k) Travel circumstances (flight arrangements, layovers)

(l) Any information concerning events that may have contributed to the situation

(m) Known relatives in the United States

(n) Information on U.S. driver's license (e.g. number, issuing State, expiration date)

(o) Information and copy of any DoD identification (ID) cards issued

(3) Secondary Notification for the following:

(a) Notify the appropriate DoD ID card office to ensure the ID card is cancelled.

(b) Notify the local Defense Finance and Accounting Center facility and finance officer to post UA information to the IMS DD Form 1588 to cancel service to preclude unauthorized payments.

(c) Notify installation lodging and cancel service.

(d) Notify the base Staff Judge Advocate who should be aware of USG consular notification requirements if the IMS is later arrested.

(4) Additional actions required:

(a) Ensure the proper progress message (AWOL-TG) is entered in the Security Assistance Network (SAN) database.

(b) Request designated SCO provide instructions for disposition of IMS personal effects from Ministry of Defense (MOD) of IMS. Cost for shipping and handling will be charged to corresponding funding line of IMS.

(5) If the IMS returns to a DoD training installation or is known to be detained by local authorities; notify the local and national ICE/DHS office, appropriate MILSRV CPM and DSCA.

(6) In the event an IMSO is notified of an IMS failing to return to home country after completion of training, NETSAFA should be notified. NETSAFA will verify the circumstances with IMS' home country and take appropriate action.

(7) Additional information:

(a) Media inquiries regarding the UA should be directed to the NETC Public Affairs Office (PAO) at 850-452-4859. The base PAO should also be informed of the UA. IMSOs should not make statements or provide information to the media.

(b) In the course of the Training Site Arrival Briefing, IMS should be informed of the 24-Hour Notification Policy. The IMSO Guide Arrival Briefing Checklist (Fig. 2.5) amended to reinforce this time limit.

(c) The NETSAFA Website copy of the IMSO Guide (Para. 2.10.2 – Unauthorized Absence and Figure 2.5 – Arrival Checklist) revised to reflect these expanded UA Notification requirements. IMSO's should revise their copy of the IMSO Guide accordingly.

2.10.3 Disenrollment and Controversial Matters

A. A primary purpose of Security Assistance Training is to encourage effective and mutually beneficial relations and increased understanding between the U.S. and foreign nations. It is U.S. policy that every reasonable effort should be made to ensure that an IMS complete scheduled training and attain the required level of skills and professional competence. However, it is not intended that the IMS be passed or graduated solely as a gesture of goodwill; within prescribed limitations concerning access and security of classified or protected USG information, the IMS will be treated in the same manner as U.S. military students.

B. The above notwithstanding, it is important to consider the IMS's aptitude, application, sincerity, diligence of effort, and demonstrated understanding, as well as their numerical grades. All of these factors contribute to the evaluation as to whether the IMS can accomplish the training objectives. DON policy on this subject is outlined in the following paragraphs.

C. Occasions or situations may arise which could be detrimental to the IMS's successful completion of training but which are not serious enough to be classified as discipline or disenrollment. Examples of this are unique situations related to grooming standards, religious principles, or minor indebtedness. In these cases, training activities should initiate action through the chain of command, info NIPO and NETSAFA, to resolve these issues. The decision to notify the COCOM or the SCO resides with NIPO for Navy. In most cases, the situation can be resolved within the Continent of the United States (CONUS) Security Assistance community.

D. In the absence of standard agreements with countries involved in SAT, the IMS cannot be disciplined in accordance with the Uniform Code of Military Justice (UCMJ). Disenrollment is the only option available in the case of an IMS who has demonstrated an inability to conform to the rules and regulations at the command where training takes place. Authority to disenroll an IMS will be executed by the NIPO Country Desk Officer for a Navy sponsored IMS.

E. While disenrollment may be the only available option, it must be viewed as the last resort. Disenrollment of an IMS indicates that the training authorized and approved under an IMET or FMS training program has not been accomplished. Experience has shown that contact with an IMS by officials of their own government can resolve most disciplinary problems. In many cases such contacts can also have a positive influence on academic problems, especially where the cause may

be the IMS's attitude in pursuing the course of instruction. In order for this contact to be effective, the disciplinary and/or academic problems must be brought to the attention of SC training POC within the chain of command, and NETSAFA, as early as possible.

F. To facilitate the proper documentation, reporting, and resolution of academic and disciplinary problems, the following system will be implemented by all DON activities providing SAT to IMS:

    (1) Warning.

        (a) When an IMS demonstrates non-conformity to established standards of behavior or has failed to achieve the required academic progress, the IMSO will formally counsel the IMS concerning these shortcomings. The counseling will include:

            (1) the exact nature of the behavior or performance that has failed to meet established or required standards

            (2) the exact nature of the change required

            (3) the time period the IMS is being given to make the required change

            (4) a warning that change is required to avoid the IMS's placement on probation (the last stage before disenrollment)

            (5) that the counseling session is considered an official warning to the IMS.

        (b) The IMSO will make an official record of the counseling session and enter it into the IMS training record. The IMS will be informed that if the required changes in either behavior or academic performance are made within the time period specified, the official record of the counseling session will be removed from the IMS training record upon the IMS successful completion of the current course of instruction.

    2. Probation.

        (a) When an IMS fails to make the changes in either behavior or academic performance required as a result of being formally placed on warning status, or when an IMS indicates serious non-conformity to established standards of behavior, the IMS will be officially placed on probation.

        (b) If an IMS is placed on probation, the CO will formally counsel the IMS. The IMS will be advised:

            (1) that they are officially being placed on probation, that the IMS must change their behavior to avoid recommendation for disenrollment

            (2) of the exact nature of the behavior or performance that has failed to meet established or required standards

            (3) of the exact nature of the change required

            (4) of the time period in which the change must occur

            (5) that the IMS's Washington, DC-based Attache or other government official will be notified of this action.

        (c) The details of the probation will be recorded in an official letter to the IMS from the CO, which will be provided to the IMS during the official counseling session. A copy of this letter will be placed in the IMS's training record, and will remain in that record until the IMS successfully completes all CONUS based training. If the IMS's conduct/academic progress so warrants, the IMSO at the last activity or installation providing training to the

IMS will remove this letter from the training record prior to forwarding the training record to the SCO. NIPO and NETSAFA should also be provided a copy of the letter.

(d) NIPO will make notification to the Washington, DC-based representative of the IMS's government.

   3. <u>Disenrollment</u>.

(a) When an IMS fails to make the changes in either behavior or academic performance required as a result of being formally placed on probation, or when an IMS exhibits behavior prejudicial to good order and discipline, the CO of the training activity is authorized to recommend disenrollment. This recommendation will be made through the chain of command to NIPO. Information copies of the recommendation and any other correspondence relating to disenrollment will be forwarded to NETSAFA. The initial report will be by telephone followed immediately by a Priority message. The report will include appropriate recommendations. Copies of all record correspondence relating to disenrollment will become a permanent part of the IMS's training record and will be forwarded to the SCO after the IMS's return to homeland.

(b) See paragraph 10-93 of the JSCET, for governing authority to disenroll an IMS.

(c) Navy IPO will notify the Washington, DC, based representative of the IMS's government.

(d) NETSAFA will provide disposition instructions to the training activity involved. Copies will be provided to NIPO, the COCOM, the SCO, and the Washington, DC, based representative of the IMS's government.

G. <u>Humanitarian Disenrollment.</u> Occasions may arise when an IMS cannot complete a course because of injury, illness, or personal hardship. When such an event occurs and is confirmed, the IMS should be disenrolled, and the circumstances surrounding the disenrollment should be documented in the Academic Report. The IMS should be provided a copy of the Academic Report upon departure from the training site.

2.10.4 **Political Asylum**

A. Requests by IMS for political asylum in the U.S., or for temporary refuge, must be treated with urgent but careful attention. Uniform policies and procedures and assignment of responsibilities for handling requests for political asylum or temporary refuge are found in SECNAVINST 5710.22. For Navy IMS, the POC for implementation of these policies shall be the Ocean Policy Branch of the Political-Military Policy and Current Plans Division, Office of the Chief of Naval Operations (CNO) (N525).

B. Before the request is officially made, the IMSO should first brief the IMS on the following:

(1) This request is serious and is irreversible once made official.

(2) The IMS will immediately be disenrolled from training and turned over to proper authorities in accordance with DoD instructions.

(3) IMS will lose all military privileges, including living allowance, living on base, and ID card.

(4) Not all requests for political asylum are approved.

C. IMSOs are reminded not to DSCU/DISCSss any political asylum requests with other students, the public, or the media. IMSOs should afford reasonable care and protection to the IMS.

D. Distribution of messages concerning this subject should be strictly limited to protect the confidentiality of the IMS. In no case shall a training activity include in-country addressees. Messages should be addressed to as follows:

(1) Navy activities should address reports to CNO (N525), info NIPO, NETSAFA, and the chain of command.

(2) Further dissemination of information will be determined at the SECNAV, CNO, or COCOM levels.

2.10.5 Guidelines on Relations with Taiwan

A. The following are guidelines and proper terminology that should be used in the management of programs for Taiwan. The term "Taiwanese" refers to Chinese who have been on the island hundreds of years and have their own dialect. It does not include the Mainlanders who arrived after 1949.

To Be Avoided	Acceptable Substitute
Display of the Republic of China Flag	None
Military Ranks	Ranks should not be used in any correspondence, except for Invitational Travel Orders (ITOs), where the following example may be employed: "Comp U.S. Grade 0-3"
"Republic of China"	"Taiwan"
"Host Government"	"Taipei Economic and Cultural Representative Office in the United States (TECRO)"
"Chinese Army, "ROC Army," "CA" and "Taiwanese Army"	"Taiwan Army" or "TA"
"Chinese Navy, "ROC Navy," "CA" and "Taiwanese Navy"	"Taiwan Navy" or "TN" "Taiwan Marine Corps" or "TMC"
"Chinese Air Force," "ROC Air Force," "CAF" and "Taiwanese Air Force"	"Taiwan Air Force" or "TAF"
"Country"	"Taiwan"

2.11 Insider Threat Awareness

2.11.1 Purpose

A. The purpose of Insider Threat Awareness is to aid international military students in understanding how to identify and report insider threat indicators. The goal is to deter threats and detect potential issues early on—before a problem occurs.

2.11.2 Behaviors/Activities Considered Potential Risk Indicators (see Figure 2.12)

A. The following are behaviors and actions considered potential risk indicators for insider threat

(1) Drug or alcohol abuse

(2) Undiagnosed or untreated medical or mental health conditions

(3) Criminal activity

(4) Interest in weapons or purchase of weapons

(5) Unexplained travel

(6) Attempting to access information not necessary to studies or mission

(7) Unexplained absences

(8) Financial problems

(9) Sudden outbursts of anger or threats of violence

(10) Unexplained affluence/money

(11) Failure to follow security protocol

(12) Signs of recruitment or elicitation

2.11.3 Student Actions if Behaviors are Observed

A. If students observes any of the previously-mentioned behaviors or activities, they should:

(1) Report it to an instructor

(2) Report it to support personnel

(3) Report it to the IMSO

B. See Figure 2.13

2.12 Final Training Installation Actions

2.12.1 Completion/Termination of Training

A. For completion or termination of training, adhere to the following guidelines:

(1) Items listed in the Departure Briefing Checklist, **Figure 2.14**, will be covered with the IMS.

(2) ID card will be surrendered by IMS during outprocessing at the last training activity. **IMSO will maintain/log turn-in and/or destruction of NEXT GEN USID card in TMS-9 SanWeb for accountability.**

(3) Unless approved by NETSAFA, IMS will not be allowed to remain in USG quarters for a period longer than one week after termination of the last training course scheduled at an installation. NOTE: Students whose Travel and/or Living Allowance (TLA) is paid by USG funds will be scheduled to depart the day following graduation; however, if a delay is caused by extenuating circumstances IMSOs may request an exception to this policy. Requests for exceptions should be addressed to NETSAFA. If the exception is granted, student may continue to draw living allowance and remain in military quarters until departure.

(4) International Trainee Progress Report shall be completed within three working days after course completion.

2.12.2 Return Travel

A.   The last training installation to which the IMS is assigned is responsible for making arrangements for the return travel to country, and for notifying the SCO of return itinerary by message. See **para. 2.3.2** for information on arranging travel for IMS whose travel is funded by the USG.

B Particular attention should be given to baggage limitations, since it is very typical for an IMS to return home with excess baggage. ISMOs should review **para. 2.3.3** carefully.

2.12.3 Forced Overnight Stays and Rest Stops

A. If airline scheduling requires and overnight stay, the IMSO at the last training installation should arrange the necessary hotel reservation prior to an IMS' departure, and process the IMS' final voucher with payment for lodging expense. The maximum lodging amounts found in the JTR will be used in lieu of actual lodging amounts.

B. In most instances, students will not be permitted to remove checked baggage during overnight stays/rest stops. Students should use "carry-on" bags for clothing/personal items during this time. Students should be briefed accordingly prior to their departure from the training installation.

C. An IMS will be authorized a rest stop in accordance with the JTR. Rest stops will be scheduled at a point enroute where carriers permit free stopovers.

2.12.4 Shipment of Retainable Instructional Materials (RIM)

A. A shipment weight allowance is authorized for each IMS for instructional material issued to and retained by the IMS for use in home country. The cost of shipment of RIM is included in the tuition rates for all formal courses based on standard rates.

B. IMSOs will ensure that no personal effects are packaged with RIM, and ensure that only unclassified books, pamphlets, maps, charts, or other course material issued to the IMS are shipped. It will not include articles procured by the IMS for personal use, or materials not directly related to the course of instruction. The cost of packing and shipping personal items and household goods will be borne by the IMS. The IMS is not permitted to ship these items with RIM by paying for excess charges over the authorized weight.

C. Materials are packaged and labeled at the training installation and shipped to the country SCO for delivery to the IMS, or to the official address for classified material, or to the student directly as indicated on the ITO via the most economical method available. DoS Pouch service is not authorized. A copy of the student's ITO is placed inside the package. Use of the Army and Air Force Post Office or Fleet Post Office address of the sponsoring SCO is authorized if available. Packages shipped via the SCO should be addressed to the SCO (student's name must not be entered on address label) and include (on the side of the package) the WCN and Program Year for IMET IMS and the WCN and FMS case for FMS IMS.

D. An endorsement to the ITO will cite the weight shipped. The weight allowance for RIM is 100 pounds for PME, postgraduate education, language instructor training, and 50 pounds for all other courses. IMS desiring to send RIM via international mail or over the total authorized weight allowance will do so at their own expense.

E. RIM for IMS's from Germany is shipped to the following address: The weight allowance for RIM is 100 pounds for PME, postgraduate education, language instructor training, and 50 pounds for all other courses.

(Student's Name)
(Student's Office Address in Germany)
C/O German Armed Forces Command
Traffic and Transportation Division
23745 Autopilot Drive
Dulles International Airport
Dulles, Virginia 20166

Figure 2.1

SC-TMS 9
Quick Reference Guide
for
IMSOs

A quick reference guide for navigating SC-TMS 9

27 June 2014

Figure 2.1

Table of Contents

Figure 2.1

    A. "Live" side of SC-TMS:
        ☞Log into SAN > Training > SC-TMS9

    B. "Training" side of SC-TMS: Only Use during DISAM class or when you want to "practice"!
        This IS NOT Live Data. Changes DO NOT GO ANYWHERE, and DO NOT AFFECT ANYTHING. Training website and data is refreshed /updated before each SCM-O Training Track at DISAM

      ☞Log into SAN > Other > SC-TMS9 Training

      Important!!! Notice blue border at top with the words ** Training Server **

II. Today At A Glance:

    A. See a quick overview of what is going on "today" in training for Schoolhouse.

    B. This can be seen on the SC-TMS Welcome Screen (Today At A Glance):
        ☞ Log into SAN > Training > SC-TMS9
        - LAST DSAMS Refresh – last time the SAN data was updated.
        - NEXT DSAMS Refresh – next scheduled SAN data update.
        - Active Students who have an ITO Amendment
        - Training Line Statuses that have changed from yesterday
        - Activities/Schoolhouses – Number of students at your schoolhouse today.
        - Program Types – What programs are being used to fund students at your schoolhouse today.
        - Countries – The top 10 countries with students at your schoolhouse today.
        - Courses – The top 10 courses at your schoolhouse with international students attending today.

        - Click any hyperlink on this window to see additional information.

III. General Information for IMSO to keep up-to-date:

    A. **IMSO POC Information**:

☞Click: Schoolhouse then select "Activities"

      1. To add a new IMSO POC: Click, "Add New POC" hyperlink > fill out form > click, Assign POC > Return to Training Activities

      2. To update an existing POC: Click the "Pencil & Paper" icon next to the appropriate name

      3. To delete a POC: Click the "Red X" next to the appropriate name

      (Hint: Those identified as "Contact Type" = International Military Student Officer (IMSO) will receive automated e-mail notices for uploaded ITOs, Arrival Messages etc.)

Figure 2.1

B. **Location Remarks**:

Explain general information about your Schoolhouse and the surrounding area.

☞Click: Schoolhouse > Location Remarks > put a checkmark in the Update box next to the comments to update > enter remarks in Comments field > click, Update button

(Hint: When updating Location Remarks, be sure to check the update box for those categories that you are updating.)

C. **Physical Location of Training (PLOT)**:

The information entered for PLOT will automatically appear on the student's ITO as the Location of Training.

☞Click: Schoolhouse > Physical Location (PLOT) > fill out form > click Update

D. **Course Information**:

View information about courses at your schoolhouse.

☞Click: Schoolhouse > Active Courses / International Notes > locate appropriate MASL ID > click MASL ID hyperlink

(Hint: On the window that lists all Active Courses, click Location Code hyperlink to see Location Information details.)
(Hint: Air Force and Navy IMSOs cannot see course prices, per AFSAT and NETSAFA.)

E. **International Notes**:

International Notes are remarks associated with a specific course that international students should be aware of. International Notes are maintained and updated by the IMSO.
IMPORTANT for IMSOs to complete to emphasize information about a course for IMS!!!

☞Click: Schoolhouse > Active Courses / International Notes > click, "Int'l Notes" hyperlink for appropriate course > enter information about the course > click, Update

IV. Reports:

(Hint, after a report is "Previewed" the results can then be exported to various formats (i.e. PDF, Excel, Word etc.) by selecting the desired format from the "Export to the selected format" dropdown and clicking Export.)

A. Projection Report - Shows what is programed for your schoolhouse during a given date range sorted by MASL ID or by Start Date.

☞Click: Schoolhouse > Projection Report > (By MASL or By Start Date) > Select a date range (Start Dt. And End Dt.) > enter any other criteria that may be applicable > Preview

B. Ad Hoc Report – View and Search the Standardized Training List (STL) for your schoolhouse by a wide variety of filter criteria.

☞Click: Reports > Ad Hoc > enter the criteria you are searching for > click:

Figure 2.1

> "Web Only" button: (To view results in webpage with hyperlinks for additional information.)

> "Report Only" button: View results in a format that can be exported (i.e. pdf) & printed.

> "Export To XLS" button: View results in Excel format.

