

**NETSAFA
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International Military Student Officer (IMSO) Program Guide



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DEPARTMENT OF THE NAVY
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LETTER OF PROMULGATION

1. The purpose of the International Military Student Officer (IMSO) Program Guide is to prescribe policies and to delineate functions, duties, and responsibilities for the IMSO program.
2. This Manual supersedes the 2023 IMSO Program Guide and is derived from the following references:
 - (a) Security Cooperation Agency Manual 5105.38-M, Security Assistance Management Manual
 - (b) SECNAVINST 4950.4B, Joint Security Cooperation Education and Training Regulation
 - (c) NETCINST 4950.4G, International Education and Training
3. Unless otherwise specified, the IMSO Program Guide is intended to be used as a management tool in the performance of the functions associated with administering international students engaged in education and training under the Security Cooperation Education and Training Program.
4. Suggestions to improve IMSO program administrative policy and procedures are encouraged and shall be submitted to IMSO Training Division, Naval Education and Training Security Assistance Field Activity Administrative Officer (AO), 250 Dallas Street Suite B, Pensacola, FL, 32508-5268 or via email at the following address: PNSC_NETSAFA_IMSOHelpdesk@us.navy.mil.


DANIEL W. TESTA

**International
Military Student
Officer (IMSO)
Program Guide**

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Chapter 1

General

1-1 Authorization. The IMSO program is established under the authority of the Defense Security Cooperation Agency Manual 5105.38-M, Security Assistance Management Manual and the SECNAVINST 4950.4B Joint Security Cooperation Education and Training (JSCET) Regulation.

1. Naval Education Training Support Assistance Field Activity (NETSAFA) is SECNAV's responsible administrative agent for the IMSO program and is granted authority commensurate with this responsibility.
2. NETSAFA provides IMSO program guidance and support to IMSOs via the NETSAFA IMSO program office.

1-2 Purpose and Objectives. The International Military Student Officer (IMSO) has one of the most challenging and demanding jobs in the Security Cooperation Training Program (SCTP) because the IMSO is called upon to accomplish tasks unlike those performed anywhere else in the military. The IMSO is a host, administrator, counselor, expeditor, diplomat, and summarily, the official U.S. Government representative who serves as the primary Point of Contact (POC) for the International Military Student (IMS) attending courses of instruction at U.S. military installations in the United States.

1. The IMSO's responsibilities begin when the confirmed training is reflected on the Security Assistance Network Web (SANweb) and/or when the IMS's name is posted on the SANweb or received via e-mail from the Security Cooperation Office (SCO). From arranging for quarters to meeting the student, the IMSO must initiate detailed planning long before the student arrives. From the date of arrival until the student departs, the IMSO serves as a central point of contact for the student. The impressions made on the student are carried home and could be the key factor that makes the student's training beneficial for both the individual and the United States.
2. The tasks performed by the IMSOs are critical to the success of the Security Cooperation Training Program objectives, which are:
 - a. To create or enhance a foreign country's ability to perform its role in a manner consistent with U.S.

multinational strategy or as may be indicated in treaties, or other international agreements;

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

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

d. To promote U.S. military rapport with the armed forces of the foreign country;

e. To promote the foreign policy, security and general welfare of the United States by assisting partner nations in their efforts toward economic development and enhancement of internal and external security; and

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

1-3 Navy Support and Supervision. Navy International Program Office (NIPO) falls under the Secretary of the Navy (SECNAV) who is responsible for overall management of Department of Defense (DoD)/Department of the Navy (DON) policy and guidance regarding international military education and training within DON. See Naval Education and Training Center Instruction (NETCINST) 4950.2F Enclosure 3 dated 3 February 2022 for IMSO Duties and Responsibilities.

1. Commanders of Naval Systems Commands, Fleet Commanders, Naval Education and Training Command (NETC), and other U.S. Navy major claimants will ensure commanding officers appoint an IMSO to administer the Security Cooperation Training Programs.

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Chapter 2

International Military Student Officer Requirements

2-1 Full-time and Part-Time IMSO. A full-time IMSO is defined as a Service member, civilian or contractor whose IMSO work tasks are comprised of eighty percent or more of their assigned work tasks. A part-time IMSO is defined as a Service member, civilian, or contractor whose IMSO work tasks are comprised of less than eighty percent of their assigned work tasks.

2-2 Designation Requirements. Commanders of Naval Systems Commands (SYSCOMS), Fleet Commanders (FLTCDRS), Naval Education and Training Command (NETC), and other U.S. Navy major claimants will ensure Commanding Officers (CO) appoint, in writing, an IMSO to administer the SCTP. COs should use the following criteria when appointing an IMSO to their command. A sample letter of appointment is provided at **Form B.1.**

1. The IMSO may be either military (officer or enlisted) or a United States Government (USG) civilian employee. For contractor provided training where a military member or civilian employee IMSO is not present, the contract vendor should perform IMSO duties. The IMSO will monitor and coordinate activities for the IMS's training, including implementation of the Field Studies Program (FSP). The IMSO appointed must be tactful and mature, be sensitive to a myriad of cultural differences, exhibit sound judgment, and be able to communicate effectively both orally and in writing. Potential IMSOs should apply for consideration.
2. IMSOs will be appointed for a minimum of two years, when possible, and will receive the necessary training to perform this important function. Training of U.S. Navy (USN) command IMSOs will be coordinated with Naval Education and Training Security Assistance Field Activity (NETSAFA). **Section 2.3** provides information on specific IMSO training courses.
3. The IMSO's name, office, address, telephone and email must be reported to NETSAFA, Code N-34I via the appropriate Navy Major Claimant. This can be accomplished using the SANweb, Security Cooperation Training Management System (SC-TMS) location Contacts page. The designation letter and intake form (**Form B.1, Form B.2**) shall be emailed to the IMSO Program Manager at:
PNPC NETSAFA IMSO<Helpdesk@us.navy.mil.

