



USAF IMSO Handbook



2017



INTERNATIONAL MILITARY STUDENT OFFICER

This handbook has been designed to assist the International Military Student Officer (IMSO) in the administration of International Military Students (IMS) under the United States Air Force (USAF) sponsorship. This handbook is intended to serve as expanded guidance for IMSOs and to supplement information provided in AFI 16-105, Joint Security Cooperation Education and Training instruction. The IMSO will comply with provisions of this handbook in accordance with (IAW) AFI 16-105, Chapter 10, Paragraph 10-117.

This updated version of the IMSO handbook is effective as of 15 March 2017, superseding previous versions.

[Chapter 1](#), Air Force Security Assistance Training (AFSAT), addresses AFSAT's role. [Chapter 2](#), IMSO Role and Responsibility, outlines the IMSO's primary duties. [Chapter 3](#), Student Administration, provides detailed instruction and guidance for the IMSO. [Chapter 4](#), Field Studies Program (FSP), sets guidance for this DoD mandated program.

INTRODUCTION

The USAF actively manages Foreign Military Financing (FMF) and Foreign Military Sales (FMS) cases, along with International Military Education and Training (IMET) and other funding programs for approximately 140+ countries. Experience has shown that USAF flying, professional, and technical training still remain the most memorable elements in the minds of most international military graduates.

Security Cooperation (SC) initiatives enable the USAF to build robust and enduring Global Partnerships that enhance Global Vigilance, Reach, and Power for the United States (U.S.). These Global Partnerships are built on relationships established by Airmen (i.e., total force) at every level; from the Chiefs of partner nation air forces conducting discussions in forums such as the Global Air Chiefs' Conference to our IMSOs providing support to IMS attending USAF-sponsored training and education.

IMS attending USAF-sponsored education and training are held to the same academic standards as U.S. personnel. USAF SC training and education allows for the development of critical interpersonal relationships that over time provide the strongest bonds for fostering coalition warfare cooperation, capacity and interoperability, ultimately assisting in promoting U.S. National Security Objectives.

Your role as the IMSO cannot be over stated. As an IMSO, you have one of the most challenging and sensitive jobs in the USAF. To the IMS attending training, your role is critical and you have the opportunity to make a positive impact upon perceptions of the U.S., our government, people, and military. In your capacity as an IMSO, you should be in close contact with international students. How you receive an IMS when they first report, explain the rules of student life and processing, help them adjust to cultural shock, assist them with personal problems, and see them off, will form their basic frame of reference about the USAF.

Your careful planning and administration of the USAF FSP contribute directly to the student's knowledge of U.S. government, social institutions, values, people, and the roles and responsibilities of each element of our society to preserve the rights of every individual. Legislative restrictions on the FSP eliminate certain activities and challenge us to develop activities that meet the FSP objectives and maximize international student participation. For many visiting students, the exposure to American society that you provide them will be their greatest source of information about the U.S.

IMSOs are called upon continuously to do unique tasks that frequently require an awareness of different cultural value systems, sensitivity in interpersonal relations, and some innovative problem solving. The USAF IMSO Handbook and the Defense Security Cooperation Agency (DSCA)-Department of Defense (DoD) Informational Program Handbook have been designed to provide you with current information to assist in your important duties. Inputs and suggestions for their improvement are encouraged and should be submitted to the AFSAT IMSO Office, JBSA Randolph TX.

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CHAPTER 1

1. AFSAT Overview

This chapter summarizes and, in some cases, amplifies the description of AFSAT's role as outlined in the current edition of AFI 16-105. It is intended to serve as a guide for newly assigned personnel and for visitors to AFSAT. For an official statement of roles and missions, the reader is referred to the publication just mentioned.

The Air Education and Training Command is the executive agent for all Air Force sponsored international training and education. The command implements and approves Air Force sponsored security assistance training, monitors the progress of training and the welfare of U.S. Air Force-sponsored international students, and provides guidance for implementation of the DoD Informational Program. Each year AFSAT members train or facilitate training for 5,000+ students from over 140 countries utilizing over 6,000+ training lines that support 1,200+ courses to attend English language, flying, technical, medical, and professional military education and training, with an overall portfolio worth \$9.2B.

Vision

Deliver Unrivaled Air, Space, and Cyberspace Education and Training to America's Partners.

Mission

Develop, deliver, and manage education and training solutions in support of U.S. Security Cooperation objectives.

Director of Operations (AFSAT/DO)

The Director of Operations is the focal point for all operations and training related activities within the Air Force Security Assistance Training Squadron.

Under the Director are five divisions: AFRICOM/NORTHCOM/SOUTHCOM (AFSAT/DO1), CENTCOM (AFSAT/DO2), EUCOM (AFSAT/DO3), SAUDI ARABIA (AFSAT/DO4) and PACOM (AFSAT/DO5).

The Director of Operations professionally manages all training efforts using a blended mix of highly experienced military, civil service, and contractor personnel arranged into dedicated country-specific teams. These teams are comprised of an experienced Country Manager and Training Program Manager, supplemented as necessary with various program specific Training Specialists, who carefully oversee case development, resourcing, and execution efforts throughout the entire life cycle of assigned training programs. This staffing concept allows the teams to focus on the full range of security assistance training needs of each individual country to provide a unique level of management stability/continuity for each partner nation.

Mission Support (AFSAT/MS)

The Director of Mission Support is the focal point for all direct and indirect guidance to Training Program Managers and Country Managers in the planning, development, programming, and execution of training and education programs that enhance international relations and agreements.

The Director of Mission Support uses historical data, best practice examples, and other data to assist AFSAT COCOMs as required to develop country specific training and solutions. The directorate provides standardization and quality assurance for AFSAT training programs. The directorate manages the International

Student Scheduling Section which schedules individual international students and serves as Air Force's release disclosure authority for all USAF international programmed training. Manages the Letter of Offer and Acceptance (LOA) Office which serves as Air Force OPR for the management of Foreign Military Sales cases involving USAF-provided training. The directorate leads the USAF Chief International Military Student Office (IMSO), International Military Training Team (MTT), Extended Training Service Specialists (ETSS), Military Articles and Services Listing (MASL) sections as well as the Combating Terrorism Fellowship Program (CTFP) program, integrating and executing country requests for training programs based on stated requirements. The directorate monitors training requirements to ensure personnel are properly trained, requirements are accurately documented and is the point of contact for management of the Defense Security Assistance Management System in support of operational functions.

Financial Management (AFSAT/FM)

The Director of Financial Management is the focal point for all financial related activities within the Air Force Security Assistance Training Squadron. The Director interfaces directly with DoS, DSCA, SAF/IA, SAF/FM, and other MilDepts as needed to accomplish AF Building Partnership Capacity and the Air Force international training mission.

Under the Director are five divisions: Financial Analysis (FMA), Budget (FMB), Financial Services (FMF), Policy & Programs (FMP) and Financial Travel (FMT).

The Director of Financial Management provides financial advice, policy guidance, analysis, and reconciliation support to International Military Education & Training (IMET), Foreign Military Sales (FMS) Counter Terrorism (CT), International Narcotics Control (INL), 1004 (Counter Drug Program) and the Aviation Leadership Program (ALP); develops the Program Objective Memorandum (POM) and Annual Budgets for Foreign Military Sales (FMS), Foreign Military Financing (FMF) and O&M programs; provides Air Force tuition pricing approval, quality assurance and government travel support to enable AFSAT to fully execute its international training mission.

New Business and Manpower Resource Management Division (AFSAT/XF)

The New Business and Resource Management Division supports the functions which merge the areas of AETC IA and AFSAT similar to a Commander's Action Group, providing analysis of factors related to international training programs, training CONOPS, Building Partnership interface, data collection, mission enhancement initiatives, problem solving, and other duties as directed to ensure successful completion of the International Training and Education mission. XF primarily handles new business for major weapon systems training development and implementation (F-35); routine and crisis staffing actions supporting AETC, SAF/IA, DSCA, and other U.S. governmental agencies; and International Training data analysis, programming, manpower and fact finding. All unit manpower resources are managed and tracked by this division.

2. AFSAT Communications Reminders

Adherence to the following guidelines will facilitate communications with AFSAT:

✓ Consult the AFSAT Country Manager Listing, to identify the proper country manager to contact concerning a specific IMS. Please check with the AFSAT IMSO office for the most current listing. The list may also be found on SC-TMS9 under the References tab.

- ✓ If you have an emergency after AFSAT's duty hours (1600-0700 CST), for Joint Base San Antonio bases, please contact the Joint Base San Antonio-Ft. Sam Houston Command Post at Commercial 210-221-9363 or at DSN 471-9363. For ALL OTHER bases, please contact the JBSA-Randolph AETC Command Center at Commercial 210-652-1859 or DSN 487-1859.
- ✓ Do not communicate directly with the embassies and/or the SC Officers (SCO) to discuss IMS problems.
- ✓ Contact other agencies such as the SCO/Mission or HQ USAF only on occasions specifically authorized in current directives (i.e., to coordinate Washington D.C. tour information relating to the FSP, etc.).
- ✓ Please remember to indicate ITO number on your correspondence as it includes the WCN, case and line and country. This makes it easy for the Country/Program Manager to locate the student information to better assist you.
- ✓ When in doubt regarding proper channels of communication do not hesitate to call the Chief IMSO at AFSAT at Commercial 210-652-5282 or DSN 487-5282.

CHAPTER 2

1. Introduction: Role and Responsibilities of the IMSO

- a. The IMSO's responsibilities towards the IMS begins upon receipt of the IMS arrival data from the SAN Web, notifying them that a student is coming to their installation. From arranging quarters to meeting the student at the airport (highly encouraged if manning/resources permit), the IMSO must initiate detailed planning long before the student arrives. Then, 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 his/her training beneficial for both the individual and the U.S. Reference Security Assistance Management Manual (SAMM), DSCA 5105.38-M, Chapter 10 and the Joint Security Cooperation Education and Training (JSCET), AFI 16-105 Chapter 10, specifically Paragraph 10-99 for AF specific guidance.
- b. Objectives of the SCETP can be found in AFI 16-105, Chapter 1, Paragraph 1-6.

2. Responsibilities

- a. IAW AFI 16-105, Chapter 10, Paragraph 10-6. and 10-99.a., the installation/base commander, the individual who has oversight of all resources (i.e., PAO, Exchange, Casualty Affairs, Medical Clinic, Services, etc.) that might be required at any point in time while the IMS and authorized dependents attends U.S. sponsored training, and/or the HQ Directorate will appoint, in writing, an individual as IMSO to serve as the primary focal point for IMS matters and will forward information to the AFSAT IMSO. Training activities without a dedicated IMSO position will ensure that IMSO duties receive top priority. Individuals designated as IMSOs should be people-oriented, possess tact, exhibit sound judgment, be able to communicate effectively and be of an appropriate grade or rank to enable them to deal effectively with the grades of the projected IMS. Orientation Tours (OT) and training for IMSOs are crucial. Contact the AFSAT IMSO Office to schedule an orientation tour and training at the Defense Institute of Security Cooperation Studies (DISCS). In addition, installations should program funds for the [Intercultural Competence for Special Operations Forces \(SOF\) Course \(ICSOF\)](#), conducted at the USAF Special Operations School (USAFSOS). Contact USAF SOS/SOED/TE, Alison Building, 357 Tully Street, Hurlburt Field, FL 32544-5800 for quotas. The ICSOF course is a unit funded TDY.
- b. The IMSO may be either military (officer or enlisted), or USG civilian. Contractors may serve as an IMSO as long as the duties are defined within the scope of their contract. However, they cannot take on financial responsibilities for the Field Studies Program since management of government funds are involved. The IMSO will monitor and coordinate activities for the IMS training, including implementation of the FSP (AFI 16-105, Chapter 11, Paragraph 11-5.c.). NOTE: IMSO and FSP duties involve management of government funds through AFSAT.
- c. AFSAT is responsible for providing the IMSO with the necessary guidance and oversight regarding SCETP. AFSAT will also coordinate necessary training for IMSOs and will host the USAF IMSO Workshop.

3. Coordinating Visits at a USAF Training Activity (AFI 16-105, Chapter 12)

- a. Periodically, the IMSO is called upon to coordinate an international visit by dignitaries, officers, and prospective students from other countries when appointed by their commander. These visits could be either as an Orientation Tour coordinated through international training channels or as a visit arranged through

diplomatic channels. Some of these visits may be “self-invited”, requested through diplomatic channels, and all expenses paid by the foreign country.

b. Visit notification will be made through the appropriate office (see [Visit POC Checklist](#)) describing the nature of the visit and the number of people. It is very important to establish a POC at the school or activity being visited prior to their arrival. Any classified or unclassified briefing, handout, or demonstration that is to be delivered to a foreign visitor requires local Foreign Disclosure Officer (FDO) determination and approval. If local FDO is not available, the IMSO should elevate to AETC/IAD for review. Should an IMSO become aware of a request for any foreign visit that has not been received through the appropriate channels, the IMSO is required to notify his/her respective chain of command and AFSAT immediately.

4. IMSO Required Training (AFI 16-105, Chapter 10, Paragraph 10-6.c. and 10-99.a.)

a. DISCS. The IMSO Training Officer’s course ([DISCS-SCM-TO](#)) is designed for U.S. personnel assigned the task of supervision and administration of IMS in the U.S. This course provides an overview of SC management, policies, and procedures that the IMSO must utilize to administer foreign students and to conduct the DoD FSP. Training of USAF IMSOs will be coordinated with the AFSAT IMSO office.

b. USAF IMSO Workshop. This workshop normally takes place approximately every 18 months, and is announced via e-mail message with the specific date, time, and location. The workshop provides the USAF IMSO community with up to date SCETP information and serves as a venue to share knowledge, experience, resolution to problems, and best practices when dealing with an IMS. The workshop also serves a valuable training experience for new IMSOs by exposing them to structured seminar objectives and topics of discussion and allowing for networking opportunities with experienced IMSOs.

5. IMSO Recommended Training

a. ICSOF. The USAFSOS at Hurlburt Field, FL conducts a 4.5 day Intercultural Competencies Course (ICSOF) during the year. The course is “unit funded”, for per diem and travel, but there is no tuition cost. The purpose of the course is to provide attendees with general knowledge and skills to quickly and accurately comprehend, then appropriately and effectively act, in a culturally complex environment to achieve the desired affect without necessarily having prior exposure to a particular group, region or our language. Students will apply communication and negotiation skills in role-playing scenarios, and will be exposed to a variety of hands-on exercises that will challenge their own cultural norms. A self-nomination form must be completed and sent to USAFSOS in order to receive a quota for this course (once approval is received from your unit, command, and/or service training officer). Quota requests should be submitted at least 30 days in advance.

b. Cardiopulmonary (CPR) and First Aid Training. It is highly recommended that IMSOs and assistants undergo this training to help prepare them in the event of an emergency, especially during FSP trips. Hint: Contact your local base medical clinic or American Red Cross Chapter, who at times provide CPR classes for free.

c. Safety Training. Safety is especially of concern when dealing with international training and IMS’ because of differences in language, customs, and understanding of non-verbal cues, and a myriad of other factors. IMSOs are reminded to place special emphasis on safety and following all safety regulations and instructions when dealing with the international students, instructors, and other staff members who are responsible for the safety and safe conduct of international students. In addition, taking Suicide Awareness training would also benefit the IMSO.

d. Operational Security (OPSEC) Training. Being aware of all aspects of operational security is paramount when providing information to an IMS. Contact the security forces squadron to inquire on local USAF policy regarding pictures, videos, and access to USAF equipment by IMS' (i.e., USAF flight line pictures, video of aircraft, etc.).

e. Pay Agent/Certifying Accountable Official Training. It is highly recommended that IMSOs and their assistants receive pay agent training and certifying accountable official training to be properly prepared for FSP administration.

6. Other Programs for IMSOs

a. International Affairs (IA) Certification Program.

(1) The IA certification and career development implementation plan provides for career development and a standardized certification program for USAF civilian and military employees working in a variety of assignments in the IA field.

(2) The IA Professional Program includes three levels of certification.

(a) Level I (Basic or Entry): Basic level standards are designed to establish fundamental qualifications and expertise in the individual's IA career. Development at the basic level provides a foundation for career progression and is designed to prepare qualified and motivated personnel for positions of increased responsibility.

(b) Level II (Intermediate or Journeymen): At the intermediate level, specialization is initially emphasized. Development continues, including rotational assignments, but the responsibilities and length of time an individual spends in each position generally increases.

(c) Level III (Advanced or Senior): At the senior level, advanced IA education and training becomes essential. Individual's at this level should seek IA related opportunities throughout DoD components and pursue additional formal education opportunities.

(3) All IMSOs are encouraged to take advantage of this professional development and career enhancing education opportunity. Additional information can be found on the SAN Web main banner page.

b. International Military Student Officer (IMSO)/Team of the Year Award

This award was implemented to recognize the exceptional management and administrative support provided to IMS' by IMSOs across the Air Force. Military, civilian and contracted employees assigned to a training activity or school house may be nominated as an individual or team. Award period is from January-December of each year. AFSAT IMSO office will send out an announcement for nominations each fall.

ATTACHMENT I

IMS ADMINISTRATION

IMS ROUTINE DUTIES CHECKLIST

This checklist can serve as a guide for all the tasks and events an IMSO should consider throughout the cycle of IMS 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: _____ **USAF EQUIVALENT:** _____

COURSE: _____ **ARRIVAL DATE:** _____

CHECK FOR NEW IMS.

	Check SC-TMS9 weekly for upcoming student arrivals. Go to https://elnath.idss.ida.org/SANWeb/login/main.aspx
	Check SC-TMS9 weekly for updated schedules of prospective students. Again, go to https://tms9.idss.ida.org/home.aspx
	Has the name of the IMS been identified on SAN-Web (NLT) 30 days prior if accompanied, 16 days prior if unaccompanied? If no, has the AFSAT CM/PM been notified?
	If an IMS is scheduled for your training installation, is the course appropriate?
	Are there prerequisite courses?
	Is the training pipeline correct and complete?
	Are the reporting/start dates and course length/duration correct?
	Review that clearance reflected on ITO is appropriate for course?
	Inform instructor/other academic staff.

PREPARATION BEFORE IMS ARRIVES.

	Send Welcome Package to SCO.
	Receive ITO at least 17 - 30 days prior to scheduled IMS arrival date. Contact AFSAT if ITO is not in SAN.
	Confirm ITO is complete and accurate.
	Coordinate with the VCC to ensure IMS has access to the base until an ID card can be issued.
	Confirm transportation arrangements for IMS' arrival. The SCO should provide arrival information in SC-TMS9. For IMS coming from other training locations, check with the losing IMSO for travel itinerary (flying or driving).
	Arrange for an escort to meet at airport if appropriate (equal rank preferred). Highly Encouraged.
	Last training location sends a TV progress message with IMS itinerary to SCO and AFSAT/CM
	Confirm living quarters are available/reservations made. Are there dependents? Prepare accordingly.
	Arrange for an appointment for ID card issuance for IMS and any authorized dependents.
	Reconfirm quarter's reservations prior to IMS arrival.
	Confirm dining facilities can accommodate any special dietary needs. (if applicable)
	Recruit/select sponsor.
	Inform Country Liaison Officer (CLO), if applicable.

IMS ARRIVAL.

	Meet at airport (highly encouraged if manning/resources permit).
	Meet at main gate if IMS arrives by vehicle without escort and if VCC pass has not been requested.
	ITO reviewed for inaccuracy.

Medical coverage and medical packet.
Check passport/visa I-94 for accuracy at first training site. Make a copy for training records.
I-94 must be downloaded by IMS or IMSO if one was not given to IMS upon entering the U.S.
Was ID issued at last training base? Check for currency along with Passport and Visa expiration dates.
ID card reviewed for accuracy. Register ID in DBIDS for current installation only (IAW AFMAN 31-113).
IMS checked into quarters.
Confirm medical/healthcare issues are identified and addressed.
Schedule in processing.
In processing conducted.
Review training record.
Establish training record if first training site.
Ensure IMS receives necessary funds if living allowance is authorized.
Brief IMS on responsibility of maintaining cleanliness of quarters.
Ensure IMS meets ECL test standards for scheduled training.
Ensure IMS understands safety/security local policies (i.e., flight line pictures, etc.).
Arrange for Test Control Officer to administer ECL, if applicable.
Introduce sponsor as appropriate.
Introduce CLO as appropriate.
Complete arrival update in SC-TMS9. Immediately if possible.

DURING TRAINING.

Update enrollment in SC-TMS.
Maintain IMS training record as necessary.
Coordinate ITO modifications with AFSAT country manager (if/when necessary).
Administer DoD FSP.
Be aware of IMS problems and keep AFSAT notified/aware at all times. Problems could include disciplinary, or other items listed below: <ul style="list-style-type: none"> - Academic problems - Civilian fines/legal matters - Language deficiencies - IMS personal problems/dependent issues - Medical problems - Passport/Visa problems - Coordinate with CLO if necessary to assist with any disciplinary issues etc.

PREPARE FOR IMS DEPARTURE.

Review ITO and confirm follow on travel arrangements to next destination. Be sure to update progress message TV to ensure SCO or gaining IMSO has travel itinerary (flying or driving). Be sure to coordinate with the CLO (if applicable) if the CLO is making the travel arrangements. If IMS is returning home, send progress message TV to SCO and AFSAT/CM.
POV authorized to FOT?
Arrange for escort to airport (highly encouraged if manpower/resources permit).
Notify follow on training activity 15 days prior to departure.
If gap in training dates, contact country manager to assess if IMS can attend additional training.
Discuss itinerary with IMS.
Prepare student for out processing.
Obtain/prepare graduation certificates or letters of attendance.

	Check Passport and Visa to ensure they are good until last training line. If IMS will be going to FOT for flying training and Passport or Visa is not current, they will not be able to train.
	Prepare completion update in SC-TMS9
	Complete DD Form 2496 as soon as possible prior to scheduled departure and upload in the SAN Web SC-TMS.

IMS DEPARTURE.

	Departure briefing conducted with IMS.
	Complete departure update in SC-TMS9.
	NLT 10 days after graduation date, mail training record/medical record to follow on training site (or mail NLT 60 days to SCO if departing from last training installation)
	Mail/ship RIM to SCO. <u>Do not</u> mail with training/medical record. Ensure the ITO number is on the outside of the package and include a copy of the ITO in the box.

NOTE: The above checklist is not all-inclusive. Tailor checklist to fit your own training activity requirements.

SAMPLE

ATTACHMENT II

INSTRUCTIONS FOR USING THE SAN WEB SC-TMS

Click on the hyperlink for the SAN Web on the International Training Management (ITM) Web Page: <http://www.DISCS.dsca.mil/pages/itm/>, go to Automation>SAN>SAN login, use your assigned Username and Password unless you have your CAC enabled. You must be a registered user to access the system.

IMSOs must contact the AFSAT IMSO Office, via e-mail at rachel.cox.6@us.af.mil, or valerie.all@us.af.mil to request SAN Web access. A DD Form 2875 must be submitted, leaving blocks 21 and 22 blank and ensuring that Part III is filled out by the Unit Security Manager. DLI personnel must go through their own administrator.

DISCS has published IMSO Web User Instructions on the ITM web site. For issues regarding password/userids or log in, please contact the SAN Web administrators at AFSAT. For SAN Web problems or assistance with applications please contact the AFSAT IMSO office.

*As part of IMS' accountability, it is vital that updates to arrival, enrollment, completion, and departure are done immediately. These updates trigger e-mails to the SCO and AFSAT country manager's to alert them that an IMS has arrived safely and has departed to return home.

Read the Special Notices Screen for any updates to the SAN Web.

Click **Training** on the SAN Web main menu.

Click **SC-TMS**.

Click on **Schoolhouse**.