V. Working with your Students:

  A. **Student Training Status and Progress Messages**.

  ☞Click: Schoolhouse > Student Training & Progress Messages

(Hint: Default is to show "Students Active" (i.e. students who should be at your schoolhouse today based on the STL. If needed, use dropdown boxes at the top to change the criteria.)
(Hint: If you want to see all courses in a student's training track [not just the active course at your schoolhouse]: After clicking Student Training & Progress Messages, then check the "Show Entire Training Track" checkbox and click Search.
(Hint: Click hyperlinks on the page to see additional information: i.e.
- Click, Student name hyperlink to see the student information form
- Click, ITO Number hyperlink to view the ITO

(Hint: Arrive column: Green Checkmark icon indicates Arrival Report has been completed.
Pad and Pencil icon indicates Arrival Report needs to be submitted.
  Enroll column: Green Checkmark icon indicates Enrollment Report has been completed. Pad and Pencil icon indicates Enrollment Report needs to be submitted.
  Complete column: Checkmark icon indicates Completion Report has been completed.
Pad and Pencil icon indicates Completion Report needs to be submitted.
  PM column: Use "Hand Holding Paper" icon to submit Progress Messages.

  B. **Arrival and Enrollment Reports** – IMSO must identify when student has Arrived and Enrolled:

  1. Arrival Report: ☞Click: Schoolhouse > Student Training & Progress Messages > Locate student > click "Pad and Pencil" icon in Arrive column > fill out form > click, Update
  2. Enrollment Report: ☞Click: Schoolhouse > Student Training & Progress Messages > Locate student > click "Pad and Pencil" icon in Enroll column > fill out form > click, Update

(Hint: If you wait until the Start Date of the course (according to the STL) you can do the Arrival and Enrollment Report at the same time.)

(Hint: When the Enrollment Report is submitted, this will change the Training Line Status (TLS) to EN (Enrolled). This change will appear in the STL the following day.)

  3. Group Enroll: Submit an Arrival and Enrollment report for many students at the same time.

(Hint: Wait until the Start Date of the course.
  Only Group Enroll those students that Arrived and Enrolled as scheduled according to the STL.
i.e. Report and Start dates are correct.)

Figure 2.1

☞Click: Schoolhouse > Student Training & Progress Messages > Group Enroll > click the checkbox for those students who arrived and enrolled as scheduled per the STL > Submit > Return to Student Training Status List

C. **Completion Report** – IMSO <u>must</u> identify when student has Completed the course:

1. Completion Report: ☞Click: Schoolhouse > Student Training & Progress Messages > Locate student > click "Pad and Pencil" icon in Complete column > Fill out form > click Update

(Hint: When the Completion Report is submitted, this will change the Training Line Status (TLS) to CO (Completed). This change will appear in the STL the following day.)

2. Group Completion Report: Submit a Completion Report for many students at the same time.

☞Click: Schoolhouse > Student Training & Progress Messages > change "Students Active" dropdown box to "Students Completed Last 30 Days" > View > click "Group Complete" button > click the checkbox for those students who completed as scheduled per the STL > select appropriate Status and Honor Grad dropdown selections > Submit

D. **Exception Report** – Shows training lines that need one or more of the following reports to be completed: Arrival, Enrollment or Completion Report.
(Default is to show those due within the last Month.)

☞Click: Student > Exception Report > (Pad and Pencil icons indicate what reports need to be submitted.) > click "Pad and Pencil" icon to accomplish the appropriate report.

E. **General Progress Messages** – Enter progress messages about a student during training.

(Hint: In addition to general progress messages, you can also enter flight information for a student going to the next schoolhouse or returning home by submitting a TV (Travel Information) progress message. The process is the same as for all general progress messages, as shown below.)

☞Click: Schoolhouse > Student Training & Progress Messages > locate the appropriate student > click the "Hand Holding Paper" icon in the PM column > choose a Progress Message from the Progress Message dropdown > enter any applicable information > click the Add button.

F. **Arrival Information**: - View arrival information entered by a SCO or IMSO.

☞Click: Student > Arrival Information
(Hint: If arrival Information exists it will be displayed under the general training line information with the following labels: Arrival, Remark)
(Hint: Notice the dropdown boxes at the top of the window to change the criteria for the results.)

G. **Financial Identification Number: (<u>Optional entry</u>)**

☞Click: Student > FIN Management > click the "Edit" hyperlink next to student's name > Enter FIN > Update

Figure 2.1

(Hint: The FIN can also be entered on the Arrival and Enrollment Reports when these are done.)

H. Academic Report (DD Form 2496):
Upload Academic Reports, DD Form 2496, for viewing by SCO, Military Service, GCC etc. When uploaded, the SCO will receive an e-mail.

☞Click: Student > Academic Report (DD2496) > if needed, use dropdown boxes to filter the criteria to locate the student > click on "Upload File" field for appropriate student > locate file to upload and double click it > click, Update > the File Name will automatically appear in the Document column.

(Hint: Filenames that are uploaded should NOT include non-alphanumeric characters!!!)

(Hint: Once uploaded, click the filename in the Document column to view the Academic Report.)

I. **ITO Repository**: View ITOs and ITO Amendments uploaded by the SCO.

☞Click: ITO Repository > if needed, change filter criteria at top of page > click, Submit > click the "View ITO" hyperlink in "View ITO/Planning ITO" column to see the ITO and any amendments.

J. **Flight Hours**: (Usually applies to Navy)
Enter Flight and Simulator hours a student has accumulated by equipment type.

☞Click: Schoolhouse > Student Training & Progress Messages > Locate the student and the appropriate line of training (you may need to use the criteria dropdown boxes at the top of the page) > click "Hand Holding Paper" icon in the PM column > enter number of hours in appropriate field at the bottom of the page > click the Update hyperlink.

Another way to view Flight Hours:

☞Click: Reports > Ad Hoc > enter criteria > click "Web Only" button > locate appropriate line suffix and click "Hand Holding Paper" icon in the PM column. Notice the Equipment/Flight Hours section.

VI. Field Studies Program (FSP):
Keep track of your FSP events, how much they cost and which students attended. Shows a list of current FSP events that have been completed or planned.

☞Click: Schoolhouse > Field Studies Program (FSP)

A. New Event Template: Create an entirely new FSP Event Template
☞Click: "Create New Event Template" hyperlink > fill out form > click, Save/Update
1. Existing Events:
Event Action" column icon functions:
State Capital icon 🏛: Create a new occurrence of an existing event
☞Click: "State Capital" icon in Event Action column > fill out form > Save/Updat
2. Face & Paper icon 📝: Identify the students who participated in a specific event
☞Click: "Face & Paper" icon in Event Action column > click the checkbox for each student who participated in the event > Save/Update

Figure 2.1

3. Pad and Pencil icon 📝 : Update information about a specific event occurrence. (i.e. dates, costs etc.)
☞Click: "Pad and Pencil" icon in Event Action column > update the form > Save/Update
4. Red X icon ✖ : Delete an occurrence of an event.
☞Click: "Red X" icon in Event Action column > OK

VII. POC Directories:

A. IMSO Directory – Lookup any IMSO POC information.

☞Click: References > IMSO Directory > Locate schoolhouse > click, Location Code hyperlink

B. Military Service CPM Directory – Lookup Military Service POC information.

☞Click: References > CPM Directory > Locate appropriate Country (Responsible CPM will be identified.)
Another way to view CPM info: ☞Log into SAN and click > Training > Country Program Mgrs

C. SCO Directory – Lookup SCO POC information.

☞Click: References > SCO Directory > Locate Country Name > click, Country Name hyperlink

VIII. Contact DISAM:

A. To report a technical problem with SC-TMS or ask a question about SC-TMS operation, follow the steps below.

☞: At the top right of any page in SC-TMS, click "CONTACT US" > enter your comment (be as specific as possible include error message you are receiving and/or Training Track Identifier if applicable) > click, Submit

An e-mail will be sent to the SC-TMS programmers and Instructors with your comments.

Figure 2.2

```
                    Invitational Travel Order (ITO) for International Military Student (IMS)

1.ITO Number: BND14I0016003        2.Country/Organization: Bandaria          3. Date: 16-May-14

   The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s)
of instruction herein listed, subject to the terms and conditions contained herein, and as may be
amended by competent authority. This ITO is the only document that will be used and is valid
only for the IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the
Arms Export Control Act.
   Definitions of acronyms and abbreviations contained in this document, and instructions for completing
this form are provided in the Joint Security Cooperation Education and Training Regulation,
JSCETR / Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4A/AR 12-15/AFI
16-105).  This computer generated, letter format ITO is authorized in accordance with the Security
Assistance Management Manual (SAMM), DoD 5105.38-M.

4.   Issuing Security Cooperation Organization (SCO).
     a. Name of Organization: SCO Bandaria
     b. Mailing Address:       123 Bandaria Place
                               Washington, DC 55555-5555

     c. E-mail Address:        disamer@mail.mil

5.Program Type: IMET: 1-Year Intl. Military Education and Training  BN-D-14I001

6.   IMS Information:
     a. Surname:    Vulke
        First Name: Hadin
     b. Sex: MALE
     c. Country Service Rank: Captain
     d. U.S. Equivalent Rank/Pay Grade: O3
     e. Country Service: Army
     f. Country Service Number: O-123456
     g. Date of Birth: 01-May-79
     h. Place of Birth: Blinz, Bandaria
     i. Passport Number: BN34567
     j. Country of Citizenship: Bandaria
     k. Visa Number: F76543
     l. Visa Type: A-2
     m. Miltitary Unit/Organization: 1st Army Division

7.   Invitation.
     The Secretary of Department of the Air Force invites the IMS listed in Item 6 of this
     Order, to proceed from Bandaria to KEESLER AFB, MS 39534, reporting on 11-Jun-14 for the
     purpose of commencing training listed in Item 8 of this order.

8.   a. Authorized Training:    No additional training to that specified in this order will be provided.
     CASE: 14I001
     a. WCN: 6003A  439634.1        MASL: D121008        Title: WEATHER FORECASTER APPR
        Military Service Course No: E8ABR1W031 OA1      School: KEESLER AFB, MS
        Location: KEESLER AFB, MS 39534          Report Date: 11-Jun-14        End Date: 21-Jan-15
                                   *****Last Line*****
9.   Funding.
     Fund Cite: 57-55635677 494 8815 N1OBN 4676633 345454 (FSR O33485) (PSR 875685) TLA AMT
$20297.50     Travel Order Number:      Pseudo SSN:

10. Language Prerequisites:
    a. Highest Required ECL: 70
    b. IMS completed in-country English language testing as follows:
        ECL Exam No: 12D       Date Completed: 15-Feb-14      Score: 90

11. Security and Student Screening:

    a. Human Rights, Security and Medical Screening have been completed in accordance with the
        E-SAMM Paragraphs 10.8.1 and 10.8.5 and JSCET 10-39 for IMS listed in Item 6 of this Order.

    c. U.S. security requirements have been complied with.  The home government has granted
       the IMS a security clearance.  This of itself does not permit the disclosure of classified
       U.S. information.  Such disclosure must be specifically authorized by an officially
       delegated authority and U.S. foreign disclosure regulations or directives.
       (1) The highest U.S. classification level required for training is Unclassified.
       (2) The U.S. equivalent classification level of the security classification granted by the
       home government is Secret.

12. Conditions:
    a. Dependents: Dependents are authorized by U.S. authority to accompany the IMS or join
       the IMS while in training.  Dependents are not authorized to be transported or
       subsisted at
       U.S. Government expense.  Only the following authorized dependents will be issued the
       U.S. DoD/Uniformed Services Identification and Privilege Card.
       Accompanying Dependents:
```

Figure 2.2

Name	Relation	DOB	Passport No.	Visa No.	VISA Type
Harare Vulke	Wife	04-Jun-81	BN567890	F54321	A-2

b. Medical Services.
IMS:
IMS under IMET.
Charges for DoD and Military Treatment Facility-referred civilian medical and emergency dental care are chargeable to the IMET program and will be forwarded to the appropriate MILDEP for processing. MilDep Billing Address: Air Force:

Air Force Security Assistance Training Squadron/FM
315 J Street West
Randolph AFB, TX 78150-4302

(d) Medical Examinations (Before CONUS Arrival)
Medical examination, to include HIV Test, was completed on 16-Apr-14.

Dependents:
Dependents.
Non-NATO/PfP SOFA Authorized Dependents–Insurance. Dependent has acquired IMSO-verified qualifying health insurance for DoD and civilian medical care covering the entire period he/she will be present in the U.S. for scheduled training.

Health Insurance:
Company: First Health Premium
Policy Number: A56789
Address: First Health Premium123 Second St.Wadi, Bandaria
Phone: 555-333-4482

c. Participation in Hazardous Duty.
IMS is authorized to participate in hazardous duty training.

d. Physical Fitness Training.
Participation in physical fitness training is required. Check SC-TMS Course Description, International Notes, and Prerequisites for prerequisite physical fitness requirements.

e. Leave.
Upon completion of training, IMS is not authorized leave, and will proceed immediately as directed to home country.

f. Living Allowances.
Living allowance is authorized during period covered by this order, from day of departure from, to day of return arrival in home country, excluding period covered by leave, in accordance with SAMM Table C10.T3, and is chargeable to the fund cite in Item 9 of this Order.

g. Travel.
Travel covered by this order, overseas and CONUS, is chargeable to the fund cite in Item 9 of this Order.

h. Travel by POV.
IMS is not authorized to travel by POV.

i. Baggage.
Training is 24 to 35 weeks in total duration: IMS authorized 4 pieces not to exceed 50 pounds (22.7 kilograms) each.

13. Terms:
a. Prior to departure from home country, the IMS and dependents listed herein are required to be medically examined and found physically acceptable in accordance with the health provisions of the Immigration and Nationality Act (8 USC 1182(A)(1)-(7); Public Health Service, Department of Health and Human Services, 42 CFR Part 34, Medical Examination of Aliens, and 42 CFR Part 71, Foreign Quarantine; applicable U.S. MILDEP regulations; and other U.S. laws or DoD directives and regulations which may be enacted from time to time.
b. The home country will ensure that the IMS has sufficient funds in United States dollar instruments to meet all expenses while en route to and to include living allowance for not less than the first 2 weeks and not more than 30 days of training, pending receipt of applicable pay and allowances by the IMS.
c. IMS will be responsible for custodial fees and personal debts incurred by self or family members. IMSs unable to meet these financial obligations may be withdrawn from training and returned to home country.
d. The IMS will bring adequate uniforms and work clothing for field duty or technical work. U.S. fatigue uniforms and footwear will be purchased by the IMS in the event that the country work uniforms are inadequate. When flying training is involved, required special flight clothing and individual equipment will accompany the IMS, or provisions will be made by the home country or the IMS to obtain the use of all necessary equipment prior to start of training. The IMS will also possess adequate civilian clothing for off-duty wear.
e. The Government of the United States is responsible for IMS travel which is part of the training program and for which costs are part of the course tuition.
f. The IMS will comply with all applicable U.S. Military Service regulations.
g. The United States may cancel training and return to country IMSs who violate U.S. law or Military Service regulation or who are found otherwise unsatisfactory. The IMS government will be alerted to such action in accordance with U.S. MILDEP regulations.
h. The Government of the United States disclaims any liability or financial responsibility for injuries received by the IMS listed herein while in transit to and from the training installation, while undergoing training or while in leave

Figure 2.2

status, and any liability or financial responsibility for personal injury claims or
property damage claims resulting from the IMS action.

i. The IMS will participate in flights of U.S. military aircraft as required for
scheduled course(s) or as specified in U.S. MILDEP regulations.

j. The acceptance of this order by the host country constitutes agreement that an IMET
funded student will be utilized, upon return to the host country, in the skills for
which he was trained for a period of time sufficient to warrant the expense to the
U.S. Government, in accordance with the SAMM, Chapter 10.

14. Implementing Authority:
    a. MILDEP AUTHORIZATION: 0419714   b. Date: 05-Mar-14

15. Special Remarks:

   Mr. Raylan Crowder (AFSAT) and Maj Roxie Richards (IMSO) have authorized Captain Vulke to bring bring his
wife with him as an accompanying dependent.

16. Distribution: KEESLER
    AFB, MS
      KEESLER AFB, MS 39534
      1 - US Emb, RP
    1 - GHQ/J8
      1 - PAF/A8; PN/N8; PA/G8
    1 - JPJS-RM
      1 - AFSAT/TOC & FMF
    1 - JPSC-TNG
      6 - IMS
    1 - RP Emb, US
      1 - AMEXCO

17. ITO Authorization:

    a. Signature of U.S. Authority Authenticating Orders:
                                      // SIGNED //   Max Precision, Colonel, USAF
    b. Title: SCO Training Chief

Figure 2.2   16-May-14

********* ITO AMENDMENT NO. S01 on 5/16/2014 *********

TO: Captain Hadin Vulke, WCN 6003, Country Service No. O-123456 FROM:
SUBJECT: Invitational Travel Order - BND14I0016003, Amendment Number S01, Bandaria

1. Subject order is amended to read as follows: ITEM:
6. IMS Information i. Passport Number: BN98765

3. Remarks:
Passport Number was mistyped.

                                      // SIGNED //   Max Precision, Colonel, USAF
                                                     SCO Training Chief

DISTRIBUTION:
  1 - US Emb, RP
1 - GHQ/J8
  1 - PAF/A8; PN/N8; PA/G8
1 - JPJS-RM
  1 - AFSAT/TOC & FMF
1 - JPSC-TNG
  6 - IMS
1 - RP Emb, US
  1 - AMEXCO KEESLER AFB,
MS
  KEESLER AFB, MS 39534
infoS01S01

Figure 2.3
Application for Replacement/Initial Nonimmigrant Arrival-Departure Document

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-102
OMB No. 1615-0079
Expires 11/30/2014

For USCIS Use Only	Receipt	Action Block	To Be Completed by an *Attorney/Representative*, if any.
	New I-94 Number		☐ Fill in box if G-28 is attached to represent the applicant.
	Remarks		Attorney State License Number:

▶ **Start Here.** Type or Print in Black Ink

NOTE: Review instructions for detailed information on completing this form.

Part 1. Information About You

1.a. Family Name *(Last Name)*

1.b. Given Name *(First Name)*

1.c. Middle Name

Mailing Address

2.a. In Care of Name

2.b. Street Number and Name

2.c. Apt. ☐ Ste. ☐ Flr. ☐

2.d. City or Town

2.e. State

2.f. Zip Code

2.g. Postal Code

2.h. Province

2.i. Country

3. Alien Registration Number (A-Number)

▶ A-

4. Date of Birth (mm/dd/yyyy) ▶

5. Country of Birth

6. Country of Citizenship

7. U.S. Social Security Number, if any

▶

8. Date of last admission to the United States

(mm/dd/yyyy) ▶

9. Place of last admission to the United States

10. What is your current Nonimmigrant Status?

11. Status expires (mm/dd/yyyy) ▶

12. Provide your Form I-94, I-94W, or I-95 Arrival-Departure Record Number

▶

F2-13

Figure 2.3

Part 2. Reason for Application

Check the box that best describes your reason for requesting an initial or replacement document. *(Check only one)*

1.a. ☐ I am applying to replace my lost or stolen Form I-94 or I-94W.

1.b. ☐ I am applying to replace my lost or stolen Form I-95.

1.c. ☐ I am applying to replace Form I-94 or I-94W because it has been mutilated. I have attached my original Form I-94 or I-94W.

1.d. ☐ I am applying to replace Form I-95 because it has been mutilated. I have attached my original Form I-95.

1.e. ☐ I was not issued Form I-94 at admission, or I am filing this application together with Form I-539, Application to Extend/Change Nonimmigrant Status for an extension of stay/change of status.

1.f. ☐ I was issued Form I-94, I-94W, or I-95 with incorrect information, and I am requesting USCIS to correct the document. I have attached my original Form I-94, I-94W, or I-95.

1.g. ☐ I was not issued Form I-94 when I entered as a nonimmigrant member of the military, and I am filing this application for an initial Form I-94.