2-3 Required Training. NETSAFA is responsible for providing IMSOs with the necessary guidance and oversight to enable them to carry out their duties. The NETSAFA IMSO Division will also coordinate necessary training for IMSOs, and will host and conduct the IMSO Workshop as prescribed.

1. Within Defense Security Cooperation University (DSCU), the School of Security Cooperation Studies (SSCS) provides a number of courses to benefit IMSO duty performance. In an effort to recruit, develop and retain personnel for duties in the Security Cooperation enterprise, OSD in coordination with MILDEPS have identified personnel billets for coding in Security Cooperation Workforce Database (SCWD). Most full time IMSO billets have been coded as part of the SCWD. Per OSD - SCWD requires all full time IMSO's to complete the Introduction to Security Cooperation (SC-101) course and the Fundamentals of Security/Transfer (ACQ-130). Contact NETSAFA, IMSO Program Manager for information and instructions regarding training within ten working days of receipt of designation as an IMSO.

2. The IMSO workshop is announced by message with the specific date, time, and location. The workshop is designed to enable IMSOs to share knowledge and/or experience gained from daily contact with the IMS, and resolutions to problems that individual IMSOs have experienced. The workshop is also a valuable training experience for new IMSOs, both through the structured seminar topic discussions and through the personal contact with experienced IMSOs. This IMSO Workshop is funded by DSCA/NIPO, not the parent command. Inquiries about the workshop should be sent to the IMSO Program Manager at: [PNSC NETSAFA IMSO<Helpdesk@us.navy.mil](mailto:PNSC_NETSAFA_IMSO@helpdesk.us.navy.mil)

2-4 Recommended Training. The below listed courses are recommended IMSO training courses:

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

IMSO ASSIGNED
5720 Integrity Drive Building 453
PMO Millington TN 38054
DSN 882-4897 or (901) 874-4897

2. Cardiopulmonary Resuscitation (CPR) and First Aid Training. It is highly recommended that IMSOs and assistants undergo this training to prepare them in the event of an emergency, especially during FSP trips.

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

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Chapter 3

IMSO Duties and Responsibilities

3-1 IMSO Duties and Responsibilities. IMSOs are responsible for the overall administration of IMS while assigned to their training activity. Chapter 2 of this guide and Chapter 10 of the JSCET outline details for IMS administration. Checklist C.1 is a Summary Checklist of the many tasks and events that occur from the first notification of an IMS enrollment in a course to the IMS's final departure from the training installation. IMSOs are encouraged to use a Summary Checklist for each IMS, and to file the Checklist in the IMS Training Record. IMSO Duties and Responsibilities include, but are not limited to the following:

1. Coordinate orientation tours and foreign visits with appropriate base personnel.
2. Interface with various agencies to facilitate the execution of the SCETP and SCWDP (e.g., NETSAFA, NIPO, Fleet Commands, Learning Centers (LCs)/Learning Sites (LSs), as well as naval attaches of foreign embassies, country liaison officers, federal, state, and local government personnel).
3. Ensure all interagency agreements adequately reflect and support SCETP and SCWDP objectives and requirements.
4. Routinely log into SC-TMS to review and verify IMS projections.
5. Provide projected class information to instructors and LC personnel as required.
6. Interface with SCOs for timely IMS arrival information to ensure IMS is aware of local arrangements and other routine administrative matters.
7. Review IMS ITOs to identify and resolve discrepancies.
8. Manage the International Training Sponsor Program per applicable directives.
9. Arrange berthing and messing for IMS, as well as assist in the arrangement of housing for married IMS and dependents, if applicable.
10. Arrange credentialing procedures for IMS and dependents, if applicable.

11. Serve as the Defense Language Institute Testing Control Officer for their region. Ensure defense language proficiency test desktop software updates are downloaded, and software currency is maintained so that IMS testing can be administrated. Assist in the resolution of English language comprehension waiver issues.
12. Ensure photographs of each IMS are loaded onto SC-TMS to support SCETP security measures.
13. Prepare IMS arrival and enrollment reports at the beginning of course and IMS completion reports at the end of the course in SC-TMS.
14. Review IMET or other program payment requirements and IMS ITO to determine travel and living allowance (TLA) payments. Prepare TLA documents.
15. Resolve IMS related incidents and academic and disciplinary problems. Become thoroughly familiar with SC regulations and instructions relating to IMS issues and prepare timely reports, as required.
16. Counsel IMS regarding academic and disciplinary issues.
17. Advise the chain of command on serious breaches of military or civil law by IMS and recommend appropriate action to be taken.
18. Conduct thorough and comprehensive DoD arrival and departure briefs for all IMS in the region.
19. Ensure DoD insider threat video is shown to all IMS during arrival briefs and documented on briefing form or in SC-TMS.
20. Arrange pick-up and departure transportation for IMS and dependents, if applicable, in the region.
21. Prepare all SCETP administrative reports and correspondence per directives (e.g., arrival and departure reports, commencement and completion reports, academic reports, ITO amendments, and endorsements, etc.). These reports are critical to SCETP management.
22. Attend academic review boards as necessary.
23. Coordinate IMS mail distribution.
24. Arrange IMS ticketing and transportation to home country or follow-on LS for IMET, RDFP, Section 333, Global Peace-keeping Operations Initiative, and FMS and FMF when TLA is paid from the FMS case and other programs as appropriate.