Under Reports/Option you will see several menu options:

Projection Report
Student Training & Progress Messages
Active Courses/International Notes
Field Studies Program (FSP)
Physical Location (PLOT)
Location Remarks

Under **Location Remarks** you can update the following information:

Student Mailing Address	Dining/Messing
After Hours – Excluding Arrival Departure Inst.	Miscellaneous Information
Activities	Nearest Military Base
Lodging	Nearest City
Uniform Requirements	Student Arrival/Departure Instructions
Dependents	Servicing Airport
Driving	Transportation
General Information	Climate
Medical	Web Address

Check mark items you wish to update and enter the new information, click on *Update* to submit changes.

View Arrivals

Click *Student* tab.

Select *Arrival Information*.

On the *Days* drop-down tab you can select “Today, Next 7 days up to 120 days”.

For all Arrival/Enrollment/Completion Updates

Click *Schoolhouse*.

Under Reports/Option select *Student Training & Progress Messages*.

Under “Arrive/Enroll” (complete immediately upon arrival but NLT 3 days)

Click on the paper/pencil icon 

Complete form and check for accuracy. Be sure to check CPM and SCO to ensure they receive the message that the information has been updated.

Click “*Update*” at the bottom of the screen when finished.

Completion/Departure Updates (complete immediately on graduation day but NLT 3 days)

Under “Complete”

Click on the paper/pencil icon 

Complete form and check for accuracy. Be sure to check CPM, SCO, next IMSO (if applicable) to ensure they receive the message that the information has been updated.

Click “*Update*” at the bottom of the screen when finished.

Exception Report (student lines pending action)

Click on *Student* tab and select *Exception Report*.

Under *Dates* use the drop down to select Last Month up to the Last 2 Years

Click on “*View*” button

Update appropriate overdue action “Arrive/Enroll/Complete”

Once all actions have been completed no student lines should appear on the screen. The IMSO should ensure that the Exception Report is clear of all pending actions NLT end of each month.

ATTACHMENT III

VISIT POC CHECKLIST

- ❑ Designate Visit POC/Responsible person (must be a U.S. citizen *and* work for either a U.S. company, contractor or be a USG employee).
- ❑ POC will pre-coordinate the visit with the appropriate organization being visited to see if the unit can lend support at the requested time, prior to embassy submitting foreign visit request.
- ❑ Foreign nationals may need access badges/passes for special areas they are to visit (i.e., flight line, research labs, etc.). Contact your local Security Manager for more information on what is required for foreign nationals.
- ❑ POC is responsible for ensuring that any briefings, slides, or documents that foreign visitors see or given copies of to take back to their country are reviewed and approved by the appropriate Foreign Disclosure Office*. This includes both CLASSIFIED and UNCLASSIFIED materials. When in doubt whether documents require a disclosure review, act on the side of caution and consult with AFSAT. The following are some items that are NOT to be released to foreign nationals:
 1. *Bibliographies*
 2. *Reference lists*
 3. *Distribution lists*
 4. *References of other foreign country programs or assets*

* -AETC Foreign Disclosure Offices:

-AFIT personnel should contact AFIT/IA at DSN 785-6800

-AU personnel should contact AU/IAD at DSN 493-2529

-All other AETC installations/organizations should contact their local Foreign Disclosure Office (FDO). If the local FDO is not available, then the IMSO should contact the AETC Foreign Disclosure Office (AETC/IAD) at DSN 487-5281, (210) 652-5281.

ATTACHMENT IV

IMSO APPOINTMENT LETTER



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND
[SAMPLE]

(date)

MEMORANDUM FOR AIR FORCE SECURITY ASSISTANCE TRAINING (AFSAT)

FROM: *(Name & Address of Your Activity)*

SUBJECT: International Military Student Officer (IMSO) Appointment Letter

1. The following individual(s) is/are appointed as IMSO for the (training group) and (base), in accordance with the Joint Security Cooperation Education and Training AFI 16-105, Chapter 10, Paragraphs 10-6 and 10-99.

	<u>Name/Rank</u>	<u>Office Symbol</u>	<u>Duty Phone</u>	<u>E-mail Address</u>
Primary	NAME	XXX/XXX	(123) 456-7890	name@us.af.mil
Alternate	NAME	XXX/XXX	(123) 456-7890	name@us.af.mil

2. If you have any questions, please contact the individual listed above. This letter supercedes all other letters, same subject.

(Signature & Name of Installation / Joint Base CC)

CHAPTER 3

1. Activities Prior to IMS Arrival in the U.S.

a. SAN Web SC-TMS

(1) The SAN Web SC-TMS serves as the planning guide for the IMSO and the staff at the training installation. The IMSO can use the Projection Report to confirm course availability, plan future student throughput, and develop the FSP budget.

Log into the SAN Web <https://elnath.idss.ida.org/SANWeb/login/main.aspx>

Click “Training” on the SAN Web screen.

Click “SC-TMS” on the Main Training Menu.

Click “Training Activity(s)”

(2) IMSOs can also get a “live” picture of student enrollment projection by selecting “View by student training status” (top right hand side drop-down menu). Select status you are interested in reviewing and then click on the “Go” button (right hand side of screen) to view an updated list of all the students projected for your school.

(3) IMSOs should review the report carefully and take the following actions as appropriate.

(a) Contact the AFSAT Country/Program Manager as listed on the report if there are questions or discrepancies regarding specific countries or WCNs.

(b) Contact the AFSAT Scheduling Office at Commercial (210) 652-4574 or DSN 487-4574 for the following issues:

1. Course is no longer available

2. Change in prerequisite training for a particular course

3. Changes in course length, location, or convening dates

(4) AFSAT Scheduling Office will coordinate with the appropriate Country/Program Manager and school’s training manager.

b. IMS Advance Arrival Information

(1) The Projection Report is usually the first notification that an IMS is coming to a training installation. The SCO will input IMS name, date of birth, and place of birth for each training track in the SAN Web 16 days prior to the report date (see E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.8.4).

(2) The SCO should send an advance arrival notice to the IMSO at the first training installation (AFI 16-105, Chapter 7, Paragraph 7-4.a. and 10-10.a.). The notice should arrive NLT 15 days prior to the IMS scheduled arrival or NLT 30 days if an IMS is accompanied by authorized dependents. The notice 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.

c. Communications (AFI 16-105, Chapter 10, Paragraph 10-103)

(1) 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 installation commander, training activity commander, AFSAT, DSCA, SCOs, and 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.

(2) The IMSO's initial communication is normally with the AFSAT IMSO Office for general guidance; however, for specific student issues, the AFSAT Country/Program Manager should be notified. IMSOs can also make direct contact with SCOs for *routine administrative matters* concerning IMS such as non-receipt or clarification of arrival messages, ITOs or biographical data, security clearances, contract agent related medical insurance billing/coordination communication and travel arrangements. Information copies on all correspondence should be sent to respective AFSAT Country/Program Manager. IMSOs should also provide their supervisors with an information copy of all correspondence.

(3) The IMSO will input Progress Messages (PM) into the SAN Web SC-TMS accordingly throughout the IMS' training. Please note that once a PM is entered into the SAN Web SC-TMS, it cannot easily be removed or changed. If in doubt whether or not to update derogatory information in the SAN Web SC-TMS, please contact the respective AFSAT Country/Program Manager for assistance.

d. Invitational Travel Orders (ITO)

(1) An ITO is required for all IMS under SCETP sponsorship. A signed/digitally signed ITO, accessed through the SAN Web, guarantees that all required IMS vetting has been accomplished and partner nation case management has been coordinated through the appropriate military service. The SAN Web SC-TMS generated signed ITO serves as the authorizing documentation for admission of an IMS into training and provides recognition of military status, accounting guidance, and authorized training. See AFI 16-105, Chapter 9, Paragraph 9-3.a., for additional information.

(2) ITOs are issued by SCOs and can be accessed through the ITO Repository located in the SAN Web SC-TMS. See AFI 16-105, Chapter 9, for additional information.

(3) If an IMS arrives at a training installation without a SAN Web generated signed/digitally signed ITO, the IMSO will immediately contact the respective AFSAT Country/Program Manager for guidance on the disposition of the IMS. An IMS will not be allowed on the installation or attend training until the issue is resolved. The IMS should be instructed to keep a copy of the ITO on their person at all times to ensure entry onto the installation where they are receiving training. See AFI 16-105, Chapter 9, Paragraph 9-4.b., for additional information.

(a) If advance notice of IMS' arrival data is not received 15 days prior to (30 days prior if accompanied; 60 days prior for Professional Military Education before) the training report date, the IMSO at the first training installation will contact the respective AFSAT Country/Program Manager to inquire on the IMS' status. See AFI 16-105, Chapter 7, Paragraph 7-4.a., and Chapter 10, Paragraphs 10-10.a., 10-11.a., and 10-103, for additional information.

(b) When the USG pays living allowance and/or travel, the IMET or other fund cite block will be completed (Block 9 of the ITO or Block 8 of the letter format ITO, generated by the TMS).

(4) ITO Amendments. ITO amendments for USAF sponsored training must be authorized through AFSAT. All amendments will be prepared by the SCO in SC-TMS, IAW AFI 16-105, Chapter 9, Paragraph 9-6.

e. Passports and Visas

(1) The partner nation government is responsible for issuing necessary passports, to include processing expired passports, and for obtaining visas for entry into the U.S. or OCONUS training locations. It is essential that the passports and visas for IMS' and their authorized dependents are valid for the entire duration of the IMS training period. AFI 16-105, Chapter 10, Paragraphs 10-8.b, and 10-8.c.(4).

(2) The U.S. Customs and Border Protection has automated the I-94 (Arrival and Departure Record) and it is stamped and maintained electronically on the IMS upon arrival into the U.S at air and sea ports of entry. The IMS will be provided with a CBP admission stamp on their travel document. If the IMS needs a copy of their I-94 (record of admission) for verification of alien registration, immigration status or employment authorization, it can be obtained from www.cbp.gov/I94. If the visa expires prior to an IMS' departure, there is no requirement to extend the date *unless* the IMS intends to leave the U.S. for any reason and return for training. See AFI 16-105, Chapter 10, Paragraph 10-8.c., for additional information.

(3) E-1 visas are appropriate only for IMS' from Taiwan. See AFI 16-105, Chapter 10, Paragraph 10-8.c., for additional details on types of visas required for IMS' and authorized dependents.

(4) Additional information regarding visa policy can be found at State Department's web site <https://travel.state.gov>

(5) IMSOs should ensure they make copies of passport, visa and I94 to keep in the IMS record.

(6) Remind IMS' to carry original and/or copies of passport, visa, I94 and ITO on their person if traveling to states that have border checks (i.e. Arizona, Texas, New Mexico, etc.).

2. Travel and Transportation

a. General

(1) IMS' travel can be funded by a variety of sources (see AFI 16-105 Chapter 1, Paragraph 1-5). The SCO usually arranges for the IMS to travel from their home nation to the first training installation. Generally, for USG funded IMS, IMSOs are responsible for the travel arrangements for the IMS going to follow-on training. The IMSO at the final training installation is responsible for arranging the IMS travel back home. It is essential that the IMSO ensures that the travel arrangements to the IMS' next destination are in order. Please contact AFSAT/FMT office for assistance with travel arrangements for USG funded ITOs. Generally, for FMS customers, IMS' or their embassy will make their travel arrangements.

(2) An enroute travel message (progress message in the SAN Web (TV), will be prepared for the SCO or the gaining training activity to inform them of an IMS' travel arrangements. Please ensure you receive a copy of the travel itinerary from the IMS (flying or driving) to ensure accountability of the IMS during this period. Last training location is responsible for updating progress message TV to inform the SCO and AFSAT/CM of the IMS

itinerary. If an IMS has approved POV travel to FOT, please have the IMS fill out an AETC Form 29B (Predeparture Safety Briefing) or memorandum that includes travel itinerary and emergency contact information.

b. Arranging USG Funded Travel for IMS'

Guidance in the appropriate handling of USG funded travel for IMS' is defined in AFI 16-105, and E-SAMM, DSCA 5105.38-M. Note: If IMS is on a USG funded ITO, travel arrangements should be made by AFSAT/FMT at Commercial 210-652-8125 or DSN 487-8125.

c. Baggage Allowance for USG Funded IMS'

Please refer to AFI 16-105, Chapter 7, Paragraphs 7-2, and 7-5 and contact the respective AFSAT Country/Program Manager if additional funds are required to cover authorized baggage costs. Cost for baggage may be included in IMS' final payment voucher. The IMSO should ask the IMS how many pieces of luggage they plan on taking on the plane to ensure advance payment is authorized for the proper amount, not to exceed what is listed on the ITO. An IMS who is paid in advance traveling to FOT needs to turn in their baggage receipts to the IMSO or advance payment will be deducted from their next TLA payment.

d. Travel by Privately Owned Vehicle (POV)

IMS travel by POV is not permitted to FOT unless authorized on the ITO. Refer to AFI 16-105, Chapter 7, Paragraph 7-6, for additional information.

e. IMS Arrival Arrangements and Briefing

(1) Refer to AFI 16-105, Chapter 10, Paragraphs 10-10, and 10-13.

f. Identification Cards (ID)

(1) ID cards will be issued to each IMS' and accompanying dependents authorized on their ITO by the first training installation. The expiration date should not exceed 1 week after completion of the last training line on the ITO. If the ITO does not reflect dates for all training lines, contact the respective AFSAT Country/Program Manager. The IMSO at the last training installation will collect the IMS' and authorized dependent ID cards and will turn in the ID cards, to the issuing activity for proper disposition prior to IMS final departure. IMS' may not retain an ID card as a souvenir. See IAW AFI 16-105, Chapter 10, Paragraph 10-17, for additional information.

(2) IMS' ID cards are generated by the Real-Time Automated Personnel Identification System (RAPIDS). The Defense Enrollment Eligibility Reporting System (DEERS) uses RAPIDS to assign a Foreign ID Number (FIN) for the IMS. 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 not to confuse it with a Social Security Number (SSN). RAPIDS will also enroll the IMS and, if applicable, the IMS' family into DEERS. IMSO will retrieve the FIN from the ID card issuing facility and file the information in the IMS' training records. Questions concerning how to enroll an IMS or dependents should be directed to the DEERS/RAPIDS Assistance Center, phone 1-800-538-9552. Generally, ID cards are not issued to students in OCONUS locations. IMSOs will need to coordinate an installation pass/access roster through the visitor control center (VCC) before an IMS' arrival to avoid any issues with installation access.

(3) ID cards must be registered in the Defense Biometric Identification Database System (DBIDS) IAW AFMAN 31-113, *Installation Perimeter Access Control* at each training location. DBIDS registration will ensure IMS only have access to the location where they are attending training.

(4) If an IMS graduates and their CAC expires while residing on the installation, and is awaiting travel, a base pass may be issued by the installation Visitor Control Center (VCC). The IMSO needs to ensure member has an official itinerary to confirm how many days to issue the pass for. The IMSO should also ensure the IMS departs as scheduled. If not, contact the AFSAT Country/Program Manager for assistance.

(5) As reminder to IMS', they need to be aware that they cannot sponsor any visitor on the installation including their dependents who are not authorized on the ITO unless coordinated through the VCC.

g. Social Security Numbers (SSN) for IMS'

(1) IMS are sponsored by the USG to attend training/education under SCETP, however, they are not authorized to work in the U.S. SSNs are generally assigned to individuals who are authorized to work in the U.S. SSNs are used to report an individual's wages to the USG and to determine eligibility for Social Security benefits. Ensure IMS' are briefed that they are not to apply for a U.S. SSN while attending training. In addition, a SSN is not needed in any state for an IMS to apply for a driver's license. Refer to AFI 16-105, Chapter 10, Paragraph 10-8.c.(1), and DSCA Policy 04-19, for additional information.

(2) IAW AFI 16-105, Chapter 10, Paragraph 10-33a, generally, IMS' and their dependents are ineligible for federal public benefits and state and local public benefits (i.e., welfare, unemployment benefits etc.). Please see reference for exceptions.

h. Uniforms, Grooming Standards, Name Tags and Rank Insignia

(1) IMS should come prepared with their own military uniforms, as outlined in their predeparture briefing.

(2) Grooming standards should be adhered to by IMS'. Noncompliance may subject an IMS' to disciplinary action. IMSOs should counsel the IMS' or use a CLO, or a senior class leader from that country, if available to assist with grooming compliance. Waivers do not apply to flying training courses or to courses where operational or ground safety is a consideration.

(3) IMS' should wear a name tag while in training, since it is very helpful to all personnel connected with training and administration. Name tags should indicate the equivalent U.S. grade or rank, name, and country of the individual. If the nametag does not have the U.S. equivalent grade or rank, the IMS may be issued the U.S. equivalent rank insignia that should be placed on the right breast pocket. If a nametag is not issued by the IMS in-country representative, the IMSO at the first training installation will ensure one is made for the IMS using unit O&M funds (FSP funds will not be used to purchase IMS name tags or rank insignia).

(4) Refer to AFI 16-105, Chapter 10, Paragraphs 10-13, 10-23, 10-24, 10-97 and 10-108, for additional information.

i. Leave/Passes

An IMS may request leave for short periods to travel in CONUS. This leave may take place between certain courses or phases of instruction from which the IMS is excluded. The IMS request for leave may be jointly

approved by the Commander and CLO, or by the respective AFSAT Country/Program Manager with concurrence of the country's representative by telephone. Ensure that IMS' are accounted for during leave period (i.e., documentation, emergency information, etc.) on an AETC Form 29B or other similar form to document travel plans and emergency contact information. IMS' traveling outside the U.S. in excess of 72 hours must have leave approved and their ITO amended prior to departure. In addition, for high risk countries, any travel within the U.S., over 72 hrs will need to be coordinated with the appropriate AFSAT Country/Program Manager. Please contact the AFSAT IMSO office for countries considered high risk.

(1) Refer to AFI 16-105, Chapter 10, Paragraph 10-37, for additional information.

(2) For extended gaps in training, where the IMS would like to return home on leave, while awaiting the next line of training, please ensure a leave request is approved by the SCO and coordinated with the respective AFSAT Country/Program Manager. An amendment will need to be generated prior to the IMS departure. NOTE: TLA payments will be difficult to process, if an amendment has not been generated.

(3) For extended weekends where IMS' have more than 72hrs of authorized time off, please ensure an AETC Form 29B or other similar form/memorandum is used to document an IMS travel plans, and emergency contact information. IMS' must follow training activity/installation guidelines regarding special passes/time-off.

j. Holidays

Refer to AFI 16-105, Chapter 10, Paragraphs 10-37.f. and 10-116.

k. Public Information

The appropriate AFSAT Country/Program Manager will need to be notified on all requests from the media for interviews or photographs. Guidance in AFI-16-105, Chapter 10, Paragraph 10-19, will be used unless publication of a potential PA story will jeopardize the personal safety of the student and/or family. In those cases, AETC/IA should be notified by the AFSAT Country/Program Manager and provide guidance to the training activity/schoolhouse. IMSOs should ensure that IMS' are informed that they may contact their embassy, if they choose, prior to any contacts with the press.

l. Sponsor Program

(1) The purpose of the Sponsor Program is to help make IMS' and their families 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 IMS before he/she arrives, as well as making the student feel at home while in the area.

(2) 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 an IMS entitlements, such as excess baggage allowances, travel expenses, or living allowances.

(3) Guidance on the sponsor program is provided in the "[Informational Program Handbook](#)", published by DSCA and can be found on the DISCS ITM website. See AFI 16-105, Chapter 11, Paragraph 11-8.d., for additional information.

m. English Comprehension Level (ECL) Testing Requirements

(1) Every IMS must be sufficiently proficient in English, to participate in and successfully complete their course of instruction. DLIELC at JBASA-Lackland TX, is responsible for the Defense English Language Program, and for ensuring that IMS' have the proper level of English comprehension. See AFI 16-105, Chapter 5, for additional information.

(2) SCOs are responsible for conducting in country screening of IMS candidates before they depart their home country for the U.S. 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. IMSOs should review each ITO closely, ensuring that an IMS is properly qualified to begin their training, and any exemptions or waivers are IAW the annual DSCA message located in the DISCS ITM Website. To view the exception/waiver message visit: <http://www.DISCS.dsc.mil/documents/itm/messages/>.

(3) 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 Installation Test Control Officer (TCO) must administer the direct entry proficiency test within 3 to 5 days of an IMS arrival. If the IMS achieves the required ECL score, he/she is entered into training. Inform the respective AFSAT Country/Program Manager, if an IMS does not achieve the required ECL score, and schedule a second test in 1 to 2 working days (do not schedule second test in the same day). See AFI 16-105, Chapter 5, Paragraph 5-2.e., for additional information. [DLIELC Instruction 1025.15](#), provides additional information on administering the ECL test.

(4) If the second test is unsuccessful, the IMSO or TCO should inform DLIELC and the respective AFSAT Country/Program Manager. Both, DLIELC and the respective AFSAT Country/Program Manager must approve a third test. Each military service has the authority to waive the prerequisite score or cancel training and assess penalty charges.

(5) ECL test answer sheets (if hardcopy) must be sent by certified/registered mail, on a monthly basis to:

DLIELC/LECT
2235 ANDREWS AVE
JBASA-LACKLAND, TX 78236-5203

For more information on IMS ECL testing online or to establish TCO duties, contact the DLIELC Test and Measurement Branch at: DLITesting@us.af.mil.

3. Health Matters

a. Medical and Dental Care

(1) IMSOs will refer to E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.9.

(2) AFI 16-105, 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 AFI 16-105, Chapter 8, Paragraph 8-7.a:

“Every IMS and accompanying dependent is required to have and maintain coverage for healthcare for the duration of their travel and training. Failure to maintain coverage may result in the IMS removal from training and return to home country.”

The E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.9., provides guidance on ensuring that IMS and authorized dependents attain required healthcare coverage prior to ITO authorization. The IMSO will maintain a copy of IMS/authorized dependents health care insurance documentation in IMS’ records.

(a) SCO ensures the IMS and authorized dependents meet required medical screening/healthcare coverage prior to issuing ITO.

(b) Upon an IMS’ arrival, the IMSO will review the ITO to ensure that the commercial healthcare policy provided by the IMS has been reviewed and approved as compliant by the competent service provider (i.e., Silotech Group). Compliance should be annotated on the ITO. Inform the IMS to provide commercial healthcare documentation to the medical facility. In addition, the IMSO will brief the IMS on the requirements stipulated under the E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.9, explain what the consequences of not abiding to the requirements are, and document the briefing via a signed memorandum of understanding. The IMSO will inform the IMS to hand carry the medical packet to the military treatment facility. If the IMS fails to report with a medical packet, the IMSO must contact the losing IMSO or SCO to request a copy (if available), and inform the respective AFSAT Country/Program Manager. It is a SCO’s responsibility to ensure the IMS has been medically screened, and to ensure the appropriate forms have been filled out correctly.

(c) Following an IMS/authorized dependents arrival at the U.S. training activity, the contracted private insurance agent, Silotech Group, can assist the IMS with commercial healthcare policy provider issues, and assist the military and civilian medical facilities with private medical insurance billing/payment issues.

(d) Contact the respective AFSAT Country/Program Manager if you require the IMS commercial healthcare policy contract agent approval message, if there are commercial healthcare policy concerns, and/or if at any point while in the U.S. the IMS is no longer participating in an active commercial healthcare policy.

(3) Many military treatment facilities are not familiar with medical benefits authorized for foreign personnel. A point of contact 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 AFI 16-105. They cover most contingencies, but are not all-inclusive. IMSOs should provide the medical facility with a copy of AFI 16-105, and E-SAMM DSCA 5105.38-M that pertain to medical and dental care. In addition, when an IMS or family member is seen for treatment, IMSOs should ensure the IMS’ know to provide the MTF or civilian provider with a copy of their ITO for billing purposes. Some FMS cases do have provisions to pay for dependent medical care. Providing the MTF or civilian provider a copy of the ITO ensures proper billing takes place and that the country is properly charged against the appropriate funding source.