Part 3. Processing Information

1.a. Are you filing this application with any other petition or application? (If "Yes" provide the USCIS Form Number and Name of the application or petition you are filing concurrently in **number 1.b.**) ☐ Yes ☐ No

1.b. USCIS Form Number and Name

2.a. Are you now in removal proceeding? (If "Yes" complete **number 2.b.**) ☐ Yes ☐ No

2.b. Provide detailed information regarding the proceedings. If you need more space, use a separate sheet of paper. You must include your name and Alien Registration Number at the top of each sheet.

If you are unable to provide the original of your Form I-94, I-94W, or I-95, provide the following information:

NOTE: Provide your name **exactly** as it appears on Form I-94, I-94W, or I-95.

3.a. Family Name *(Last Name)*

3.b. Given Name *(First Name)*

3.c. Middle Name

4. Class of Admission

5. Place of Admission

Part 4. Signature of Applicant

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking.

1.a. Signature of Applicant

1.b. Date of Signature *(mm/dd/yyyy)* ▶

2. Daytime Phone Number ( ) -

NOTE: If you do not completely fill out this form or fail to submit required documents listed in the instructions, your application may be denied.

F2-14

Figure 2.3

Part 5. Signature of Person Preparing Form, If Other Than Applicant

NOTE: If you are an attorney or representative, you must submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, along with this application.

Preparer's Full Name

Provide the following information concerning the preparer:

1.a. Preparer's Family Name *(Last Name)*

1.b. Preparer's Given Name *(First Name)*

2. Preparer's Business or Organization Name

Preparer's Mailing Address

3.a. Street Number and Name

3.b. Apt. ☐ Ste. ☐ Flr. ☐

3.c. City or Town

3.d. State

3.e. Zip Code

3.f. Postal Code

3.g. Province

3.h. Country

4. Preparer's Daytime Phone Number   Extension

( ) -

5. Preparer's E-mail Address *(if any)*

Declaration

To be completed by all preparers, including attorneys and authorized representatives: I declare that I prepared this benefit request at the request of the applicant, that it is based on all the information of which I have knowledge, and that the information is true to the best of my knowledge.

6.a. Signature of Preparer

6.b. Date of Signature *(mm/dd/yyyy)* ▶

NOTE: If you require more space to provide any additional information, use a separate sheet of paper. You must include your name and Alien Registration Number at the top of each sheet.

F2-15

Figure 2.4

Department of Homeland Security
U.S. Citizenship and Immigration Services

**I-539, Application to Extend/
Change Nonimmigrant Status**

| START HERE - Please type or print in blue or black ink | For USCIS Use Only |

Part 1.   Information About You

Family Name (Last Name)	Given Name (First Name)	Middle Name

Address -
In care of -

Street Number and Name		Apt. Number

City	State	Zip Code	Daytime Phone Number

Country of Birth	Country of Citizenship

Date of Birth (mm/dd/yyyy)	U. S. Social Security # (if any)	A-Number (if any)

Date of Last Arrival Into the U.S.	I-94 Number

Current Nonimmigrant Status	Expires on (mm/dd/yyyy)

For USCIS Use Only

Returned	Receipt
Date	
Resubmitted	
Date	
Reloc Sent	
Date	
Reloc Rec'd	
Date	

☐ Applicant Interviewed on

_____
Date

☐ *Extension Granted to (Date):*

_____

Change of Status/Extension Granted
New Class: From *(Date):* _____
_____ To *(Date):* _____

If Denied:
☐ Still within period of stay
☐ S/D to: _____
☐ Place under docket control

Remarks:

Action Block

Part 2. Application Type *(See instructions for fee)*

1. I am applying for: *(Check one)*
   a. ☐ An extension of stay in my current status.
   b. ☐ A change of status. The new status I am requesting is: _____
   c. ☐ Reinstatement to student status.

2. Number of people included in this application: *(Check one)*
   a. ☐ I am the only applicant.
   b. ☐ Members of my family are filing this application with me.
   The total number of people (including me) in the application is: _____
   (Complete the supplement for each co-applicant.)

Part 3. Processing Information

1. I/We request that my/our current or requested status be extended until (mm/dd/yyyy): _____

2. Is this application based on an extension or change of status already granted to your spouse, child, or parent?
   ☐ No ☐ Yes. USCIS Receipt # _____

3. Is this application based on a separate petition or application to give your spouse, child, or parent an extension or change of status? ☐ No ☐ Yes, filed with this I-539.
   ☐ Yes, filed previously and pending with USCIS. Receipt #: _____

4. If you answered "Yes" to Question 3, give the name of the petitioner or applicant: _____

If the petition or application is pending with USCIS, also give the following data:

Office filed at _____	Filed on (mm/dd/yyyy) _____

Part 4. Additional Information

1. For applicant #1, provide passport information: Country of Issuance:	Valid to: (mm/dd/yyyy)
2. Foreign Address: Street Number and Name	Apt. Number
City or Town	State or Province
Country	Zip/Postal Code

To Be Completed by
Attorney or Representative, if any

☐ Fill in box if G-28 is attached to represent the applicant.

ATTY State License # _____

Form I-539 (12/18/12) Y

Figure 2.4

3. Answer the following questions. If you answer "Yes" to any question, describe the circumstances in detail and explain on a separate sheet of paper.	Yes	No
a. Are you, or any other person included on the application, an applicant for an immigrant visa?	☐	☐
b. Has an immigrant petition ever been filed for you or for any other person included in this application?	☐	☐
c. Has Form I-485, Application to Register Permanent Residence or Adjust Status, ever been filed by you or by any other person included in this application?	☐	☐
d. 1. Have you, or any other person included in this application, ever been arrested or convicted of any criminal offense since last entering the United States?	☐	☐
d. 2. Have you EVER ordered, incited, called for, commited, assisted, helped with, or otherwise participated in any of the following: (a) Acts involving torture or genocide? (b) Killing any person? (c) Intentionally and severely injuring any person? (d) Engaging in any kind of sexual contact or relations with any person who was being forced or threatened? (e) Limiting or denying any person's ability to exercise religious beliefs?	☐	☐
d. 3. Have you EVER: (a) Served in, been a member of, assisted in, or participated in any military unit, paramilitary unit, police unit, self-defense unit, vigilante unit, rebel group, guerrilla group, militia, or insurgent organization? (b) Served in any prison, jail, prison camp, detention facility, labor camp, or any other situation that involved detaining persons?	☐	☐
d. 4. Have you EVER been a member of, assisted in, or participated in any group, unit, or organization of any kind in which you or other persons used any type of weapon against any person or threatened to do so?	☐	☐
d. 5. Have you EVER assisted or participated in selling or providing weapons to any person who to your knowledge used them against another person, or in transporting weapons to any person who to your knowledge used them against another person?	☐	☐
d. 6. Have you EVER received any type of military, paramilitary, or weapons training?	☐	☐
e. Have you, or any other person included in this application, done anything that violated the terms of the nonimmigrant status you now hold?	☐	☐
f. Are you, or any other person included in this application, now in removal proceedings?	☐	☐
g. Have you, or any other person included in this application, been employed in the United States since last admitted or granted an extension or change of status?	☐	☐

1. If you answered "Yes" to Question 3f, give the following information concerning the removal proceedings on the attached page entitled **"Part 4. Additional information. Page for answers to 3f and 3g."** Include the name of the person in removal proceedings and information on jurisdiction, date proceedings began, and status of proceedings.

2. If you answered "No" to Question 3g, fully describe how you are supporting yourself on the attached page entitled **"Part 4. Additional information. Page for answers to 3f and 3g."** Include the source, amount, and basis for any income.

3. If you answered "Yes" to Question 3g, fully describe the employment on the attached page entitled **"Part 4. Additional information. Page for answers to 3f and 3g."** Include the name of the person employed, name and address of the employer, weekly income, and whether the employment was specifically authorized by USCIS.

Figure 2.4

	Yes	No
h. Are you currently or have you ever been a J-1 exchange visitor or a J-2 dependent of a J-1 exchange visitor?	☐	☐

If "Yes," you must provide the dates you maintained status as a J-1 exchange visitor or J-2 dependent. Willful failure to disclose this information (or other relevant information) can result in your application being denied. Also, provide proof of your J-1 or J-2 status, such as a copy of Form DS-2019, Certificate of Eligibility for Exchange Visitor Status, or a copy of your passport that includes the J visa stamp.

Part 5. Applicant's Statement and Signature *(Read the information on penalties in the instructions before completing this section. You must file this application while in the United States.)*

Applicant's Statement (Check One):

☐ I can read and understand English, and have read and understand each and every question and instruction on this form, as well as my answer to each question.

☐ Each and every question and instruction on this form, as well as my answer to each question, has been read to me by the person named below in _____, a language in which I am fluent. I understand each and every question and instruction on this form, as well as my answer to each question.

Applicant's Signature

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it is all true and correct. I authorize the release of any information from my records that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking.

Signature	Print your Name	Date
Daytime Telephone Number	E-Mail Address	

NOTE: *If you do not completely fill out this form or fail to submit required documents listed in the instructions, you may not be found eligible for the requested benefit and this application may be denied.*

Part 6. Interpreter's Statement

Language used: _____

I certify that I am fluent in English and the above-mentioned language. I further certify that I have read each and every question and instruction on this form, as well as the answer to each question, to this applicant in the above-mentioned language, and the applicant has understood each and every instruction and question on the form, as well as the answer to each question.

Signature	Print Your Name	Date
Firm Name (if applicable)	Daytime Telephone Number *(Area Code and Number)*	
Address	Fax Number *(Area Code and Number)*	E-Mail Address

Figure 2.4

Part 7. Signature of Person Preparing Form, if Other Than Above *(Sign Below)*

Signature	Print Your Name	Date
Firm Name (if applicable)	Daytime Telephone Number *(Area Code and Number)*	
Address	Fax Number *(Area Code and Number)*	E-Mail Address

I declare that I prepared this application at the request of the above person and it is based on all information of which I have knowledge.

Part 4. (Continued) Additional Information. (Page 2 for answers to 3f and 3g.)

If you answered "Yes" to Question 3f in Part 4 on Page 3 of this form, give the following information concerning the removal proceedings. Include the name of the person in removal proceedings and information on jurisdiction, date proceedings began, and status of proceedings.

If you answered "No" to Question 3g in Part 4 on Page 3 of this form, fully describe how you are supporting yourself. Include the source, amount and basis for any income.

If you answered "Yes" to Question 3g in Part 4 on Page 3 of this form, fully describe the employment. Include the name of the person employed, name and address of the employer, weekly income, and whether the employment was specifically authorized by USCIS.

Figure 2.4

Supplement -1
Attach to Form I-539 when more than one person is included in the petition or application.
(List each person separately. Do not include the person named in Form I-539.)

Family Name (Last Name)	Given Name (First Name)	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)	A-Number (if any)	
Date of Arrival (mm/dd/yyyy)		I-94 Number		
Current Nonimmigrant Status:		Expires on (mm/dd/yyyy)		
Country Where Passport Issued		Expiration Date (mm/dd/yyyy)		

Family Name (Last Name)	Given Name (First Name)	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)	A-Number (if any)	
Date of Arrival (mm/dd/yyyy)		I-94 Number		
Current Nonimmigrant Status:		Expires on (mm/dd/yyyy)		
Country Where Passport Issued		Expiration Date (mm/dd/yyyy)		

Family Name (Last Name)	Given Name (First Name)	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)	A-Number (if any)	
Date of Arrival (mm/dd/yyyy)		I-94 Number		
Current Nonimmigrant Status:		Expires on (mm/dd/yyyy)		
Country Where Passport Issued		Expiration Date (mm/dd/yyyy)		

Family Name (Last Name)	Given Name (First Name)	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)	A-Number (if any)	
Date of Arrival (mm/dd/yyyy)		I-94 Number		
Current Nonimmigrant Status:		Expires on (mm/dd/yyyy)		
Country Where Passport Issued		Expiration Date (mm/dd/yyyy)		

Family Name (Last Name)	Given Name (First Name)	Middle Name	Date of Birth (mm/dd/yyyy)	
Country of Birth	Country of Citizenship	U.S. Social Security # (if any)	A-Number (if any)	
Date of Arrival (mm/dd/yyyy)		I-94 Number		
Current Nonimmigrant Status:		Expires on (mm/dd/yyyy)		
Country Where Passport Issued		Expiration Date (mm/dd/yyyy)		

If you need additional space, attach a separate sheet of paper.
Place your name, A-Number, if any, date of birth, form number, and application date at the top of the sheet of paper.

Form I-539 (12/18/12) Y Page 5

Figure 2.5
INTERNATIONAL MILITARY STUDENT (IMS)

ARRIVAL BRIEFING CHECKLIST

IMSs are to be briefed within two days after arrival at a training installation. This checklist is intended to serve as a guideline for such briefings. Briefings may be conducted either on an individual basis or in a group. Actual topics may be modified as necessary to reflect the individual requirements, policies, and circumstances at a training activity. Each IMS should sign the Checklist to confirm that he/she has received the Arrival Briefing. A copy of the Checklist will be filed in the IMS Training Record.

IMS NAME: _____ **COUNTRY:** _____

RANK/RATE: _____ **USN EQUIVALENT:** _____

TRAINING INSTALLATION: _____

ARRIVAL DATE: _____ **BRIEFING DATE:** _____ **IMSO:** _____

ARRIVAL INFORMATION
___ ITO reviewed and correct; original orders signed
___ Passport/Visa examined and correct
___ ID Card examined and correct
      SCN Required? YES ___ NO ___
___ IMS Training Record established (initial Training Installation) or reviewed
___ Country Liaison Officer identified (if applicable)
___ Sponsor identified
___ Special needs of IMS identified and addressed as necessary
___ IMS Security Clearance confirmed
___ Key base and local area facilities located (housing, classrooms, post office, fire/police, commissary/exchange, places of worship, recreation, etc.)
___ Name entered in Base Locator File
___ Insider Threat Video reviewed

ACADEMICS
___ Academic Standards confirmed
___ ECL Level confirmed. Direct Entry Exam required? YES___ NO___
___ Cheating Policy reviewed (See Figure ____)
___ Field Studies Program (FSP) reviewed
___ Additional or gap filling training explained
___ Library location and procedures reviewed
___ Academic Warning, Probation, and Disenrollment policy reviewed

HOUSING
___ Housing arrangements confirmed for duration of training
___ Off Base/Dependent Housing explained (if appropriate)

<div align="center">

Figure 2.5

</div>

___ Messing facilities located; privileges and procedures reviewed

TRANSPORTATION
___ Privately Owned Vehicle Issues Reviewed (cost, safety, insurance)
___ SSAN required for State Driver's License? YES ___ NO ___
___ On Base and Off Base transportation explained.

HEALTH
___ Medical/Dental care facilities located, procedures reviewed
___ Dependent medical/dental care reviewed (if applicable)
___ Billing information reviewed

EMERGENCY PROCEDURES
___ Reporting a fire
___ Police emergencies
___ Medical emergencies
___ List of emergency phone numbers given to IMS

BASE POLICIES
___ Base Regulations reviewed
___ Uniform/grooming standards reviewed
___ Civilian clothing policy reviewed
___ Media/public information matters reviewed
___ Equal Employment Opportunity policy reviewed
___ Commissary & Exchange located; privileges reviewed and confirmed
___ On-base Clubs (Officer, NCO, Enlisted) located; use policy reviewed
___ Alcohol abuse policy reviewed
___ Unauthorized Absence policy reviewed (24-hour notification policy)
___ Sexual Harassment/Gender Equality policies reviewed

PERSONAL MATTERS
___ Living Allowance payment procedures confirmed
___ Checking account started as necessary
___ Identity Theft concerns reviewed
___ Leave/holiday schedule reviewed

I have received the Arrival Briefing, and I understand the information provided to me.

_____   _____
International Military Student Signature   Date

Arrival Checklist filed in IMS Training Record. IMSO initials: _____ Date: ____

<div align="center">

F2-22

</div>

Figure 2.6

Medical Care Entitlement Summary

MEDICAL CARE FOR IMS'S AND THEIR AUTHORIZED DEPENDENTS				
CATEGORY	PRIORITY	OUTPATIENT	INPATIENT	DENTAL
IMET IMS				
NATO/PfP	Same as U.S. military	No charge	Cost varies	No charge
Non-NATO	Space A	Cost varies	Cost varies	Emergency Only Cost varies
FMS IMS				
NATO/PfP	Same as U.S. military	No charge	Cost varies	No charge
Non-NATO	Space A	Cost varies	Cost varies	Emergency Only Cost varies
DEPENDENTS (Authorized in ITO)				
NATO/PfP	Same as U.S. Millitary Dependent	No charge	Cost varies	Emergency Only Space A No charge
Non-NATO	Space A	Cost varies	Cost varies	Emergency Only Space A Cost varies

COLLECTION ACTION			
	U.S. MILITARY FACILITY		**CIVILIAN FACILITY**
Category	**(See ITO)**	**Emergency**	**Non-Emergency**
IMET IMS			
NATO/PfP	IMETP(1)	IMETP	IMS/Foreign Govt
Non-NATO	IMETP(1)	IMETP	IMS/Foreign Govt
FMS IMS			
NATO/PfP	Case/IMS/Foreign Govt	Case/IMS/Foreign Govt	Case/IMS(2)/Foreign Govt
Non-NATO	Case/IMS/Foreign Govt	Case/IMS/Foreign Govt	Case/IMS(2)/Foreign Govt
Dependent (Authorized ITO)			
NATO/PfP	IMS/Foreign Govt	IMS(2)/ Foreign Govt(3)	IMS(2)/Foreign Govt/ TRICARE Standard Extra
Non-NATO	IMS/Foreign Govt	IMS(2)/ Foreign Govt(3)	IMS(2)/Foreign Govt/ TRICARE Standard Extra

Figure 2.6

NATO Member Countries:

Albania; Belgium; Bulgaria; Canada; Croatia; Czech Republic; Denmark; Estonia; France; Germany; Greece; Hungary; Iceland; Italy; Latvia; Lithuania; Luxembourg; Netherlands; Norway; Poland; Portugal; Romania; Slovakia; Slovenia; Spain; Turkey; United Kingdom; United States.

NATO Partnership for Peace (PfP) Countries:

Albania; Armenia; Austria; Azerbaijan; Belarus; Bosnia and Herzegovina; Bulgaria; Croatia; Czech Republic; Estonia; Finland; Georgia; Hungary; Ireland; Kazakhstan; Kyrghyz Republic; Latvia; Lithuania; Malta; Moldova; Montenegro; Poland; Romania; Russia; Serbia; Slovakia; Slovenia; Sweden; Switzerland; Tajikistan; The former Yugoslav Republic of Macedonia (FYROM); Turkmenistan; Ukraine; Uzbekistan.

For current listing of countries see http://www.nato.int/.

Table Notes:
(1) See JSCET Paragraph 8-12 – Provides information and guidance for emergency medical care.

(2) Health Insurance is required when IMS is responsible for payment for medical care and extends to authorized dependents. Guidance Sources:
     1. DSCA Policy Memorandum 11-32 dtd 15 Aug 2011.
http://www.samm.dsca.mil/policy-memoranda/dsca-11-32
     2. IMS ITO; Block 12.
     3. JSCET, Paragraph 8-7.
     4. DON Process for Review of Healthcare Insurance Policies for International Military and Civilian Students and authorized dependents, of 22 Mar 2018 – directs the SCO to upload healthcare insurance policies for coverage review to SC-TMS 9 or to send policies by encrypted e-mail to Maritime.MedIns.Review.fct@navy.mil.

(3) There are exceptions where reimbursement for medical care for dependents is authorized by FMS Case and specified on the IMS's ITO.