25. Provide follow-on LS and home country of IMS travel itinerary.
26. Maintain IMS arrival and on-board recall lists.
27. Perform periodic IMS bachelor enlisted quarters inspections.
28. Assist IMS in resolution of student related problems and quality of life issues.
29. Provide logistical support to IMS, when applicable (e.g., bank accounts, car rental, car purchase, driver license, etc.).
30. Manage the regional DoD FSP to ensure it complies with appropriate DoD directives. The regional FSP should be comprehensive with the specific objective of providing IMS with an awareness and functional understanding of the 11 facets of the FSP, including the basic issue involving internationally recognized human rights and the American democratic way of life, per appropriate DoD directives and public laws.
31. Develop the regional annual FSP budget to include any planned orientation tours.
32. Serve as U.S. Government Class "A" paying agent, per DoD directives, to permit advanced withdrawal of FSP funds to defray FSP activity costs.
33. Implement approved regional FSP activities.
34. Serve as FSP escort officer.
35. Brief assistant FSP escort officers on FSP objectives, the specific program for each tour, their responsibility for the program, and methods to be used to attain its objectives.
36. Prepare documentation of FSP events to include IMS critiques, escort officer critiques, and summary of FSP event.
37. Liquidate funding for each FSP event, according to policy.
38. Submit copy of funding liquidation package, IMS critiques, and escort officer critiques for each FSP event to NETSAFA FSP Manager and NETSAFA N84 at [PNSC NETSAFA FSPMANAGER@us.navy.mil](mailto:PNSC_NETSAFA_FSPMANAGER@us.navy.mil).
39. Prepare and maintain complete personnel and training records for IMS. Forward IMS records to follow-on LS or to SCO upon departure, per applicable guidance.

40. Verify IMS retainable instructional materials are legitimate and arrange for shipment to SCO with proper markings for any classified materials.
41. Ensure DD 2496 (International Student Academic Report) is uploaded into SC-TMS within 60 days after course completion.
42. Meet the certification requirements for an IMSO per DCSA guidance.
43. Attend the annual DON Maritime IMSO Workshop. Funding for one IMSO per command is provided by NETSAFA. Complete details will be provided by NETSAFA message and e-mails.
44. IMSO offices at San Diego, Hampton Roads, and Great Lakes serve as SCETP and SCWDP policy consultant and advisor to regional LCs and LSs on issues relating to IMS issues and problems and manage SC training in their respective regions.
45. Coordinate with the training activity, NETSAFA, and NIPO to document all concerns regarding country liaison officer performance.
46. Coordinate IMS arrival with appropriate base security office to ensure base access.
47. Coordinate with appropriate Corporate enterprise Training Activity Resource System data entry contacts for IMS entry into this system.
48. Complete a DD 1172-2 (Application for Identification Card/Deers Enrollment) and escort IMS to their transaction service center to procure a next generation United States identification card for installation access.
49. Collect and submit electronic data interchange personal identifier or DoD identification number, for IMSs who require a non-classified internet protocol router network enterprise alternate token system token for learning management system access, if required.

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Chapter 4

International Military Student Administration Pre-Arrival

4-1 Projected Student Reports. Real time student projection reports are available on the SANweb from the Schoolhouse Tab under Reports/Option select Projection Report by MASL. After selecting the report query options, select Preview on the right of the screen. It will produce a report reflecting students programmed and confirmed for training at your location during the current and next FY. For Student Report instructions see the SC-TMS Quick Reference Guide for IMSOs in **Reference Guide D.1.**

1. Projections can also be obtained under the Reports Tab. You can use Projection by Start Date, Projection by MASL, or Ad Hoc to get a projection of students for your training activity. These reports can be used to confirm course availability, plan future student throughput, assess classroom and instructor requirements, and develop the FSP budget.

2. Another method for gathering projected student information is selecting Student Training & Progress Messages on the Schoolhouse Tab. Students Confirmed must be selected in the Search Options. The limitation of this query is it only reflects students in Confirmed status, not Programmed. The query results will show if an ITO has been published, and whether the IMS Consolidated Consent Agreement is available or not.

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

a. Contact the NETSAFA CPM as listed on the Report if there are questions or discrepancies regarding specific countries or Worksheet Control Numbers (WCNs) or course dates for a training line.

b. Contact NETSAFA (N42) at DSN 459-8798, or COMM (850) 452-8798 for the following issues:

(1) A course is no longer available.

(2) A change in prerequisite training for a particular course.

c. Changes in course length, location, or convening dates. NETSAFA (N-42) will coordinate with the appropriate NETSAFA Country Program Manager (CPM) and Quota Manager to pass on information as necessary.

4-2 NEATS Tokens. NIPRNET Enterprise Alternate Token System (NEATS) is a centralized token management system DoD PKI certificates on NEATS tokens, also known as Alternate Logon Tokens (ALTs). These are used for IMS because they are not authorized to receive a Common Access Card (CAC). Some but not all IMS will require access to Navy computers systems and this is done with (NEATS). If your activity has a Learning Management System (LMS) your IMS will require a NEATS token. NEATS token flow chart

Reference Guide D-8.

1. The NEATS request process is as follows:

a. Training Site International Military Student Officer (IMSO) submits NETSAFA NIPRNET Enterprise Alternate Token System (NEATS) Foreign National (FN) Request Spreadsheet via email to the Submitting Trusted Agent (STA) on FN Request Spreadsheet.

b. (NETSAFA STA) submits NETSAFA NEATS FN Request Spreadsheet requesting "Registration only" to NIWC via email to niwc_lant_pki.htra.fct@us.navy.mil

c. NETSAFA STA forwards NIWC's approval email with attached NETSAFA NEATS FN Request Spreadsheet to Token Issuer (TI).

d. TI responds acknowledging receipt; programs token and informs all parties when complete.

e. TI reviews NEATS with STA-who confirms, records, requests overnight shipping label, provides IMSO tracking, then TI will package NEATS & initial PIN send out via FEDEX

f. IMSO verifies International Military Student (IMS) NEATS token was received and IMS has access with Learning Management System (LMS).