(4) For medical billing, please refer to the ITO. If unsure, please contact AFSAT/FMF for assistance.

(5) See AFI 16-05, Chapter 8, Table 8-2, for additional information on IMS and authorized dependent medical benefits and eligibility.

(6) See AFI 16-05, Chapter 8, Paragraph 8-14, for additional information on elective medical/surgical/dental care, prosthetic devices, hearing aids, orthopedic footwear, eyeglasses, and other IMS' medical care constraints. Contact the respective AFSAT Country/Program Manager before proceeding with any referrals/electives for an IMS. Some funding sources require authorization to ensure reimbursement will be made.

b. Serious Illness, Injury, or Death

(1) AFI 16-105, Chapter 8, Paragraphs 8-9 through 8-11, 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 (SOP) for such an incident. The SOP should reflect a training activity's current procedures for responding to an injury or illness of an IMS, but should also reflect an awareness of the potential diplomatic, political, and media sensitivities involved in an international student incident. Initial steps, at the minimum, should include the following:

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

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

1. WCN (ensure medical privacy) and country.
2. Nature of the Incident (Illness, Injury or Death).
3. Other Circumstances (i.e., driving under the influence, driving while intoxicated, accident, or [specify]).
4. Location of incident.
5. Others involved in the incident/witness (name, address, and telephone number).
6. Description of the incident.
7. Action(s) taken after receiving the incident report.
8. Name, position, date and time of persons notified.
9. Other actions taken.

(c) Contact the respective AFSAT Country/Program Manager immediately by phone. If an incident occurs outside of normal business hours, for JBSA bases, call the JBSA-Ft. Sam Houston Command Post at (Commercial 210-221-9363 or at DSN 471-9363). For ALL OTHER bases, please contact the JBSA-Randolph AETC Command Center, at Commercial 210-652-1859 or DSN 487-1859. See AFI 16-105, Chapter 8, Paragraph 8-30, and Chapter 10, 10-114.a., for additional information.

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

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

(2) Inpatient records can be obtained upon the patient's written request. MILDEP medical facilities will retain IMS' inpatient records, as required, and will ensure a copy is included in the IMS' medical records to be returned to the country.

(3) When an IMS' authorized dependents are hospitalized due to illness, injury, or a condition that affects an IMS' training has political implications, or will result in excessive medical charges, the respective AFSAT Country/Program Manager will be notified via e-mail or message traffic. 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 their training.

(4) Contact the respective AFSAT Country/Program Manager immediately if an IMS under SCETP sponsorship dies while undergoing training with U.S. Forces or while traveling in relation to the training. See AFI 16-105, Chapter 10, Paragraphs 10-48, 10-101, 10-114.b., and 10-114.c., for additional information. In cases of IMS' death, please use current IMS Casualty Checklist to ensure all actions are completed. Contact the AFSAT IMSO office for a copy of the most current checklist.

c. Billing Procedures for Medical Care

(1) Reference AFI 16-105, Chapter 8, Table 8-2, 8-3, and 8-4, for additional information on medical eligibility.

(2) The ITO (Block 12.b. of the TMS generated ITO) must specify the correct source for reimbursement of medical costs. If an IMS is covered under a reciprocal health care agreement between the U.S. and the IMS' country, the agreement will take precedence over the charges listed in AFI 16-105. NATO IMS' authorized accompanying dependents are entitled to the same medical care (with the exception of CHAMPUS 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.

(3) Clinics and hospitals account for the treatment rendered to an 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. USAF medical treatment facilities must forward DD Form 7/7A for an IMS to the Bureau of Medicine and Surgery who in turn, bills AFSAT/FM (for IMET), the foreign government (for FMS cases), or the student, as appropriate.

(a) IMET. If a government treatment facility treats an IMET IMS, the ITO will indicate the IMET program is responsible for payment, and criteria for treatment under the AFI 16-105, are met. The military treatment facility will forward invoices to their Central Billing Office. A complete ITO should accompany all invoices. These invoices are compiled into monthly billings and forwarded to AFSAT/FM.

(b) 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. 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, follow the directions on the ITO, if chargeable to foreign government, forward to the appropriate foreign representative in Washington D.C.).

For FMS cases where dependents are covered for medical care, ensure the IMS is briefed to provide the SCO or IMSO a copy of the birth certificate for any newborns, to ensure an ITO amendment can be processed to ensure any billing charges can be paid.

(c) Reference AFI 16-105, Chapter 8, Paragraphs 8-16, and 8-29, and Chapter 10, 10-113, for additional information.

d. Billing Procedures for Emergency Civilian Medical Care

IMSOs shall forward bills for emergency civilian medical care to AFSAT/FM for payment as outlined in AFI 16-105, Chapter 8, Paragraphs 8-12, 8-16, and 8-29. Contact the AFSAT IMSO office to obtain the most current RHCAs.

4. Money Matters

a. Living Allowance Rates

(1) It is imperative that the IMSO confirms that entitled IMS' receives the authorized living allowance, as shown in Block 12.f. of the ITO. IMSOs should note that certain countries pay all or part of the IMS' living expenses.

(2) Chapter 10, Table C10.T3 of the E-SAMM shows the living allowances for an 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/JFTR, which can be found at <http://www.defensetravel.dod.mil/site/travelreg.cfm>

(3) Advance payment of living allowances will be IAW AFI 16-105, Chapter 7, Paragraph 7-13, Table 7-1 Note 4 and 5, and AFSAT/FM TLA guidance.

(4) For USG funded IMS' going to follow-on USAF on-the-job training (OJT) for 2 weeks or less, the living allowance is paid by the losing training installation before the IMS departs. The living allowance payment will cover the OJT period through the day of arrival to home country (does not cover approved periods of leave).

(5) IMSOs are responsible for making TLA payments to IMS' using the AFSAT SharePoint site. The implementation of the debit card program requires all IMS' with USG paid TLA to be issued a debit card. For courses less than 4 weeks, where TLA is paid, please contact AFSAT/FMT for guidance. Please follow instructions in the IMS Debit Card Program guidance and IMS TLA Guide. Resources can be obtained from the AFSAT IMSO Office.

(6) Reference AFI 16-105, Chapter 7, Paragraphs 7-9, 7-10, 7-11, 7-12, 7-13, 7-23, 7-28, and 7-30, and Chapter 10, Paragraph 10-110.

b. Dependents

(1) IMS' are encouraged to bring their dependents to the U.S. only when they are attending certain military education courses. A list of these courses is found in Chapter 10, Paragraph C10.12.1, Table C10.T11 of the E-SAMM DSCA 5105.38-M. Authorized dependents will be included in the ITO. The living allowance rates for accompanied IMET IMS' will not be increased solely because they have dependents with them. Medical insurance coverage for dependents is mandatory. See E-SAMM DSCA 5105.38-M Chapter 10, and AFI 16-105, Chapter 9, Paragraph 9-11, for additional information.

(2) IMS' and/or authorized dependents must direct all questions concerning employment while in the U.S to their respective embassy in Washington D.C. See E-SAMM DSCA 5105.38-M, Chapter 10, C10.20.4.

c. Commissary and Exchange Privileges

(1) Commissary, Exchange, Recreational Services, and other privileges ordinarily available to U.S. military personnel and their dependents, will be extended to IMS' (i.e., international officer, enlisted, and civilian selected under SCETP) and authorized accompanying dependents IAW U.S. military equivalent rank annotated on the ITO. For IMS attending training at an overseas installation, MAJCOM guidance will be followed. See AFI 16-105, Chapter 9, Paragraph 9-11 and Chapter 10, Paragraph 10-30, for additional information. For further guidance regarding Commissary and Exchange Privileges, please refer to DoDI 1330.17 Enclosure 2, Section 5c.(1) (Commissary), and AFI 34-211(I) (AAFES).

(2) For civilian IMS' requiring access for Commissary and Exchange privileges, IMSOs may prepare a memorandum for the installation commander to sign to grant access for those students.

d. Indebtedness

IMSOs are responsible for identifying an IMS with delinquent debts during the IMS out-processing from the training installation. The IMSO should employ the assistance of the CLO, if available, in resolving overdue debts. If unable to resolve locally, forward indebtedness issues to the respective AFSAT Country/Program Manager for resolution. See AFI 16-105 Chapter 10, Paragraph 10-31, for additional information.

e. Identity Theft

(1) IMS' can be particularly vulnerable to electronic identity theft. IMSOs should ensure that IMS' are warned of such illegal activities during their time in the U.S.

(2) When an IMS arrives at a training site, he/she 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:

- (a) Full Name
- (b) Date/Place of Birth
- (c) FIN
- (d) Bank/Checking/Savings Account Numbers

(3) IMS' should be advised to safeguard personal papers/information against theft in addition to:

- (a) Check bank statements for questionable transactions/shred papers with personal information
- (b) Never divulge information by phone, e-mail, or over the internet to strangers
- (c) Never click on links sent in unsolicited e-mails

(d) Report any suspicious requests for information or activity immediately

(e) Contact the IMSO to discuss any questionable or suspicious situation

(4) 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/menus/consumer/data/idt.shtm>

f. Purchase and Use of POV

(1) IMS' may drive/purchase a POV (car/motorcycle) unless such a purchase or restriction is specifically prohibited in their ITO, or guidance from country. An international driver's license is highly encouraged.

(2) IMSOs should check with the state to determine what the restrictions (if any) apply to an IMS. In addition, they should brief the IMS' adequately reviewing the requirement for vehicle insurance and all other requirements in order to legally operate a motor vehicle. Advise the IMS to ask the insurance provider to fully explain the difference between liability and comprehensive policies. Ensure IMS' are briefed on any applicable laws they need to be aware of (i.e., pulling over for emergency vehicles, cell phones while driving etc.). For motorcyclists, IMSOs need to ensure IMS' are aware of license requirements, mandatory courses, and safety/dress requirements (on/off base). Ensure local safety briefing is given to IMS' regarding POVs. See AFI 16-105, Chapter 10, Paragraphs 10-9.b.(10), and 10-35, for additional information.

g. Unprofessional Relationships

IMSOs must remain professional at all times, be mature, people oriented and possess tact. It is considered inappropriate for an IMSO to form a close personal relationship with an international military student. See AFI 16-105, Chapter 10, Paragraphs 10-6a and 10-99a.

h. Receiving Gifts from IMS

Refer to AFI 51-901, *Gifts from Foreign Governments*, regarding gifts from an IMS. In addition, seek advice from your base legal office.

5. Records and Reports

a. IMS Training Records

(1) The IMSO at the first training activity will initiate and create an individual folder for each IMS. IMSOs at subsequent training installations will maintain IMS' records and will ensure that all necessary and appropriate documents are included. At a minimum, the training record will be organized in a chronological sequence and contain information as follows:

NOTE: AF Form 10 is obsolete. Keep each IMS record in a separate file.

(a) DD Form 1172 (Application for Uniformed Services ID Card Defense Enrollment Eligibility System (DEERS) Enrollment)

(b) Copy of IMS/authorized dependents USCIS 1-94, passport, and visa

- (c) ITO
- (d) Student training records
- (e) Qualification/observation/familiarization training request
- (f) USAF Form 797, Job Qualification Standard Continuation/Command JQS
- (g) IMS academic report and courses attended
- (h) Certificates or awards
- (i) Notification of faculty board actions
- (j) Holdover actions, advancements, withdrawals
- (k) Incident reports with final results
- (l) Complete history of individual counseling
- (m) Copies of FSP activities participation/attendance
- (n) AF Form 1217 - FSP Data Card (See AFI 16-105, Chapter 10, Paragraph 11-46)
- (o) Miscellaneous documents (i.e., hospitalization, arrival, in/out processing checklists, POV liability insurance, indebtedness, correspondence, speeding tickets, reports dealing with IMS academic evaluation etc.).

(2) IMS' flight and personnel records, will be maintained by the IMSO IAW AFMAN 33-363. Records can be maintained hard or soft copy; however, if electronic, when transmitting records to country, IMSOs must first check with the SCO, to ensure that electronic records can be accepted. An IMS may hand-carry their flight records between training locations.

(3) IMSOs are required to upload the International Student Academic Report into the SAN Web for each course of instruction. Keep in mind that the IMSO at the final training location will forward the complete IMS record, in the format as coordinated with/requested by the SCO, to the SCO NLT 60 days after the IMS graduation. For IMS' going to Contractor-provided training, the IMS record should be sent to country if no other training is scheduled on the ITO. For IMS going to FOT to an installation/base after Contract training, the IMS record should be mailed to the gaining IMSO. The gaining IMSO will maintain the IMS record until their arrival. See AFI 16-105, Chapter 10, Paragraphs 10-6.b.(4), 10-28.b., and 10-99.g.(2), for additional information.

b. IMS Record Updates (See E-SAMM DSCA 5105.38-M, Chapter 10, Paragraphs C10.4.1 and Chapter 13, Paragraph C13.6.5).

(1) IMSOs will use the SAN Web SC-TMS to update student arrival, enrollment, completion and departure. In addition, updating progress message for attrition, delay and other type status updates.

(2) Arrival/Enrollment Updates. Are prepared when students actually arrive and begin training. These updates should be submitted NLT 3 working days after course start date. After the arrival/enrollment is updated, a green check mark should appear over the arrival/enrollment icon (i.e., pencil & notepad icon).


(3) Completion/Departure Updates. Use the SAN Web SC-TMS to update completion/departure when students graduate, are attrited, or are otherwise eliminated from the course. Updates should be submitted NLT 3 working days after course completion or termination.

(a) IMSOs will include enroute travel information in the remarks section of the report if the student is returning to home country or going to another installation for follow on training. Progress message TV will also need to be updated.

(b) To process IMS' travel arrangements the travel agency utilized by DLIELC requires travel day input 30 days prior to an IMS scheduled graduation from DLI. Follow on training (FOT) IMSOs will review the ITO and communicate with DLIELC any restrictions/potential conflicts with dates reflected on ITO for receiving IMS at the follow on installation (especially during holiday weekends).

(c) After the completion/departure is updated, a green check mark will appear.

(d) It is not necessary to include the SCO on completion reports if IMS is going to FOT. Status reports of a negative nature (i.e., student disciplinary problems) should be coordinated with the respective AFSAT Country/Program Manager **prior** to submission.

(4) No-Show, Failure, Delayed Completion, Correction, or Student Progress issues, are outlined in AFI 16-105, Chapter 10, Paragraphs 10-10.c. 10-103, and 10-111. Updates should be submitted within 1 working day after determination of course failure, no show, or for delayed completion, caused by non-academic or non-disciplinary factors. To update a student's status, go to "Schoolhouse", click on "Student Training & Progress Messages", click the hand and paper icon below "PM" located under the student name. The next screen lists the student line(s) of training and there will be a green plus sign  indicating "Add New Progress Message". Use the drop down menu under "Progress Message" to select the appropriate status. You may enter any comments, and the start and end date of the status, you may also add comments or e-mail the AFSAT Country/Program Manager then click on ADD to update the PM. If data has been entered incorrectly, send another status report and note the change in the remarks. A PM is considered part of the permanent record and in most cases cannot be deleted. It is for this reason that you should coordinate with the AFSAT Country/Program Managers prior to any derogatory data being entered into a PM.

c. International Student Academic Report (DD Form 2496)

(1) The International Student Academic Report provides the major source of information available to the SCO and the foreign government, to assess the IMS academic achievement. The reports are required for all IMS', in all types of training conducted under the SCETP including classroom training, OJT training, observer/familiarization training, and contractor training. 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. It is mandatory that the IMSOs ensure that each academic report is included in the IMS' training record and is uploaded into the SAN Web, IAW AFI 16-105, Chapter 10, Paragraph 10-6.b.(4), and filed in the [IMS' Training Records](#).

(a) Only language, flight, observer, preparatory training/programs, and Professional Military

Education can utilize a different written performance evaluation and only if the information compiled is not less than the information that is compiled through the DD Form 2496. The training activity will request approval from the AFSAT IMSO Office prior to utilizing an alternative form other than the DD Form 2496. See AFI 16-105, Chapter 10, Paragraph 10-28, 10-99.f., Figure 10-1 and Figure 10-2, for additional information.

(b) IAW AFI 16-105, Chapter 10, Paragraph 10-99f, an AF Form 475 (Educational/Training Report) may be used in lieu of the DD Form 2496. If used, this form is required to be uploaded in the SAN Web by the IMSO.

d. Security Cooperation Education and Training Program Records Disposition

Specific record maintenance, transmittal, and disposition instructions are contained in other U.S. Air Force sections. Disposition of an IMS record should be for at least one year after departure. IMSOs should keep a copy prior to final mailing to FOT or SCO. The respective AFSAT Country/Program Manager should be included in all correspondence regarding IMS training.

6. Special Circumstances

a. Disciplinary actions and special incidents will be reported IAW AFI 16-105, Chapter 10, Paragraphs 10-49, and 10-103.

(1) Due to the sensitive nature of such reports, distribution will be as follows: An incident should be reported immediately by telephone to the appropriate AFSAT Country/Program Manager. If an incident occurs outside of normal business hours, for JBSA bases, please call the JBSA-Ft. Sam Houston Command Post, at Commercial 210-221-9363 or at DSN 471-9363, for ALL OTHER bases, please contact the JBSA-Randolph, AETC Command Center at Commercial 210-652-1859 or DSN 487-1859. Telephone notification should be followed by a priority e-mail to the respective AFSAT Country/Program Manager. The report will include appropriate recommendations.

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

(3) Matters involving the possible application of criminal jurisdiction by U.S. civilian authorities will be coordinated with the installation JAG office as appropriate.

b. Unauthorized Absence (UA) (a.k.a. A.W.O.L)

(1) Reference AFI 16-105, Chapter 10, Paragraph 10-47 and 10-111 for specific procedures and additional information. Report a UA incident to U.S. immigration authorities via e-mail at ctceu@dhs.gov. Ensure initial UA notification is also made to AETC/A4S at aetc.afs.workflow.1@us.af.mil. If there is a status change from UA to incident resolved or the IMS returned to home country, please inform AETC/A4S and installation AFOSI office. Contact the AFSAT IMSO office for the most current IMS UA Checklist.

(2) For IMS who are reported UA, CACs are to be terminated using Attachment XVI, Unauthorized / Absence IMS CAC Termination Letter. Letters will be submitted to installation servicing DEERS/RAPIDS office for processing.

c. Request for IMS Information

Requests for information on an IMS training in CONUS, will be handled by the training activity IMSO. IAW AFI 16-105, Chapter 10-19b.(1), it is permissible to provide government agencies routine STL information for the current FY. Use IMSO STL report in SC-TMS9. Requests for other information not on the STL, should be received in writing from an appropriate security office (i.e., DoD intelligence, counterintelligence, law enforcement, etc.), on a need to know basis. Requests in writing should include investigation number and/or corresponding file number. For AFOSI requests, please refer to SAF/IAPX Policy Memo 15-18. See DSCA Policy Memo 08-19, for additional information.

d. Disenrollment and Controversial Matters

(1) A primary purpose of SCETP, is to encourage effective and mutually beneficial relations and increased understanding between the U.S. and partner nations. It is U.S. policy that every reasonable effort should be made to ensure that an IMS completes scheduled training and attains 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.

(2) The above notwithstanding, it is important to consider the IMS' aptitude, application, sincerity, diligence of effort, and demonstrated understanding, as well as his/her numerical grades. All of these factors contribute to the evaluation as to whether an IMS can accomplish the training objectives.

(3) Occasions or situations may arise which could be detrimental to the IMS' successful completion of training but are not serious enough to be classified as discipline or disenrollment. Examples of these are unique situations that relate to grooming standards, religious principles, or minor indebtedness. In these cases, training activities should initiate action through the chain of command (courtesy copy AFSAT Country/Program Manager) to resolve these issues. The decision to notify the SCO resides with the respective AFSAT Country/Program Manager. In most cases, the situation can be resolved within the CONUS SC community.

(4) In the absence of standard agreements with countries involved in SCETP, an IMS' cannot be disciplined IAW the Uniform Code of Military Justice. 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. Communication with the respective AFSAT Country/Program Manager is paramount.

Authority for disenrollment of an IMS resides with the MILSVC. See AFI 16-105, Chapter 10, Paragraphs 10-29.b, 10-45.b.(3), 10-49.b, 10-103.d, 10-103.e, 10-103.f and 10-104, for additional information.

(5) 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 his/her 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' 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 points of contact within the chain of command and the respective AFSAT Country/Program Manager, as early as possible.

(6) To facilitate the proper documentation, reporting, and resolution of academic and disciplinary

problems, the following system will be implemented by all USAF activities providing SC training to IMS’:

(a) Warning. 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 placement on probation (the last stage before disenrollment)
5. That the counseling session is considered an official warning to the IMS
6. 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 successful completion of the current course of instruction. IMSOs should not wait for multiple warnings or infractions before contacting the AFSAT Country/Program Manager for assistance.

(7) Probation. When an IMS fails to make the required changes in either behavior or academic performance required as a result of being formally placed in warning status, or when an IMS demonstrates he/she is unwilling to conform to established standards of behavior, the IMS will be officially placed on probation. If an IMS is placed on probation, the commanding officer will formally counsel the IMS. The IMS will be advised:

- (a) That he/she is officially being placed on probation and that he/she must change their behavior to avoid recommendation for disenrollment.
- (b) The exact nature of the behavior or performance that has failed to meet established or required standards.
- (c) The exact nature of the change required.
- (d) The time period in which the change must occur.
- (e) That the IMS Washington D.C. based attaché or other government official will be notified of this action through the appropriate MILDEP/MILSVC.
- (f) The details of the probation will be recorded in an official letter to the IMS from the commanding officer, which will be provided to the IMS during the official counseling session. The IMSO should receive a copy of this letter to be included in the IMS training record and will remain in that record until the IMS successfully completes all CONUS based training. If the IMS 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. The respective AFSAT Country/Program Manager should also be provided a copy of the letter.

(g) MILSVC will make notification to the IMS government representative in Washington D.C.

(8) Disenrollment. When an IMS fails to improve in either behavior or academic performance after being placed on probation, or when an IMS exhibits behavior prejudicial to good order and discipline, the commanding officer of the training activity, is authorized to recommend disenrollment. This recommendation will be made through the chain of command to the AFSAT Commander for consideration. Information copies of the recommendation and any other correspondence relating to disenrollment will be forwarded to the respective AFSAT Country/Program Manager. The initial report will be by telephone followed immediately an e-mail. The report will include appropriate recommendations. Copies of all record correspondence relating to disenrollment will become a permanent part of the IMS training record and forwarded to the SCO after the IMS returns to homeland.

a. AFSAT will notify SAF/IA of the recommendation (if appropriate).

b. SAF/IA will notify the IMS government representative in Washington D.C.

c. AFSAT Country/Program Manager will provide disposition instructions to the training activity.

d. IMS will remain in class until final disposition is made.

e. IMS' Evacuation During a Natural Disaster or Civil Disorder

(1) IMSOs should ensure that the emergency response and evacuation plans of their parent training command include IMS, and that long range planning gives due consideration to the particular military, diplomatic, and funding issues inherent in IMS administration. See AFI 16-105, Chapter 10, Paragraph 10.99.o.

(2) IMSOs should also ensure that the AFSAT IMSO Office and AFSAT Country/Program Manager is kept informed of the status and location of the IMS (for accountability purposes) as emergency response and evacuation procedures are implemented.

f. Contractor Provided Training

Some USAF international military training and education courses are conducted by contractors at USAF facilities. IMS attending courses at these training sites must have ITOs and their activities must be supported in the same manner as USAF facilities. IMSOs should contact the respective AFSAT Country/Program Manager for guidance regarding contractor provided training if an IMSO receives an IMS from, or sends an IMS to a contractor-provided training site. IMSO should also coordinate with the AFSAT Traveling IMSO regarding any pay matters. See AFI 16-105, Chapter 3, Paragraph 3-14, for additional information.

g. Guidelines on Relations with Taiwan

(1) The following table provides guidance and proper terminology that should be used by personnel involved in the management of FMS programs for Taiwan. If in doubt contact the AFSAT Taiwan Country/Program Manager.