Figure 2.7

DEPARTMENT OF THE NAVY
NAVY INTERNATIONAL PROGRAMS OFFICE
1250 10TH STREET SE SUITE 2000
WASHINGTON NAVY YARD DC 20374-5165

4920
Ser 230T/18U0167
MAR 22 2018

From: Director, Navy International Programs Office
To: Security Cooperation Officers and International Military Student Officers

Subj: DEPARTMENT OF THE NAVY PROCESS FOR REVIEW OF HEALTHCARE INSURANCE POLICIES FOR INTERNATIONAL MILITARY AND CIVILIAN STUDENTS AND AUTHORIZED DEPENDENTS

Ref: (a) DoD 5105.38-M Security Assistance Management Manual (SAMM), Chapter 10
(b) DSCA Policy Memo 11-32 of 15 AUG 2011
(c) SECNAVINST 4950.4B of 03 JAN 2011
(d) NAVY IPO ltr Ser 4920 230T/17U0669 of 23 August 2017

Encl: (1) Maritime Insurance Policy Review Upload Process via SC-TMS User Guide

1. Purpose. To provide guidance for the administration of the Department of the Navy process for review of healthcare insurance policies for International Military and Civilian Students and authorized dependents. This memorandum supersedes previous guidance issued via Ser 240T/13U647 of 25 October 2013, and should be reviewed in its entirety. Effective date of implementation of subject process is upon receipt.

2. Background. The healthcare insurance policy review has been streamlined with an upload capability within Security Cooperation Training Management System (SC-TMS) for assessment and approval. The current process requires an email attaching the request for healthcare review form along with a scanned copy of the healthcare insurance policy. The new healthcare insurance policy upload capability increases efficiencies by managing the policy review process within the existing SC-TMS and eliminating reliance on external mediums of communication.

3. References (a) through (c) establish minimum healthcare insurance policy requirements for International Military Students (IMS) and International Civilian Students (ICS) and authorized dependents. Per reference (d), Navy International Programs Office (Navy IPO) has designated Naval Education and Training Security Assistance Activity (NETSAFA) as the maritime service agent to execute the new medical review process and has a contract in place to assist the International Military Student Officer (IMSO) and Security Cooperation Officers (SCO) in determining that the healthcare insurance policies purchased by the IMS and ICS meet these requirements.

4. When an individual IMS/ICS has been identified by their home country to attend training under the sponsorship of the Department of the Navy, the SCO will determine whether commercially procured healthcare insurance is necessary for the IMS/ICS and /or authorized dependents. The necessity of acquiring such healthcare insurance will vary by training program, by country and by alternative methods of healthcare coverage that meet the requirement established under reference (a). If it is determined that commercial healthcare insurance is necessary, the SCO will obtain a copy of the commercial healthcare insurance policy, in English, from the IMS and upload for assessment by

Figure 2.7

Subj: DEPARTMENT OF THE NAVY PROCESS FOR REVIEW OF HEALTHCARE
INSURANCE POLICIES FOR INTERNATIONAL MILITARY AND CIVILIAN
STUDENTS AND AUTHORIZED DEPENDENTS

Naval Education and Training Security Assistance Field Activity (NETSAFA) via the SC-TMS.
NETSAFA will assess the commercial healthcare insurance policies for compliance with laws,
regulations, and policies, including references (a) through (c). Enclosure (1) is guidance to support
the prescribed uploading capability. SCOs can upload prospective policies for NETSAFA review
prior to IMS/ICS procurement to ensure compliance before purchasing.

5. Every effort must be made to eliminate personally identifiable information (PII) on the healthcare
insurance policy. References in the healthcare insurance policy to any protected health information,
such as a specific medical condition associated with the student or dependents, must also be redacted.

6. The healthcare insurance policy review will be completed based existing demand signal, but
normally within five working days and the compliance determination will be sent to the SCO, IMSO,
and applicable country program manager via 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 complaint, the process is complete.

7. In the event that the SCO is unable to access the SC-TMS to upload the healthcare insurance
policy for review, the policy must be sent by encrypted e-mail to
"Maritime.MedIns.Review.fct@navy.mil" for policy review consideration.

8. The primary location for healthcare policy information is the DSCA/Defense Institute of Security
Cooperation Studies International Training Management website:
http://www.discs.dsca.mil/pages/itm/, where the following resources can be found:

   a. DoD 5105.38-M Security Assistance Management Manual (SAMM), Chapter 10

   b. DSCA Policy Memo 11-32 of 15 AUG 2011

   c. SECNAVINST 4950.4B of 03 JAN 2011

   d. SC-TMS Healthcare Insurance Policy Review User Guide

9. The point of contact for Navy IPO is the Director of International Training (230T), who can be
reached at: (202) 433-5563, or via email: NIPOTRNGPOLICY.fct@navy.mil. The point of contact
for NETSAFA is Mr. Dave Babcock, who can be reached at: (850) 452-8889 or via email:
david.babcock1@navy.mil.

E A Sandel
E. A. SANDEL
Executive Director

Figure 2.7

SC-TMS SECURITY COOPERATION
TRAINING MANAGEMENT SYSTEM

Maritime
Insurance Policy Review
Upload Process via SC-TMS

31 July 2017

Figure 2.7

Maritime Insurance Policy Review Upload Process

A. Requirement:

    a. When an international military student or their authorized accompanying (or joining) dependent(s) have a health insurance policy for medical coverage, the SCO must use SC-TMS to upload the insurance policy for review by NETSAFA. NETSAFA will review the policy to ensure it meets the minimum requirements as outlined in SAMM C10.9.6.

    b. Refer to Maritime policy message _____ for complete guidance and rules to follow for the insurance review.

    c. Below are the steps to accomplish the upload in SC-TMS.

B. Maritime SC-TMS Insurance Policy Upload Process:

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

    b. Use the **criteria** options at the top of the page to locate the student who you will be uploading the insurance policy for.

       The student's basic biographical information must already exist in SC-TMS.

       (i.e. a student record must already be created using Student/ITO in SC-TMS.)
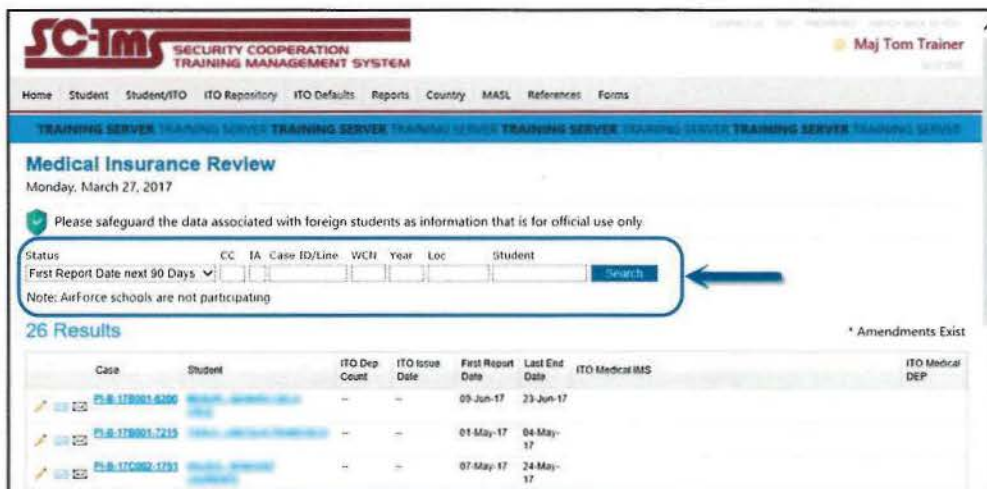
Figure 2.7

c. Once the student has been located, click the **pencil icon**, and fill out the Medical Insurance Document Upload form that appears.

    i. **Insurance Policy Type dropdown**: Ensure to select if the policy covers the IMS only, Dependent(s) only or Both.

    ii. Enter the **Insurance Policy Number** in the appropriate field.

    iii. **Remarks Block**: Enter any clarifying remarks as well as all dependents' names and relationship to the student if the policy covers dependents.

    iv. Enter the **Insurance Policy Start Date**.

    v. Enter the **Insurance Policy End Date**.

    vi. Select **IMS Training Policy Exceeds Insurance Policy Effective Dates** if _____

    vii. Click the **Select button** and select the **.pdf version** of the student's scanned insurance policy. The insurance policy upload should include:

        1. Confirmation of Coverage

        2. Schedule of Benefits

        3. Proof of Purchase

    viii. Check the box indicating that the policy does not cover anyone holding a **U.S. Citizenship**.

Medical Insurance Document Upload
PI-B-17B001-6200

Please safeguard the data associated with foreign students as information that is for official use only.

Student: ▬▬▬▬▬▬▬▬

Insurance Policy Type: IMS ▾

Insurance Policy Number: _____

Remarks:
If Dependent(s) is selected, please include Name and Relationship of the Dependent(s).

Insurance Policy Start Date: _____ 📅

Insurance Policy End Date: _____ 📅

Upload Insurance Document (PDF):
Please ensure the following three items are included in the uploaded document:
1. Confirmation of Coverage
2. Schedule of Benefits
3. Proof of Purchase

_____ Select

Email Recipients: ▬▬▬▬▬▬▬▬▬▬

☐ This Policy does not cover anyone holding United States Citizenship

[Submit Request]

Figure 2.7

      ix. Once the form has been filled out, click the **Submit Request** button which will upload the document to SC-TMS and notify NETSAFA that an insurance policy is ready for review.

      x. If a student has multiple insurance policies that need to be reviewed, click the pencil icon again to upload the next insurance policy.

d. Once NETSAFA has reviewed the insurance policy and made a determination that it does or does not meet minimum requirements, NETSAFA will submit a Progress Message and the SCO will be notified by automated e-mail indicating the findings of NETSAFA.

Figure 2.8

1   Table C10.T12. Daily Supplemental Living Allowances for International Military Students
2   (IMS) under Security Cooperation Programs

3

#	Govt or Contracted Govt Quarters	Mess	Dependents Encouraged	Authorized Dependents Accompany Student	Living Allowance Rate	Remarks
1	Yes	No	No		Actual cost of lodging and utilities (not-to-exceed (NTE) maximum lodging rates stated in the Joint Federal Travel Regulation (JFTR)) + JFTR local meal rate + $11 special IMS incidentals	
2	No	No	No		Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate + $11 special IMS incidentals	A statement of non-availability or equivalent must be issued to the IMS and filed with voucher. IMS must also provide lodging and utility receipts and, if applicable, a copy of rental agreement or lodging receipt.
3	Yes	Yes		No	Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR government meal rate + $11 special IMS incidentals	

Figure 2.8

4	Yes	One or two meals are available	No		Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR proportional meal rate + $11 special IMS incidentals	
5	Yes and free of charge	Yes and free of charge	No		$11 special IMS incidentals	
6	Yes and free of charge	Available aboard ship	No		Government meal rate + $11 special IMS incidentals	
7	Yes but International Military Student chooses to live off base/post				$0	
8	No	No	Yes	Yes	Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate + $11 special IMS incidentals	Availability of quarters is based upon the availability of government family housing. IMS must provide lodging and utility receipts and, if applicable, a copy of the rental agreement, and certify that dependents reside with IMS for at least 75% of the course duration.
9	Yes	No	Yes		Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate + $11 special IMS incidentals	
10	Yes	Yes	Yes	Yes	Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate + $11 special IMS incidentals	Availability of quarters is based upon the availability of government family housing.
11	Yes	One or two meals are available	Yes	Yes	Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + JFTR local meal rate	Availability of quarters is based upon the availability of government family housing.

Figure 2.8

					+ $11 special IMS incidentals	
12	Bachelor Govt or Contracted Quarters are available but student chooses to reside off base/post		No	Yes	$0	
13	N/A	N/A			Actual cost of lodging and utilities (NTE maximum lodging rates stated in JFTR) + meals in accordance with JFTR + applicable OCONUS incidentals.	When a student from one country is attending a regional Mobile Education and Training (MET) course in another country.

1   **Additional Information for Table C10.T12.**

1. Quarters available means that USG quarters or contracted government quarters were either furnished or made available.
2. Mess available means three meals per day are available in a USG dining facility, whether or not actually consumed.
3. When TLA is authorized, the travel allowance rate includes the day of departure from home country to the day of arrival at, and day of departure from, each training installation, and the day of arrival at home country. TLA rates, while the IMS is on travel status including unscheduled delays, are based on rates equal to the JFTR per diem rates for U.S. personnel in a TDY status. In most cases, students do not receive his/her first TLA payment until he/she has been in CONUS for two weeks; therefore, the SCO is authorized to advance the student sufficient funds in U.S. dollars to meet all expenses while the student is en route, to include not less than two weeks advance up to thirty days advance TLA. Any such advances must be annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements at CONUS training activities.
4. When the IMS is scheduled to attend training for 5 weeks or less, the SCO is authorized to purchase roundtrip transportation and to pay the student total authorized living allowance entitlements at the time of departure. Government Transportation Request number (GTR #) and amounts paid for transportation and living allowances are annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements.
5. If the duration of training at the last training installation is two weeks or less, and/or the last training installation has no means of paying the IMS, the International Military Student Officer (IMSO) at the next-to-last training installation arranges for advance payment of travel and living allowance for that period of time to the day of arrival at the next follow-on training installation or country. Except for periods of leave, the student ITO is endorsed in the Special Conditions Block to identify the period of time for which advanced living and travel allowances were made.
6. If it is determined that an IMS who has departed the CONUS or overseas training activity was overpaid in CONUS or at the overseas activity, no attempt would be made to collect the overpayment from the student. The IA determines whether a funding adjustment via the SC training program is necessary.
7. Accompanied students living off post/base attending courses where dependents are authorized may draw a living allowance advance upon arrival in CONUS of an amount equal to the estimated living allowances for the first 45 days at a particular location. The

Figure 2.8

student living allowance drawn during the period of training is adjusted to ensure that the amount of the advance is fully recovered before the student completes training at that location.

8. When an IMS with authorized dependents is subsequently hospitalized, the TLA rate must continue to be paid.
9. TLA is not authorized for leave periods before or following completion/termination of training. Leave with living allowance may be granted during periods of class breaks, authorized holidays, and between consecutive courses.
10. Guest instructors assigned to WHINSEC, IAAFA or NAVSCIATTS are paid a living allowance based upon the installation's government quarters or government contracted quarters' rates by grade and a standard subsistence allowance regardless of rank. Guest instructors' allowances are paid out of the MILDEP's Operations and Maintenance account, not SC training programs.
11. When an IMS is authorized TLA and is concurrently TDY, the IMS will be reimbursed for travel and per diem (lodging, subsistence and incidentals) in accordance with the JFTR rate for the TDY location and if required, to pay rent/lodging while TDY, plus the lodging portion of the TLA authorized at the training location.
12. When the IMS pays for lodging, regardless of whether it is government lodging or commercial lodging, the IMS must provide a lodging receipt with each TLA claim. If a rental agreement has been signed, a copy of that agreement is also provided with each TLA claim. When the IMS resides in an apartment, the lodging expense includes the cost of standard utilities, furniture rental, and maid service, equal to what the JFTR allows a U.S. military member on TDY renting an apartment.

1

Figure 2.9

NETSAFA IMSO Handbook

Travel and Living Allowance Payments
for International Military Students

Effective: 26 August 2019

Figure 2.9

ACRONYMS

FT	Electronic Funds Transfer	LOA	Line of Accounting
IMS	International Military Student	MOU	Memorandum of Understanding
IMSO	International Military Student Officer	PSD	Personnel Support Detachment
ITO	Invitational Travel Order	TLA	Travel and Living Allowance
ITS	International Treasury Services	TOPS	Transaction Online Processing System

REFERENCES

SAMM	Security Assistance Management Manual
DODFMR	Department of Defense Financial Management Regulation

PURPOSE:

International Military Students (IMS) that are entitled to Travel and Living Allowance (TLA) payments need a reliable, secure, and expedient method to access these funds. The Navy is currently consolidating field-level Personnel Support Detachments (PSD). Concurrent with this consolidation, PSDs are also issuing fewer paper checks. In conjunction with PSD Pensacola, the following process has been developed to ensure that IMSs can receive timely TLA payments.

This process is largely contingent on the student having a U. S. bank account to which an Electronic Funds Transfer (EFT) can be made. To that end, most IMSs will be required to have a bank account. If an IMS elects, payments can be made to a bank account in their home country in that country's currency.
However, it is preferable that IMS use U.S.-based banks. Students that are entitled to TLA payments for a period of five weeks or less within a twelve-month period will be issued a paper check.

> TLA packages are submitted every 30 calendar days for the month of processing.
> Example 1: 1 – 31 May is acceptable
> Example 2: 13 April to 12 May is NOT a calendar month processing.
> Scenario: Based on Example 2, If IMS arrived 13 April, the first TLA package is submitted from 13 April to 30 April. The second TLA package is submitted for 1 – 31 May, one for each individual calendar month.

> TLA is authorized for payment not to exceed 45 days (DODFMR Volume 9, Chapter 5, 050501) at the beginning or the end of the class. TLA request are for 30 calendar days.

> TLA requests are submitted as early as possible for the scheduled payment of the next month,
> Example: Current month is May, June TLA requests are submitted in early month of May for payment in June. TLA request requiring Expenditure Authority (EA) approval can take up to 3 business days after the 1st of the following month (June).

Note: TLA requests are paid in Arrears vice advance. Example: TLA request for 1 June thru 30 June are to be paid after July 1st. TLA request for the month of June are currently paid in the month of June which is considered an improper payment.

Figure 2.9

Per the SAMM, Chapter 10 applies,

C10.13.8.1, An IMS authorized TLA should be provided advance TLA, equivalent to the U.S. military TLA for the same period, prior to departing their home country. The amount of the advance TLA should be a minimum of two weeks but could be up to 30 days if required by the training location, or the entire TLA authorized, if the total training duration is five weeks or less. The SCO will indicate on the ITO the amount of advance TLA issued to the IMS. In the event the home country government provides the IMS with an additional advance that covers the first 30 days, the SCO will not be required to provide advance TLA prior to the IMS's departure.

C10.13.8.2 The IMSO is authorized to coordinate directly with the SCO to identify any reason the SCO did not issue the full entitlement, before issuing the IMS the difference if required to ensure the IMS is in a living allowance accrual process, whether living on or off post.

C10.13.8.3 Accompanied IMS living off post/base attending courses where dependents are encouraged (See Table C10.T11.), may draw a living allowance advance upon arrival in CONUS of an amount equal to the estimated living allowances for the first 45 days at a particular location.

C10.13.8.4 The IMS living allowance drawn during the period of training is adjusted to ensure that the amount of the advance is fully recovered before the student completes training at that location. The SCO/IMSO will work collaboratively to ensure that living allowance amounts advanced, prior to the IMS departure for training and upon arrival in CONUS, do not exceed the 45 day estimate.

PROCESS:

This process is supported by a signed Memorandum of Understanding (MOU) between Naval Education and Training Security Assistance Field Activity (NETSAFA) and PSD, Pensacola dated 15 Oct 18. (Attachment 1)

Steps 1 – 5 apply to all IMSs that are entitled to TLA payments:

1. International Military Student Officer (IMSO) will assist IMS that will be receiving TLA for more than five weeks in opening a bank account. It is strongly recommended that a national bank be used, especially if the student is expected to receive training at another location in the future.