4-3 IMS Advance Arrival Information. The (SC-TMS9) Projection Report is usually the first notification that an IMS is coming to a training installation. IMSOs should use this Report as a trigger mechanism to send Student Information Packets to the IMS via mail, e-mail, or website references, as appropriate. The IMSO will verify with the SCO as required, to ensure the information is forwarded to the designated IMS. Packets will

include such items as school brochures, maps of the local area, estimate of living costs, type of clothing required, housing facilities, and other information that would be of interest to prospective IMS. Furthermore, a special text containing terminology peculiar to the course should be provided to help the IMS prepare for the training. The IMSO should send the Student Information Packets in time for the SCO to receive them at least 45 days before the IMS report date.

1. The SCO should enter advance arrival information on the SAN Web. The notice should arrive no later than 15 days prior to the IMS's scheduled arrival (30 days if an IMS is accompanied by dependents). When the SCO has entered the data, IMSOs will receive an automated e-mail. The arrival information will include pertinent information concerning the IMS, e.g., name, grade, service, WCN, travel itinerary, report date and accompanying dependents, if any. Any changes that occur after the arrival message should also be forwarded to the first training installation. Under Student & Training Progress Message results for confirmed students, a highlighted note with arrival information will appear under the WCN and Name of the IMS.

2. Another method to obtain arrival information is to select the Student Tab, then Arrival Information, then provide query parameters to narrow or broaden your search. This allows gathering arrival information for multiple students simultaneously.

4-4 IMS Home Country Information. In addition to sending information about the school, IMSOs should gain a working knowledge of the home countries of the IMS attending their school. The IMSO (and other staff) at a training site will be able to better relate to and interact with international students if they have an understanding of the student's home country. This includes the country's history, geography, governmental structure, economy, culture, military, and relations with the United States. IMSOs should take advantage of the following US Government websites to gain an understanding of a student's home country:

1. Dept. of State Background Bilateral Relations Fact Sheets: <http://www.state.gov/r/pa/ei/bgn/>
2. CIA World Fact Book: <https://www.cia.gov/the-world-factbook/>

3. USN Center for Language, Regional Expertise and Culture:
<https://www.netc.navy.mil/LREC/>

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

4-5 IMSO Communications. One of the most important responsibilities of an IMSO is to ensure that accurate and timely information is communicated to the various offices involved in international military training management. This includes (but is not limited to) their own command, NETSAFA, NIPO, DSCA, SCOs, NETC, and 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.

1. The IMSO's initial communication is normally with NETSAFA. **Appendix A** of this guide contains common NETSAFA email addresses. IMSOs can also make direct contact with SCOs for routine administrative matters concerning IMS such as non-receipt or clarification of arrival information, ITOs, biographical data, security clearances, travel arrangements, and personal affairs such as dependent or financial problems. Information copies on all correspondence should be sent to the NETSAFA CPM responsible for the IMS.

4-6 ITO. Per the Electronic-Security Assistance Management Manual (E-SAMM) Chapter 10, the ITO is the controlling training document provided to international students under SC training programs. No student enters a SC-sponsored training program without a properly completed ITO. The ITO provides the authorization for the dates and location the IMS is to receive training; the accounting fund site that will be used to pay for the training; the guidance for determining what support the IMS is entitled to; and the privileges the IMS may be entitled to while receiving training. The only ITO document authorized is the SCTMS generated ITO. An example of an ITO is shown in **Form B.3**. The SCO is responsible for the preparation, explanation, and issuance of an ITO for each IMS. The IMS name on the ITO will be the same as on the country-issued passport and visa; no changes to the student name on the ITO or within SC-TMS to the name can be made until the IMS' passport and visa are changed. If the country desires, a language translation may be attached to the ITO.

ITOs are issued only after in-country student screening is completed.

1. Changes to the student name on the ITO or within SC-TMS to the name can not be made until the IMS' passport and visa are changed. If the country desires, a language translation may be attached to the ITO. ITOs are issued only after in-country student screening is completed.

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

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

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

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

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

a. At a minimum, headings will contain the following data:

- (1) Office symbol and official address of publishing activity
- (2) Original ITO number and date
- (3) Rank and name (surname (ALL CAPS), first, middle) of IMS
- (4) Country
- (5) Funding and WCN or IMET IMS with FY IMETP and WCN
- (6) For FMS IMS, indicate FMS case designator and WCN

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

4-7 Sponsor Program. The purpose of the Sponsor Program is to help make IMS and their family feel welcome while undergoing education and training, and to acquaint them with American society and way of life. Sponsors should have a sincere interest in the purpose of the program and in working with internationals. They should be willing to take an active interest in preparing for the student before he or she arrives as well as making the student feel at home while in the area. Training Activity Commanders and IMSOs should encourage other staff members to serve as sponsors as long as there is not a conflict of interest, such as instructors responsible for grading students.

1. IMSOs should advise sponsors not to assume any financial obligations for an IMS. Requests for financial assistance should always be directed to the IMSO, who can verify the IMS' entitlements such as excess baggage allowances, travel expenses, or living allowances. (Indebtedness of an IMS is also addressed in para. 11-4).