To Be Avoided	Acceptable Substitute
Display of the Republic of China Flag	None (i.e., do not display China or Taiwan flag)
Military Uniform	None required per USG agreement (if worn no rank, flag, insignia should be worn) Note: Issued training activity patches may be worn.
Military Ranks	Ranks should not be used in any correspondence, except on the Invitational Travel Order, where the following example may be employed: “Comp U.S. Grade 0-3”
“Republic of China”	“Taiwan”
“Host Government”	“Coordination Council for North American Affairs” (CCNAA) or “authorities on Taiwan”
“Chinese Army, “ROC Army,” “CA” and “Taiwanese Army”	“Taiwan Army” or “TA”
“Chinese Navy, “ROC Navy,” “CA” and “Taiwanese Navy”	“Taiwan Navy” or “TN”
“Chinese Air Force,” “ROC Air Force,” “CAF” and “Taiwanese Air Force”	“Taiwan Air Force” or “TAF”
“Country”	“Taiwan” or “CCNAA”

(2) The term “Taiwanese” refers to Chinese who have lived on the island hundreds of years and have their own dialect. It does not include the Mainlanders who arrived after 1949.

(3) The following are the representative offices for matters/affairs related to Taiwan:

(a) Taipei Economic and Cultural Representative Office (TECRO): offices located in both Washington, DC and Taipei, Taiwan. Taiwan Economic and Cultural Offices (TECOs) are located in a dozen cities in the United States.

(b) American Institute in Taiwan (AIT): offices located in Washington, DC and Taipei, Taiwan, and Kaohsiung, Taiwan.

h. Asylum Requests

(1) Follow “*AETC Guide for Handling International Military Student Asylum Requests*”. For training activities outside of AETC, it is advised to also follow AETC guide. In addition, reference AFI 16-105, Chapter 10, Paragraphs 10-44, 10-99.m., and 10-103, for additional information. Contact the AFSAT IMSO office for a copy of the AETC guide.

(2) IMSOs are reminded not to discuss any political asylum requests with other students, the public, or the media and to afford reasonable care and protection to the IMS.

(3) Distribution of messages concerning this subject should be strictly limited to protect the confidentiality of the IMS. *Do not* include in-country addressees during distribution.

7. Final Training Installation Actions

a. Completion/Termination of Training

(1) For completion or termination of training, adhere to the following guidelines:

(a) Items listed in your departure briefing checklist will be covered with the IMS. Specifically, ensure that all debts (lodging, etc.) have been paid.

(b) ID cards will be surrendered by IMS’ during out-processing at the last training activity.

(c) Provide IMS with a copy of next training location information from the SAN Web.

(2) See AFI 16-105, Chapter 10, Paragraphs 10-6.b.(6), 10-17.c., and 10-37.e., for additional information.

(3) IMSOs will input IMS departure progress message information immediately into the SAN Web but NLT 3 days after course completion.

(4) If there is FAM FOT, ensure POC at FAM site has been contacted to prepare for the IMS’ arrival.

b. Return Travel (generally USG Funded Travel)

(1) Reference AFI 16-015, Chapter 7, Paragraph 7-7 regarding return travel.

(2) Particular attention should be given to baggage limitations, since it is very typical for an IMS to return home with baggage. Reference Chapter 7, Paragraph 7-2.a.(10) of AFI 16-105, in addition to E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.6.13 and Table C10.T6 which pertains to USG funded IMS. Note: If an IMS is authorized TLA, estimated baggage costs may be included in Final TLA voucher.

c. Forced Overnight Stays and Rest Stops

(1) If airline scheduling requires an overnight stay, AFSAT/FMT and TRAVCO will arrange the hotel

reservation prior to an IMS departure from the last installation. The IMSO at the last training installation will process the IMS' final voucher to include the lodging expense. The maximum lodging rate found in the JTR will be used.

(2) In most instances, IMS' 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.

(3) An IMS will be authorized a rest stop IAW the JTR. Rest stops will be scheduled at a point en route where carriers permit free stopovers.

d. Shipment of Retainable Instructional Material (RIM)

(1) RIM is the responsibility of the training activity to ship to the country SCO. Funds for RIM should be budgeted in an organizations account. The Base Information Transfer System (BITS) should be used on all fourth class mail being sent. A customs form may be required.

(2) Reference AFI 16-105, Chapter 7, Paragraph 7-24 & Chapter 10, 10-52, for additional information. An IMS desiring to send RIM via international mail or over the total authorized weight allowance will do so at their own expense.

8. General Information

(a) FINCEN 105. For any IMS returning home with \$10K, or more in funds, a FINCEN 105 form must be completed. Forms are available at U.S. Customs exit points or AFSAT IMSO office.

(b) Defense Travel System (DTS). Per SAF/FMFC, an IMS should not be entered into DTS. DTS was not designed, tested, certified, nor authorized to process IMS travel orders.

(c) CultureGrams. To familiarize yourself with an IMS' country, a good resource is culturegrams. Log into the AF Portal and use the search bar and type in "culturegrams", which will lead you to the website.

(d) Extensions/Early Graduation. When an IMS requires an extension to training, or will be graduating early, IMSOs must notify the AFSAT Country/Program Manager, and update the appropriate PM in the SAN Web. This is imperative as ITO amendments will need to be generated to correct the training dates.

(e) Accountability. IMSOs need to have accountability of all IMS assigned to their training activity. If an IMS is awaiting travel after completion of training, or elimination from training and are staying on-base, the IMSO may provide a DBIDS pass for the interim, but it should not exceed a week in duration. CACs should have been turned in during out processing. Ensure the AFSAT Country/Program Manager is working the issue in cases of termination/elimination of training. IMS will need to check in with the IMSO daily until departure to ensure their accountability/whereabouts. NOTE: IMS whose travel and or living allowance is paid by a U.S. funded program should be scheduled to depart the day following graduation. (AFI 16-105, Chapter 7, Paragraph 7-8.

(f) High-Risk Activities. An IMS who wants to participate in "High-Risk" activities, such as sky diving, bungee jumping, etc. Use the same briefing/requirements as for U.S. service members. In addition, notify the respective AFSAT CM/PM to notify the country for permission.

ATTACHMENT I

IMSO PRIMARY TASKS AND RESPONSIBILITIES QUICK REFERENCE OVERVIEW

1. Alcohol. Inform IMS' of the legal drinking age, and stress that the purchase of tax-free alcoholic beverages must not be abused and under no circumstances may alcoholic beverages be resold. IMS' also need to be aware not to serve alcohol to those under the legal drinking age. (AFI 16-105, Chapter 10, Paragraph 10-36).
2. Automobiles/Motorcycles. Authority to travel by POV must be indicated in the ITO if IMS' are traveling to FOT and want to drive. Advise IMS' on automobile/motorcycle purchases; check insurance requirements, brief IMS' regarding on-base and state driving regulations, schedule for traffic safety course, and ensure student acquires a valid driver's license and insurance. (AFI 16-105, Chapter 10, Paragraph 10-9.b.(10) and 10-35). If an IMS wants to obtain a driver's license in the state they are attending training, IMSOs need to check with the local DMV to find out requirements. For states whose DMV offices require a letter from the *Office of Foreign Missions*, please go to <http://www.state.gov/ofm/ro/>, for more information. Provide local safety brief.
3. UA. Check out all possibilities, including lodging room, class instructors, local hospitals, police departments, and the CLO, before reporting an IMS as UA. Follow procedures outlined in E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.19 and Table C10.T15. In addition, please see AFI 16-105, Chapter 7, Paragraph 7.12.1.(1); Chapter 8, Paragraph 8-15.b.(4); and Chapter 10, Paragraphs 10-47 and 10-111.
4. Baggage Allowance. IMSOs should ensure that IMS' are aware of rules regarding excess baggage and baggage embargoes. Reference E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.6.13, Table C10.T6 and AFI 16-105, Chapter 7, Paragraph 7-2.
 - a. For travel within the CONUS, most U.S. airlines limit checked baggage pieces and weight allowances (usually not to exceed 50 pounds each). For international flights, the authorized weight limit may also be limited. Hence, allowance should be verified with the particular air carrier being used. Bags must comply with the airlines' maximum dimension requirements. The rules for international tickets apply from the point of origin to the point of destination. An IMS must maintain possession and control of their baggage, unless prohibited by an airline embargo. When making travel arrangements through CTO or AFSAT/FMT, ensure cost of baggage is included on the itinerary. See AFI 16-105, Chapter 7, Paragraph 7-2 for additional information.
 - b. Airline fees for allowable pieces and weight restrictions has fluctuated over time. The IMSO should contact AFSAT/FMT to discuss arrangements for baggage charges the IMS might encounter that are within USG weight/piece allowances.
5. Base Officials. IMSOs should brief appropriate commanders on a regular basis on SCETP and DoD FSP since lack of knowledge about the SCETP and DoD FSP, as personnel change in these offices, can hinder the execution and efficiency of the IMSO program. Contact AFSAT IMSO Office for the Commanders Briefing Template.
6. Biographic Data. IMS' biographical information is prepared by the SCO, which the IMSO utilizes to update student records accordingly. See AFI 16-105, Chapter 7, Paragraph 7-4.a.; Chapter 10, Paragraphs 10-11, 10-99.e., for additional information.

7. Briefings. IMS' are to be briefed within 2 workdays after reporting on base and prior to beginning training. Cover items in Chapters 10 and 11 of AFI 16-105, local safety and/or security related issues (i.e., unauthorized pictures of flight line, swimming safety, local area hazards, etc.), and other items of local interest. IMSOs should ensure that reoccurring briefings are also given to IMS during extended weekends and for any IMS travel. Please contact the AFSAT IMSO office for the standard safety template briefing.
8. Casualty Reporting Instructions. In case of death or serious illness, comply with the instructions in AFI 16-105. If an IMS dies, contact the local Mortuary Affairs office immediately. See AFI 16-105, Chapter 10, Paragraphs 10-101 and 10-103, for additional information. In addition, use the most current Casualty Checklist, that can be obtained from the AFSAT IMSO Office.
9. Clubs. Officer and NCO clubs are supported by members. Let IMS' know that they may join but explain the payment of dues and restrictions. This item should be included in IMS' orientation briefing. See AFI 16-105, Chapter 10, Paragraph 10-9.b.(14), for additional information.
10. CONUS Travel Reservations and Ticketing. All CONUS originating travel reservations/ticketing requests will be handled by the commercial travel office at JBSA-Randolph when USAF-sponsored SC IMS' have a travel fund cite in item 9 of their ITO. See AFI 16-105, Chapter 7, Paragraph 7-22, for additional information.
11. Country Liaison Officer. An international officer is sometimes attached to a command to provide assistance in the administration and control of students from their country. Senior IMS' 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, coordinate leave, and travel arrangements (if applicable), etc. See AFI 16-105, Chapter 10, Paragraph 10-7, for additional information.
12. Dependents. Dependents that are not authorized in their sponsor's ITO are not entitled to enter the installation and are not entitled to government housing, medical services, Base Exchange, Commissary privileges, or ID cards. Installation access will be IAW local installation guidance/policy. IMS' are generally not allowed to sponsor anyone on an installation. Request assistance from base Visitor Control Center on installation procedures. See AFI 16-105, Chapter 9, Paragraph 9-11, for additional information.
13. Disciplinary Problems. Report serious problems and significant occurrences IAW AFI 16-105 and MAJCOM directives. See AFI 16-105, Chapter 10, Paragraph 10-103, for additional information.
14. Employment. IMS' are on a U.S. visa to participate in U.S. sponsored training, not for employment. IMS' dependents/family members (authorized in the ITO) desiring employment should direct questions to their respective embassy.
15. Equipment/Clothing. IMS' in courses that require, but do not provide, special equipment/clothing, must supply their own. Students who do not have the proper equipment/clothing should be handled IAW AFI 16-105, Chapter 10, Paragraph 10-21. IMSOs should update the SAN Web with current student requirements.
16. Faculty Boards/Commander's Review Process. Notify the respective AFSAT Country/Program Manager of scheduled faculty boards/commander's review processes and forward proceedings IAW AFI 16-105.
17. Familiarization (FAM) Training. Is an introductory refresher or background knowledge to broaden the student's technical, managerial, or professional knowledge, and does not involve hands-on training. See E-SAMM DSCA 5105.38-M Chapter 10, C10.17.16.2., for additional information.

18. FSP Data Card. AF Form 1217 is used to record IMS' participation in FSP activities and will be maintained in the students record. See AFI 16-105, Chapter 11, Paragraph 11-46, for additional information.

19. Firearms. U.S. federal laws normally prohibit the sale of firearms to non-U.S. residents (including IMS'). However, IMS' have been known to purchase firearms by simply obtaining a U.S. driver's license. Additionally, any IMS who brings a firearms into the U.S. must comply with federal and local laws and regulations. IMS' should be briefed on the proper procedures for the possession, use, and transportation of imported firearms. In addition, if an IMS is housed on the installation where firearms are prohibited, check base guidance on disposition of firearms (armory) and ensure the IMS complies. IMSOs also need to check with the installation Staff Judge Advocate, to determine current laws and regulations governing firearms. See AFI 16-105, Chapter 10, Paragraph 10-34, for additional information.

20. Grooming Standards. IMS' are to comply with AFI 36-2903, unless an exemption has been approved by the respective AFSAT Country/Program Manager. Locally assigned CLOs and senior IMS' can assist in correcting violations. See AFI 16-105, Chapter 10, Paragraph 10-23 and 10-97, for additional information.

21. Holidays. In addition to U.S. holidays, IMS' may be excused from classes for two major national and religious holidays identified by their governments. The DSCA obtains and publishes a list of foreign holidays annually. The holiday list is located on the DISCS ITM web page. See AFI 16-105, Chapter 10, Paragraphs 10-4.(b), 10-9.b.(13), 10-9.b.(29), 10-37.f., and 10-116, for additional information.

22. ID Cards. IMSOs at last CONUS military installation are to collect ID cards, DD Form 1173, from all IMS' and dependents. After collection, ID cards will be returned to the ID card issuing activity and/or destroyed by the IMSO. Applications, DD Form 1172, for IMS' and dependent ID cards are to be filed IAW AFI 36-3026(I), AETCI 36-3001, and local policy/directives. See AFI 16-105, Chapter 10, Paragraph 10-17, for additional information.

23. Indebtedness. It is the IMSOs responsibility to make sure an IMS has cleared all USG facilities before departure. The IMSO is also responsible for identifying an IMS with delinquent debts during out-processing. IMS' with delinquent debts should be queried by the IMSO as to why delinquent debt cannot be settled before departure. The IMS' graduation certificate may be held until indebtedness is resolved. If the IMS has departed for homeland, the IMSO will forward all delinquent debts to AFSAT/FM, 315 J St W, JB SA-Randolph TX 78150-4354. These delinquent debts must be accompanied with a letter explaining why delinquent debt was not settled prior to the IMS' departure for homeland. This letter should also provide AFSAT/FM with the IMS' country, case, line, WCN, training number, name, rank, etc. Outstanding debts to commercial businesses should be referred to the student's embassy. The IMSO should provide the mailing address to the commercial activity. Contact AFSAT/FMA, DSN 487-6759 for current mailing addresses. See AFI 16-105, Chapter 10, Paragraphs 10-31a through 3.(e)., for additional information.

24. Invitational Travel Order (ITO). The SCO publishes ITOs to control movement and activities of SCETP students. IMS' are limited to the privileges listed in ITOs. Periodically you will be required to initiate coordination for an ITO amendment. These are accomplished IAW AFI 16-105, Chapter 9, Paragraph 9-18.

25. Leave. IMS' may be entitled to leave when their training schedules permit. Training Activities may publish policies during extended holidays. Leave upon completion of CONUS training must be authorized in the student's ITO with SCO concurrence. The SCO will publish an ITO amendment. See AFI 16-105, Chapter 10, Paragraph 10-37, for additional information.

26. Medical Benefits. The IMS' and authorized dependents under SCETP are eligible to receive healthcare in DoD facilities for the duration of training indicated on the ITO. FMS and IMET IMS' receive full medical and emergency dental services. Medical care provided to IMET students is usually charged to the IMET program. Charges for medical care provided to FMS students will be handled IAW Item 12.b. of the ITO. Authorized dependents can receive treatment on a space-available basis. The cost of dependent medical care is the responsibility of the IMS' (medical insurance) or the foreign government as stipulated in Item 12.b. of the ITO. NATO students and authorized dependents are charged for inpatient medical care. The USAF Surgeon General has established procedures for medical reimbursement (AFI 16-105, Chapter 8, Paragraph 8-6, 8-16 and 8-29). Students should have adequate dependent health care coverage as directed in E-SAMM 5105.38-M, Chapter 10, and AFI 16-105, Chapter 8.

27. Notice of Arrival. SCOs will notify the gaining training activity of arrival information at least 15 days prior to the student's arrival, 30 days if authorized dependent, or as soon as transportation information is available. Please see AFI 16-105, Chapter 10, Paragraph 10-10.a.

28. Personal Property Insurance. IMSOs should inform IMS' of personal property insurance options to cover loss of valuable items.

29. Personnel and Training Records. IMSOs will assemble, at a minimum, the IMS' information IAW AFMAN 33-363, [IMS Training Records](#) section of this handbook, and any additional/specific training activity documentation. See AFI 16-105, Chapter 10, Paragraphs 10-6.b.(4), 10-99c., and 10-99.d.

30. Public Relations. To dispel misconceptions about the SCETP, IMSOs should seek opportunities to inform groups on base, and in the civilian community about the USAF programs to train international students. See AFI 16-105, Chapter 10, Paragraph 10-19, for additional information regarding IMS' interviews/pictures.

31. Quarters. IMSOs must ensure that IMS' have paid their lodging fees during out-processing (if paid TLA). Reference AFI 16-105, Chapter 7, Paragraphs 7-8, 7-27; Chapter 10, Paragraphs 10-9.b.(19), 10-31. In addition, ensure IMS have been briefed that any damages to quarters will need to be addressed/paid prior to departure.

32. Receiving IMS'. Since the initial reception provides an IMS his/her first impression of a training site, the IMS should be received promptly and courteously. (AFI 16-105, Chapter 10, Paragraph 10-10).

33. Retainable Instructional Materiel (RIM). FMS and IMET IMS are authorized the shipment of 50 lbs of RIM for each formal CONUS training course. Exceptions are the Air War College, Air Command and Staff College, USAF Test Pilot School, and AFIT graduate programs. The shipment of 200 lbs RIM is authorized for these courses. IMS attending language instructor courses at DLIELC, are authorized the shipment of 100 lbs of RIM. The material is to be packaged and labeled at the training installation and shipped via fourth class mail to the SCO of the country for delivery to the IMS, or to the official SCO address for classified material. A copy of the student's ITO will be placed inside the package. Use of the APO/FPO/DPO address of the sponsoring SCO is authorized, packages must be addressed to the SCO, not to the IMS. Include applicable FMS case/IMET project and IMS' WCN on outside of package. Students wishing to send RIM via international mail, and/or send RIM in excess of the total maximum allowance, will do so at their own expense. The training installation will ensure that no personal effects or other unauthorized matter is shipped with the RIM. Flight gear such as helmets, boots, flight suits, equipment etc. is not authorized to be shipped as RIM. Refer to the ITO for RIM disposition. (AFI 16-105, Chapter 7, Paragraph 7-24, and Chapter 10, 10-52.a.).

34. Records Transmittal. IMSOs at a losing activity will forward the student's records to the next gaining activity NLT 10 days from the student's graduation date. The IMSO at the last training installation will review the contents of this file. After review, the IMSO will forward complete hard copy or soft copy, as coordinated/requested by the SCO, of the IMS records NLT 60 days after the IMS graduation to the appropriate SCO. See AFI 16-105, Chapter 10, Paragraphs 10-99.g. and 10-99.g.(2), and [IMS Training Records](#) for additional information. Please check with losing installation if record is not received.
35. Security Precautions. IMSOs should work with their MAJCOM's Foreign Disclosure Office, to ensure compliance with AFI 16-201. See AFI 16-105, Chapter 10, Paragraph 10-112, for additional information.
36. TDY. IMSOs may approve IMS TDY orders for organized USAF sports activities, FSP activities, and trips that are part of courses. See AFI 16-105, Chapter 7, Paragraph 7-9.a., 7-11.b., Chapter 10, Paragraph 10-110, for additional information. IMS' will not be entered into the Defense Travel System (DTS).
37. Training Requests. The host countries, with SCO concurrence, establish the sequences of training as indicated in the ITO. Scheduled training cannot be changed without consent of the respective AFSAT Country/Program Manager. IMSOs should not facilitate any training requests from IMS, but need to instruct them to speak to their country regarding additional training requests. See AFI 16-105, Chapter 9, Paragraph 9-8, for additional information.
38. Washington D.C. FSP Tour. IMS' attending PME, Language Instructor Training, and officers with CONUS course durations totaling 20 weeks or more, are eligible to participate in the Washington D.C. FSP tour. IMSOs should use the "IMSO STL Report" which shows course duration for each student by worksheet control number to determine IMS eligibility for the Washington D.C. tour. NOTE: Air University IMS attending SOS, ACSC and AWC can participate in the Washington D.C. FSP tour for each training course. Other than for PME, IAW E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.18.5, Washington D.C. trips are limited to one per IMS under SCETP. See AFI 16-105, Chapter 11, Paragraph 11-8.c., for additional information.

ATTACHMENT II

SUGGESTED DOCUMENTS, PUBLICATIONS, AND REFERENCES FOR THE BASE INTERNATIONAL MILITARY STUDENT OFFICER

DSCA 5105.38-M and DSCA Policy Memos	E-SAMM Chapter 10 and Repository of DSCA SC related Policy Memos
AFI 16-105	Joint Security Cooperation Education and Training (JSCET)
AFI 36-2903	Dress and Personal Appearance of USAF Personnel
DODD 2000.11 / AFI 51-704 / AETC Asylum Guidance	Procedures for Handling Requests for Political Asylum and Temporary Refuge
AFMAN 33-363	Management of Records
AFI 36-3026(I)	ID for Members of the Uniformed Services, their eligible family members and other eligible personnel / Issue and Control of AETC Civilian ID Cards
AFI 36-3002	Casualty Services
DoDI 5410-17 / DSCA-DoD Informational Program Handbook	U.S. FSP for IMS and Civilian Students and Military-Sponsored Visitors
DISCS Institute of Security Cooperation Studies international training management site	Information source for the IMSO
IMSO Best Practices	Shared experiences from the IMSO community
Pertinent Base Directives	Locally Directed
Directory of Country Managers	Country Program Manager (CPM) Directory Link (located in SAN Web under References tab)
Directory of USAF IMSOs	IMSO Directory (located at SAN Web under References tab)

ATTACHMENT III

INTERNATIONAL MILITARY STUDENT OFFICER (IMSO) CONTINUITY

1. IMSO Appointment Letter
2. DISCS SCM-TO Training Certificate
3. DLIELC Test Control Officer Appointment Letter
4. Additional Training (i.e., Paying Agent, IA Certification, ICSOF Course, Safety Training, etc.)
5. Training Activity IMS Guide
6. IMSO Commander's Briefing
7. IMS Arrival Checklist
8. Installation Points of Contact (i.e., JAG, PAO, MTF, SFS, VCC, DFAC, Finance, Housing, etc.)
9. Local Area Points of Contact (i.e., Police Station, Housing Facility Admin, Legal Office, etc.)
10. FSP Installation Plan
11. FSP Resources
12. FSP Points of Contacts
13. FSP Sponsorship Program
14. IMS Departure Checklist
15. USAF IMSO Inspection Checklist (located in MICT)
16. IMSO Inspection Brief – Training Activity
17. USAF IMSO Handbook
18. DSCA DoDI Informational Program Handbook
19. Joint Security Cooperation Education and Training - AFI 16-105
20. DSCA and SAF/IA Policy Memos
21. Local Regulations and Policy

NOTE: TAILOR CONTINUITY BOOK TO YOUR OWN NEEDS

ATTACHMENT IV

IMS ARRIVAL BRIEFING [SAMPLE]

IMS' are to be briefed within 2 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 objectives/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: _____ USAF EQUIVALENT: _____

TRAINING INSTALLATION: _____

ARRIVAL DATE: _____ BRIEFING DATE: _____ IMSO: _____

PRE ARRIVAL INFORMATION

Has arrival been coordinated with base Security Forces for no hassle entrance?