2. IMSO will prepare the TLA package as described in (Attachment 2) Sample.
   **Forms will be assembled in packages (Attachment 2) and emailed individually by student (1 email per student with 1 file attached) Handwritten documents will not be accepted.
   Email subject line MUST contain: Country Code/Case Line, WCN, and IMSs Name

3. IMSO will prepare the TLA package email as described in (Attachment 3) for submission to the mailbox: NETSAFA_TLA_VOUCHER @ navy.mil.
   Email naming convention subject line must contain:
   Country code/Case Line and WCN, Last name, First and Middle initial
   Example: SR-P-TCY001-9000, Alexander, John B

   IMS PDF file naming convention:
   Last name, First, Middle initial
   Example: Alexander, John B

Figure 2.9

4. IMSO will email the following PDF **fillable** forms (**handwritten documents are not accepted**) to: NETSAFA_TLA_VOUCHER@navy.mil.
   a. Approved and signed travel voucher DD Form 1351 (Attachment 4 and 5)
   b. Electronic Funds Transfer form signed by IMS, if funds are to be delivered by EFT (Attachment 6)
   c. ITO with all modifications
   d. If student is going to receive a paper check, include Paper Check Waiver Request, (Attachment 7)
   e. DD Form 577 for the person signing block 7 of DD Form 1351 (Attachment 8 and 9)

5. Lodging advance- IMSO may request and obtain a lodging advance for the IMS by submitting the following:

   a. Memorandum requesting lodging advance
   b. Memorandum will reference the SEC DEF MESSAGE DSCA 03-01
   c. Lodging advance will not exceed 10% of overall TLA entitlement
   d. Repayment schedule to encompass TLA period
   e. Lodging advance can be paid on first TLA request if desired.

Steps 1 – 8 apply to NETSAFA N84 Personnel:

1. NETSAFA N84 personnel retrieves TLA package from the email address: NETSAFA_TLA_VOUCHER@navy.mil, reviews for accuracy, ensuring the Line Of Accounting (LOA) is correct, and all related documents are submitted.

2. Ensures the DD Form 1351 matches the ITO and supporting documents

3. Certifies the calculations listed on the DD Form 1351, Block 8, Remarks, prior to uploading the TLA package via TOPS to PSD.

4. Incomplete and erroneous packages are returned to IMSO for correction and resubmission of corrected TLA package to: NETSAFA_TLA_VOUCHER@navy.mil

> N84 will return incomplete and erroneous packages to the IMSO for action/correction. IMSO is responsible for corrections and resubmissions of a new TLA package to:
> NETSAFA_TLA_VOUCHER@navy.mil
> N84 Personnel do not prepare or correct documents.

5. N84 submits the following PDF **fillable** forms to PSD Pensacola via Transaction Online Processing System (TOPS):
   a. Approved and signed travel voucher DD Form 1351.
   b. Electronic Funds Transfer form, if delivered by EFT
   c. Paper Check Waiver Request (if required).
   d. ITO with all pages and modifications
   e. DD Form 577 for the person signing block 7 of DD Form 1351.
   f. Additional DD Form 577(s) for N84 personnel authorized to pick up paper check for student with a class of 5 weeks or less to receive a paper check.

Figure 2.9

PSD Pensacola personnel receives the TLA package from TOPS and will process the TLA documents.

    a. Paying through International Treasury Services (ITS), an EFT is initiated to the IMS's bank account.

    b. If a paper check is warranted, one is drafted.

    c. PSD Pensacola sends a copy of the paid voucher to the NETSAFA mailbox monitored by N84.

6. The following steps apply only if a student is receiving a paper check:

    a. NETSAFA N84 personnel pick up paper check from PSD.

    b. NETSAFA N84 personnel send paper check to IMSO via overnight FedEx.

    c. IMSO receives paper check.

    d. IMSO distributes check to IMS.

7. Final step: NETSAFA N84 sends paid settlement voucher to the IMSO on request. Alternate means of delivery to IMSO is currently under review.

8. **NETSAFA N84 Customer Service Support:**

N84 is the Customer Service support for all IMSO's, emails or phone calls are directed to: NETSAFA_TLA_VOUCHER@navy.mil or phone: (850) 452-8745, 8820, DSN: 459
*Please note that the email address above only **receives** emails, replies are submitted to IMSO are from N84 Personnel. Please submit any corrections, additional information, or inquiry to the NETSAFA mailbox.

Note: If voucher submission is the IMS's FINAL VOUCHER at the current location, package MUST be submitted to NETSAFA NLT 10 working days prior to the IMS's last day of training. Be aware that the processing of vouchers submitted the last few days of the month may require additional processing time due to constraints outside PSD's control.

Figure 2.9

A-1

DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING
SECURITY ASSISTANCE FIELD ACTIVITY
250 DALLAS ST, SUITE B
PENSACOLA, FL 32508-5209

PERSUPPDETPNCLA
1213
Ser N00/351
15 OCT 18

NETSAFA
7000
Ser 00/0254
15 Oct 18

MEMORANDUM OF UNDERSTANDING
BETWEEN
PERSONNEL SUPPORT DETACHMENT PENSACOLA
AND
NAVAL EDUCATION AND TRAINING SECURITY ASSISTANCE FIELD ACTIVITY, NAVAL AIR
STATION PENSACOLA

Subj: MEMORANDUM OF UNDERSTANDING (MOU)

Ref: (a) DODFMR Volume 9, Paragraph 080612
     (b) DSCA Manual, Paragraph c10.13.9

1. Purpose. To establish an agreement between Personnel Support Detachment (PSD) Pensacola and Naval Education and Training Security Assistance Field Activity (NETSAFA) and outline the responsibilities of each in the processing of Travel and Living Allowance (T&LA) payments for International Military Students (IMS).

2. Issue. T&LA payments for IMSs must be made in a timely manner under a standardized process.

3. Understanding

    a. Naval Education and Training Security Assistance Field
       Activity (NETSAFA) will:

       (1) Request Transaction Online Processing System (TOPS) accounts for designated personnel with submission access to PSD Pensacola FISCAL section. All TOPS requests should be submitted at least three working days in advance of requested payment date. The designated personnel will ensure the following documents are included with all submissions/requests for payment:

           (a) Travel Voucher, DD 1351

           (b) Electronic Funds Transfer (EFT) Form (for payments delivered via EFT)

           (c) Authorization for person appointed to up U.S. Treasury Check on behalf of an IMS

           (d) Orders with all modifications

           (e) Apointment/Termination Record, DD Form 577 for the person signing block 7 of the DD 1351

       (2) Ensure IMSs on orders of a duration of six weeks or greater, or students who return in less than one year, obtain a bank account with a

OFFICIAL USE ONLY - PRIVACY SENSITIVE: Any use or unauthorized disclosure may result in both civil and criminal penalties.

Figure 2.9

SUBJ: MEMORANDUM OF UNDERSTANDING

financial institution to which T&LA payments will be made via Electronic Funds Transfer (EFT).

(3) Ensure designated personnel pick up checks from PSD Pensacola's FISCAL office between the hours of 0730 - 1600. NETSAFA will be responsible for the safe and accountable delivery of checks to all IMSs inside or outside the Pensacola, FL geographical location.

b. PSD Pensacola will:

(1) Provide PSD Pensacola representative(s) to coordinate with NETSAFA personnel.

(2) Issue payments via the International Treasury Services (ITS) system.

(3) Issue U.S. Treasury check(s) to IMSs assigned to training for a period of five weeks or less.

4. Review, revision, or modification

a. Each party in this MOU shall review this agreement annually to evaluate its effectiveness and determine the need for revision or modification.

b. This agreement is subject to modification or termination as mutually agreed to as follows:
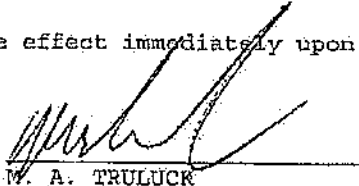
(1) Request for modification will be furnished 30 days prior to the effective date modification is desired. Modifications to this agreement will be numbered.

(2) Notification of intent to terminate this agreement will be provided in writing to the other party 90 days in advance of proposed date of termination.

5. Effective Date. This agreement will take effect immediately upon signatures of both commands.

JOHN W. POPHAM
Captain, U.S. Navy
Commanding Officer
Pay and Personnel
Support Center

M. A. TRULUCK
Captain, U.S. Navy
Commanding Officer
Naval Education Security
Assistance Field Activity

2

A-2

TRAVEL VOUCHER *(See Privacy Act Statement on back.)*	1. BUREAU VOUCHER NUMBER	2. D.O. VOUCHER NO.

3. PAYMENT FOR

			4. PAID BY
a. ADVANCE OF TRAVEL ALLOWANCES *(TDY/TAD)*		f. TRANSPORTATION OF DEPENDENTS	**PAID** SYMBOL 8371 40389 NPPSC
b. ADVANCE OF TRAVEL ALLOWANCES *(PCS)*		g. DISLOCATION ALLOWANCE	
c. ACCRUED PER DIEM FOR TDY/TAD		h. TRAILER ALLOWANCE	
d. SETTLEMENT OF TDY/TAD TRAVEL	X	i. Travel and Living Allowances	ACCTS: DFAS CLEVELAND, OH A1701
e. SETTLEMENT OF PCS TRAVEL		j.	

5. INDIVIDUAL PAYMENT

a. PAYEE *(Last Name, First, Middle Initial)*	b. RANK OR GRADE	c. SOCIAL SECURITY NUMBER
HASSAN, FIRST, MIDDLE INITIAL	CPT	900-00-0000

d. ORGANIZATION AND STATION
NETSAFA PENSACOLA

e. TRAVEL ORDER
EGPTBA001

f. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS:
SEE BLOCK 8

g. CHECK NUMBER	h. CHECK DATE *(YYYYMMDD)*	i. AMOUNT PAID	j. DATE PAID *(YYYYMMDD)*	k. RECEIVED IN CASH *(Signature of payee)*
		1860.00		

6. PAYMENTS CONSOLIDATED

a. PER SUBVOUCHER NO. _____ THROUGH _____ ATTACHED	b. PER _____ TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED

7. APPROVED FOR PAYMENT *(When required by individual service regulations)*

a. TYPED NAME *(Last, First, Middle Initial)*	b. TITLE	c. SIGNATURE
GIBSON, WILLIAM, B.	OFFICER IN CHARGE	DIGITAL OR MANUAL SIGNATURE

8. REMARKS *(Continue on back if more space is needed)*

TRAVEL & LIVING ALLOWANCE FOR 1 AUGUST - 31 AUGUST 2019
FLAT RATE 30 DAYS AT $60.00 PER DAY = $1860.00

9. ACCOUNTING CLASSIFICATION(S)

	$
AA 097-011X8242.2831 000 74312/0 069516 2D PEG04N 523080040TBA SDN: N6887014LTEGTBA	1860.00

*Line Of Accounting with 011-X8242 requires Expenditure Authority (EA) from Treasury before payment can be obligated and paid. This can take up to 3 business days from receipt at PSD.

10. COMPUTED BY	11. AUDITED BY	12. POSTED TO TRAVEL RECORD BY	13. DATE ENTERED *(YYYYMMDD)*	14. AMOUNT PAID
				1860.00

DD FORM 1351, JUL 1999 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 7.0

Figure 2.9

A-2

S A M P L E

Payments Manage Templates

Recipient Information

Agency Locator (ALC)   00008271

Recipient ID

Recipient Name   Y█████████ HASSAN

Recipient Address   2220 ANDREWS AVE UNIT 361917

JBSA LACKLND TX 78236

Bank Information

Account Type   CHECKING

IBAN/ Account #   48█████

Bank ID Format   ABA

Bank SWIFT Address

Bank Number Bank Routing #   11█████

Bank Name   BANK OF AMERICA

Bank Address   206 NEW WARRINGTON ROAD

PENSACOLA FL 32506

Bank Detail   █████

ACC/POC KRYSTAL HUMPHREYS

Payment Information

Type of Payment   VENDOR-CHARGE OUR   Client/Commodities

Mode of Payment   ELECTRONIC

Recipient Country   UNITED STATES - US

Payment Currency   USD-US DOLLARS

TAS/BETCs (Required for GWA Reporters)

Indicate # of Rows

Treasury Account Symbol

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BUSINESS EVENT TYPE CODE	AMOUNT

Show Intermediary Bank Fields

Show Point of Origin Fields

Show Payment Details   Signature Field   Student signature

Sample (ORD'S, complete set)

Figure 2.9

A-2

341

Invitational Travel Order (ITO) for International Military Student (IMS)

1. ITO Number EGPTB [REDACTED]   2. Country/Organization Egypt   3. Date 27-Sep-17

The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s)
of instruction herein listed, subject to the terms and conditions contained herein, and as may be
amended by competent authority. This ITO is the only document that will be used and is valid
only for the IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the
Arms Export Control Act.

Definitions of acronyms and abbreviations contained in this document, and instructions for completing
this form are provided in the Joint Security Cooperation Education and Training Regulation,
JSCETR / Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4A/AR 12-15/AFI
16-105). This computer generated, letter format ITO is authorized in accordance with the Security
Assistance Management Manual (SAMM), DoD 5105.38-M.

4. Issuing Security Cooperation Organization (SCO)
   a Name of Organization Office of Military Cooperation
   b Mailing Address   OMC-TNG
                             Unit #64901, Box 59
                             APO, AE 09839-4901

   c E-mail Address

5. Program Type FMS Foreign Military Sales EG-P-TBA001

6. IMS Information
   a Surname HASSAN
      First Name [REDACTED]
   b Sex MALE
   c Country Service Rank CPT
   d U.S. Equivalent Rank/Pay Grade O3
   e Country Service Army
   f Country Service Number 010 [REDACTED]
   g Date of Birth [REDACTED]-Aug-[REDACTED]
   h Place of Birth Cairo, EGYPT
   i. Passport Number A [REDACTED]
   j Country of Citizenship EGYPT
   k Visa Number 2017 [REDACTED]
   l Visa Type A-2
   m Military Unit/Organization WEAPONS & AMMO

7. Invitation
   The Secretary of Department of the Navy invites the IMS listed in Item 6 of this
   Order, to proceed from Egypt to San Antonio, TX 78236, reporting on 04-Oct-17 for the
   purpose of commencing training listed in Item 8 of this order

8. a Authorized Training

[REDACTED]

   b Pending Training

[REDACTED]

EGLY
*****Last Line*****

9. Funding
   Fund Cite AA 097-011X8242 2831 000 74312/0 065916 2D PEG04N [REDACTED]
              SDN N6887014LTEGTBA

10. Language Prerequisites

SC-TMS generated ITO # EGPTBA001   Page 1 of 4

Figure 2.9

A-2

SAMPLE

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE
(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol 5.
PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6 and to identify the duties associated with this appointment.
SORN T1300 (http://dpcld.defense.gov/Privacy/SORNsindex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx).
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974 as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at:
http://dpcld.defense.gov/Privacy/SORNsindex/BlanketRoutineUses.aspx.
DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointments.

SECTION I - APPOINTEE

1. NAME *(First, Middle Initial, Last and Rank or Grade)*	2. DoD ID NUMBER	3. TITLE
WILLIAM E GIBSON	▉▉▉▉▉	OFFICER IN CHARGE

4. DOD COMPONENT/ORGANIZATION	5. ADDRESS *(include ZIP Code, email address, and telephone number with area code and DSN)*
NETSAFA INTERNATIONAL TRAINING CENTER (NITC)	250 DALLAS STREET, SUITE B PENSACOLA, FL 32508-5269

6. POSITION TO WHICH APPOINTED *(X appropriate box - one only. Checking more than one invalidates the appointment.)*

☐	DISBURSING OFFICER, DSSN	☐	CASHIER	☐	CHANGE FUND CUSTODIAN
☐	DEPUTY DISBURSING OFFICER DSSN	☐	PAYING AGENT	☐	IMPREST FUND CASHIER
☐	CERTIFYING OFFICER	☐	COLLECTIONS AGENT	☐	SAFEKEEPING CUSTODIAN
☒	DEPARTMENTAL ACCOUNTABLE OFFICIAL	☐	DISBURSING AGENT	☐	ASSISTANT SAFEKEEPING CUSTODIAN

7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:
- PSD LIAISON FOR INTERNATIONAL MILITARY STUDENTS ASSIGNED TO YOUR COMMAND.
- PREPARE AND SUBMIT DD FORM 1351 (TRAVEL VOUCHER), COVER LETTER AND INTERNATIONAL TRAVEL ORDER (ITO) FOR ILA PAYMENTS TO INTERNATIONAL MILITARY STUDENTS ASSIGNED TO YOUR COMMAND
- PICK UP AND DISTRIBUTE US TREASURY CHECKS TO INTERNATIONAL MILITARY STUDENTS ASSIGNED TO YOUR COMMAND

8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES
JFTR
DODFMR VOL 5

SECTION II - APPOINTING AUTHORITY

9. NAME *(First, Middle Initial, Last)*	10. TITLE	11. DOD COMPONENT/ORGANIZATION
COURTNEY B SMITH	COMMANDING OFFICER	NETSAFA

12. DATE *(YYYYMMDD)*	13. SIGNATURE
20160712	SMITH COURTNEY BRE WER.1125586160

SECTION III - APPOINTEE ACKNOWLEDGEMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.

14. PRINTED NAME *(First, Middle Initial, Last)*	15. DATE *(YYYYMMDD) (Not earlier than date in Item 12 or 13)*	16. SIGNATURE
WILLIAM E. GIBSON	20160708	a. DIGITAL GIBSON.WILLIAM.EDWAR D.1102719090 b. MANUAL

SECTION IV - APPOINTMENT TERMINATION

The appointment of the individual named above is hereby revoked	17. DATE *(YYYYMMDD)*	18. APPOINTEE INITIALS

19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

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Figure 2.9

A-3

Leven, Edward J (Ed) CIV USN NETSAFA PENSACOLA FL (USA)

To:	NETSAFA_TLA_VOUCHER
Subject:	SR-P-SBU036-8271 FATHULDEEN, ALBULMOHSEN, M
Attachments:	FATHULDEEN, ALBULMOHSEN, M.pdf

Please process AUGUST TLA request ICO FATHULDEEN, ALBULMOHSEN, M

Thanks,

V/r,
Ed Leven
NETSAFA, N84
Naval Education and Training Security Assistance Field Activity
Financial Management Analyst
250 Dallas St., Suite B
Pensacola, FL 32508-5269
☎850-452-8745/DSN 459

Figure 2.9

A-4

TRAVEL VOUCHER *(See Privacy Act Statement on back.)*	1. BUREAU VOUCHER NUMBER	2. D.O. VOUCHER NO.

3. PAYMENT FOR

		4. PAID BY
a. ADVANCE OF TRAVEL ALLOWANCES *(TDY/TAD)*	f. TRANSPORTATION OF DEPENDENTS	PAID SYMBOL 8371 40389 NPPSC
b. ADVANCE OF TRAVEL ALLOWANCES *(PCS)*	g. DISLOCATION ALLOWANCE	
c. ACCRUED PER DIEM FOR TDY/TAD	h. TRAILER ALLOWANCE	
d. SETTLEMENT OF TDY/TAD TRAVEL	X i. Temporary Living Allowances	ACCTS: DFAS CLEVELAND, OH A1701
e. SETTLEMENT OF PCS TRAVEL	j.	