4-8 Country Liaison Officer (CLO). An international officer is sometimes attached to a command to provide assistance in the administration and control of students from their country. Senior students from countries that do not have CLOs may assist with CLO functions. CLOs can give counsel or guidance to an IMS in a variety of matters, including academic or disciplinary problems, student morale, leave and travel arrangements, etc. More information regarding CLO roles and responsibilities can be found in SECNAV NOTE 4950 Date 17 Mar 2023 located at: <https://www.dscu.edu/itm>.

4-9 Health Insurance Screening Policies. The DON Process for Review of Healthcare Insurance Policies for International Military and Civilian Students and Authorized Dependents was released on March 22, 2018. This guidance complements the requirements, roles and responsibilities outlined in DoD 5105.38M SMM, Chapter 10 para 10.9, Healthcare Coverage. The DON Process for Review of Healthcare Insurance Policies for International Military and Civilian Students and Authorized Dependents carefully outlines the process for submission of commercial medical insurance policies when determined that it is required for IMS and authorized dependents and for coverage compliance review by NETSAFA. NETSAFA is designated as the maritime service agent to execute the medical review process in order to assist the IMSO and SCO in determining that the healthcare insurance policies purchased by the IMS and International Civilian Student (ICS) meet these requirements. As outlined in the guidance, if it is determined that commercial healthcare insurance is necessary, the SCO will obtain a copy of the commercial healthcare insurance policy, in English, from the IMS and upload for assessment via SC-TMS. SCOs can upload prospective policies for NETSAFA review prior to IMS/ICS procurement to ensure compliance before purchasing. IMSOs are not responsible for coordinating the health insurance policy review. NETSAFA cannot review policies sent via email before the IMS purchases the policy. The SCO can upload a policy quote before the IMS purchases, but the IMSO is not involved in that process. Policies will only be reviewed in SC-TMS (see the **Reference Guide D.2** for the process of uploading and reviewing policies in SC-TMS). The healthcare insurance policy review will be completed normally within five working days and compliance determination will be sent to the SCO, IMSO, and applicable country program manager via progress message in SC-TMS.

IMSOs will review ITO before/or upon arrival to verify that IMS and authorized dependents have medical insurance deemed compliant with DoD standards. If you have any questions, please contact the NETSAFA IMSO Manager at: [PNSC NETSAFA IMSOHelpdesk@us.navy.mil](mailto:PNSC_NETSAFA_IMSOHelpdesk@us.navy.mil).

Reference Guide D.2 is the DON Process for Review of Healthcare Insurance Policies for International Military and Civilian Students and Authorized Dependents.

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Chapter 5

International Military Student Travel

5-1 General Travel Information. IMS travel can be funded by a variety of Security Cooperation programs, including FMS, Foreign Military Financing (FMF), IMET, and Regional Defense Fellowship Program. (See Chapter 10 of DSCA Manual 5105.38-M, E-SAMM for details.) The SCO arranges for the IMS to travel from their home nation to the first training installation. IMSOs are then responsible for the travel arrangements from their command to the next training installation, and the IMSO at the final training installation is responsible for arranging the IMS's travel back home. IMS in short iteration courses, the SCO will normally arrange round trip travel. It is essential that the IMSO ensures that the travel arrangements to the IMS's next destination are in order. En-route travel message shall be prepared for the SCO or the gaining training activity.

5-2 Passports and Visas. The host nation government is responsible for issuing necessary passports and for obtaining visas for entry into the U.S. It is essential that the passports and visas for IMS and their dependents are valid for the entire duration of the IMS training period. Upon arrival IMS and dependent visas will be stamped with an oval that has "D/S" in it. This stands for Duration of Status and status termination is determined based on the End Date on the last training line of the IMS ITO. IMSOs should check the expiration dates on passports and visas to ensure the date is after, or at least on, the last date of the ITO. IMS and their dependents, who have passports expiring before the departure should contact their embassy or consulate for replacements. For visas that expire before departure, the need for replacement depends on circumstances. IMS can depart the U.S. on expired visas, they just cannot reenter the U.S. If IMS is attending long term courses where they may travel home on leave or emergency leave, then visa replacement may be prudent. IMS can coordinate with their embassy in D.C. to assist in request with U.S. State Department Diplomatic Liaison Division. IMS can also work directly with U.S. State Department. Details of the process can be found at: <https://travel.state.gov/content/travel/en/us-visas/other-visa-categories/renewing-visas-for-foreignmilitary-stationed-in-u-s.html>

1. Foreign visitors arriving via air or sea no longer need to complete paper Customs and Border Protection (CBP) Form I-94 or I-94W. Those who need to prove their legal-visitor status can

access their CBP arrival/departure record information online. CBP now gathers travelers' arrival/departure information automatically from their electronic travel records. Because advance information is only transmitted for air and sea travelers, CBP will still issue a paper Form I-94 at land border ports of entry. If travelers need the information from their Form I-94 admission, they will need to get their I-94 number. To obtain their number they should go to the following site: <https://i94.cbp.dhs.gov/I94/#/home>.

2. Upon arrival, a CBP officer stamps the travel document of each arriving non-immigrant traveler with the admission date, the class of admission, and the date that the traveler is admitted until. If a traveler would like a paper Form I-94; one can be requested during the inspection process. All requests will be accommodated in a secondary setting. Upon exiting the U.S., travelers previously issued a paper Form I-94 should surrender it to the commercial carrier or to CBP upon departure. Otherwise, CBP will record the departure electronically via manifest information provided by the carrier or by CBP.