ARRIVAL INFORMATION

- ITO reviewed and correct
- Passport/Visa examined and correct (Make Copies and retain in IMS folder)
- ID card examined and correct (Make Copies and retain in IMS folder)
- Required? Yes No
- IMS Training Record established/received (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, MTF, etc.)
- Name entered in Base Locator file
- SAN Web updated with student arrival information (update within 3 days)

ACADEMICS

- Academic Standards confirmed/Duty Hours explained
- ECL Level confirmed. Direct Entry Exam required? Yes No
- Cheating Policy reviewed
- Field Studies Program (FSP) reviewed
- Additional or gap filling training explained
- Library location and procedures reviewed
- Academic warning, probation, and disenrollment policy reviewed
- Student/instructor relationship (i.e., mutual respect regardless of rank)

HOUSING

- Housing arrangements confirmed for duration of training
- Off base/dependent housing explained (if appropriate)

Messing facilities located; privileges and procedures reviewed

TRANSPORTATION

Personally Owned Vehicle Issues Reviewed (cost, local safety briefing, insurance)

State driver's license required? Yes No

On base/off base transportation explained (to include Space A travel restrictions).

HEALTH

Medical/dental care facilities located, procedures reviewed

Dependent medical/dental care reviewed (if applicable)

Billing information reviewed

Medical Insurance

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

Sexual Harassment/Gender Equality policies reviewed

Inform/brief federal and state law applicability

Security concerns (i.e., pictures of flight line, aircrafts, etc.)

Advise IMS they are not allowed to sponsor any visitor on the installation including dependents who are not authorized on the ITO

PERSONAL MATTERS

Living Allowance payment procedures confirmed

Checking account started, ID theft brief, additional information as necessary

Leave/holiday schedule reviewed and travel arrangements

POV purchase requirements (must be authorized on ITO)

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: _____

NOTE: This checklist is not all inclusive. Tailor the checklist to fit your own requirements.

ATTACHMENT V

IMS DEPARTURE CHECKLIST [SAMPLE]

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: _____ **USAF EQUIVALENT:** _____ **GRADUATION DATE:** _____

DEPARTING TRAINING INSTALLATION: _____

NEXT DESTINATION: _____

DEPARTURE DATE: _____ **BRIEFING DATE:** _____

BASE FACILITIES CLEARED

- Quarters/Lodging (paid for bill and/or damages)
- Messing
- Clubs
- Academic Buildings
- Library

ACADEMIC RECORDS REVIEWED FOR COMPLETENESS AND ACCURACY

- IMS Training Record
- Flight Records
- Graduation Certificate Honor Graduate? Yes ___ No ___
- Classified material disposition confirmed (if applicable)

ADMINISTRATION

- Has final pay voucher been submitted and member paid?
- ITO reviewed; all amendments and endorsements included and signed
- Name removed from IMS Alpha Roster (if you have your own)
- Mail forwarding address
- Financial records forwarded (to FOT or SCO w/folder)
- Indebtedness issues identified, and rectified as appropriate
- En route travel notice/completion message transmitted (gaining installation/SCO)
- ID card collected and returned to ID Card issuing facility (last training activity)
- Confirm no outstanding debt (i.e., health insurance, club fees, etc.)
- Medical records forwarded (to FOT or SCO w/folder)

TRANSPORTATION

- Transportation to next training activity
- Airline reservations/tickets confirmed

- ___ Travel by POV 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
- ___ POV 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: _____

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

ATTACHMENT VI

DEPARTURE BRIEFING CHECKLIST [SAMPLE]

1.	Indebtedness
2.	Transportation schedule
3.	Tickets/reservations
4.	Finance records
5.	Medical records
6.	Training records
7.	Flying records
8.	Mail check
9.	Lodging check
10.	Travel orders / other orders
11.	Records check/forwarding
12.	Locator file check
13.	Training material / Retainable instructional material
14.	Baggage allowance/no excess
15.	ID card collection and returned to ID Card issuing facility (last training activity)
16.	Graduation date
17.	Base clubs
18.	Library
19.	Housing
20.	Passport / Visas
21.	Signatures required as necessary
22.	Forwarding address for personal mail if student is returning to country

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

ATTACHMENT VII

IMS CLEARANCE [SAMPLE]

You are responsible to out-process in person through the following offices before reporting to the International Military Student Office (IMSO) for your final clearance. You must report to the IMSO not later than _____ for your final clearance. During your out-processing, you will be given various records and forms. Bring these with you when you report to the IMSO.

- | <u>OFFICE</u> | <u>BLDG</u> | <u>INITIALS</u> |
|---|-------------|-----------------|
| INSTALLATION CLUB (if applicable) | | |
| POST OFFICE (close out mail if applicable) | | |
| FINAL TRAVEL VOUCHER PROCESSING | | |
| LOCAL BANK ACCOUNT (close out if applicable) | | |
| LODGING (Has final bill been paid?) | | |
| HOUSING REFERRAL OUTPROCESSING (if on base housing) | | |
| HOSPITAL (pick up medical records) Have all outstanding bills been paid? | | |
| DENTAL CLINIC (pick up dental records, if applicable) Have any outstanding bills been paid? | | |
| INDIVIDUAL EQUIPMENT (turn in any issued items) | | |
| LIBRARY / ISSUED BOOKS (turn in of issued books) | | |

IMS STATEMENT

I have made settlement of all public funds and have made satisfactory arrangements for payment of all private and military obligations.

_____ (SIGNATURE)	_____ (PRINT LAST NAME, FIRST, MI)
_____ (RANK)	_____ (TRAINING #)
_____ (COUNTRY)	

NOTE: Not all inclusive. Tailor the checklist to fit your own requirements.

ATTACHMENT VIII
FINAL CLEARANCE
(for International Military Student Office)

ITEM

INITIALS

IDENTIFICATION CARD(s) TURNED IN

CTO REQUEST MADE THRU AFSAT/FMT

ITINERARY (obtain copy from FMS IMS-provide to AFSAT Country/Program Manager & SCO)

GRADUATION CERTIFICATE (retain until checklist is completed)

INDEBTEDNESS

LOCATOR CARD

NOTE: If for some reason an IMS departs with their ID/CAC card, contact the designated Military Personnel Flight/Issuing Agency, as well as the local Security Forces unit. Both agencies should inactivate the card(s). Contact the SCO to ensure they are aware, and request that they confiscate the card(s) from the IMS and properly dispose of them IAW AF guidance.

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

ATTACHMENT IX

IN/OUT-PROCESSING CHECKLIST [SAMPLE]

1.	Alcoholic beverages (i.e., legal age, federal/local law, etc.)
2.	American customs
3.	Automobiles, local safety briefing/requirements, cost, insurance, etc.
4.	Base Regulations
5.	Civilian clothing
6.	Dependents
7.	Driver's license
8.	Employment
9.	Identification cards
10.	Field Studies Program
11.	In/Out-processing
12.	Leave
13.	Country Liaison Officer contact
14.	Standards of appearance
15.	Mailing address
16.	Medical/dental care
17.	Military status/uniform requirements/AFI 36-2903
18.	Money matters
19.	Base club membership
20.	Passports/visas
21.	Personal Property Insurance (renters)
22.	Privileges
23.	Quarters
24.	Recreational areas
25.	Religious facilities
26.	Sexual Harassment
27.	Shoplifting
28.	Training Program

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

ATTACHMENT X

OPERATING MOTOR VEHICLES IN THE U.S [SAMPLE]

FROM:

REPLY TO ATTN OF:

TO:

SUBJECT: Operating motor vehicle in the United States (U.S.) while on U.S. sponsored training

1. Before buying/driving an automobile or operating any other powered vehicle a Privately Owned/Rented Vehicle Briefing must be completed.

2. The following topics will be covered during the briefing.

— International Driver's License

— Insurance:

- (1) Collision
- (2) Property Damage
- (3) Personal Liability
- (4) Coverage for other drivers
- (5) Liability vs. Comprehensive

— Purchasing/Selling:

- (1) Blue Book (Fair Value)
- (2) Terms of Sale
- (3) Title
- (4) Registration

— Reporting Procedures (if you are involved in an accident).

3. Understanding and compliance with the above as briefed will make your driving in the U.S. an enjoyable experience.

<NAME>, <Rank>
<Base>, International Military Student Officer

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

ATTACHMENT XI

OPERATING A MOTOR VEHICLE IN THE U.S. [SAMPLE ENDORSEMENT]

1st Ind to <ORG> Ltr, Operating a Motor Vehicle in the United States

TO:

I certify that I have been briefed on the above items, and that I fully understand my responsibilities. I (do) (do not) plan to purchase/rent or operate a motor vehicle. If I do purchase/rent or operate a motor vehicle, I understand that it is my responsibility to properly register and insure such vehicle. I will also report to the Base International Military Student Officer and sign the statement below.

(SIGNATURE AND DATE)

(PRINTED NAME)

I certify that I have insured and registered my vehicle as required by *STATE, NAME* AFB officials.

(SIGNATURE AND DATE)

(PRINTED NAME)

SAMPLE

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

ATTACHMENT XII

CULTURAL/CUSTOMS DOs AND DON'Ts

DO:

1. Become accustomed to shaking hands.
2. Use formal titles (Maj, Dr.) until the foreign student suggests first names.
3. Allow time in business appointments/counseling sessions for socializing.
4. Criticize in private, praise in public.
5. Counsel students on American time standards.
6. Fully explain American “cheating on tests” policies and punishment.
7. Be prepared for spatial problems: foreign students who want to converse with their face 6-18 inches from yours or with their hand on your arm or knee.
8. Be aware that gestures (thumbs up, OK, V for victory) can have different and obscene meanings in other cultures.
9. Allow for cultural/religious differences when serving food: no pork for Muslims and Jews, and no beef for Hindus. Chicken in most cases is a good choice. Offer fruit juices, sodas and alcohol (when appropriate).
10. Be aware that family responsibilities come before schooling/mission for many foreign students. Keep in mind, that any amount of missed training time negatively impacts a IMS’ success. If missed training becomes routine and/or excessive, it must be addressed.
11. Be prepared for more gift-giving occasions (dinner, farewells): give small, inexpensive items, preferably connected with the military (plaques, patches) or reminiscent of the U.S. Chapter 11, Paragraph 11-47, states that the memento amount is not to exceed \$25.00 (FSP).

DON'T:

1. Use “competition” between individuals or groups as a motivating factor.
2. Use the term “American” to refer exclusively to U.S. citizens, especially when working with Latin Americans.
3. Post grades in public.
4. Accept a simple “yes” to the question “do you understand?” Make the student demonstrate or explain in his/her own words what you just communicated to him/her.
5. Admire the IMS possessions excessively--they may feel obliged to give it to you.

6. Open gifts immediately, unless in a public presentation.
7. Ask questions about, or specifically invite, spouse and families to parties until you are sure of the custom of that culture.
8. Ask questions about polygamy, witch doctors, animism, tribes, or other areas where a foreign student might feel that the American is condescending or laughing at them.
9. Show the soles of your feet/point your toes at someone else.
10. Pat children on the head.
11. Use your left hand to eat or to offer something.
12. Cross your legs American-style with one ankle resting on the other knee.
13. Put arms behind your head exposing armpit.

NOTE: IMSOs are encouraged to attend the ICSOF Course (See [ICSOF](#) for additional information).

ATTACHMENT XIII

WHAT TO DO WHEN A STUDENT GETS INTO TROUBLE

1. This section deals with problems outside the classroom (i.e., driving under the influence, shoplifting, drunk and disorderly conduct, civil disputes, etc.). First, let's talk about problems on base.
2. Generally speaking, "trouble" refers to those incidents that are a matter of record in a police lotter. Incidents such as minor traffic violations are handled by completing the applicable forms and documenting such incidents with a copy being retained in the IMS Training Records. If a student is involved in an incident within the confines of the installation, make sure you verify all information as quickly as possible. Notify your commander as soon as you have verified all information. ***Keep AFSAT informed at all times.***
3. Obviously, cases will vary from student to student and from incident to incident. AFI 16-105, Chapter 10, Paragraphs 10-29, 10-49, and 10-103, gives general guidance on what to do. However, it leaves the actual handling of the situation up to the installation until the point at which the installation commander decides to request that the student be removed from training. Our effort here is to take you to that point.
4. As a minimum, do the following:
 - a. Confront the student about the incident. Get the student's side of the story. Determine if the student understands what has happened and if there are any cultural or personal factors which should be considered.
 - b. Inform the respective AFSAT Country/Program Manager of the problem and give them an initial indication of what disciplinary measures, if any, will be taken.
 - c. Confer with the senior student from the problem student's country. Elicit support and try and get him or her to talk with the student.
 - d. If necessary, confer with your commander for guidance.
 - e. Document the incident with a memo for record or letter of reprimand, as applicable, input SAN Web progress message appropriately, and file in IMS Training Records. Please check with the appropriate AFSAT Country/Program Manager, before updating any derogatory PM.
 - f. Notify respective AFSAT Country/Program Manager of final status on the incident and request guidance for forwarding of incident history.
5. In the event that the installation/base commander wants the student to be removed from training, follow AFI 16-105, Chapter 10, Paragraph 10-103 and confer closely with the AFSAT Country/Program Manager for additional guidance. See AFI 16-105, Chapter 10, Section X.

ATTACHMENT XIV

LEAVE AND HOLIDAYS

Generally speaking, IMS' are not authorized a great deal of leave. The policy regarding IMS' leave is found in AFI 16-105, Chapter 7 and in Chapter 10, Paragraphs 10-4.(b), 10-9.b.(13), 10-9.b.(29), 10-37, and 10-116. All leave must be coordinated with the IMSO. Always check the ITO for leave authorized after the IMS last programmed training.

The most frequent issue with IMS leave are created by the unanticipated gaps in training (i.e., accelerations in training, delays in start dates, extensions, etc.) that sometimes occur. You should always be aware of these unannounced gaps. If the schoolhouse is not consistently informing you of these changes to the course, take the time to communicate with the instructor or supervisor and emphasize the importance of timely notification of any adjustment in the training schedule. If an IMS desires to take leave during such a schedule adjustment, ensure you advise the respective AFSAT Country/Program Manager. Most students will typically stay on base during these gaps. Ensure the IMS understands that trips out of the local area and those that involve an overnight stay should be communicated to the IMSO; and you, in turn, need to be aware of where your students are in their training progression and adhere to AFI 16-105 (i.e., IMS accountability). For students taking leave in their home country/overseas during these breaks, their country's leadership must approve the leave, and ITO amendments will need to be generated before the member departs. During in-country leave, CAC/ID cards need to be confiscated before departure and will be given to the IMS upon return. IMS' need to be reminded that they are not allowed to enter any other installation other than those listed on their ITO for the duration authorized, unless granted permission by the visiting installation commander. The CAC does not grant access to freely visit other bases for unofficial purposes.

There are certain religious holidays which the students are culturally accustomed to having time off. AFI 16-105, Chapter 10, Paragraph 10-37.f. and 10-116 allows for 1-day holidays, providing that training will not be compromised. The IMSO should send a letter to the instructor/supervisor of each student requesting the holiday. Explain what the holiday is and ask the instructor or supervisor to decide if the student can afford the time off. Academics in training is always the first priority.

In conjunction with religious holidays, prayer and fasting are also frequent issues. There is no requirement to excuse a Muslim IMS from training for any duration of time for the purpose of prayer, or is it necessary they go to a mosque to pray. It is generally a schoolhouse/training activity decision to permit deviations to class schedules for prayer, however, keep in mind that IMS' must be treated fairly and equitably, regardless of national origin or religion. In addition, those celebrating Ramadan (a month of fasting, spiritualism, meditation, and abstinence from food and drink between sunrise and sunset) can experience reduced physical stamina as well as mental alertness. During this time IMS' need to be closely monitored for potential safety concerns. IMS engaged in flying, survival training or other training that requires a high level of physical/mental alertness will need to observe applicable personal fitness requirements on days they are scheduled for high risk operations. Any IMS in this type of training who is determined to be fasting will be immediately withdrawn from training if fasting results in a safety concern.

ATTACHMENT XV

COMPUTER ACCESS FOR INTERNATIONAL MILITARY STUDENTS

With a growing number of Air Force Courses requiring access to Air Force computers to complete training, one of the challenges is setting up computer access for an IMS. In accordance with TO 00-33A-1301-WA-1, the authority to grant FNs access to information on networks resides with the MAJCOM FDO, while authority to approve individual FN access to those approved networks resides with the host and/or tenant FDO. IMS' should complete DOD IAA CyberAwareness Challenge (DoD version) training prior to submitting a request for access. Recommend IMS' go to the local base library and use the following site to accomplish training if a non-network computer is unavailable in the training schoolhouse.

<http://iatraining.disa.mil/eta/cyberchallenge/launChapterage.htm>

Each installation will develop procedures to ensure IMS are provided the necessary access required to complete the course. IMSO should assist IMS in obtaining computer access in enough time, so that it does not impact training.

ATTACHMENT XVI

UNAUTHORIZED ABSENCE IMS CAC TERMINATION LETTER

(Unit Letterhead)

(date)

MEMORANDUM FOR *XXX FSS/DEERS/RAPIDS Office*

FROM: *(training activity/IMSO)*

SUBJECT: Termination of Common Access Card (CAC) for Unauthorized International Military Student (IMS) Absence (UA)

1. This memorandum serves as official notification that _____ *(name)* _____, PSSN _____, FIN _____ has been declared an Unauthorized Absence (UA) International Military Student (IMS). His/her whereabouts are currently unknown. The UA status has been reported to Air Force Security Assistance Training Squadron who has notified the Defense Security Cooperation Agency. The installation Security Forces, the Air Force Office of Special Investigations, and the Department of Homeland Security have also been notified.
2. The IMS was authorized to be in the United States by an Invitational Travel Order (ITO) for the purpose of attending Air Force sponsored training. He/she was issued a CAC upon arrival for base access. This IMS was / was not accompanied; if accompanied, additional identification cards may have been issued to dependents listed on the ITO.
3. Request the ID card office terminate the CAC and Uniformed Service Identification (USID) card(s) for the IMS and any sponsored dependents. Request notification be made to HQ AFPC/DEERS/RAPIDS office at DEERS@us.af.mil to "lock" the sponsor and family member DEERS records so replacement identification cards may not be made at any other worldwide location. This will deter entrance into a DoD installation using a physical access control system. A copy of the IMS ITO has been attached for your reference.
4. If you have any questions or concerns, please contact me at DSN XXX-XXXX, Comm XXX-XXX-XXXX. Your assistance in this matter is greatly appreciated.

JOHN E. DOE, Capt, USAF
International Military Student Officer

Attachment:
Invitational Travel Order

CHAPTER 4

1. Introduction: Field Studies Program (FSP)

a. The following references apply in the planning and execution of the FSP:

AFI 16-105, Chapter 11

E-SAMM DSCA 5105.38-M, Chapter 10

DSCA-DoD Information Program Handbook (Jun 1998) (DISCS ITM Website)

DoDI 5410.17

b. FSP Policy and objectives. AFI 16-105, Chapter 11, Paragraph 11-1, 11-2, and 11-43.

c. The AFSAT IMSO Office provides guidance and direction for implementing the FSP in USAF training activities with IMS.

2. FSP Overview

a. The Field Studies Program is a DoD mandated program. CONUS installation/base commanders and IMSOs should remember that exposure of the IMS' to the nonmilitary aspects of life in the U.S. is important to the SCETP, second only to the military training and education program. Although implementing the FSP at the training activity location is mandatory, IMS participation is voluntary. FSP activities normally occur in addition to normal academic/military requirements at the training installation, and it is important for the commands to ensure that FSP activities are interesting and educational so that each IMS will give their full support to the program. FSP objectives/topics, activities, and events should be tailored when possible to fit the character and background of the IMS involved in the training.

b. Reference AFI 16-105, Chapter 11, Paragraph 11-10 for additional information on FSP participation by authorized dependents.

(1) IMSO must keep official FSP funds separate from those of authorized dependents participating in FSP activities. IMS will be responsible for expenses incurred by their authorized dependents.

c. While IMSOs are the focal points for FSP activities, they require the cooperation and assistance of transportation, public affairs, and other installation staff to carry out an effective program. To ensure a general understanding of the FSP and our relationship to the SCETP, training installations should schedule periodic briefings with base leadership, to ensure that U.S. personnel are familiar with program objectives and functions.

d. It is important that key people in the surrounding community (i.e., government officials, museum directors, business leaders, etc.) are aware and supportive of the training installation's FSP efforts.

3. FSP Planning

a. The FSP begins with the in-country departure briefing of IMS by SCO and continues throughout the training period. An overview of the FSP should also be included in the IMS arrival briefing at the training activity. See AFI 16-105, Chapter 10, Paragraph 10-13, and USAF IMSO Handbook, Chapter 3, Attachment IV.

b. Planning Considerations. Reference AFI 16-105, Chapter 11, Paragraph 11-8.

Due to FSP funding constraints at the beginning of the new fiscal year, along with delays in processing reimbursements, the FSP activities that are planned for the month of October should only reflect no-cost events. No overnight trips or obligations can be made prior to budget approval and receipt of AF Form 406. Exceptions for use of funds in October will be coordinated by both USAF FSP Manager and FM on a case-by-case basis after funding is confirmed.

c. Escorts. Reference AFI 16-105, Chapter 11, Paragraph 11-12, for additional information.

An exception to escort vs. IMS ratio can be requested through the USAF FSP Manager. For example, if training for newly assigned personnel is required or for safety of the IMS/IMSO. For overnight/extended trips, IMSOs should take a minimum of two escorts to provide coverage in the event of an emergency or illness.

d. Sponsorship Program. Reference AFI 16-105, Chapter 11, Paragraph 11-8.d., for additional information.

e. IMS FSP Travel Order. Reference AFI 16-105, Chapter 11, Paragraph 11-15.a., for additional information.

(1) Include the following statement: “Lodging, transportation, meals, and miscellaneous/incidental expenses have been paid in full under the FSP”.

(2) IMS will not be processed through the Defense Travel System nor will they be added to a DD Form 1610. See example order at Attachment XVII.

4. FSP Activity Execution

a. Reference AFI 16-105, Chapter 11, for additional information.

b. Local or no-cost FSP activities 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 DoD objectives/topics at no-cost or minimal cost. IMSO must submit a lesson plan for no cost FSP activities.

All no-cost FSP activities should be reported to USAF FSP Manager on the quarterly/monthly reconciliation package using an Activity Worksheet to include location, date, number of IMS’, number of guests, number of escorts, and total cost of event.

c. FSP IMS and Escort Evaluation Forms. Reference AFI 16-105, Chapter 11, Paragraph 11-11.d. and 11-13, 11-48, and Attachments XVIII and XIX for additional information.

d. Create a “code” word in case you need to gather IMS expeditiously (i.e., emergency, etc.). Ensure a safety briefing is given on the destination prior to the FSP trip.

e. For IMS whose total period of training will be 7 weeks or less, the training activity will arrange for an FSP activity of a minimum of 1 hour for each week of training. For training of 8 to 13 weeks, the training activity will arrange for a minimum of 10 total hours of FSP activities, and for training of 14 weeks or longer, a minimum of 20 total hours of FSP activities.