5. INDIVIDUAL PAYMENT

a. PAYEE *(Last Name, First, Middle Initial)*	b. RANK OR GRADE	c. SOCIAL SECURITY NUMBER

d. ORGANIZATION AND STATION

e. TRAVEL ORDER

f. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS:

g. CHECK NUMBER	h. CHECK DATE *(YYYYMMDD)*	i. AMOUNT PAID	j. DATE PAID *(YYYYMMDD)*	k. RECEIVED IN CASH *(Signature of payee)*

6. PAYMENTS CONSOLIDATED

a. PER SUBVOUCHER NO. _____ THROUGH _____ ATTACHED	b. PER _____ TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED

7. APPROVED FOR PAYMENT *(When required by individual service regulations)*

a. TYPED NAME *(Last, First, Middle Initial)*	b. TITLE	c. SIGNATURE

8. REMARKS *(Continue on back if more space is needed)*

9. ACCOUNTING CLASSIFICATION(S)

Fund Cite: SDN:	$ 0.00

10. COMPUTED BY	11. AUDITED BY	12. POSTED TO TRAVEL RECORD BY	13. DATE ENTERED *(YYYYMMDD)*	14. AMOUNT PAID
				0.00

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Figure 2.9

A-5

TRAVEL VOUCHER *(See Privacy Act Statement on back.)*	1. BUREAU VOUCHER NUMBER	2. D.O. VOUCHER NO.

3. PAYMENT FOR

		4. PAID BY
a. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)	**f.** TRANSPORTATION OF DEPENDENTS	PAID SYMBOL 8371 40389 NPPSC
b. ADVANCE OF TRAVEL ALLOWANCES (PCS)	**g.** DISLOCATION ALLOWANCE	
c. ACCRUED PER DIEM FOR TDY/TAD	**h.** TRAILER ALLOWANCE	
d. SETTLEMENT OF TDY/TAD TRAVEL	**i.** Travel and Living Allowances ✕	ACCTS: DFAS CLEVELAND, OH A1701
e. SETTLEMENT OF PCS TRAVEL	**j.**	

5. INDIVIDUAL PAYMENT

a. PAYEE *(Last Name, First, Middle Initial)* ENTER IMS NAME	**b. RANK OR GRADE** ENTER RANK/GRADE	**c. SOCIAL SECURITY NUMBER** ENTER FIN #

d. ORGANIZATION AND STATION
ENTER COMMAND INFORMATION

e. TRAVEL ORDER
ENTER TRAVEL ORDER NUMBER FROM IMS ORDERS

f. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS:
BLANK ENTRY, SEE BLOCK 8

g. CHECK NUMBER	**h. CHECK DATE** *(YYYYMMDD)*	**i. AMOUNT PAID** ENTER AMOUNT	**j. DATE PAID** *(YYYYMMDD)*	**k. RECEIVED IN CASH** *(Signature of payee)*

6. PAYMENTS CONSOLIDATED

a. PER SUBVOUCHER NO. _____ THROUGH _____ ATTACHED	**b.** PER _____ TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED

7. APPROVED FOR PAYMENT *(When required by individual service regulations)*

a. TYPED NAME *(Last, First, Middle Initial)* APPOINTED BY DD FORM 577	**b. TITLE** APPOINTED BY DD FORM 577	**c. SIGNATURE** DIGITAL OR MANUAL SIGNATURE

8. REMARKS *(Continue on back if more space is needed)*

ENTER REQUESTED ACTION: I.E., TRAVEL AND LIVING ALLOWANCE, LODGING, MEALS, ETC.
TO AND FROM DATES ARE REQUIRED, I.E., 1 April to 30 April 2019, NOT TO EXCEED 45 DAYS, IN THE BEGINNING OR ENDING OF TRAINING. Requests should be submitted every 30 day monthly period.

9. ACCOUNTING CLASSIFICATION(S)

Fund Cite: Line Of Accounting (LOA) from IMS Orders, *If (LOA) is 011-X8242, requires EA approval SDN: Source Document Number from IMS Orders *Line Of Accounting with 011-X8242 requires Expenditure Authority (EA) from Treasury before payment can be obligated and paid. This can take up to 3 business days from receipt at PSD.	$ ENTER AMOUNT

10. COMPUTED BY	**11. AUDITED BY**	**12. POSTED TO TRAVEL RECORD BY**	**13. DATE ENTERED** *(YYYYMMDD)*	**14. AMOUNT PAID** ENTER AMOUNT

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Figure 2.9

A-6

Payments. Manage Templates

Recipient Information

Agency Locator (ALC) 00008371

Recipient ID

Recipient Name

Recipient Address

Bank Information

Account Type

IBAN/ Account #

Bank ID Format

Bank SWIFT Address

Bank Number

Bank Name

Bank Address

Bank Detail

Payment Information

Type of Payment   VENDOR-CHARGE OUR   Client/Commodities

Mode of Payment   ELECTRONIC

Recipient Country

Payment Currency   USD-US DOLLARS

TAS/BETCs (Required for GWA Reporters)

Indicate # of Rows

Treasury Account Symbol

SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	BUSINESS EVENT TYPE CODE	AMOUNT

Show Intermediary Bank Fields

Show Point of Origin Fields

Show Payment Details   Signature Field

Figure 2.9

A-7

<u>Travel and Living Allowance Payments</u>

<u>Waiver Request for Paper Checks</u>

IMS Name:_____

<u>TLA Entitlement</u>

Start Date:_____ End Date: _____ Number of Weeks: _____

Will IMS participate in additional training within the next twelve months?

☐ YES   ☐ NO

If IMS is unable to successfully open a bank account, provide an explanation of circumstances and efforts to open account:

```
                                                                          

                                                                          

                                                                          

                                                                          

                                                                          

                                                                          
```

_____   _____

IMSO signature   NETSAFA Comptroller Signature

Figure 2.9

A-8

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE
(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3526, DoDFMR, 7000.14-R, Vol. 5.
PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment.
SORN T1300 (http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx)
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at:
http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx.
DISCLOSURE Voluntary; however, failure to provide the requested information may preclude appointments.

SECTION I - APPOINTEE

1. NAME *(First, Middle Initial, Last and Rank or Grade)*	2. DoD ID NUMBER	3. TITLE

4. DOD COMPONENT/ORGANIZATION	5. ADDRESS *(Include ZIP Code, email address, and telephone number with area code and DSN)*

6. POSITION TO WHICH APPOINTED *(X appropriate box - one only. Checking more than one invalidates the appointment.)*

☐ DISBURSING OFFICER: DSSN	☐ CASHIER	☐ CHANGE FUND CUSTODIAN
☐ DEPUTY DISBURSING OFFICER: DSSN	☐ PAYING AGENT	☐ IMPREST FUND CASHIER
☐ CERTIFYING OFFICER	☐ COLLECTIONS AGENT	☐ SAFEKEEPING CUSTODIAN
☐ DEPARTMENTAL ACCOUNTABLE OFFICIAL	☐ DISBURSING AGENT	☐ ASSISTANT SAFEKEEPING CUSTODIAN

7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:

8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:

SECTION II - APPOINTING AUTHORITY

9. NAME *(First, Middle Initial, Last)*	10. TITLE	11. DOD COMPONENT/ORGANIZATION

12. DATE *(YYYYMMDD)*	13. SIGNATURE

SECTION III - APPOINTEE ACKNOWLEDGEMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in Item 16 below.

14. PRINTED NAME *(First, Middle Initial, Last)*	15. DATE *(YYYYMMDD) (Not earlier than date in Item 12 or 13)*

16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE

SECTION IV - APPOINTMENT TERMINATION

The appointment of the individual named above is hereby revoked.	17. DATE *(YYYYMMDD)*	18. APPOINTEE INITIALS

19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

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Figure 2.9

A-9

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE
(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.
PRINCIPAL PURPOSE(S): To maintain a record of appointment and termination of appointment of persons to any of the positions listed in item 6, and to identify the duties associated with this appointment.
SORN T1300 (http://dpclo.defense.gov/Pricacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx)
ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at:
http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx.
DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude appointments.

SECTION I - APPOINTEE

1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE
ENTER	ENTER	ENTER

4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)
ENTER	ENTER

6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)

☐ DISBURSING OFFICER: DSSN ___	☐ CASHIER	☐ CHANGE FUND CUSTODIAN
☐ DEPUTY DISBURSING OFFICER: DSSN ___	☐ PAYING AGENT	☐ IMPREST FUND CASHIER
☐ CERTIFYING OFFICER	☐ COLLECTIONS AGENT	☐ SAFEKEEPING CUSTODIAN
☒ DEPARTMENTAL ACCOUNTABLE OFFICIAL	☐ DISBURSING AGENT	☐ ASSISTANT SAFEKEEPING CUSTODIAN

7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:
-COMMAND PERSONNEL OFFICER/ADMINISTRATIVE OFFICER
(a) You must ensure accurate and timely input of personnel data supporting payments and provide the necessary key supporting documents.
(b) You must complete the courses applicable to your mission areas within two weeks of your appointment, refresher training annually, and provide a printed copy of the training completion certificate to your Commanding Officers, Officers in Charge, or Directors. (http://dfas4dod.dfas.mil/training/courses/coltraining.htm)
(c) You are not authorized to sign personnel data documents that requires the actual signature of the Commanding Officers, Officers in Charge, or Directors.
(d) Liaison for International Military Students assigned to your command. Prepare and submit the DD Form 1351 (Travel Voucher), International Travel Order (ITO), Electronic Funds Transfer Form (Manage Templates) and the DD Form 577.
(e) You are responsible for the termination of appointment upon relief of the Appointing Official and establish a new appointment from the relieving Appointing Official.

8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:
DODFMR Vol 5, Chap 5, DODFMR Vol 7A, DODFMR Vol 16, JTR, Military Pay Advisories (MPA), Naval Administrative Messages (NAVADMIN), and other Directives.

SECTION II - APPOINTING AUTHORITY

9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
ENTER	ENTER	ENTER

12. DATE (YYYYMMDD)	13. SIGNATURE
ENTER	

SECTION III - APPOINTEE ACKNOWLEDGEMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.

14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13)
ENTER	ENTER

16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE

SECTION IV - APPOINTMENT TERMINATION

The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
18. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

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Figure 2.10

INTERNATIONAL STUDENT ACADEMIC REPORT
(For International Military Students attending CONUS schools.)
(See AR 12-15, AFJI 16-105, and SECNAVINST 4950.4 for forms completion instructions.)

1. FORWARDING ADDRESS *(Subsequent training, if applicable, or country SAO)*	2. FROM *(Training installation preparing form)*

3. STUDENT NAME *(Last, First, Middle Initial)*	4. GRADE/RANK	5. COUNTRY	6. FMS CASE OR IMET FY AND WCN

7. COURSE TITLE	8. COURSE ID NO.	9. COURSE MASL	10. DURATION OF COURSE
			a. FROM *(YYMMDD)* b. TO *(YYMMDD)*

11. DID STUDENT COMPLETE COURSE? *(X one)*	12. STUDENT WAS AWARDED: *(X one)*	13. ENGLISH COMPREHENSION LEVEL *(Enter test score)*
YES	a. DIPLOMA/CERTIFICATE OF COMPLETION	a. IN-COUNTRY TEST b. CONUS TEST
NO *(Explain in Item 15)*	b. CERTIFICATE OF ATTENDANCE	
	c. OTHER *(Explain in Item 15)*	

14. STUDENT'S ACADEMIC EVALUATION

a. RATINGS SCALE *(Enter in Items 14.b. and 14.c.)*	b. LANGUAGE PROFICIENCY	c. PERFORMANCE IN CLASS	
1 EXCEPTIONAL	(1) COMPREHENSION	ITEM	RATING
2 EXCELLENT		(1) ATTITUDE AND MOTIVATION	
3 VERY SATISFACTORY	(2) SPEAKING	(2) ATTENDANCE AND PUNCTUALITY	
4 SATISFACTORY		(3) ABILITY TO GRASP INSTRUCTION	
5 UNSATISFACTORY *(Explain in Item 15)*	(3) READING	(4) PERFORMANCE IN PRACTICAL EXERCISES	
		(5) PARTICIPATION IN CLASS ACTIVITIES	
6 NOT OBSERVED *(Explain in Item 15)*	(4) WRITING	(6) POTENTIAL AS INSTRUCTOR *(If applicable)*	

15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION *(Use back if more space is required)*

16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS *(On and off training installation)* *(Use back if more space is required)*

17. EVALUATOR		
a. NAME *(Last, First, Middle Initial)*	b. GRADE	c. SIGNATURE

18. INTERNATIONAL MILITARY STUDENT OFFICER		
a. NAME *(Last, First, Middle Initial)*	b. GRADE	c. SIGNATURE

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Figure 2.10

15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION *(Continued)*

16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS *(On and off training installation)*
(Continued)

LEGEND *(Explanation of Acronyms)*

CONUS - Continental United States	MASL - Military Articles and Services List
FMS - Foreign Military Sales	SAO - Security Assistance Organization
ID NO. - Identification Number	WCN - Worksheet Control Number
IMET - International Military Education and Training	

DD FORM 2496 (BACK), FEB 96

Figure 2.11

RSNF STUDENT INCIDENT REPORT

Activity: _____   Date: _____

Name: _____   WCN: _____   Date of Incident: _____

CONTACT PHONE NO. FOR STUDENT (HOME, BEQ/BOQ, COURSE OFFERING):

INCIDENT SUMMARY:

ACTION TAKEN/RECOMMENDATIONS:

_____		_____
SIGNATURE OF PREPARER		**SIGNATURE OF STUDENT**

NETSAFA 4900/1 (Rev7-93)

Figure 2.12
International Military Student Insider Threat Awareness Briefing Facilitation Guide

Overview: The International Military Student Insider Threat Awareness Brief aids international military students in understanding how to identify and report insider threat indicators. The briefing also provides an overview of how the IMSO and other installation support staff analyze information and activity indicative of an insider threat and refer that data to the appropriate officials to investigate or otherwise resolve. The goal of the program is to deter threats and detect potential issues early on—before a problem occurs.

This guide will aid you in presenting the video brief to your training audience. Use the questions below to assist with your group discussion.

Instructions: Play video and then consider asking the students the following questions.

QUESTION 1: What behaviors or activities are considered potential risk indicators?

Desired Responses:
- Drug or alcohol abuse
- Undiagnosed or untreated medical or mental health conditions
- Criminal activity
- Interest in weapons or purchase of weapons
- Unexplained travel
- Attempting to access information not necessary to studies or mission

- Unexplained absences
- Financial problems
- Sudden outbursts of anger or threats of violence
- Unexplained affluence/money
- Failure to follow security protocol
- Signs of recruitment or elicitation

QUESTION 2: What should the student do if the behavior is observed?

Desired Response: Report it to an instructor, support personnel, or the IMSO

Provide student with specific POC for reporting potential risk indicators. Include the Job Aid "Insider Risk Reporting for IMS." The job aid provides a fillable template for listing contact numbers and POC.

Additional Comment: Correct students if they recommend taking matters into their own hands or conducting investigative activity, such as: going through his desk drawers, trying to follow them, questioning others, etc.

QUESTION 3: What should the student do if there is a threat of imminent violence?

Desired Responses: Dial 9-1-1 and follow installation specific safety procedures. **Provide Students with installation specific safety procedures in the event of emergency.**

★ ADDITIONAL FACILITATOR RESOURCES ★

- Insider Threat Awareness Materials: https://www.cdse.edu/toolkits/insider/vigilance.html

- Insider Threat Awareness Videos: https://www.cdse.edu/resources/videos/insider-threat.html

- DoD Insider Threat Trifold: https://www.cdse.edu/documents/cdse/DoD_Insider_Threat_Trifold.pdf

- Insider Threat Case Studies: https://www.cdse.edu/resources/case-studies/insider-threat.html

- Insider Threat Posters: https://www.cdse.edu/resources/posters-insider-threat.html

Figure 2.13

Insider Risk Reporting for International Military Students

OBSERVE ANY OF THE FOLLOWING BEHAVIORS:

Failure to Comply with Security Rules	Problems with Work or Family
Substance Abuse	Signs of Depression or Isolation
Financial Issues	Threats of Harm to Self or Others
Violent or Aggressive Behavior	Unauthorized Absences
Criminal Activity	Sudden Influx of Cash
Purchasing Weapons	Association with Prohibited Groups
Misuse of Computers or Technology	Loss of Appetite or Mood Swings
Gambling Addiction	Attempts to Acquire Protected Information
Erratic or Unusual Behavior	Undiagnosed or Untreated Medical or Mental Health Conditions
Extreme Stress	Any Behavior of Concern or Unusual for a Specific Individual

SAY SOMETHING! **IMMEDIATELY CONTACT THE FOLLOWING:**

IMSO	Name: JOHN SMITH	Phone: xxx-xxx-xxx	Email: JSMITH.civ@mail.mil
Security Office	Name:	Phone:	Email:
Other Staff	Name:	Phone:	Email:

REMEMBER **DIAL 9-1-1, IN AN EMERGENCY AND FOLLOW SECURITY SOP**

While not all behaviors are indicative of a threat, they do increase vulnerability.

Reporting risk indicators allows appropriate intervention and can provide assistance to those in need. You cannot underestimate the role you play in protecting against insider threats.

★ You are the first line of defense. ★

Figure 2.14
INTERNATIONAL MILITARY STUDENT (IMS)

DEPARTURE CHECKLIST

Departure

The IMSO should ensure that the following items are reviewed and addressed as necessary when an IMS departs the training installation. This Checklist may be modified to reflect the requirements and policies at a training activity. A copy of the Departure Checklist should be filed in the IMS Training Record.

IMS NAME: _____ **COUNTRY:** _____

RANK/RATE: _____ **USN EQUIVALENT:** _____ **GRADUATION DATE:** _____

DEPARTING TRAINING INSTALLATION: _____

NEXT DESTINATION: _____

DEPARTURE DATE: _____ **BRIEFING DATE:** _____

BASE FACILITIES CLEARED
___ Quarters/Billeting
___ Messing
___ Clubs
___ Academic Buildings
___ Library

ACADEMIC RECORDS REVIEWED FOR COMPLETENESS AND ACCURACY
___ IMS Training Record
___ Flight Records
___ Graduation certificate   Honor Graduate? YES___ NO ___

ADMINISTRATION
___ ITO reviewed; all amendments and endorsements included and signed.
___ Name removed from Base Locator File
___ Mail forwarding address
___ Financial Records forwarded
___ Indebtedness Issues identified and rectified as appropriate
___ Enroute travel notice/completion message transmitted
___ **ID Card collected and/or destroyed. Must be entered in command log for accountability (last training activity)**
__ Medical Records forwarded

Figure 2.14

TRANSPORTATION
        Transportation to next training activity:
___   Airline reservations/tickets confirmed
___   Travel by POC procedures reviewed (if applicable)
___ Passport/Visa reviewed and correct
___ Shipment of personal goods arranged
___ Shipment of RIM arranged
___ Excess baggage authorized (as applicable)
___ Classified Class Notes and materials reviewed, confirmed, and addressed for shipment
___ POC status confirmed (sold, shipped, etc.)

Comments:

I have received the Departure Briefing, and I understand the information provided to me.

_____   _____
International Military Student Signature   Date

Departure Checklist filed in IMS Training Record. IMSO initials: _____ Date: ____

CHAPTER 3

FIELD STUDIES PROGRAM (FSP)

CHAPTER 3

Field Studies Program (FSP)

3.1 Introduction

A. The following references apply in the planning and execution of the Field Studies Program (FSP):

  (1) DOD Instruction 5410.17 of 15 September 2006
  (2) JSCET, Ch. 11
  (3) E-SAMM Ch. 10
  (4) NETCINST 4950.1E

B. Reference (A.(1)) updates DoD policy for a FSP to enhance the formal training courses and orientation of the international military and civilian students and military–sponsored visitors under the Security Assistance Training Program and other programs administered through Security Assistance/Security Cooperation Channels. The FSP supersedes the DoD Informational Program (IP); other references will be revised to reflect this change.