3. IMSOs at the first training site should review all international students' visas in order to revalidate and ensure conditions of automatic revalidation of the I-94 are met to comply with Department of Homeland Security (DHS). SCOs will brief students prior to departing country. The I-94 admission record is created electronically and maintained in U.S. CBP systems. IMSs are encouraged to access the website and print out a copy of the I-94 as soon as they can. IMSOs should be prepared to provide assistance. IMSOs will assist IMSs who experience difficulty accessing computers and/or printers. IMSs that have country liaison office representation should be assisted by their representatives.

4. International students lawfully admitted into the U.S. are no longer required to be in possession of a preprinted Form I-94. The I-94 admission record is created electronically and maintained in CBP systems. A copy of the admission record printed from the CBP website constitutes a lawful record of admission. For more information, go to

5. <https://i94.cbp.dhs.gov/I94/#/home>. CBP will verify the I-94 electronically to validate an expired visa if the traveler

6. meets the conditions of automatic revalidation. If entry occurred prior to automation, a paper form must be presented in

7. order to comply with validation requirements. Form B.4 is a sample of Form I-102, Application for Replacement /Initial

Nonimmigrant Arrival-Departure Document and is used to apply for a new or replacement Form I-94 Nonimmigrant Arrival-Departure Document. Go to <https://www.uscis.gov/sites/default/files/document/forms/i-102.pdf> for further instructions.

5. IMS who are members of the Armed Forces of North Atlantic Treaty Organization (NATO) countries are exempt from any requirement for visas they will travel on NATO orders instead. However, "NATO-2" visa issuance will alleviate confusion that could occur during entry into the U.S. or subsequent check of legal status within the U.S. Dependents of NATO Armed Forces personnel are entitled to "NATO-2" visas. Civilian IMS from NATO countries and their dependents are entitled to "NATO-6" visas. IMS from other than NATO countries and their dependents are authorized and will be issued "A-2" visas.

Note: Taiwan IMS who will be in the U.S. for less than 90 days may arrive/enter the U.S. under the Electronic System for Travel Authorization (ESTA), or issued B1/B2 Visas for longer than 90 days. Pursuant to the Taiwan Relations Act and 9 FAM 402.3-5(I), Representatives of Taiwan may not receive "A" or "G" non-immigrant visas. Instead, representatives of Taiwan (including their immediate family members) who would otherwise qualify for an A-2 visa will receive a B-1/B-2 visa. When adjudicating these B-1/B-2 visas for representatives of Taiwan and their immediate family members, Consular officers may annotate the visas to specify the anticipated period of stay for assignments exceeding 180 days.

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

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

and returned before graduating from the last phase of training. Some in-transit visas can be obtained online.

8. Additional information regarding Visa policy can be found at State Department's web site:

<https://travel.state.gov/content/travel.html>.

5-3 Travel Funding for IMS. Guidance in the appropriate handling of U.S. funded travel for IMS is defined in the JSCET, the Joint Travel Regulation (JTR), and DSCA Manual 5105.38-M, E-SAMM. Contact NETSAFA CPMs for questions regarding rules and regulations of U.S. Government funded travel.

1. When travel/transportation is included in the USG training program the baggage weight allowances described below are authorized for IMS when travel costs are charged to the U.S. funded program, and apply to both oversea travel and travel to U.S. training installations. Baggage in excess of the amount authorized in this regulation will be at the expense of the IMS or their government. **Note:** When considering the authorized baggage information below, IMSOs should be aware that airlines charge passengers for a first and/or second checked bag. So far, minimal change has occurred regarding U.S. Government funded travel, provided the passengers are traveling on Unrestricted Coach Class (YCA) fares or Capacity Controlled Class (CA) fares. IMSOs should ensure that IMS utilized these fare codes and are booked on government contract carriers. Inform NETSAFA if an IMS experiences any variation in this situation.

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

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

b. Three pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS receiving TLA when training is 13 to 22 weeks.

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

d. In addition to the above allowances, one additional piece of baggage is allowed for students, with authorized accompanied dependents, attending the Professional Military Education, Graduate, and Postgraduate Programs (as listed in the E-SAMM, Table C10.T11) and for IMS attending flight training.

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

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

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

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

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

(b) The IMS can pay for the excess baggage at the airport, retain the receipt, and collect reimbursement after filing a claim with the SCO upon arrival at their country of origin.

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

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

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

5-4. Travel by Privately Owned Vehicles (POV). If the ITO authorizes POV travel, it is important that the IMSO confirm with the IMS that POV travel to the next destination is desired. When all or partial travel is performed by POV in CONUS, only the IMS who is authorized for POV travel and is responsible for paying for the POV operating expenses is entitled to a monetary allowance in lieu of transportation. This monetary allowance will be paid at the currently authorized rate for official highway distance per the JTR.

1. Reimbursement will be limited to the official distance from the departing training installation to the next training installation or point of departure specified in the ITO, and should not exceed the normal economy class commercial air fare. Living allowance will be authorized for a period not to exceed constructive travel time by air. If the IMS travels as a passenger in a POV, they are not entitled to mileage, but are entitled to living allowance in a travel status.

5-5. IMS Driver's Licenses. International Military Students (IMS) on "A", or "G", visas are no longer eligible to receive a U.S. state driver's license because they may be eligible for diplomatic privileges and immunities. In order for an IMS to apply for a U.S. state driver's license, the IMS must have a "Non-Eligibility Letter" issued by the Military Activity Per DOS Note 21-2038 November 19, 2021 Department of State has changed their policy concerning "Non-Eligibility" letters for NATO visa holders and NATO IMS will be processed through existing issuance policies and procedures.

Note: IMSOs should verify individual State requirements.