Orientation of FSP will be devoted to one but no more than two objectives/topics involving American way of life. An activity may consist of a trip or visit to a local point of interest or a related group of interests, a speaker

or discussion leader. In the case of trips and visits, background briefings will be conducted before the event. A formal lecture will be used only when other means of accomplishing the same purpose do not exist.

5. Trips to Washington D.C.

a. Reference AFI 16-105, Chapter 11, Paragraph 11-8.c. and 11-51, for additional information.

(1) SAF/IAPX POC: Ms. Melanie Lum at melanie.lum.ctr@mail.mil, Commercial: 571-256-7529 DSN: 260-7529 and SAF/IAPX Workflow, usaf.pentagon.saf-ia.mbx.saf-iapx-workflow@mail.mil.

(2) Requests to conduct an Attaché luncheon will be submitted to SAF/IAPX within the required timeframe. All logistical coordination for the Washington D.C. FSP luncheon is accomplished by the training activity IMSO/FSP Manager. The luncheon allows the IMS to meet with both Attachés, and/or SAF/IA Regional Country Directors and is considered to be highly encouraged, but not mandatory.

(3) IMSO/FSP Manager is highly encouraged to incorporate as many venues of U.S. historical significance as possible (i.e., Mount Vernon Estate, White House, etc.).

(4) Training Activity IMSO/FSP Manager will submit an itinerary to SAF/IAPX and the AFSAT IMSO office NLT 60 days prior to scheduled trip.

6. Restrictions and Limitations to FSP

a. Reference AFI 16-105, Chapter 11, Paragraph 11-16 and 11-52.d. for additional information.

Keep in mind that international visitors and/or exchange officers visiting/located in training activity where U.S. SC is taking place are not authorized to utilize FSP funds. See AFI 16-105, Chapter 13, Paragraph 13-11.h., for additional information.

b. Mementos. Reference AFI 16-105, Chapter 10, Paragraph 10-27.h.(2)., Chapter 11, Paragraphs 11-19, and 11-47, for additional information.

c. Social events. Reference AFI 16-105, Chapter 11, Paragraphs 11-8.a(3), and 11-15.f.

Keep in mind that FSP activities must directly relate to at least two of the eleven DoD FSP objectives/topics (see AFI 16-105, Chapter 11, Paragraph 11-2).

NOTE: Suggested FSP events, activities, and other guidance are provided in the DSCA-DoD Informational Program Handbook located on the DISCS ITM website.

ATTACHMENT I

IMSO FSP QUICK REFERENCE OVERVIEW

1. Establishing a base FSP. Authority for establishing a base FSP is in DoD Directive 5410.17 and AFI 16-105. This is a DoD mandated program. Installation/Base Commanders implement these directives by establishing an OPR to implement this program. AFI 16-105 designates the IMSO as being responsible for the implementation of the FSP. (AFI 16-105, Chapter 11, Paragraph 11-43)
2. Procedures. Use guidance and procedures contained in AFI 16-105 and the USAF IMSO Handbook to develop and report FSP activities. Engage and solicit the support of your Commander, to include base leadership, when developing your program.
3. Funding. The funds to cover FSP activities for IMS are included in tuition rates. The funds are deposited in MILDEP O&M funds and distributed to all participating USAF bases. Approval of FSP Quarterly Activities Projection Plan depends, in part, on the availability of funds. (AFI 16-105, Chapter 11, Paragraph 11-44)
4. Funding Requests. The IMSO can request funds by submitting an FSP Quarterly Activities Projection Plan (Attachment XII) (i.e., 1 Nov, 1 Feb, 1 May, 1 Aug of the fiscal year) to the USAF FSP Manager. Each IMSO is responsible for establishing an economical and efficient FSP in order to accomplish the objectives established by DoD. When scheduling extended tours, you are encouraged to combine trips with other U.S. Air Force, Army, or Navy installations to reduce transportation costs. This may be necessary in the case of bases that have a small number of international students. USAF FSP Manager reviews and approves requests for FSP funds once the FSP Quarterly Activities Projection Plan is deemed to be IAW DoD FSP objectives/requirements. (AFI 16-105, Chapter 11, Paragraph 11-44)
5. Resources File. A good resource file will contain a variety of proven information that will help the IMSO introduce the 11 objectives/topics. Good personal contacts should be included in the file and updated annually to include sources such as, a local judge who can be called upon to explain the workings of the judicial system or an American Red Cross representative that can cover the Health and Human Services FSP objective. This file is your continuity for other personnel in the office who can pick up and conduct an FSP in the FSP manager's absence. Having lesson plans and POCs readily available will set your office up for success.
6. Local Area/Extended Visits. Every effort should be made to include local area (LA) and/or extended trips (ET) to places of interests that meet FSP objectives. LA visits use very little time, money, and transportation and can be accomplished on short notice. ET visits should be used for those objectives which cannot be met locally. ET/overnight trips will be limited to a one night stay in a hotel. For two nights or more in a hotel, exceptions will be determined by the USAF FSP Manager based on the justification provided by the training activity. Include an itinerary with specific dates and times as part of the waiver package. Be sure to record FSP activities on the AF Form 1217 or training activity specific database and include it in the student's training records when forwarding the records to the follow on training installation or to the SCO. (AFI 16-105, Chapter 11, Paragraphs 11-15.d., 11-13, 11-44, and 11-46)
7. FSP Quarterly Activities Projection Plan Worksheet. An FSP Quarterly Activities Projection Plan Worksheet is required by each USAF base, with programmed IMS, for all cost and no-cost FSP activities. The worksheet with projected activities will be submitted to the USAF FSP Manager 60 days prior to the start of each fiscal quarter. (AFI 16-105, Chapter 11, Paragraph 11-44). A final FSP Quarterly Activities Projection

Plan Worksheet with final number of IMS and costs will be submitted as part of the quarterly reconciliation package.

8. Explanation of FSP codes on the FSP Quarterly Activities Projection Plan worksheet. DC is used for the Washington DC FSP, LA is for local area tours, ET is for extended trips, SO is for socials and OT is for Other, which includes the purchase of such items as mementos, etc.

9. Monthly/Quarterly Reconciliation of FSP Activities. A monthly reconciliation package of FSP activities conducted will be submitted to the USAF FSP Manager when the monthly SF 1034 is due for payment. Quarterly reconciliation packages are due NLT 15 days following the end of the fiscal quarter. (AFI 16-105, Chapter 11, Paragraph 11-44, and 11-48)

10. Evaluation of an FSP Activity. An International Student Evaluation sheet and the IMSO assessment of the FSP activity must be completed after each FSP activity. Use the formats and instructions provided in the USAF IMSO Handbook. A sampling of these evaluation reports should be forwarded to the USAF FSP Manager as part of the quarterly reconciliation package. (AFI 16-105, Chapter 11, Paragraph 11-48)

11. Follow-up Actions and Thank You Letters. Immediately upon completion of an FSP activity involving either a base or community resource, the IMSO should express his/her appreciation, either in person or by telephone. This should be followed by an official "Letter of Thanks" prepared for the appropriate level of Command signature. In addition, and when feasible, sponsors should occasionally be invited to base social functions in which the IMS are involved and may be given a support memento not to exceed \$25 for a single item.

12. Sponsors. Sponsors are very important because they can relieve you of countless details when conducting the FSP. You should strive to cultivate as many sponsors as you can. Keep concise contact information and include in continuity files for follow-on IMSOs. Sponsors can be both military and civilian. (AFI 16-105, Chapter 11, Paragraph 11-8.d.)

13. Contacts. Contacts are often representatives of civic organizations. They also make some of the best sponsors. Organizational contacts can be long lasting. Keep concise contact information and document their contributions to the FSP objectives. Update list annually to add/delete members as applicable. (AFI 16-105, Chapter 11, Paragraph 11-11.c.)

14. Base Public Affairs Officer. The base public affairs officer can provide strategic contacts within the local community and make your job easier. He/she can publicize your efforts on TV, radio, and in local newspapers and provide good photographic coverage of some of your projects. (AFI 16-105, Chapter 10, Paragraph 10-19)

15. U.S. Junior Chamber of Commerce (JAYCEE). JAYCEEs provide many FSP related functions and they would be more than willing to help you. Get to know the local JAYCEE Director or President because they can introduce you to the Mayor, city manager, or other administrative officials.

16. Reserve Officers Association. A reserve officers association in the local area will have members who understand what you are trying to accomplish. Some members will probably have experience in this area. Make contact with them, along with local USAF Reserve and Air National Guard unit.

17. Civic Clubs. Rotary, Kiwanis, Lions, and Optimist Clubs are usually happy to assist in hosting activities that relate to the FSP.

18. Church Groups. Church groups are good sources for bringing students into American homes. The base chaplain is a member of the Ministerial Association on base and in most cases is also a member of the local area association. Include them in all church related activities.

19. Advertising Club. Don't overlook this club. Sometimes free publicity for your FSP can be obtained from the club. Search for one in your local area. See AFI 16-105, Chapter 10, Paragraph 10-19.a. for information on IMS interview/photo provisions.

20. Bar Association. If you have made acquaintances in the local Bar Association, often times they may be of assistance in IMS legal matters. They can also answer questions regarding car ownership and insurance requirements. Additionally, they can be approached to serve as guest speakers.

*** SPECIAL NOTE ***

DoD's 11 objectives/topics are not simply "nice things" to have IMS know about America. They are democratic ideals that a skillful IMSO can weave into any discussion with students, whether that discussion takes place in lodging, on a bus, or while spending time at an activity. No opportunity should be overlooked to introduce the student to these American ideals and principles. (AFI 16-105, Chapter 11, Paragraph 11-11.e.)

ATTACHMENT II

CHECKLIST FOR ESCORTS ON FIELD STUDIES PROGRAM TRIPS

1. Each escort should:

- Receive TDY orders for the trip (if over 10 hours)
- Understand the DoD objective(s)/topic(s) of the activity.
- Receive a briefing from the tour paying agent on procedures/accounting for trip funds.
- Receive a copy of the itinerary.
- Assign IMS group not to exceed the ratio recommended by AFI 16-105.
- Designate the senior IMS from each country in the group/brief on duties
- Be introduced to all tour participants.
- Obtain receipts for any expenses.
- Answer questions about the DoD activity.
- Explain points of interest during the tour.
- Account for students at all times
- Maintain the FSP Escort's Daily Worksheet (see sample form).

2. Escorts should ensure the students are briefed on the following:

- Specific purpose of the activity & itinerary (arrival/departure times)
- Need to wear neat uniforms or appropriate civilian clothing.
- The weather report to assist in selecting seasonal clothing.
- Allowances for meals, entries, trips, etc.
- Appropriate behavior/remaining with the group.
- Baggage allowances (if applicable).
- Danger of carrying large sums of money.
- Brief IMS on the "code" word in case there is a need to gather expeditiously

3. Following the trip, escorts will:

- Post brief, recounting the purpose of activity.
- Return excess funds to paying agent along with any receipts.
- Assist IMSO in the preparation of thank you letters when appropriate.
- Assist in evaluating the tour.

ATTACHMENT III

FSP FREQUENTLY ASKED QUESTIONS

The following are the most frequently asked questions followed by appropriate answers. They are grouped under general headings to help you find specific answers (i.e., Establishing and Implementing the FSP; Handling and Use of FSP Funds; and General).

A. Establishing and Implementing the FSP (Reference AFI 16-105, Chapter 11)

1. Question: Must a FSP be established?

Answer: Yes. Establishment of the FSP is mandatory at each base where international students are assigned.

2. Question: If it is mandatory, how do we force participation?

Answer: Implementation and execution of the FSP is mandatory, but participation by IMS is voluntary. The IMSO is expected to actively seek student interest/participation in the FSP. It is recommended that a sign-up sheet be made available to allow IMS to register for the FSP activity and to serve as documentation for FSP execution.

3. Question: Can the training unit be required to release the student if he/she voluntarily desires to participate?

Answer: No. The FSP is conducted secondary to the training mission in the SCETP; consequently, most of the activities should be planned during non-training hours. On occasion and when the opportunity presents itself, the FSP can be conducted during class breaks or integrated into the curriculum. For these reasons, close coordination between the students, training unit, instructors, and the IMSO is required.

4. Question: Who is eligible to participate?

Answer: IMS and visitors to the U.S. who are under the sponsorship of the SCETP. IMS under “no cost” MASLs can participate at no expense to the FSP program.

5. Question: Does the funded FSP exclude international personnel in categories such as Military Personnel Exchange Program Officers and non-SCETP visitors?

Answer: Yes. Typically, only IMS attending training under a SCEPT funded program will be covered under FSP funds. CLOs are occasionally encouraged and are permitted to participate in an FSP activity, at no additional cost to the FSP to become familiar with program objectives. They are then more able to advise the IMS from their country as to the purpose/value of the FSP to their overall training program. NOTE: PME exchange students are eligible to participate in the FSP activities. FSP funds will not be used to fund MPEP or non SCETP visitors, see AFI 16-105, Chapter 13, Paragraph 13-11.h.

6. Question: May dependents of IMS participate in FSP tours?

Answer: Yes. However, the ITO must reflect that the dependents are authorized to accompany the IMS and participation of the authorized dependent(s) will be on a space available basis at no additional cost to the program. The IMSO must use his/her judgment on dependent participation to ensure that the dependents, especially children, will not hamper the activity. The IMSO must ensure that the IMS is aware that he/she is responsible for all costs related to dependents while attending FSP events (lodging, meals, admissions, etc.). Dependents are usually discouraged from participation on overnight activities.

7. Question: May U.S. dependents or non-DoD civilians participate in FSP?

Answer: Yes, on a space available basis at no additional cost to the program and only after all available space has been offered to IMS, their dependents, U.S. military, and USAF civilian personnel.

8. Question: Should I collect money from the IMS to pay for authorized dependent FSP expenses (i.e., admission fees, meals, etc.)?

Answer: It is not recommended to collect IMS money and comingle it with FSP funds to pay for authorized dependents expenses. The IMS is ultimately responsible for all costs incurred by the authorized dependent.

9. Question: Are certain activities considered higher in priority?

Answer: All FSP activities that support one or more of the established FSP areas of emphasis and help acquaint the IMS with the American way of life and/or promote understanding and friendship are worthwhile.

10. Question: After the IMSO develops a plan of the FSP activities he/she desires to conduct, how is approval obtained?

Answer: An FSP Quarterly Activities Projection Plan must be completed and forwarded to the USAF FSP Manager to arrive 60 days prior to the beginning of each fiscal quarter. The approved FSP Quarterly Activities Projection Plan will be returned to the IMSO normally at the start of the new quarter.

11. Question: Who approves the plan?

Answer: The USAF FSP Manager is the final approving authority for the FSP activities.

12. Question: Once the USAF FSP Manager has approved the plan, how will I receive the necessary funds and how do I get the money?

Answer: Funds to support FSP activities on the approved plan are requested IAW AFI 16-105 and the USAF IMSO Handbook. The USAF FSP Manager will ensure that the funds requested meet established criteria and are for approved FSP activities. Depending on availability of funds, the approved activities will be funded and you will receive a certified funding document.

13. Question: Should I list activities on the plan that require no money?

Answer: Yes. FSP activities, regardless of cost, should be on the plan in order to provide the USAF FSP Manager a total picture of your program.

14. Question: Can I pay for FSP expenses from other resources?

Answer: Yes, for example, sponsors and organizations may assist with activities without cost to the program. Base transportation should be requested to support FSP activities, if not available, commercial transportation may be procured using FSP funds.

15. Question: Can I use my personal credit card for FSP activities?

Answer: No. IMSOs are mandated to request an FSP Government Travel Card in order to make reservations, purchase food, admissions, hotel, and other FSP activity related expenses.

16. Question: Can I pay for an activity and be reimbursed later?

Answer: No. This is not an approved procedure. If it is not an approved FSP activity, you will not be reimbursed.

17. Question: Can I charge the IMS for FSP activities?

Answer: No. FSP activities will be conducted at no cost to the IMS.

18. Question: Is the IMSO expected to escort the IMS on all of the activities?

Answer: No; however, it is the IMSO's responsibility to ensure that the escort is capable, knowledgeable, and of comparable grade to the IMS. The escort must know and understand the DoD objective(s)/topics of the activity for which he/she is escorting and the scope of his/her responsibility.

19. Question: Can an escort be non-DoD?

Answer: No, unless there is an approved waiver from SAF/IAPX.

20. Question: In order to handle FSP funds, should the escort be a paying agent?

Answer: No, not necessarily. The IMSO should become a paying agent because he/she is the individual ultimately responsible for correct expenditure of the funds and for the entire FSP at his/her location. Arrangements for prepaying activity costs can be accomplished by the IMSO, thereby relieving the escort from the responsibility of handling FSP funds.

21. Question: May IMS join another base for an FSP activity?

Answer: Yes, it is encouraged. However, the supported training activity will provide funds, from the training activity FSP allocation, to the supporting training activity to cover IMS expenses.

22. Question: What training on the FSP can I receive?

Answer: You will be scheduled to attend SCM-TO course at DISCS for newly assigned IMSOs. As previously mentioned before, you are encouraged to attend the ICSEOF, as well as visit other USAF installations and the AFSAT IMSO Office for familiarization purposes. Reminder that these options other than the DISCS course are funded by organizational funds and not FSP funds. In addition, the AFSAT IMSO Office hosts an IMSO workshop approximately every 18 months.

B. Handling and Use of FSP Funds

The USAF FSP Manager serves as the FSP funding agent for SAF/IA. The USAF FSP Manager approves the fund request for activities, provides the accounting classification, and establishes procedures and reporting formats for expenditure of FSP funds.

1. Question: How much money is authorized to operate the FSP?

Answer: Funds are provided on a quarterly basis for approved FSP activities.

2. Question: Since the FSP funds are part of the tuition, why can't the students determine the activities and the base be provided that portion of the tuition identified for the FSP?

Answer: This would not be manageable. The funds are provided to cover the eleven congressionally mandated FSP objectives/topics and are not considered to be recreational funds for the IMS.

3. Question: What if the students do not want the trips, only parties and weekend excursions?

Answer: The program is voluntary and the IMS do not have to participate in the FSP. As the IMSO you are responsible for implementing and executing an FSP program to include offering the opportunity to the IMS.

4. Question: What if the IMS refuse to follow an itinerary once the destination is reached?

Answer: Prior to departure, the IMS should be thoroughly briefed concerning the FSP activity. Since they are in a duty status, disciplinary problems will be handled as prescribed by AFI 16-105.

5. Question: May the IMS receive per diem during the trips?

Answer: No. With the exception of personal expenses, the trip is provided at no cost to the IMS. An allowance is provided to assist/cover any costs incurred by the IMS for meals, \$15 for lunch and breakfast, and \$25 for dinner. However, every effort should be made to find dining locations that can accommodate all of the IMS participating and any specific dietary needs. **Exception:** For the Washington D.C. trip students are provided per diem to cover expenses incurred during the FSP activity.

6. Question: Suppose the IMS desires to spend more or less per meal?

Answer: This is the IMS option. If issued a meal allowance, the money provided is a maximum amount which is intended to cover average cost of a meal. IMS may choose more/less expensive dining options at no added cost to the FSP.

7. Question: Is the meal allowance always permissible?

Answer: No. Meal allowances are determined by the duration of the activity and times where a furnished meal is part of the activity, i.e., when IMSO/escort is making payment for the entire group.

8. Question: May travel snacks be furnished on trips?

Answer: Travel snacks are authorized when extended periods over long distances are involved; however, snacks are furnished only as an aid to the IMSO in meeting the established agenda for the activity by preventing unscheduled stops for refreshments. When the IMSO determines that snacks are desirable, cost of snacks will be deducted, by the IMSO, from the IMS meal allowance.

9. Question: What type of snacks are authorized?

Answer: Type of snacks purchased is the option of the IMSO with the exception of alcoholic beverages, which will not be provided.

10. Question: May I be reimbursed for local travel in connection with establishing FSP activities?

Answer: IMSOs should be using their FSP GTC for authorized FSP expenses which includes expending funds for museums, venues etc., in setting up a new FSP activity. Documentation will be provided during the monthly reconciliation process. Please ensure you have an approved lesson plan and coordinate expenses with the USAF FSP Manager prior to execution. NOTE: IMSO is required to request funds be loaded into DTS to cover expenses for an overnight/extended trip.

11. Question: How many escorts are permitted?

Answer: Due to safety/emergency purposes, a minimum of 2 escorts should be used for local area tours. The tour should be conducted with the minimum number of escorts required to maintain control of the tour. Contact the USAF FSP Manager if you believe additional escorts are required for safety/emergency purposes.

12. Question: May I take a photographer in addition to the escorts?

Answer: Normally, no. However, if justified on request for funds, it is occasionally permitted, with USAF FSP Managers approval.

13. Question: May the escorts be on an FSP cost basis instead of filing for per diem?

Answer: It depends. For local area trips, escorts may be given meal allowance. For escorts that are on DTS orders for FSP activities that are 10 hours or more, they should receive the appropriate per diem rate.. FSP activity related expenses will be paid for with FSP funds (i.e., admissions, meal, etc.).

14. Question: What are the lodging restrictions?

Answer: IMS will be assigned double room accommodations, except for Grades 07 and above. For odd

ratio of IMS, the highest ranking IMS should be given their own room. IMS may pay for their own rooms if they choose. Each escort is entitled to their own room.

15. Question: What is the normal cost of lodging?

Answer: There is no average cost figure available. Moderately priced accommodations should be utilized. Refer to the [Defense Travel Management Office](#) per diem site and the [Joint Travel Regulation \(JTR\)](#) as a guide and for additional information. For increases above the lodging rate, please request approval from the USAF FSP Manager.

16. Question: Why are FSP activities to places such as Disney World, Six Flags, Universal Studios, Rodeos, Air shows, and other amusement/entertainment activities not permitted?

Answer: Activities that are substantially of a recreational/entertainment nature are prohibited under the FSP.

17. Question: Is there a mileage limitation?

Answer: Yes. Outside of the D.C. trip and the nearest state capital, the FSP is limited to the nearest available metropolitan area within a 300 mile radius from the base. Exceptions may be approved by SAF/IAPX when the 11 DoD objectives/topics cannot be met in local area and for other justifiable reasons.

18. Question: Can I program an FSP extended activity that requires 2 or more overnight stays?

Answer: FSP activities that entail more than one overnight stay will require approval from the USAF FSP Manager. A draft itinerary is required to accompany the request.

19. Question: Can IMS POV or rental car be used to save on cost of transportation?

Answer: No. We encourage the use of government vehicles whenever possible. However, if this is not possible, contract transportation is recommended rather than the use of POV. If government vehicles are used, gasoline cannot be paid for from FSP funds. **Note:** There may be cases where a rental car may be used, however, obtain prior approval from the USAF FSP Manager.

20. Question: If I schedule an event and only 50% of the IMS show, should I cancel?

Answer: The activity should be canceled only when it was clearly established beforehand that a certain number must participate.

21. Question: If the activity is conducted with less IMS, may all previously selected escorts attend?

Answer: No. The maximum escort to IMS ratio applies (1 escort for every 10 IMS, unless on a local area tour). Contact the USAF FSP Manager if you believe an additional escort is required for safety/emergency purposes.

22. Question: What if the amount of money estimated on the FSP Quarterly Activities Projection Plan is insufficient?

Answer: Submit a revised FSP Quarterly Activities Projection Plan to USAF FSP Manager. If the original amount is not sufficient, or added activities are needed, request additional funds or approval of additional activities via e-mail to USAF FSP Manager before spending government funds without authorization.

23. Question: What if advance payments are required for admission tickets, transportation, lodging, and/or other unforeseen situations, but because of lack of IMS participation, there is a surplus?

Answer: Every attempt should be made to either fill vacancies with other IMS or return the items for refund. If this is not possible, then it should be reported on the final expenditure as an unused item.