C. Each international student attending a course in the United States has the opportunity to participate in the FSP. The objective of the FSP is to assist IMS in acquiring a balanced understanding of U.S. society, institutions, and goals, in conjunction with their training experience. The program should include frank explanations and free discussion with the students about our government structure, judicial system, the political party system, the role of a free press and other communications media, cultural issues associated with minorities, the purpose and scope of labor unions, our economic system, educational institutions, and how these elements reflect the U.S. commitment to the basic principles of internationally recognized human rights. Activities such as visits to private homes, local industries, industrial and cultural exhibits, farms, schools, historical points of interest, and civic activities are encouraged.

D. The DoD FSP Guide is a particularly valuable resource for planning and conducting FSP activities and events. The DoD FSP Guide is available on NETSAFA's website at **www.netsafa.navy.mil.** While the DoD FSP Guide focuses primarily on FSP programming, this chapter in the IMSO Guide will address the administrative, logistical, and funding aspects of the FSP.

E. Execution of the FSP varies by major claimants and executive agencies within the DON, so IMSOs should follow the FSP guidance promulgated by their respective major claimants and executive agent. U.S. Marine Corps and U.S. Coast Guard guidance can be found in their respective IMSO Handbook. Major Claimant FSP POC are as follows:

OFFICE	DSN	COMMERCIAL
NETC / NETSAFA	459-8859	850-452-8859
NAVSUP		401-841-4847
USMC	378-5321	703-432-5321
USCG	N/A	202-372-4490

*Contact Navy IPO if your organization is not under the listed Major Claimants.

3.2 **FSP Overview**

A. Training installation commanders and IMSOs should remember that exposure of the IMS to the non-military aspects of life in the United States is important to the Security Cooperation Training Program, second only to the strictly military training and education of the program. However, IMS participation in FSP activities is encouraged, not required unless it is part of the curriculum. FSP activities normally occur in addition to normal academic/military requirements at the training installation, and it is important for the commands to ensure FSP activities are interesting, educational, and attractive, so that each IMS will give their full support to the program. FSP topics, activities, and events should be tailored when possible to fit the character and background of the IMS involved in the training.

B. FSP is intended for international military students (IMS) attending training in the United Sates or participating in an Orientation Tour arranged under Security Cooperation Training Program sponsorship. Dependents of international students eligible to participate may join FSP activities, but at no cost to the FSP or the U.S. Government (dependents are generally discouraged to participate in overnight FSP events).

C. <u>Objective</u>. The DoD Components shall ensure the FSP promotes an understanding of U.S. society, institutions, and ideals and the way in which these elements reflect U.S. commitment to basic principles of internationally recognized human rights. To achieve this objective, the FSP will provide students and visitors with an understanding of the following 11 *facets* of American life, within the limits of time and available resources (see references (c) and (d):

(1) <u>Human Rights</u>. U.S. commitment to basic principles of internationally recognized human rights in accordance with the United Nation's Universal Declaration of Human Rights, the Geneva Convention, and the United States Constitution and Bill of Rights. This aspect of American life shall be emphasized in conjunction with all subsequent FSP topics.

(2) <u>International Peace & Security</u>. How the United States accomplishes effective and mutually beneficial relations and increased understanding with foreign countries in furtherance of the goals of international peace and security.

(3) <u>U.S. Government Institutions</u>. U.S. institutions of democratic governance, including electoral and legislative processes and civilian control of the military; the institution and improvement of public administration at the national, intergovernmental, regional and local levels.

(4) <u>Political Processes</u>. American democracy and political reform, including opening the political process to all members of society, the practice of free elections, freedom of association, and the influence of grass-roots and non-governmental organizations promoting democracy, the rule of law, transparency, and accountability in the political process.

(5) <u>The Judicial System</u>. The American establishment of the rule of law, and an effective judicial system; the correct role of the military justice system and its procedures, termination of extremist violence as well as vigorous action to prosecute those guilty of crimes.

(6) <u>The Free Market System</u>. The success of the American economy due to land reform, reform in tax systems, encouragement of private enterprise and individual initiative, creation of favorable investment climates, curbing corruption where it exists, and spurring balanced trade; the independent roles of labor and management in negotiating pay, working hours and conditions, and other benefits associated with employment; the factors underlying industrial and agricultural production, and how environmental protection has altered each; and the role of environmental protection.

(7) <u>Media</u>. The role of a free press and other communications media in American life; how diversity of media ensures people of all races, creeds and political persuasions can be heard (editorials, letters to the editor) and ensures diverse, pluralistic culture.

(8) <u>Education</u>. The purpose and range of educational institutions, the value of an educated and responsible citizenry, and the educational opportunities available to all citizens.

(9) <u>Health and Human Services</u>. American institutions that provide quality health care and voluntary family planning services, housing, and other services; policies that are components of a social safety net, particularly for infants, children, and people with disabilities.

(10) <u>Diversity & American Life</u>. How America fosters political, economic, and social pluralism; the geographic, religious, and social diversity of American life; progress in applying American ideals to ethnic and other minorities including women. How American families live and work in cities, towns and rural areas; how Americans function in communities, worship, work together in organizations, participate in and support cultural and historical events; volunteerism.

(11) <u>Law of War</u>. The part of international law that regulates the conduct of armed hostilities, often called the "law of armed conflict." For the purposes of this facet, the law of war encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a part, and applicably customary international law.

D. Each training installation should designate the IMSO as the FSP Coordinator. In addition and if practical, each IMS should have a military and a civilian sponsor. The military sponsor is usually another member of the training installation staff who is of equal or higher military rank, and who can serve as a liaison/facilitator for the IMS at the training installation. The civilian sponsor can be a dependent, civilian employee, or a member of the community who can help the IMS understand the non-military aspects of life in America.

E. In addition, the support of all training installation activities is essential to the successful fulfillment of the Navy's responsibilities for the FSP. While IMSOs are the focal points for FSP activities, they require the cooperation and assistance of finance, transportation, public affairs, and other installation representatives to carry out an effective program. To ensure a general understanding of the FSP and its relationship to the Security Cooperation Training Program, Training Installations should schedule periodic briefings to ensure that U.S. personnel are familiar with program objectives and functions.

F. It is also important that key people in the surrounding community – government officials, museum directors, business leaders, etc. – are aware and supportive of the training installation's FSP efforts.

3.3 <u>FSP Planning</u>

A. The FSP begins with the in-country departure briefing of IMS by the SCO, and continues throughout the training period. IMSOs should ensure that appropriate FSP information is included in the Student Information Package sent to the SCO upon initial notification of an IMS's planned training (see **para. 2.2.2.A**). An overview of the FSP should also be included in the IMS's Arrival Briefing at the training installation.

B. The IMSO should plan FSP activities and events in conjunction with the IMS's academic schedule. Where possible, FSP events should be conducted when the IMS is excused from classified portions of the courses. Also, those portions of a course from which an IMS will be excused should be consolidated to permit time for FSP activities.

C. IMSOs should obtain authorization from NETSAFA to conduct the FSP activity (see **Section 3.8** for details regarding funding and authorization.)

D. Possible FSP activities, locations, and events should be identified as far in advance as possible, especially those events that are time sensitive. Again, the DoD FSP Guide is a valuable reference in selecting appropriate activities that will support the FSP goals. FSP planning should focus on local events

and activities as much as possible. Travel is limited to a 300-mile radius; exceptions to this limit require a mileage waiver from NIPO (04B).

E. As the various FSP activities and events are planned, the IMSO should establish liaison with appropriate POCs at the activity location. The POCs can help arrange tours, and assist with arranging and determining cost of lodging, food, transportation, etc.

F. In addition to the IMSO, a command may designate military or civilian personnel to serve as Escort Officers for an FSP activity. The Escort Officer should be knowledgeable and experienced in international training, and have a firm understanding of the goals and objectives of FSP. IMSOs should ensure that Escort Officers are fully briefed on the FSP activity, and the FSP objectives and topics to be covered. The recommended ratio of Escort Officers to IMS is as follows:

1 to 10 participants	-	1 Escort
11 to 20 participants	-	2 Escorts
20 plus participants		1 Escort for every 10 participants

G. IMS participating in FSP activities are considered to be in a duty status. Therefore, appropriate TAD Travel Orders should be prepared for FSP activities that are in excess of 10 hours. TAD Orders should include the correct fund cite. No cost to the government blanket travel orders should be used for IMS. Escorts should use official travel orders utilizing the pertinent FSP accounting data, with the following remark to be included in the orders:

"Lodging, transportation, meals, and miscellaneous/incidental expenses have been paid in full under the Field Studies Program utilizing an SF 1164. *Traveler(s) will not claim additional reimbursements associated with the event."*

3.4 **FSP Activity Execution**

A. As the FSP activity is conducted, the IMSO's responsibilities include:

(1) Conduct a pre-briefing for IMS before departure, to ensure they understand the objectives of the FSP activity.

(2) Brief escorts on their responsibilities, ensuring that they understand the objectives of the FSP and the topics to be covered.

(3) Provide IMS with emergency and assistance phone numbers while on the FSP trip.

(4) Inform the appropriate funding claimancy representative of any significant changes involving participants, itinerary, or funding requirements.

B. Government transportation shall be used to the fullest extent possible. Furthermore, ground transportation should be the primary means of transporting IMS, to provide a close-up look at the American countryside.

C. Local or 'No-Cost' FSP events are strongly encouraged. These include visits to private homes, local industry, cultural and industrial exhibits, farms, schools, historic points of interest, civic activities, or having guest speakers who are subject matter experts. These local area programs provide the best possible exposure to FSP topics at minimal cost. All No-Cost events must also be input into the SanWeb (SC-TMS9) with the following information:

(1) Name of activity
(2) Name of individual reporting no cost event
(3) Date of the event
(4) Number of IMS

(5) Number of guests

(6) Number of escorts

(7) Nature of event

(8) Facets to be attained

D. At the completion of the FSP event, conduct a thorough debrief, once again emphasizing the objective of the FSP event (refer to the Field Studies Program Handbook. Each IMS should complete a Student Evaluation Sheet, and the Senior Escort Officer should complete an Escort Assessment of the FSP activity (Sections M and N of the IP Handbook.)

E. IMSOs should prepare SF-1164 and provide supporting receipts to the NETSAFA FSP Manager, N343, for liquidation of the FSP Trip (see **para. 3.8.G** on next page.)

F. IMSOs should also prepare appropriate thank you letters.

3.5 Trips to Washington, DC

A. Subject to the availability of time and funding, a tour of Washington D.C. should be made available to officer IMS attending senior, career, and other significant courses as designated by NIPO. A maximum of four (4) days is authorized, plus travel time. A pre-tour briefing is required for each day's itinerary, and a post-tour debrief following the visit. The DC tour is NOT meant to be a vehicle for the IMS to visit his/her own national embassy, and free time should not be included in the trip for this purpose.

B. An itinerary of Washington D.C. tours (including mileage waivers) must be provided to NETSAFA with the FSP liquidation package.

3.6 Restrictions and Limitations to FSP

A. FSP Funds are not to be used to pay for the following items or activities:

(1) Alcoholic beverages

(2) Entertainment or activities which are substantially recreational in nature, including entrance fees at sporting events, theatrical and musical productions, and amusement theme parks.

(3) Activities of a purely academic objective (such as field trips), which are an integral part of the training or education course curriculum.

(4) Transportation to and from classes, field trips, and other activities that are primarily of an academic nature and are an integral part of the training or education course curriculum.

B. FSP Funds may be used for FSP events conducted in conjunction with academic trips.

C. Mementos. FSP funds may be used to fund presentation mementos, limited to one item per IMS at each training installation, at a cost not to exceed $25.00. Exceptions must be approved by appropriate military service. Mementos will be of a permanent nature, except for photographs. Ball caps and t-shirts are not considered to be of a permanent nature.

D. Social events. Social activities with participation by U.S. personnel, who are guests at FSP functions such as breakfasts, luncheons, dinners, gatherings, and receptions, are authorized provided that these functions directly relate to at least one of the 11 FSP facet areas. However, discretion must be used to maintain a proper ratio between IMS and U.S. guests. Normally, the proportion of U.S. official personnel and guests at such functions should not exceed three times the total number of IMS. Depending upon the occasion, this recommended proportion may be exceeded if approval is obtained in advance from NETSAFA.

3.7 Representational Activities

Representation Funds are available to flag-level officers who have command responsibilities to host official events (luncheons, receptions, etc.) for high-level international visitors. These funds can also occasionally be used to host international personnel under the Security Assistance Program, and can be requested through the major claimant.

3.8 FSP Funding and Financial Management

(NOTE: See NETCINST 4950.1E for detailed information of the financial and accounting matters involved in the FSP.)

A. NIPO (04B) supervises, administers, and authorizes expenditures of FSP Funds within the DON. U.S. Navy major claimants will implement and manage FSPs for their respective commands and activities.

B. Funds for FSP are derived from tuition costs. During the fourth quarter of each fiscal year, activities must provide NIPO (IPO-04B), via the appropriate chain of command, with a budget estimate of their current FSP efforts and an estimate of FSP/EE funds required during the next fiscal year. The budget estimate should include:

(1) Planned FSP activities

(2) Estimated number of IMS to be trained during the next reporting period

(3) Estimated total number IMS weeks of training during the next training cycle

(4) Quarterly breakout of the next fiscal year FSP/EE funding requirements.

C. NETSAFA will send a direct fund cite letter to each training activity approved for FSP participation in a given fiscal year. The letter provides the fixed portion of the fund citation to be used in executing the program; it does NOT provide actual authorization to use the FSP funds. Such authorization is described below.

D. After an IMSO has planned an FSP function or event, he/she should submit the following information to NETSAFA via the SanWeb/SC-TMS9:

(1) Name of Activity
(2) Dates of planned function
(3) Number of IMS
(4) Number of guests to be funded by the FSP
(5) Number of escorts
(6) Topic(s) Area(s) that apply
(7) Estimated cost

E. NETSAFA will then assign a 6-digit authorization number for the approved FSP event. This authorization number will be used in the fund citation and the last five positions of the Standard Document Number (SDN) when processing an advance of funds request. The disbursements of funds during an FSP event will be made by the designated escort officer. At no time will FSP funds be given to an IMS.

F. Credit Cards. DSCA message 221227Z SEP 99 authorizes MILDEPs to issue credit cards to IMSOs to use in the financial execution and support of an FSP function. The policy is quoted as follows:

"MILDEPS are authorized by DFAS and DSCA to issue unit credit cards to IMSOS to use in the financial execution and support of DoD Field Studies Program. Each MILDEP provides unit card profiles that outlines unit card entitlements for use in conducting the command's Field Studies Program. Cash advances will be authorized. In addition, to resolve problems experienced by IMSOs during the conduct of FSP events (when meals are taken in facilities where multiple vendors are used, such as food courts), recommend (1) IMSO brief IMS of the maximum amount authorized for the

meal; (2) IMS purchase his/her meal using their own funds (3) IMS submit meal receipt to IMSO; and (4) as authorized paying agent, IMSO reimburses IMS for meal."

G.   Within ten (10) calendar days after completion of FSP event, the IMSO (or other designated individual) will prepare a Claim for Reimbursement (SF-1164), an FSP Expense Documentation Sheet (NETC 4950/3), copies of all receipts, along with post-event evaluations, and authorizing E-mail. The Claim for Reimbursement package should be submitted to the FSP event authorizing agent (NETSAFA Code N-343). Any advanced funds not used, should be returned via money order or check made out to "The U.S. Treasury." The IMSO may take the check/money order to his/her local Personnel Support Detachment (PSD) or may accompany the Claim for Reimbursement. Once N-343 completes the Claim in the SANWeb/SC-TMS, the Disbursing Officer (N-84) will liquidate the FSP event claim. If NETSAFA does not receive a copy of a liquidated claim within 90 calendar days of the completion of an FSP event, an outstanding FSP liquidation letter will be sent by NETSAFA to the activity.

3.9 FSP Post-Event Evaluation

A. IMSOs should ensure that all IMS and escorts complete a post-event evaluation, using the forms found at **Figures 3.1** and **Figure 3.2**. IMS and escorts should be instructed to provide substantive comments that will enable the IMSO and others to assess the success of the FSP event and to consider recommendations for improvement. These evaluations should accompany the IMSO's SF-1164 receipt's package to NETSAFA, N-343.

3.10 FSP Reporting in the SAN Web

A. IMSOs who request their funds directly from NETSAFA (NETC Line of Accounting training site IMSOs) should enter their FSP events Requests via the SANWeb:
  (1) Log onto the SANWeb
  (2) Select "Training" and click "SC-TMS9"
  (3) Schoolhouse-specific tab comes up; Select FSP (Field Studies Program)
  (4) Five tabs are now available: Update Template, New Event, Assign Students, Edit Event and Delete
  (5) Select the appropriate tab. Once you've built an event, add in all information as required, i.e., Cost or No Cost, Type of Event, # of IMS, # of guests, # of Escorts; select facets to be achieved, costs where needed (transportation, meals parking, bank fees, entrance fees, etc). IMSOs only needs to build a particular template once; multiple/future activities can be created from each particular template. Once all information is input, the IMSO must select the 'pending' tab and then select "Save/Update." This will generate an email to NETSAFA (N-343, N-8, and N-84) to review/authorize your 'requested' FSP event. Once event is authorized, the IMSO will receive an email with authorization number and fund-cite to be used when requesting advance and/or liquidation of event. All changes to events must be made through SC-TMS9.

B. Once the event is completed, it is imperative the IMSO submit his Final Review within 5 working days in the SANWeb/SC-TMS9.

  (1) Go to Edit Event tab; enter all data, final costs, numbers of IMS/Guests/Escorts
  (2) Select "Completed" Tab next to Event Status
  (3) Add key information from the IMS and sponsor evaluations in the "Remarks" section
  (4) Select "Save/Update" tab; this will generate final E-mail to NETSAFA informing the event is now finalized.