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Chapter 6

International Military Student On-Site Administration

6-1 IMS Arrival Information. Particular emphasis should be placed on the initial reception of the IMS at each training installation. Whenever possible, personnel of equal rank should meet arriving IMS, especially in cases of flag rank. Assistance to dependents should be provided when necessary and when it does not create undue expense to the training activity. An atmosphere of welcome, courtesy, efficiency, patience, and consideration is essential.

1. IMSOs will brief all IMS, either individually or as a group, as soon as possible after the IMS arrive at the training installation. JSCET, para 10-13 provides a list of required topics. Suggested items to be covered are contained in the Arrival Briefing Checklist Checklist C.2.

6-2 Student Control Number (SCN) Assignment/U.S. ID Card Issue. The SCN is used for student tracking in the Security Assistance Network (SAN), and is automatically assigned to an IMS when the SCO enters his/her name into the SAN for the first time. The SCN remains with the IMS's name within the SAN system, and is used again if the IMS is enrolled in the SAN for future training activities. The eight character SCN consists of the two alpha-character Country Code, followed by six numeric characters (e.g., CN123456.)

1. On 4 June 2020, SECDEF directed DoD to transition IMSs from Command Access Cards (CAC) to the NEXT GEN USID and as applicable, NIPRNet Enterprise Alternate Token System (NEATS) for token access. IMSO shall submit NEATS token request directly to NETSAFA refer to section 2.2.2 of the IMSO Guide for NEATS process. IMS are not to be issued a CAC. The only exceptions are for PEPs and CLOs. Only NEXT GEN USID cards will be issued to each IMS and accompanying dependents authorized on their ITO by the first training installation in accordance with BUPERSINST 1750.10 series, MCO P5512.11 and other appropriate directives. If the ITO does not reflect dates for all training lines, contact NETSAFA. IMS's ITOs will be endorsed upon issuance and return of NEXT GEN USID cards. IMSOs will maintain/record log of turn-in and/or destruction of all IMS NEXT GEN USID cards for a 3-year period. This is especially important for IMSs dropped from training (medical, disenrollment, etc.), should that IMS return for training they may be re-issued a new NEXT GEN USID card. A letter of NEXT GEN

USID card disposition from the previous command may be generated citing its accountability. This action precludes security issues at some sites that will NOT re-issue a NEXT GEN USID card for a returning IMS unless prior NEXT GEN USID card destruction/turn-in is accounted for via formal letter. Therefore, IMSOs at the last training installation should collect, log and/or destroy the NEXT GEN USID card prior to the IMS's final departure, and report action in SC-TMS SANWeb departure report. IMS may NOT retain an NEXT GEN USID card as a souvenir.

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

- a. International civilian trainees.
- b. Students in training for one week or less and ineligible for an ID Card.
Note: some PSDs will not issue an ID Card unless training is longer than 4 weeks.
- c. International students trained at contractor facilities, under the sponsorship of the DoD Security Cooperation Education and Training Program. Other students on an exception basis when access to RAPIDS is not available.

Note: In these circumstances when a FIN is not issued, the student is assigned a Student Control Number (SCN). The SCN is

used as an identification number on the ID Card, and should appear underneath the IMS's photo.

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

4. Civilians attending FMS training must have specific benefits identified on the ITO, such as Exchange and Commissary privileges. The PSD preparing their NEXT GEN ID will not automatically authorize these privileges. ID cards must be explicitly registered in the Defense Biometric Identification Database System (DBIDS). DBIDS registration will ensure IMS only have access to the locations IAW the ITO. Official travel to military installation not listed in the ITO must be approved by the sponsoring unit via official orders. Unofficial (leisure) travel to other installations must be approved by the Installation Commander or designee. IMS cannot sponsor visitors on DoD installation including dependents who are not authorized on the ITO.

5. Procedures for obtaining a SCN for the exceptions listed above are as follows:

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

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

6-3 Uniforms, Grooming Standards, and Nametags. IMS will conform to the uniform and grooming standards of the training installation to which they are assigned. However, the U.S. Navy

policy that prohibits beards does not apply to IMS except in cases where safety or operational efficiency dictates. Noncompliance may be cause for disenrollment. Situations that cannot be resolved locally should be referred to NETSAFA.

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

6-4 Leave. The foreign country may authorize leave in the U.S. between the last training installation and the point of entry for IMS upon completion of training before returning to home country. When possible, leave should be approved before the IMS departs from his/her home country and authority included in the IMS's ITO. Requests for leave or leave extension upon completion of training will not be granted unless the SCO has amended IMS's ITO by written communication with school(s)/training installations not later than 15 days prior to completion of scheduled training. Living allowance is not payable while in a post-training leave status. Support in the event of medical, legal, or financial issues while in post-training leave is the responsibility of IMS government. Students who do not adhere to scheduled return flights will not be the responsibility of the U.S. Government.

1. Specific regulations governing leave OCONUS and between consecutive courses, training installations, and the last training installation and Port of Entry (POE) are contained in paragraph 10-37 of the JSCET. All OCONUS leave must be approved by the Foreign Military/Government. In the event of an incident outside the U.S., such as medical and legal issues, the USG cannot provide support to the IMS.

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

3. Requests for emergency leave will be submitted directly to the SCO concerned by priority message via email, with an information copy to NETSAFA IMSO Division and the appropriate NETSAFA CPM, and others as appropriate.

6-5 Holidays. Installation commanders are authorized to grant non-chargeable leave, and IMET IMS are authorized living allowance during the following periods:

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

2. A total of two national or religious holidays of the IMS's country not to exceed one (1) academic day for each holiday authorized. Academic progress will be the deciding factor in each case. Refer questionable situations to the respective major claimant for resolution. Defense Security Cooperation Agency (DSCA) publishes an annual list of the two-country-approved holidays that fall under this category. This list can be found at: <https://www.dscu.edu/itm?id=5>.