24. Question: Can we use these items for the IMS dependents?

Answer: No. Whatever is purchased from FSP funds becomes USG property and must be used as specified. We cannot give the items to unauthorized recipients.

25. Question: If dependents are authorized to accompany FSP tours on a no cost basis, how do I arrange for lodging, advance tickets, etc.?

Answer: One way is to require the IMS to handle his/her own arrangements; the IMS will ultimately be responsible for dependent arrangements and/or charges incurred. Under no circumstances will an IMSO pay for a dependent cost using the FSP GTC.

26. Question: Can I be required to offer a Washington D.C. visit?

Answer: IMS attending PME, language instructor training, and officers with CONUS course durations totaling 20 weeks or more will be afforded the opportunity to participate in the Washington D.C. FSP tour. The Washington D.C. trip is one of the very best FSP activities an IMS can attend, and IMSOs are encouraged to arrange it. However, this trip depends on time, course schedules, and the IMS' academic progress.

27. Question: Why can't enlisted IMS' members go to Washington D.C.?

Answer: The Washington D.C. FSP trip is one of the most expensive FSP activities. FSP fund constraints dictate this activity be limited to select individuals. Only NCOs attending language instructor training may participate in this activity.

28. Question: Can officers visit Washington D.C. more than once?

Answer: No. The Washington D.C. tour is for IMS who have not previously toured the nation's capital under the official sponsorship of the SCETP. IMSOs are required to ensure all FSP activities are properly recorded and included in the student's training records to preclude IMS from attending more times than it is authorized. Exception: Air University IMS attending PME can participate in Washington D.C. tour more than once.

29. Question: Are assessment questionnaires required for each FSP?

Answer: Yes. The objective is to document lessons learned by the IMSO and IMS during FSP activities and supports the IMS reaction to a given FSP activity. This will provide supportive data by which the effectiveness of the FSP activity can be assessed.

30. Question: Should I plan a Washington D.C. trip when there are only a couple of officers eligible?

Answer: Yes, unlike any other FSP activity, the IMS may join the activities at another base. When your base requirements are known, every attempt will be made to schedule the Washington D.C. trip to coincide with a trip arranged by another base.

31. Question: You said this applies to all activities. Does this mean the smaller locations can send their IMS to participate at bases where there is a large FSP?

Answer: Yes, but it does not preclude the establishment of the FSP to cover local area activities. In addition, IMSOs must budget for IMS' to participate with other bases.

32. Question: What about dining-ins/outs, picnics, and other social activities. Can IMS participate in another base's activities?

Answer: By invitation and when the cost of transportation is not prohibitive.

33. Question: Does the same guest ratio apply for dining-ins/out or are just the IMS and IMSO covered by FSP funds?

Answer: For dining-ins/outs, FSP funds cover the IMS, IMSO, and spouses if appropriate. Cost must not exceed \$25.

34. Question: Is it required that all IMS on base be invited to all social activities?

Answer: No, only when appropriate.

35. Question: May IMS dependents, DoD personnel and their dependents, and U.S. civilians participate in social activities at FSP expense?

Answer: Yes. The intent of FSP social activities is to serve as a venue for establishing rapport between all parties. Stay within allowable guest ratio.

36. Question: Is there a limitation on the number of guests?

Answer: Yes, socials allow three guests per IMS.

- Activities which are combined with USAF functions are to be on a prorated basis. An example is when a combined class of 25 IMS and 25 USAF personnel are honored at a graduation exercise and the total cost is \$100, then the FSP cost would be \$50, regardless of ratio of guests.

- Activities which are family directed (i.e., picnics, Christmas parties, etc.) may have a larger ratio authorized.

- Combined functions between base and civilian sponsors may have a larger ratio.

37. Question: Why is the IMSO excluded in the above ratio?

Answer: Because the IMSO is considered to be on duty.

38. Question: May I conduct social activities off base?

Answer: Legislation authorizing the FSP requires base facilities be used for FSP activities. Off-base facilities may be used only when on-base facilities are not available and approval has been granted by the USAF FSP Manager.

39. Question: How do I control the number of guests at social functions?

Answer: One way is to control the invitations issued by the IMSO to the IMS and class guests.

40. Question: After an FSP activity is conducted, how do I account for the funds spent?

Answer: See Monthly/Quarterly FSP Funding/Reconciliation Process, Chapter 4, Attachment VI of the USAF IMSO Handbook.

41. Question: When is the quarterly report due?

Answer: Within 15 working days after the end of the month following the end of the quarter.

42. Question: Can FSP funds be used to purchase mementos for IMS?

Answer: Yes. Mementos, plaques, school emblems, and other commemorative items may be purchased under the following conditions (see AFI 16-105, Chapter 10, Paragraph 10-27.h., and Chapter 11, Paragraphs 11-19 and 11-47):

- Each item should be of a permanent nature, with the exception of photographs. Ball caps and T-shirts are not considered to be of a permanent nature.

- Limit purchases to one item only, not to exceed \$25.00, per IMS at each training installation.

- For support mementos (not for the IMS), you are limited to one item, permanent in nature not to exceed \$25.00. A maximum of \$1500.00 per fiscal year may be used on support mementos.

43. Question: Can FSP funds be used for guest speaker travel to an event?

Answer: No. Unfortunately, FSP funds cannot be used to fund travel for guest speakers. Travel funds are only allowed for escorts on overnight/extended trips.

44. Question: Can I use FSP funds to purchase coffee pots or other pieces of equipment to support the IMS?

Answer: No. FSP funds cannot be used to purchase items that are not FSP related to include coffee pots or other pieces of equipment. In addition, coffee cannot be purchased to support non-FSP activities.

45. Question: How much can be spent on admissions?

Answer: Generally, admissions should be reasonable, and in most cases may even be free. Taking an IMS to FSP events should fulfill the FSP objective; however, IMSOs must always be fiscally responsible. Admissions are normally \$10-\$25 for most venues. Paying exorbitant amounts in excess of \$25 for a venue (not including food) should be approved by the USAF FSP Manager prior to purchase.

46. Question: Can funds be used in September to pay for activities occurring in October?

Answer: No. FSP funds are for the current FY (1 year allocation) and cannot cross over into a new FY.

47. Question: Can mementos be purchased for the year?

Answer: Yes. However, they must be used for that year and not stockpiled for the upcoming year.

C. General

1. Question: Suppose an IMS shows up unexpectedly and no plan has been submitted, can funding still be requested?

Answer: Yes. It is understood that unforeseen events will occur. If so, the IMSO may submit an out of cycle plan with a short letter/e-mail of explanation to the USAF FSP Manager for approval.

2. Question: Why is the home sponsorship portion of the FSP considered important?

Answer: It is the most cost-effective way to cover the eleven FSP objectives/topics. It also establishes lasting friendships and impressions between the IMS and U.S. personnel.

3. Question: Are sporting events part of the FSP (i.e., baseball, football, rodeo, etc.)?

Answer: No. FSP legislation prohibits use of FSP funds for sporting events. See AFI 16-105 Chapter 11, Paragraph 11-16.a., for additional information.

4. Question: What types of activities are permitted?

Answer: The USAF FSP Manager does not wish to limit the initiative of the IMSO by placing restrictions on activities. Instead, each function is considered on our own merit. The IMSO must always consider how one or more of the eleven objectives are being covered each time an activity is planned.

5. Question: How much gratuity/tip is allowed?

Answer: While gratuity and tipping is allowed, IMSOs need to ensure these are not exuberant in nature. For restaurants and food establishments, 10%-15% is reasonable. For bus drivers on overnight/extended trips, and tour guides, a nominal tip of \$25 or less a day is reasonable. For venues who do not charge admissions, but request donations, a reasonable donation of \$1 is acceptable per IMS/escort. Keep in mind when tipping, that these are FSP funds and we must be fiscally responsible and use sound judgement. Please contact the USAF FSP Manager office for additional information.

6. Question: For social events, is it okay for IMSOs to purchase centerpieces or decorations for the event using FSP funds?

Answer: No. FSP funds are not authorized for these types of purchases.

ATTACHMENT IV

FIELD STUDIES PROGRAM GOVERNMENT TRAVEL CARD

1. The Field Studies Program Government Travel Card (GTC) will be established for each training activity with an active FSP. IMSO/FSP Managers are appointed as paying agents on a memorandum from their immediate commander to the base servicing finance office. The approved FSP Quarterly Activities Projection Plan worksheet authorizes FSP activities to be conducted and authorizes use of the FSP GTC.

2. The first step is filling out the FSP GTC application. Once completed, forward to the USAF FSP Manager for review. The USAF FSP Manager will review it, and forward to SAF/FMP for processing, SAF/FMP will forward the application to Citibank after which, the applicant(s) should receive the card(s) within 7-14 business days.

Note: The Activity Program Coordinator (APC) will normally be the IMSOs supervisor, Branch Chief, Division Chief, and/or Unit Commander (someone with a general idea of the FSP).

3. IAW AFI 16-105, 11-1c, FSP funds will be used to cover transportation, meals, lodging, admissions, tours and associated fees and service charges. The following are examples of types of charges that can be made using the FSP GTC:

Lodging	Transportation (taxi, bus, metro, charter bus/van)
Restaurants	Approved venue admissions/tickets
Postage (relating to FSP activities)	Airline tickets (escorts/IMS)
Room rental at approved venues	Cash advances (meal allowance and per diem only)
	*Contact USAF FSP Manager for limits exceeding \$10,000)

*Every effort must be made to use the FSP GTC for all approved FSP expenses, the card should not be used to take out funds to pay for items that could have been paid using the card.

***Successful FSP administration/implementation involves a series of checks and balances and attention to details.

4. How To Pay Your FSP GTC Bill:

a. APC will need to download the Citibank statement monthly. The APC will review for accountability and forward the bill to the USAF FSP Manager for payment.

b. Review bill for charges/discrepancies (ensure your receipts match your charges).

c. USAF FSP Manager will prepare an SF 1034, Public Voucher for Purchases and Services Other Than Personal (Attachment V), assigning the appropriate FSP fund cite and affixing all pertinent support documentation (MORD, receipts, etc.). Forward completed SF 1034, credit card statement and receipts to the USAF FSP Manager for payment processing.

d. Due to time constraints in making payment to Citibank and to avoid pre-suspension/suspension of the FSP GTC, payments are due immediately to the USAF FSP Manager after receiving the Citibank bill. There is only a limited time period of 25 days from the billing date to the payment date, so these bills are time sensitive.

e. Failure to provide appropriate documentation will result in package being returned without processing. Please ensure all documents are legible/complete. Late payments may result in interest being accrued on the FSP GTC resulting in loss of funds for the program and could potentially reduce future FSP budgets. If interest is charged, it will be charged against the training activity's MORD.

ATTACHMENT V

EXAMPLE SF 1034 FOR FSP GTC PAYMENT

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL						VOUCHER NO.
Revised Form 1034 Revised October 1987 Department of the Treasury T-TPM # 2000 (504-107)		DATE VOUCHER PREPARED Actual date SF 1034 is prepared			SCHEDULE NO.	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION Base-IMSO Office, complete name Base-IMSO Address, complete address POC: Your name & complete phone number		CONTRACT NUMBER AND DATE AFSAT/FMA will assign		PAID BY		
		REGISTRATION NUMBER AND DATE Your MORC # (if in 14 digit long) and MORC date				
PAYEE'S NAME AND ADDRESS CITIBANK Government Card Services Complete Vendor Address (from your invoice) EFT Information (Account number mandatory) Cage # and Dues # (Unique to your card - required) Corporate Account # (actual account number XXXXX)		DATE INVOICE RECEIVED				
		DISCOUNT TERMS				
		PAYEE'S ACCOUNT NUMBER				
SHIPPED FROM		TO		WEIGHT		GOVERNMENT B/L NUMBER
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>	QUANTITY	UNIT PRICE		AMOUNT (⁽¹⁾)
				COST	PER	
	Received date YYMMDD	IMSO Field Studies Program Credit Card Charges For (Full base name here) AFB CENTRALLY BILLED ACCOUNT for (Month and year) Invoice # (found on the top right side of the CITIBANK bill - charges each month). I CERTIFY GOODS/SERVICES INDICATED WERE RECEIVED AND ACCEPTED on YYMMDD BY: Add your wet signature here - cannot be digitally signed Type your name Title and mailing address Telephone number MSC pay code: BANV	1			(Amount you want paid to the credit card - cannot be more than the CITIBANK balance)
(Use continuation sheets if necessary) (Payee must NOT use the space below)						TOTAL
						\$0.00 (amount to be paid)
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR BY: Leave this area blank, this is where AFSAT IMSO office will sign Leave this area blank	EXCHANGE RATE If Applicable: = \$1.00	DIFFERENCES Amount verified, correct for: (Signature or initials) Leave blank		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment. Do not sign in this block UNLESS appointed as a certifying official and a GD 577 is on file at DFAS Indianapolis for Voucher Certification. Note 3 Leave this area blank						
(Date)		(Authorized Certifying Officer) ²		(Title)		
ACCOUNTING CLASSIFICATION						
Get this from your MORC (example 5753490 305 8815 5L0RBJ 040000 55940 A 10 10 F 067100 FE7100 WD 15ca P5R-XXXXXX P5R-XXXXXXX D5R-XXXXXX) \$\$ amount FUNDING MORC DOC # FPMID (the doc is found on the MORC you were issued for this year - its 14 digits) Leave space for 16 digit #						
CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)
CASH		DATE		PAYEE ³		
						PER
						TITLE

Note 1: CAGE and DUNS codes are the same for all locations.

CAGE #: 5PMV6 DUNS#: 054353644 DODU

If the form is not filled in or the information is not correct, the bill will not be processed.

ATTACHMENT VI

MONTHLY/QUARTERLY FSP FUNDING/RECONCILIATION PROCESS

It is a mandatory requirement to submit the FSP Quarterly Activities Projection Plan worksheet to the USAF FSP Manager if you plan on having an FSP budget. In addition, if you were issued money in a previous quarter and plan to spend it in the next, you must still submit an FSP Quarterly Activities Projection Plan for approval of FSP activities.

FSP Quarterly Activities Projection Plan must be submitted NLT *60 days prior to the beginning of the next quarter* (i.e., 1 Nov, 1 Feb, 1 May, 1 Aug of the fiscal year). A data call from the USAF FSP Manager will be sent out in June/July of each year to request FY projections.

A. Procedures for FSP Activity Funding

1. Use only the worksheets provided to you by the USAF FSP Manager for the FSP Quarterly Activities Projection Plan (Attachments IX and XI).

“Each FSP activity will be devoted to at least two FSP objectives.” Indicate objective areas according to the primary focal point for the activity. Indicate objective area by placing a “1” in the block under the objective area # (i.e., 1, 2, 3, etc.) on the form.

2. Approval/funding certification will include an AF Form 406 (Miscellaneous Obligation Reimbursement Document) funding document, and an approved FSP Quarterly Activities Projection Plan. Documents will normally be forwarded prior to the beginning of each quarter.

3. Remember that approved/funded activities can be conducted at any time during the quarter. FSP funds may not be used for any activity that has not been approved.

4. Send request for approval/disapproval of additional activities/funds to the USAF FSP Manager.

5. The quarterly funding allows more flexibility for implementing the program; however, the monthly execution rate will be reviewed and MORDs adjusted accordingly. There should be no need to request additional funding except perhaps in the last month of the quarter.

6. Use FSP Activity Worksheets (i.e., TRIPS, SOCIAL, OTHER) as activities are accomplished. Each FSP Worksheet with supporting documentation may be used for information purposes when completing the final numbers (i.e., right hand side) of the FSP Quarterly Activities Projection Plan worksheet.

7. IMSO/FSP Managers are appointed as paying agents on a memorandum from their immediate commander to the base servicing finance office. The FSP Quarterly Activities Projection Plan worksheet is signed certifying approval of FSP activities to be conducted. The AF Form 406 is your funding document. IMSO/FSP Managers are required to complete the “Certifying Officer and Accountable Official (CO/AO) course” The Certifying Officer and Accountable Official course curriculum contains three modules covering: financial management personnel and responsibilities of COs and AOs; the relevance of fiscal law in fulfilling those responsibilities; and how the Air Force tracks and accounts for appropriated funds. The course is located on the ADLS FM Gateway at the Financial Management Distributed Learning Center (FMDLC) in the Financial Governance area

of the course list at <https://fm.csd.disa.mil/kc/login/login.asp>. Please forward a copy of your certificate to the USAF FSP Manager.

B. Monthly Reconciliation

Monthly Reconciliation: The following items will be due monthly when the FSP GTC payment is made. Ensure that the monthly FSP package contains the following:

- (1) SF 1034 completed and signed (amount should match CITIBANK bill/log sheet amounts, but consideration must be given for any unprocessed prior month SF 1034 balances)
- (2) CITIBANK statement (all pages, must be legible)
- (3) Log Sheet (completed and signed/dated diagonally across last entry)
- (4) Activity Event Worksheets (i.e., TRIPS, OTHER, SOCIALS) for each activity
- (5) All receipts (check to make sure they match the CITIBANK bill and are legible)
- (6) MFRs for missing receipts or for tips/gratuities not included on the receipt
- (7) Copy of all airline ticket itinerary for each participant
- (8) Annotate cash advance/ATM fees on worksheets for cash withdrawals
- (9) TDY Orders for escorts (if applicable) on trips in excess of 10hrs or more
- (10) Final Travel Vouchers for all escorts on trips in excess of 10hrs or more
- (11) IMS orders for trips in excess of 10hrs or more
- (12) Signed meal worksheets for trips where cash was issued to IMS/escorts

C. Quarterly Reconciliation

1. Quarterly packages are due the 15th of the month following each quarter (15 Jan, 15 Apr, 15 Jul, 15 Oct). Ensure that the Quarterly FSP package contains the following:

- a. Log Sheet containing expenses for the entire quarter (signed/dated diagonally across the last entry)
- b. Completed FSP Quarterly Activity Projection Plan with final IMS and cost numbers
- c. Survey samples for Escorts/IMS for each activity
- d. All previous monthly packages will be combined by the USAF FSP Manager

2. When putting your monthly and quarterly packages together, remember to:

- a. Compile all FSP Worksheets, with independent supporting documentation, to form one complete (i.e., all encompassing) package.
- b. Ensure that the right hand side of the FSP Quarterly Activities Projection Plan worksheet is completed and reflects final FSP activity total costs and IMS numbers. These numbers should match what is on your FSP activity worksheets (TRIPS/SOCIAL/OTHER). The totals on your FSP Expense Log Sheet should be used to track the MORD balance. The amount should not exceed what has been issued on the AF Form 406.
- c. Maintain all original documentation in your office and send only a copy to the USAF FSP Manager. All FSP documentation received by the USAF FSP Manager is audited, scanned and stored accordingly.

d. Make sure that they are legible copies (i.e., not too dark/not too light).

e. Multiple receipts for a specific FSP activity can be copied on the same page. However, if you do that, be sure to indicate which receipt is for what event.

f. Rather than making a copy of 200 admission tickets or hotel receipts, just make one copy of the receipt and indicate appropriately in an endorsed IMSO memorandum for record (i.e., 200 students x \$7.25 = \$1,450.00; include IMSO signature indicating statement is true and correct).

g. Packages are preferred scanned and e-mailed to the USAF FSP Manager, but can also be mailed or faxed.

3. Use the following checklists to complete monthly/quarterly reconciliation.

MONTHLY RECON CHECKLIST

IMSO Location: _____

Month: _____

Date Submitted: _____

<input type="checkbox"/>	SF 1034
<input type="checkbox"/>	Citibank Statement
<input type="checkbox"/>	Complete Copies of All Receipts
<input type="checkbox"/>	Signed Expense Log Sheet, list each exp separately
<input type="checkbox"/>	FSP Activity Worksheets (Trips, Socials, Other)
<input type="checkbox"/>	IMS Meal Allowance Log (signed by each IMS/escort)
<input type="checkbox"/>	MFRs (missing receipts, tips, special circumstances, etc.)
For Trips in excess of 10 Hrs.	
<input type="checkbox"/>	Airline Itinerary / Ticket / Agent fees
<input type="checkbox"/>	Escort DTS TDY Order / Final Pay Voucher
<input type="checkbox"/>	IMS order

MISSING ITEMS/CONCERNS:

QUARTERLY RECON CHECKLIST

Due: 15 Jan, 15 April, 15 Jul, 15 Oct

IMSO Location: _____

Quarter: _____

Date Submitted: _____

<input type="checkbox"/>	Signed Quarterly Expense Log Sheet
<input type="checkbox"/>	Completed FSP Quarterly Activity Plan (enter final data for each event in columns s, t and, u)
<input type="checkbox"/>	Survey Samples (IMS & Escort)

MISSING ITEMS/CONCERNS:

ATTACHMENT VII
FSP ACTIVITY LESSON PLAN

State Capitol Visit

OBJECTIVES/TOPIC: HUMAN RIGHTS, U.S. GOVERNMENT INSTITUTIONS/POLITICAL PROCESSES

ACTIVITY: Austin State Capitol

ESCORT REQUIREMENTS:

1. Board VIPs first (O-6 & above)
2. Checkmark students names on the lists from each section and verify IDs
3. Conduct a head count to ensure the list matches number on board
4. Welcome students, introduce VIPs, escorts and yourself
5. Pass out information sheets and answer questions about tour
6. Ensure students follow all rules & regulations during tour

INTRODUCE STUDENTS TO FOLLOWING ARTICLES UNDER THE UNIVERSAL DECLARATION OF HUMAN RIGHTS

Article 21- Everyone has the right to take part in the government of his country, directly, or through freely chosen representatives.

FIELD STUDIES PROGRAM Objectives:

1. **Human Rights.** U.S. commitment to basic principles of internationally recognized human rights as reflected in United Nations General Assembly Resolution 217 A (III), "Universal Declaration of Human Rights," and The Constitution of the United States of America." This aspect of American life shall be emphasized in conjunction with all FSP objectives.
3. **U.S. Government Institutions.** U.S. institutions of democratic governance, including electoral and legislative processes and civilian control of the military, and the institution and improvement of public administration at the national, intergovernmental, State, and local levels.
4. **Political Processes.** 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 various governmental and non-governmental organizations that promote democracy, the rule of law, transparency, and accountability in the political process.

AUSTIN, TEXAS FACT SHEET

Today's tour will introduce you to the capitol city of the state of Texas, Austin, Texas - the center of Texas politics. This progressive Texas city is known for our lifestyles, attitudes, beautiful scenery and explosive politics. It is the home to five different colleges and universities. The most famous of which is the great University of Texas. Austin is smaller in size than San Antonio and was chosen as the site of because of our central location.

The population is approximately ½ million people and the city government enforces some of the strictest laws in Texas concerning the environment and pollution.

We will visit the State Capitol Building. This building is the world's largest state capitol and modeled after the capitol building of the United States in Washington, D.C. However, the Texas capitol is officially seven feet taller.

This great structure was built by Scottish stone cutters using the pink granite stone found approximately 100 miles from Austin. The height of the classic dome from ground to tip is 348 feet and at one time the building was said to be the seventh largest in the world.

The tour of the state facilities will be conducted by a docent who works for the state. The visit includes a stop at the Senate chambers and House of Representatives.

THE TEXAS LEGISLATURE

The Legislature of the State of Texas is the State's lawmaking body. Our primary function is to enact laws to provide for the health, welfare, education, environment and economic and general wellbeing of the citizens of Texas. It also establishes public policy through the passage of bills and resolutions and proposes amendments to the state constitution, which are then submitted to the voters for approval or disapproval.

Like most other states, Texas employs a bicameral system for our legislative branch of state government. The Texas Legislature consists of two separate chambers: a 31 member senate and a 150 member House of Representatives. State senators and representatives are elected from single-member districts to serve 4 year and 2 year terms, respectively.

