



DEPARTMENT OF THE AIR FORCE
AIR FORCE SECURITY ASSISTANCE TRAINING SQUADRON (AETC)

12 April 2023

MEMORANDUM FOR SECURITY COOPERATION OFFICES

FROM: AFSAT/CC
10583 H Street West
JBSA Randolph TX 78150-4418

SUBJECT: Air Force Security Assistance Training Squadron (AFSAT) Process for Review of Healthcare Insurance Policies for International Military Students (IMS) and Authorized Dependents

References: (a) DSCA 5105.38-M, Security Assistance Management Manual, Chapter 10, International Education and Training
(b) SAF/IA Policy Memo 22-46, International Military Student Dependent Medical Insurance Review Process, 12 March 2022; Rescinding SAF/IA Policy Memo 15-30, International Military Student Dependent Medical Insurance Review Process, 18 September 2015

1. This memo provides guidance for the administration of the Department of the Air Force to review healthcare insurance policies for International Military Students (IMS) and authorized dependents, effective 29 March 2023.
2. The healthcare insurance policy review was streamlined with an upload capability within the Security Cooperation Training Management System (SC-TMS) for assessment and approval. AFSAT's ability to utilize the healthcare insurance policy upload capability increases efficiencies by managing the policy review process within the existing SC-TMS and eliminating reliance on external mediums of communication.
3. DSCA 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 10, establishes minimum healthcare insurance policy requirements for IMS and authorized dependents. AFSAT has been designated as the Air Force service agent to execute the medical review process and has a contract in place to assist the Security Cooperation Office (SCO) in determining that the healthcare insurance policies purchased by the IMS meet these requirements.
4. When an IMS has been identified by their home country to attend training under the sponsorship of the Department of the Air Force, the SCO will determine whether commercially procured healthcare insurance is necessary for the IMS or authorized dependents. The necessity of acquiring such healthcare insurance will vary by training program, by country and by alternative methods of healthcare coverage that meet the requirement established in the SAMM. If it is determined that commercial healthcare insurance is necessary, the SCO will obtain a copy

of the commercial healthcare insurance policy, in English, from the IMS and upload for AFSAT assessment via the SC-TMS. Prospective commercial healthcare insurance policies will be reviewed for compliance with all applicable laws, regulations, and policies. SCOs can upload prospective policies for AFSAT's policy review prior to IMS procurement to ensure compliance before purchasing.

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

6. The healthcare insurance policy review will be completed normally within five working days and the compliance determination will be sent via progress message in SC-TMS. If the policy is determined to be noncompliant, the reason will be provided in the progress message. The SCO will upload the necessary changes for resubmission. If the policy is compliant, the process is complete and marked approved in SC-TMS by the AFSAT policy reviewers.

7. In the event that the SCO is unable to access the SC-TMS to upload the healthcare insurance policy for review, the policy must be sent by e-mail to AFSAT.IMS.MedicalReview@us.af.mil for policy review consideration.

8. The AFSAT point of contact is AFSAT/XBP, reachable via email at AFSAT.XBP.Workflow@us.af.mil.

CASEY N. POMBERT, Colonel, USAF
Commander

Attachment:
USAF Process for Review of Healthcare Insurance Policies