CHAPTER 3

FIGURES

Figure 3.1

Field Studies Program (FSP)
International Student FSP Event Evaluation

Name:		**Rank/Rate:**
Country:	**Student ID Number:**	**Section:**

Events(s)/Topics:
Date(s):

Were you able to recognize how the objective(s) and areas of emphasis (See blocks 5 and 6 of FSP event lesson plan) pertaining to this FSP event related to the Topic/Event?
Yes _____ No _____

Remarks: (Please provide your comments about this FSP event. If you need additional space, continue on reverse)

Figure 3.2

Field Studies Program (FSP)
Escort FSP Event Evaluation

Name of Senior Escort:	**Name of Command:**
Date of Activity:	**Number of International Students Participating:**
Countries Represented:	
FSP Topic(s):	**Did each international student receive a pre-brief concerning this event?** Yes _____ No _____ (if no, explain in remarks section)
Did each student receive an FSP event information sheet(s) concerning this activity? Yes _____ No _____ (if no explain in remarks section)	**Did each student complete an FSP event evaluation sheet following this activity?** Yes _____ No _____ (if no, explain in remarks section)
Were the Articles under the universal declaration of human rights pertaining to this activity in block 5 of the FSP Event Lesson Plan (s) adequately covered during this event? Yes _____ No _____ (if no explain in remarks section)	**Did this activity clearly support the FSP areas of emphasis as outlined in block 6 of the FSP Event Lesson Plan(s)?** Yes _____ No _____ (if no explain in remarks section)
Did each international student receive a debrief reemphasizing the objective(s) of this event? Yes _____ No _____ (if no explain in Remarks section)	**Note: The debrief should be given immediately prior to the student completing the FSP Event evaluation sheet following the Activity by reemphasizing the declaration of H.R. Articles listed in the applicable lesson plan(s)**
Remarks: (Provide an assessment of this event. If more space is needed, continue on reverse)	

APPENDICES

IMSO CATEGORY ONE DESK TOP REFERENCE	
Progress Message	**Actions required by the IMSO**
DECEASED	IMSO 1. Immediately call NETSAFA 2. ASAP email SITREP to NETSAFA 3. Within 24 hours enter Deceased progress message
NO SHOW	IMSO 1. Within 24 hours of No Show call CPM 2. Within 48 hours email CPM and SCO stating actions taken 3. When directed by the CPM enter No Show progress message
EMERGENCY LEAVE	IMSO 1. Immediately call CPM 2. ASAP email CPM and SCO with details of flight and effects on training status 3. Within 24 hours enter Emergency Leave progress message
AWOL	IMSO 1. Immediately call CPM 2. ASAP email SITREP to NETSAFA 3. Within 24 hours enter AWOL progress message

IMSO CATEGORY TWO DESK TOP REFERENCE	
Progress Message	**Actions required by the IMSO**
ELIMINATED-ACADEMIC DEFICIENCY	**IMSO** 1. Within 24 hours call or email CPM 2. Within 48 hours email CPM stating actions taken 3. When directed by CPM enter progress message
ELIMINATED-DISCIPLINARY	**SAME AS ABOVE**
ELIMINATED-FLYING DEFICIENCY	**SAME AS ABOVE**
ELIMINATED-MEDICAL REASONS	**SAME AS ABOVE**
ELIMINATED-OTHER	**SAME AS ABOVE**
ELIMINATED-SELF ELIMINATED	**SAME AS ABOVE**
EXTENDED-ACADEMIC	**SAME AS ABOVE**
EXTENDED-FLYING	**SAME AS ABOVE**
EXTENDED-LANGUAGE	**SAME AS ABOVE**
EXRENDED-MEDICAL	**SAME AS ABOVE**
EXTENDED-WEATHER	**SAME AS ABOVE**
EXTENDED-ADMINISTRATIVE	**SAME AS ABOVE**

IMSO CATEGORY TWO DESK TOP REFERENCE	
Progress Message	**Actions required by the IMSO**
HOLD–ADMINISTRATIVE REASONS	IMSO 1. Within 24 hours call or email CPM 2. Within 48 hours email CPM stating actions taken 3. When directed by CPM enter progress message
HOLD–AWAITING COUNTRY DISPOSITION	SAME AS ABOVE
HOLD–MEDICAL	SAME AS ABOVE
WITHDRAWAL–ADMINISTRATIVE	SAME AS ABOVE
WITHDRAWAL–COUNTRY REQUESTED	SAME AS ABOVE

IMSO CATEGORY THREE DESK TOP REFERENCE	
Progress Message	**Actions required by the IMSO**
ARRIVED/REPORTED NOT AS SCHEDULED	IMSO 1. Within 48 hours email CPM 2. When directed by CPM enter progress message
ENROLLED NOT AS SCHEDULED	SAME AS ABOVE
COMPELTED TRAINING NOT AS SCHEDULED	SAME AS ABOVE
COMPLETED TRAINING W/DIPLOMA NOT AS SCHEDULED	SAME AS ABOVE
COMPLETED TRAINING W/CERTIFICATE NOT AS SCHEDULED	SAME AS ABOVE
DEPARTED NOT AS SCHEDULED	SAME AS ABOVE
HOSPITALIZED	SAME AS ABOVE
SICK LEAVE	SAME AS ABOVE
SICK LEAVE FAMILY MEMBER	SAME AS ABOVE

IMSO CATEGORY THREE DESK TOP REFERENCE	
Progress Message	**Actions required by the IMSO**
QUARTERS	IMSO 1. Within 48 hours email CPM 2. When directed by CPM enter progress message
MISSING MEDICAL/ADMIN INFORMATION	SAME AS ABOVE
ACADEMIC WARNING	SAME AS ABOVE
DISCIPLINARY WARNING	SAME AS ABOVE
DISCIPLINARY PROBATION	SAME AS ABOVE
PROBATION ACADEMIC	SAME AS ABOVE

IMSO CATEGORY FOUR DESK TOP REFERENCE	
Progress Message	**Actions required by the IMSO**
ARRIVED/REPORTED AS SCHEDULED	IMSO 1. Within one week enter progress message
ENROLLED AS SCHEDULED	SAME AS ABOVE
COMPLETED TRAINING W/CERTIFICATES AS SCHEDULED	SAME AS ABOVE
COMPLETED TRAINING W/DIPLOMA AS SCHEDULED	SAME AS ABOVE
COMPLETED TRAINING AS SCHEDULED	SAME AS ABOVE
ORDINARY LEAVE	SAME AS ABOVE
HOLIDAY LEAVE	SAME AS ABOVE
TRAVEL INFORMATION	IMSO Enter IMS travel information as soon as available (POV, flt arrival information, etc.)
FREE TEXT	IMSO Use of this progress text message should only be used when all other progress message choices have been exhausted.

Progress Messages Glossary

-AWOL (TG)
-Academic Warning (AW)
-Actual Additional Flying Hours Flown (FI)
-Actual Additional Simulator Hours Flown (SI)
-Actual Flying Hours Flown (FJ)
-Actual Simulator Hours Flown (SJ)
-Additional Flight Hours Required (SG)
-Advancement Proficiency (AP)
-After Current Trng, May Not Attend FOT; COVID-19 (0N)
-Country Recalled IMS (0R)
-Deceased (TK)
-Disciplinary Probation (DP)
-Disciplinary Warning (DW)
-Duty Not Involving Flying (DNIF) (TN)
-Eliminated-Disciplinary (ED)
-Eliminated-Flying Deficiency (EF)
-Eliminated-IMS Requested (EE)
-Eliminated-Medical Reason (EM)
-Eliminated-Other (EO)
-Emergency Leave (TQ)
-Extended-Academic (WA)
-Extended-Language (WL)
-Extended-Weather (WE)
-Extended-Flying (WF)
-Extended-Medical (WM)
-Free Text (FT)

Progress Messages Glossary cont.

-Hold-Administrative Reasons (HA)
-Hold-Medical (HM)
-Holiday Leave (HL)
-Honor Graduate (HG)
-Hospitalization Began; COVID-19 (OH)
-Hospitalization Ended; COVID-19 (0I)
-Hospitalized (TH)
-IMS in class which has been extended for COVID-19 (0K)
-IMS in class which has been suspended for COVID-19 (0S)
-IMS not in Trng; no travel available for return home (0L)
-IMS tested positive for COVID-19 (0P)
-Marginal-Academic (MA)
-Marginal-Flying (MF)
-Medical/Flight Physical (FP)
-Medical Appointment (Not to Exceed one day) (MT)
-Medical Quarantine/Isolation Began; COVID-19 (0F)
-Medical Quarantine/Isolation Ended; COVID-19 (0G)
-No Show (NS)
-Ordinary Leave (TL)
-Probation Academic (PA)
-Repeat Block of Instruction (WR)
-Sick Leave (SL)
-Sick Leave Family Member (SF)
-Special Monitoring Status (MS)

IMSO GUIDE REFERENCES AND WEBSITES

The IMSO Guide can be found at HTTPS://WWW.NETSAFA.NAVY.MIL/IMSO/NW_IMSO_MAIN.ASP

Reference	Website	Guide Para.
DoD Field Studies Program Guide	**https://www.discs.dscu.mil/documents/itm/functional_areas/AADD_2017_FSP_Program_Guide_Approved_13_April_2017.pdf**	2.4.8.C 3.1.C
International Student Academic Report	**https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2496.pdf**	2.9.4.B
Joint Travel Regulations	**http://www.defensetravel.dod.mil/site/travelreg.cfm**	2.3.2.A 2.3.3.A
Joint Travel Regulations Per Diem Rates	**http://www.defensetravel.dod.mil/site/perdiemCalc.cfm**	2.7.1.B
Joint Security Cooperation Education and Training (JSCET) – SECNAVINST 4950.4B.	**https://www.discs.dscu.mil/pages/itm/**	Ltr. of Promulgation 2.3.2.A 2.3.4.D 2.4.5.A 2.4.8A 2.6.2.A 2.6.3.A 2.6.3.B.1 2.6.4.A 2.7.4.A 2.8.1.A 2.9.2.A 2.9.3.D 2.9.3.F.3 2.9.4.A 2.10.3.F.3.b
Library of Congress Country Studies	**http://lcweb2.loc.gov/frd/cs/cshome.html**	2.2.3 A
Manual For The Disclosure Of Department Of The Navy Military Information To Foreign Governments And International Organizations - SECNAVINST 5510.34 Series	**http://www.fas.org/irp/doddir/navy/secnavinst/5510_34a.pdf**	2.8.1.B 2.8.2.C
Patient Services Program – BUMEDINST 6320.103	**https://www.med.navy.mil/directives/ExternalDirectives/6320.103.pdf**	2.6.1.B
Asylum and Temporary Refuge – SECNAVINST 5710.22C	**https://www.secnav.navy.mil/doni/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-700%20General%20External%20and%20Internal%20Relations%20Services/5710.22C.pdf**	2.10.4.A
Records Management Manual SECNAV M-5210.1	**https://fas.org/irp/doddir/navy/secnavinst/m5210_1.pdf**	2.9.5
Reference	Website	Guide Para.

Reference	Website	Guide Para.
Security Assistance Management Manual	**http://www.samm.dsca.mil/**	2.2.4.A 2.3.1.A 2.3.2.A 2.3.4.D 2.7.1.B 2.7.2.A
U.S. Field Studies Program (FSP) for International Military and Civilian Students and Military-sponsored Visitors DODINST 5410.17	**https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/541017p.pdf**	3.1
U.S. Navy Public Affairs Policy and Regulations Manual (SECNAVINST 5720.44C)	**http://doni.daps.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-700%20General%20External%20and%20Internal%20Relations%20Services/5720.44C.pdf**	2.4.11.A
International Holidays	**https://www.discs.dscu.mil/pages/itm/pages/messages/**	2.4.11.A
Application for Replacement/Initial Nonimmigrant arrival – Department Document (Form I-102)	**http://www.uscis.gov/files/form/i-102.pdf**	2.2.6.B
Application to Extend Nonimmigrant Status (Form I-539).	**http://www.uscis.gov/files/form/i-539.pdf**	2.2.6.B
CIA World FactBook	**https://www.cia.gov/library/publications/the-world-factbook/index.html**	2.2.3
Dept of State Background Notes	**http://www.state.gov/r/pa/ei/bgn/**	2.2.3
Department of State – Visa policy	**http://www.travel.state.gov/visa/visa_1750.html**	2.2.6.F
Decedent Affairs Manual – NAVMEDCOMINST 5360.1	**http://navymedicine.med.navy.mil/Files/Media/directives/5360-1.pdf**	2.6.2.D
ECL and OPI Exemption List	**http://www.samm.dsca.mil/policy-memoranda/dsca-13-66**	2.5.B

Reference	Website	Guide Para.
ECL Testing DLIELC Instruction 1025.15	**https://www.discs.dscu.mil/documents/itm/dlielc/english_comprehension_level_test_guidelines_171212.pdf**	2.5.D
ID Card Issuance – BUPERSINST 1750.10C	**http://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Documents/1750.10C.pdf**	2.4.5 A,D 2.7.3.A
Identity Theft Protection Federal Trade Commission Brochure	**http://www.ftc.gov/bcp/edu/pubs/consumer/idtheft/idt01.pdf**	2.7.5.D

IMSO Guide Contact List

(This is a summary of the contact information found within the Guide.)

Para.	Topic	Office	DSN	Commercial
1.5	T-MASL	NETSAFA	459-8798	850-452-8798
1.7	DISCS Training	Navy IPO (240T)	764-5469/5598	202-433-5469/5598
		COMNAVSEASYSCOM Code C-63	781-2123	(202) 781-2123
		COMNAVAIRWARCENACDIV Code 733	757-4115	(301) 757-4115
		NAVICP PHILADELPHIA, CODE 0FAX	442-4390	(215) 697-4390
		COMSPAWARSYSCOM Code 054	524-7269	(619) 524-7269
1.7.2	Cross Culture Comm. Training	Naval Station Millington TN	883-4897	901-874-4897
2.1.2.B	SAM IMSO Web Site Registration	East Coast	459-7200 x4930	(850) 452-7200 x4930
		West Coast	526-8372	(619) 556-8372
				(831) 656-2186
2.1.2.E	SAN IMSO Web Site Help	NETSAFA (N4)	459-8817	850-452-8817
2.2.1	12 Month Proj. Report	NETSAFA (N83)	459-8878	850-452-8878
2.3.2	Travel for IMSs	NETSAFA (N3)	459-8889	850-452-8889
2.4.6	Student Control No. Assign. Procedures	NETPDTC Code N615	459-1001 x1317	850-452-1001 x1317
2.4.7	Distance Learning	NETSAFA (N-11)	459-8834	850-452-8834
		NETSAFA (N-1)	459-8809	850-452-8809
2.5	ECL Testing Requirements	DLIELC Test & Mgmt Branch	473-4889	210-671-4889
2.6.2	Serious Illness, Injury, Death	NETSAFA Country Manager	459-XXXX	850-452-XXXX
2.10.1	Saudi Special Incidents	NETSAFA Saudi Training Program Dept.	459-8849	850-452-8849
			459-8919	850-452-8919
			459-8894	850-452-8894
			459-8960	850-452-8960
3.1	Field Studies Program	Navy IPO	329-9799	703-601-9799
		NETC / NETSAFA	459-8849	850-452-8849
		NAVSUP		

**Naval Education and Training
Security Assistance Field Activity
(NETSAFA)
250 Dallas Street, Suite B
Pensacola, FL 32508-5269
DSN 459-XXXX
Commercial: 850-452-XXXX
Fax: (850) 452-2953**

00DD - Deputy Director   8831
N-3 - Program Management Director   8889

Country Program Managers

N-31
EUCOM – 8864 / 8852 / 8901 / 8898 / 3950
AFRICOM – 8896 / 8864

N-32
NORTHCOM -- 5773 / 8917
CARIBBEAN -- 5773 / 8881
CENTRAL/SOUTH AMERICA -- 8891
MIDDLE EAST -- 8890 / 8859 / 8905 / 8846
SAUDI – 8849 / 8919 / 8894 / 8860

N-33
PACOM -- 8832 / 8870 / 8922 / 8816 / 8825

After hours/Emergency number
850-554-5312 (NETC SDO)

Website: https://www.netsafa.navy.mil
Secure Voice: 850-452-8829
Secure Fax: 850-452-8895

U.S. Navy IMSO Guide

Abbreviations and Acronyms

BEQ	Bachelor Enlisted Quarters
BOQ	Bachelor Officer Quarters
BUMED	Bureau of Medicine
BUPERS	Bureau of Personnel
CAC	Common Access Card
CANTRAC	Catalog of Navy Training Courses
CCC	Cross Cultural Communications
CDP	Course Data Processing Code
CETARS	Corporate Enterprise Training and Resource System
CHBUMED	Chief Bureau of Medicine
CIA	Central Intelligence Agency
CIN	Course Identification Number
CLO	Country Liaison Officer
CMI	Classified Military Information
COGARD	US Coast Guard
COMNAVAIRESFOR	Commander Naval Air Reserve Forces
COMNAVAIRLANT	Commander Naval Air Atlantic
COMNAVAIRPAC	Commander Naval Air Pacific
COMPACFLT	Commander Pacific Fleet
COMUSFLTCOM	Commander US Forces Command
COMSEC	Communications Security
CONUS	Continental United States
CPM	Country Program Manager (NETSAFA)
CPR	Cardiopulmonary Resuscitation
CUI	Controlled Unclassified Information
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance and Accounting Services
DISCS	Defense Institute of Security Assistance Management
DL	Distance Learning
DLC	Distance Learning Center
DLIELC	Defense Language Institute English Language Center
DoD	Department of Defense
DON	Department of the Navy
DSAMS	Defense Security Assistance Management System
DSCA	Defense Security Cooperation Agency
DSN	Defense Switched Network
DUI	Driving Under the Influence
DVOT	Distinguished Visitor Orientation Tour
DWI	Driving While Intoxicated
E-SAMM	Electronic-Security Assistance Management Manual
ECD	Estimated Completion Date
ECL	English Comprehension Level
ELT	English Language Training
ETA	Estimated Time of Arrival

FAQ	Frequently Asked Question
FIN	Foreign Identification Number
FLTCDRS	Fleet Commanders
FMF	Foreign Military Financing
FMS	Foreign Military Sales
FOT	Follow on Training
FRAMP	Fleet Replacement Aviation Maintenance Program
FSP	Field Studies Program
ICE	Immigration and Customs Enforcement
ICSOF	Intercultural Competencies Course
ID	Identification
ILE	Integrated Learning Environment
IMET	International Military Education and Training
IMS	International Military Student(s) (can be civilian or military)
IMSO	International Military Student Officers (can be officer, enlisted or civilian)
INS	Immigration and Naturalization Service
IP	Informational Program
ITO	Invitational Travel Order
JAG	Judge Advocate General
JFTR	Joint Federal Travel Regulations
JSCET	Joint Security Cooperation Education and Training Regulation
JTR	Joint Travel Regulations
MAC	Military Airlift Command
MASL	Military Articles and Services List
MCO	Miscellaneous Charge Order
MET	Mobile Education Team
MILDEP	Military Department
MTT	Mobile Training Team
NATO	North Atlantic Treaty Organization
NAVAIR	Naval Air Systems Command
NAVCOMPT	Navy Comptroller
NAVEDTRACOM	Naval Education and Training Command
NAVMEDCOM	Naval Medical Command
NAVMILPERSCOM	Navy Military Personnel Command
NAVNETWARCOM	Naval Network Warfare Command
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
Navy IPO	Navy International Programs Office
NETC	Naval Education and Training Command
NETPDTC	Naval Education and Training Professional Development and Technology Center
NETSAFA	Naval Education and Training Security Assistance Field Activity
NITRAS	Navy Integrated Training Resources & Administration System
NKO	Navy Knowledge Online
NMCI	Navy Marine Corps Intranet
NPDC	Naval Personnel Development Command

OCONUS	Outside Continental United States
OJT	On the Job Training
OSD	Office of Secretary Defense
OT	Orientation Tour
PAO	Public Affairs Office
PME	Professional Military Education
POC	Point of Contact
POE	Port of Entry
POV	Privately Owned Vehicle
PSA	Personnel Support Activity
PSD	Personnel Support Detachment
RAPIDS	Real Time Automated Personnel Identification System
RIM	Retainable Instructional Material
RSNF	Royal Saudi Naval Forces
SAMM	Security Assistance Management Manual
SAN	Security Assistance Network
SATO	Scheduled Airline Ticket Office
SCO	Security Cooperation Office, Officer
SCN	Student Control Number
SCWD	Security Cooperation Workforce Database
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of the Navy Instruction
SET	Specialized English Training
SOP	Standard Operating Procedures
SPAWAR	Naval Space Warfare Systems Command
SSN	Social Security Number
STATIS	Student Training Analysis and Tracking Information System
STL	Standardized Training Listing
SYSCOMS	Systems Commands
TAD	Temporary Additional Duty
TCO	Test Control Officer
TDY	Temporary Duty
TLA	Travel and Living Allowance
T-MASL	Training Military Articles and Services List
TMS	Training Management System
UA	Unauthorized Absence
UIC	Unit Identification Code
URL	Uniform Resource Locator
USCG	United States Coast Guard
USCIS	United States Citizenship and Immigration Service
USG	United States Government
USN	United States Navy
WCN	Worksheet Control Number