When district boundaries are redrawn as required by law after the census, each state senator will represent a senatorial district of more than half-a-million residents, while the average house district will comprise more than one-hundred-thousand people. The rich diversity of Texas is mirrored in the composition of the two chambers as 181 men and women from all walks of life unite to represent the 17 million people in the Lone Star State.

In accordance with the Texas Constitution, the legislature meets in a regular session in Austin every 2 years. By statute, the legislature convenes in a regular session on the second Tuesday in January of every odd-numbered year. These biennial sessions are limited to 140 days duration. The constitution also allows the governor to call additional special sessions as necessary. During a called session, which cannot exceed 30 days, the Legislature may consider Legislation only on matters specified in the call or otherwise designated by the governor.

*List any websites, POC telephone numbers etc. for the venue.

ATTACHMENT VIII

FSP ACTIVITY CHECKLIST

1. Request activity by letter/e-mail to host.
2. Confirm activity with host.
3. Obtain permission from instructors to release IMS.
4. Invite participants.
5. Determine number of IMS participating.
6. Advise host of number of IMS/escorts attending.
7. Organize detailed but flexible schedule.
8. Select escorts.
9. Brief escorts.
10. Arrange transportation.
11. Arrange lodging (if applicable).
12. Confirm transportation/lodging (if applicable).
13. Determine suitable place for meal stops.
14. Compute total cost.
15. Request funds from the USAF FSP Manager.
16. Obtain fund authorization from the USAF FSP Manager.
17. Brief IMS.
18. Advise food service of IMS abstinence. (if dining facility is used daily by multiple IMS)
19. Conduct the activity.
20. Prepare an IMSO/Escort Assessment.
21. Record FSP activity in IMS training record/AF Form 1217.
22. Document actual expenditure to the USAF FSP Manager using FSP worksheets.
23. Prepare thank you letters to hosts.
24. Include Assessment and Student Critiques in your quarterly reconciliation package.
25. Other Pertinent Information.

**ATTACHMENT IX
FSP ACTIVITY WORKSHEET – TRIPS**

FSP ACTIVITY WORKSHEET - TRIPS

Activity Description	Activity Number	Date/Time of Activity

ATTENDEES		REMARKS
IMET Students		
FMS Students		
1004, CTFP, etc.		
Guests of IMS (IMS are responsible for paying for their dependents)		
IMSO Staff/Escorts		
U.S. Govt/DoD Personnel not included in FSP costs		
TOTAL	0	

ITEMIZED COSTS		REMARKS
Per Diem (DC only)		*Please note in remarks any approved waivers by the USAF FSP Manager.
Air Fare		
Transportation		
Guide Svc/Tip		
Meal Allowance		
Lodging		
Admission Fees		
Baggage Fees		
Other Fees etc.		
ESCORT DTS Costs		
TOTAL COSTS	\$0.00	

**ATTACHMENT X
FSP ACTIVITY WORKSHEET - SOCIAL**

FSP ACTIVITY WORKSHEET - SOCIAL

Activity Description	Activity Number	Date/Time of Activity

ATTENDEES		REMARKS
IMET Students		
FMS Students		
1004, CTFP, etc.		
Guests of IMS (3max)		
IMSO Staff		
U.S. Govt/DoD Personnel not included in FSP costs		
TOTAL	0	

ITEMIZED COSTS		*REMARKS
Food		
Sodas/refreshments		
Paper Plates, Cups, foil, disposables etc.		
Gratuity/sales tax		
Clean-up/Set-up Fees		
Other (explain in remarks)*		
TOTAL COSTS	\$0.00	

**ATTACHMENT XI
FSP ACTIVITY WORKSHEET - OTHER**

FSP ACTIVITY WORKSHEET - OTHER

Activity Description	Activity Number	Date/Time of Activity

ATTENDEES		REMARKS
IMET Students		
FMS Students		
1004, CTFP, etc.		
IMS Guests (3 max)		
IMSO Staff		
U.S. Govt/DoD Personnel not included in FSP costs		
TOTAL	0	

ITEMIZED COSTS		*REMARKS
Mementos		
Film/Processing		
Documentary/venue DVDs/CDs		
Books for IMSO use on venue		
AU/PME magazine subscription (IMS only)		
Cash Advance Fees		
Brochure Printing Costs		
Other (use remarks)		
TOTAL COSTS	\$0.00	

ATTACHMENT XII

FSP QUARTERLY ACTIVITIES PROJECTION PLAN [SAMPLE]

FIELD STUDIES PROGRAM WCN: 17XX																								
FIRST QUARTER / 2017											LACKLAND (Non-DL)			PAGE 1 OF 1										
ACT #	ACT TYPE	1	2	3	4	5	6	7	8	9	10	11	ACTIVITY DESCRIPTION	IMET IMSs	FMS IMSs	TOTAL ESTIMATE	IMET IMSs	FMS IMSs	ACTIVITY TOTAL	PART RATE	% OF EST.			
1	LA	1			1								1 City Orientation/Tour	10	0	\$0.00				#VALUE!	#VALUE!			
2	SO	1											1 Welcome Reception	10	0	\$200.00				0%	#VALUE!			
3	OT												Mementos	10	0	\$250.00				0%	0%			
4	LA	1			1			1					1 LBJ Library Austin	10	0	\$1,400.00				0%	0%			
5	DC	1	1	1	1	1	1	1	1	1	1	1	1 Washington DC	10	0	\$15,000.00				0%	#REF!			
6		4	1	1	3	1	1	2	1	1	1	4		50	0		0	0						
ACTIVITIES ARE APPROVED FOR THIS QUARTER.																								
														TOTAL:		\$16,850.00	TOTAL:		\$0.00	0%	0%			
DATE OF APPROVAL												NAME/TITLE OF APPROVING AUTHORITY												
10/1/2016												VALERIE ALLS, USAF FSP MANAGER												
SIGNATURE												VALERIE ALLS, USAF FSP MANAGER										BALANCE:		\$16,850.00

***This plan must be submitted in order for your training activity to receive funding**

ATTACHMENT XIII

MISCELLANEOUS OBLIGATION/REIMBURSEMENT DOCUMENT

MISCELLANEOUS OBLIGATION/REIMBURSEMENT DOCUMENT				PAGE 1 of 1
ACCOUNTING ASSIGNATION: AF 112400 30 2815 SLOK4 040000 559Z 21010P 667100 P67100		DATE PREPARED 08-OCT-10	DOCUMENT NUMBER F3PH310281M002 BASIC	
AMOUNT \$ 3,964.00	EXCHANGE RATE	EXCHANGE RATE	FOREIGN CURRENCY CODE	
DCR 095211	APPROVED BY (Signature and Title) 18-OCT-10			
PRR 071992	I certify that funds are available. *Certifying Officer* // DIGITALLY SIGNED://			
PREPARED BY (Signature and Title) / (DATE) 04-OCT-10	FUND, PROGRAM, ELEMENT, OFFICER			
SOLO, L. VEJ FOREIGN MILITARY SALES ANALYST	LH47PWALD 487-608			
APPROVER 230-152-0244	DESCRIPTION			
1		To conduct DOD directed JSP training events as approved by AFSAT, POP 1 OCT 10 - 30 SEP 11, WSON: 1128		\$ 3,964.00
(Altus). All obligation documents must cite the AF PW 406 number. FUNDING WORD.				
		Line Item Total \$		3,964.00
TRANSACTION RECORD				
NAME OF CONTRACTOR/DEBTOR	DESCRIPTION	US DOLLARS	FOREIGN CURRENCY	
		BID OD	BID EUR	UNPAID BALANCE
		LOOK UPD	AFBY COLL	PAID
		COMM C		
		ARSL FOO		

AF FORM 888, JUL 84 PREVIOUS EDITION IS OBSOLETE. REPLACES AF FORM 153, MAY 81, WHICH IS OBSOLETE
 GENERATED BY AFSSS
 CREATES USING CROSS REPORTS

ATTACHMENT XIV

FSP EXPENSE LOG SHEET [SAMPLE]

Quarterly FSP Allocation (3rd Quarter)	\$4,080.00	FUNDING DOCUMENT#	Quarterly Allocation	Quarterly Expense
		F3PH314251M003	1ST \$10,000.00	
- Total Expenses Purchases (actually charged):	500.00		2ND \$14,000.00	
		WCN # 17XX (Location)	3RD \$4,080.00	
= Remaining Balance :	3,580.00		4TH	
		INSTRUCTIONS FOR MAINTAINING THIS FORM	MORD/BALANCE	28,080.00

List all commitments and obligations you authorize or incur. Complete a new available balance by subtracting the commitment or obligation from the previous available balance. If an obligation was previously recorded as a commitment, reverse the commitment, and record the obligation. Use the Remarks column as necessary to help maintain the form. Send a copy of each obligating document to the issuing AFO as soon as practical (daily, weekly, monthly). Send all obligating documents to reach issuing AFO by the end of the month.

QUARTERLY OBLIGATION RECORD

ACTIVITY DATE	ACTIVITY	Purchases (ESTIMATED AMOUNT)	Purchases (FINAL COSTS AMOUNT)	AVAILABLE	BALANCE	REMARKS
25 Mar 17	Beginning Balance				4,080.00	STARTING BEGINNING BALANCE
5 Apr 17	Mementos	500.00	500.00		3,580.00	
					3,580.00	
					3,580.00	
					3,580.00	
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					3,580.00	
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					3,580.00	
					3,580.00	

ATTACHMENT XV

DD FORM 1131, CASH COLLECTION VOUCHER [SAMPLE]

CASH COLLECTION VOUCHER		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER PROVIDED BY BASE FINANCE		
3. RECEIVING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code) 123 TRSS/MSO Anywhere AFD SD 78900				
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature) APCs Signature Block APCs signature				d. DATE (YYYYMMDD) 20170101
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: (123) 222-3333				DSN: 123-3333
4. DISBURSING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code) DFAS-IN 8899 E. 56TH STREET COL. 127G INDIANAPOLIS IN 46249-8763				
b. DISBURSING OFFICER (Printed Name, Title and Signature) JOHN E. DOE, DIR DISBURSING OFFICER SIGNATURE				d. DISBURSING STATION SYMBOL NUMBER 1234
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: (123) 222-4444				e. DATE (YYYYMMDD) 20170101
5. PERIOD: a. FROM: 15 Dec 16 b. TO: 15 Dec 16				
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
201701	IMSO NAME	RSP ACTIVITY - MT. RUSHMORE LEFTOVER FUNDS	50.00	FUND CITE FROM MORD
CASH TURNED IN				
11. TOTAL			50.00	

ATTACHMENT XVI

FSP TIMELINE

	FSP ACTION ITEMS	DUE DATE
2nd Quarter	JANUARY	
	Monthly Recon/Citibank Pmt*	
	1 st QTR Recon	15 Jan
	FEBRUARY	
	Monthly Recon/Citibank Pmt *	
	Revised 3 rd Qtr. Budget Request	1 Feb
3rd Quarter	MARCH	
	Monthly Recon/Citibank Pmt *	
	APRIL	
	Monthly Recon/Citibank Pmt *	
	2 nd Qtr. Recon	15 April
	MAY	
Monthly Recon/Citibank Pmt *		
Revised 4 th Qtr. Budget Request	1 May	
4th Quarter	JUNE	
	Monthly Recon/Citibank Pmt *	
	JULY	
	Monthly Recon/Citibank Pmt *	
	3 rd Qtr. Recon	15 July
	Annual FSP Budget Projection	15 July
DC FSP Trip Projection Data call	15 July	
1st Quarter	AUGUST	
	Monthly Recon/Citibank Pmt *	
	Revised 1 st Qtr. Budget Request	1 Aug
	SEPTEMBER	
	Monthly Recon/Citibank Pmt *	
	OCTOBER	
Monthly Recon/Citibank Pmt *		
4 th Qtr. Recon	15 October	
1st Quarter	NOVEMBER	
	Monthly Recon/Citibank Pmt *	
	Revised 2 nd Qtr. Budget Request	1 Nov
1st Quarter	DECEMBER	
	Monthly Recon/Citibank Pmt *	

* Monthly reconciliations must be submitted with 5 business days of Citibank statement closing date

ATTACHMENT XVII

FSP ACTIVITY TRAVEL ORDER [SAMPLE]

DEPARTMENT OF THE AIR FORCE
15TH STUDENT SUPPORT SQUADRON (AETC)
ANYWHERE AFB WY 91877-5200

25 Oct 16

FSP Activity Travel Order #0001

The following Security Cooperation Education and Training Program (SCE/TP) international military students (IMS) assigned to the 15th STUS are invited to proceed from Anywhere AFB WY on or about 1 November 2016 to the Washington Plaza Hotel, Washington D.C. for approximately 6 days to participate in an Air Force Field Studies Program (FSP) tour. Upon completion, students will return to Anywhere AFB WY. FSP government travel card #4614-2900-00XX-XXXX will be used to charge any expenses related to the event. Copies of all obligation documents and CITIBANK statement with receipts will be forward to AFSAT/MSO (IMSO Office), JBSA-Randolph TX 78150.

SPECIAL REQUIREMENTS: 1. Per diem, lodging, transportation and entrance fees will be paid by the Field Studies Program funds. 2. The group must arrive at Washington National Airport on 1 November 2016 NLT 1600hrs (local) to meet commercial prearranged transportation.

<u>RANK</u>	<u>NAME (LAST, FIRST)</u>	<u>COUNTRY</u>
Capt	Hussein, Ali	Saudi Arabia
Lt	Kuiper, Thomas	Netherlands
Lt	Rosenberger, Renee	Germany
//////////////////////////////////////last entry//////////////////////////////////////		

APPROVING OFFICIAL:

JOHN E. DOE, GS-11, DAF
Field Studies Program Manager

FOR THE COMMANDER

****Note: While this order should be used for FSP trips, it may also be used for IMS TDYs for cross country trips, and other TDYs the IMS might attend while in training as part of course curriculum.**

ATTACHMENT XVIII

IMS FSP ACTIVITY EVALUATION SHEET

NAME: (OPTIONAL)		RANK/RATE: (OPTIONAL)
COUNTRY: (OPTIONAL)	STUDENT ID NUMBER: (OPTIONAL)	SECTION: (IF APPLICABLE/ OPTIONAL)
ACTIVITY/EVENT(S)/OBJECTIVE(S):		
DATE(S):		
WERE YOU ABLE TO RECOGNIZE HOW THE AREAS OF EMPHASIS PERTAINING TO THIS FSP ACTIVITY/EVENT RELATED TO THE OBJECTIVE? YES _____ NO _____		
REMARKS: (PLEASE PROVIDE YOUR COMMENTS ABOUT THIS FSP ACTIVITY/EVENT. IF YOU NEED ADDITIONAL SPACE, CONTINUE ON REVERSE) NOTE: One of these forms should be filled out by each student following the completion of each FSP activity		

ATTACHMENT XIX

ESCORT'S ASSESSMENT OF FSP ACTIVITY

NAME OF SENIOR ESCORT:	NAME OF COMMAND:
DATE OF ACTIVITY:	NUMBER OF INTERNATIONAL STUDENTS PARTICIPATING:
COUNTRIES REPRESENTED:	
FSP OBJECTIVE(S):	DID EACH INTERNATIONAL STUDENT RECEIVE A PREBRIEF CONCERNING THIS ACTIVITY/EVENT? YES NO (IF NO, EXPLAIN IN REMARKS SECTION)
DID EACH STUDENT RECEIVE AN FSP ACTIVITY/EVENT INFORMATION SHEET CONCERNING THIS ACTIVITY? YES NO (IF NO, EXPLAIN IN REMARKS SECTION)	DID EACH STUDENT COMPLETE AN FSP ACTIVITY/ 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 ADEQUATELY COVERED DURING THIS ACTIVITY/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 ACTIVITY/EVENT LESSON PLAN(S)? YES NO (IF NO, EXPLAIN IN REMARKS SECTION)
NOTE: THE DEBRIEF SHOULD BE GIVEN IMMEDIATELY AFTER THE ACTIVITY/EVENT, REEMPHASIZING THE FSP OBJECTIVES.	
<p>REMARKS : (PROVIDE AN ASSESSMENT OF THIS EVENT. IF MORE SPACE IS NEEDED, CONTINUE ON REVERSE) One of these forms should be filled out by the senior escort the first day of duty following completion of each Field Studies activity</p>	

APPENDIX I - COMMON ACRONYMS

AFSAT - Air Force Security Assistance Training (AFSAT) Squadron. AETC organization responsible for the implementation of USAF-sponsored SCETP.

CLO - Country Liaison Officer.

DLIELC - Defense Language Institute English Language Center. DoD tenant at Joint Base San Antonio-Lackland TX that provides English instruction for IMS. Commonly referred to as DLI.

DISCS – The Defense Institute of Security Cooperation Studies conducts the Security Cooperation Management – Training Officer (SCM-TO) course for newly assigned Security Cooperation Education and Training personnel from all military services.

DSAMS TM - Defense Security Assistance Management System Training Management. Computer system utilized by AFSAT for scheduling, storing, and providing data on all IMS.

DSCA - Defense Security Cooperation Agency. The DoD agency responsible for establishing SCETP policy and for directing and supervising the administration and implementation of the SCETP within the policies established by the Under Secretary of Defense for Policy (USD/P).

ECL - English Comprehension Level. A figure determined by a standard DLI examination that indicates IMS English fluency levels.

Expanded-IMET (E-IMET) - That portion of the IMET program intended specifically to provide training to foreign military and civilian personnel, including civilian personnel from non-defense ministries, the country's legislative entities, and non-governmental agencies who are involved in military matters, in managing and administering military establishments and budgets, in promoting civilian control of the military, and in creating and maintaining effective military justice systems and military codes of conduct IAW internationally recognized human rights.

FMF - Foreign Military Financing. U.S. government program for financing through grants or loans the acquisition of U.S. military articles, services, and training. It supports U.S. regional stability goals and enables friends and allies to improve their defense capabilities.

FMS - Foreign Military Sales. Sales for DoD stocks or procurement of defense articles, services, and training to any eligible foreign country or international organization. FMS is authorized under the Arms Export Control Act and, in some instances, the Foreign Assistance Act.

FSP - Field Studies Program. The DoD mandated program that provides IMS with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual.

IMET - International Military Education and Training. The portion of the U.S. Security Cooperation Education and Training that provides training to selected foreign military and defense associated civilian personnel on a grant basis.

IMS – International Military Student

IMSO - International Military Student Officer. The base point of contact responsible for all administration, training, and issues pertaining to international military students.

ITO - Invitational Travel Order. A written authorization for an IMS to travel to, from, and between U.S. activities for training under an approved and funded USG or FMS program.

JSCET - Joint Security Cooperation Education and Training (JSCET) Instruction, AFI 16-105.

MASL - Military Articles and Services List. A catalog of material, services, and training used in the planning and programming of USG and FMS programs.

MICT - Management Internal Control Toolset. Application in AF Portal used to monitor Self Assessment Communicators for Air Force inspection checklists.

OPI - Oral Proficiency Interview. The OPI is a real time, live interview designed to measure the English language listening and speaking capability of a student. It is an oral interview, approximately one hour long, administered by two certified DLIELC interviewers. Through conversation, the interviewers track acquired language skills. These are skills that have become "automatic" with the student--skills the student must be proficient while in a task-saturated environment (i.e., in the cockpit, communicating with the tower, etc.). OPI interviews are required for students attending U.S. military flight training and certain other designated courses.

OT - Orientation Tour. A tour arranged for key international personnel who may be funded under FMS or USG to orient them with U.S. organization, equipment, facilities or methods of operation at various locations. During available time and weekends, the IMSO arranges for some FSP activities.

SAF/IA - Deputy Under Secretary of the Air Force, International Affairs. Air Force organization responsible for the policy direction, integration, guidance, management, and supervision of international programs and activities affiliated with the Department of the Air Force.

SAF/IAPX - Security Assistance Policy Division. Responsible for SC training policy and FSP policy matters.

E-SAMM – Electronic Security Assistance Management Manual (DSCA 5105.38-M). Document that contains guidance for administering SC programs.

SAN - Security Assistance Network. An internet-based network developed for the SC community to provide typical wide area network functionality for worldwide SC users. The SAN Web system provides: access to the world wide web, ITO repository, identification of web sites of interest to the SC community, an e-mail system (primarily for overseas users), a library function for the storage and conveyance of large data files, a bulletin board function for viewing SC documents, and the hosting of SC training and budgetary data. The SAN is managed by DISCS and is hosted by the Institute for Defense Analyses (IDA) in Alexandria VA. Also known as Security Cooperation Training Management System (SC-TMS).

SCO - Security Cooperation Organization. A generic term used to designate the U.S. agency in a foreign country that administers SC programs. May consist of an individual Security Cooperation Officer or office.

SCETP - Security Cooperation Education and Training Program. Includes, but not limited to IMET, FMS, PME, Unit Exchanges, and Flight Training Exchanges.

SET - Specialized English Training. Technical course of instruction in applied language skills, technical vocabulary, and situational context for the IMS. The course does not teach technical application nor the basic skills required in the particular specialty.

VCC - Visitor Control Center. The VCC coordinates installation access for visitors and students.

WCN - Worksheet Control Number. This number is the most important element identifier used in the SCETP to track the IMS. Normally, one worksheet control number (WCN) will be assigned per IMS. The WCN allows for effective tracking and billing.

APPENDIX II – INSPECTION GUIDANCE

INTERNATIONAL MILITARY STUDENT OFFICER SELF-ASSESSMENT COMMUNICATOR

This communicator implements AFI 16-105, Joint Security Cooperation Education and Training. It establishes the installation/base commander’s responsibilities for International Military Student (IMS) administration. It applies primarily to the International Military Student Officer (IMSO). The MICT communicator is designed to assist in preparation for command inspections and is not intended as the sole source of inspection material but should be used in conjunction with the applicable governing directives. The official Self-Assessment Communicator is located in MICT under AFI 16-105 Joint Security Cooperation Education and Training - International Military Student Officer. The AFSAT IMSO office is the FAM for this checklist and will review unit for compliance and discrepancies noted in MICT.

Item	Description	Reference	Paragraph	SubCategory	Tier	MICTID
1.1	Has an individual been designated as IMSO?	AFI 16-105	10-6, 10-99	International Military Student (IMS) Administration	Tier 2	10713366
1.2	Has the IMSO complied with all requirements for their duty?	AFI 16-105	10-6, 10-99	International Military Student (IMS) Administration	Tier 2	10713367
1.3	Did the IMSO inprocess and outprocess the IMS?	AFI 16-105	10-6.b, 10-13, 10-28.b, 10.31, 10-33, 10-34, 10-46, 10-50, 10-51, 10-52, 10-99, 10-118.c.	International Military Student (IMS) Administration	Tier 2	10713368
1.4	Did the IMSO review the ITOs to ensure they are accurate?	AFI 16-105	10-13, 10-51, 10-118.c.	International Military Student (IMS) Administration	Tier 2	10713369
1.5	Are IMS issues/incidents reported to AFSAT (i.e., academic, discipline, misconduct, political asylum, unauthorized absence (UA), etc...)?	AFI 16-105	10-47, 10-49, 10-99, 10-103.b, 10-111; 1.1	International Military Student (IMS) Administration	Tier 2	10713370
1.6	Has the IMSO reviewed the IMS ITO to determine if IMS and any authorized dependents possess the required medical insurance coverage?	AFI 16-105	8-2.b(6), 10-13.I, 10-51.b(1)(e), 10-102	International Military Student (IMS) Administration	Tier 2	10713371
2.1	Has a FSP been established?	AFI 16-105	10-6	Field Studies Program (FSP)	Tier 2	10713372
2.2	Have FSP activities been submitted to AFSAT for approval?	AFI 16-105	11-44	Field Studies Program (FSP)	Tier 2	10713373
2.3	Have all activities been annotated on the AF Form 1217 or electronic database for IMS?	AFI 16-105	11-20, 11-46	Field Studies Program (FSP)	Tier 2	10713374

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