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

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

6-6 IMSO Visit Coordination. Periodically, the IMSO is called upon to coordinate an international visit by dignitaries, officers, and prospective students from other countries. These visits could be either as an Orientation Tour (OT) coordinated through international training channels, or as a visit arranged through diplomatic channels. Some of these visits may be "self-invited," which are requested through diplomatic channels and all expenses are paid by the foreign country. See JSCET Chapter 12 for further information.

1. For OTs, the command POC will be notified by telephone, message, e-mail, or letter from either NIPO or NETSAFA advising of the nature of the visit and the number of people. For other official visits, notification will be made through the Office of Secretary Defense (OSD) Foreign Visits System via message. It is very important to establish a POC at the school or activity being visited prior to their arrival. The command's POC should also establish liaison with the POCs at the activity from which

the visitors may be arriving, and/or the next activity to be visited. **Checklist C.6** is a checklist to assist the IMSO in being adequately prepared for these various types of visits.

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

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

4. The IMSO, or visit POC, will coordinate Base Access issues with Security contacts to confirm and resolve access issues. To clarify the role of Foreign Visit Requests (FVR) vice Invitational Travel Orders (ITOs) for IMS' on ITOs:

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

b. An FVR request document is initiated by the country using the DoD Foreign Visits System (FVS), usually from the Defense Attaché office of their Embassy in Washington D.C., through NIPO, then forwarded to appropriate command for visit approval. This can be a site visit or conferences held on military facilities. No IMS provided training is authorized utilizing an FVR document. FVRs are issued just to meet request requirements, and do not include vetting, funding, medical screening, or other details listed under course training requirements.

5. The Personnel Exchange Program (PEP), while not an FMS program, is one which an IMSO may receive questions about from Base Security, as the program has International Officer/Enlisted personnel arriving at various commands and facilities. PEP personnel arrive with letters from OPNAV and a Foreign Visit

Request vice an ITO, so Base Security may contact you on their arrival. The Command PEP personnel will be available to coordinate the appropriate advance check-in with Base Security.

6-7 Enhanced Security Vetting for Continuous Recurring Access (CRA). Security vetting and screening requirements have been implemented for IMS who come to the U.S. for education and training. Guidelines have been established in U.S. law in the form of the National Defense Authorization Act for Fiscal Year 2021 and DoD policy signed by the Office of Under Secretary of Defense for Intelligence and Security (OUSD I&S) dated 18 Nov 21. Applicable DoD Security Reference Documents can be found on SC-TMS under the DoD Security Vetting tab.

1. Key requirements in this guidance are:
 - a. Issuing IMS next generation USID cards instead of CACs
 - b. IMS signing a Consolidated Consent Agreement (CCA) regarding firearms, conduct and consent to monitoring of social media, and
 - c. Submission of Biographic and Biometric information to the Defense Counterintelligence and Security Agency (DCSA) for enhanced vetting. These must be done for IMS to have CRA at DoD installations, with limited exception due to course duration or IMS being from Australia, Canada, New Zealand, United Kingdom and the United States (FIVE EYES countries).
2. IMSOs can check the status of an IMS security vetting in SC-TMS. Go to Schoolhouse, select Student Training & Progress Messages, select the link on the student's name, select DoD Security Vetting and Agreements tab. The CCA, date of Biographic info submission, date of Biometric Information and vetting status provided by DCSA can be found on this page. Additionally, under the Basic Info tab at the very bottom it will state what level of U.S. equivalent security clearance the IMS has. This is especially important for FIVE EYES country IMS who are not required to have enhanced security vetting if they possess a U.S. equivalent security clearance. IMSOs can also check to see if the CCA is uploaded on the Student Training & Progress Messages page at the far right of the line containing WCN and Student Name. Status will either be a green Available or a red Unavailable. If there are questions regarding an IMS' status, contact the CPM for assistance. For more information on Security Screening and Vetting see ESAMM, Chap 10, para 10.8.

6-8 Biometrics on Arrival (BOA). Per OUSD I&S memo dated 28 Feb 2022, the exception for SCO collection of data is for countries that have a small number of IMS traveling to the U.S. each year. These SCOs do not have the equipment necessary for biometric collection so they will request Biometric on Arrival (BOA) waivers to complete collection upon arrival. IMSOs should be consulted regarding ability to perform this collection during the waiver request and coordination process.

1. During these BOA exceptions, IMS must be escorted and not receive installation Continuous Recurring Access until vetting results are complete. IMSOs will contact their local/unit security manager to see if they have fingerprinting capability. If your security manager does not have fingerprinting capability, work with the security manager to schedule fingerprinting appointments with the fingerprinting location that supports your unit. Once the Security Manager (or supporting fingerprinting function) sends the biometrics to ABIS (Automated Biometric Identification System) for processing, IMSOs will need to get the Transaction Control Number (TCN) from the Security Manager.

2. The TCN is generated when the Security Manager inputs the biometrics in ABIS. Once the IMSO has the TCN, go to the Basic Information tab for the student in Security Cooperation - Training Management System (SC-TMS). About halfway down the page in the Account Information section, you will see a box to input the TCN. For more info on TCNs, see [Reference Guide D.3](#) of this guide.

6-9 Security Manager Fingerprinting Process. IMSO's will coordinate with their local security manager to schedule the required fingerprints for the IMS and AFM if applicable.

1. Security managers will use the SWFT+ fingerprinting capability to take the fingerprints.

a. Student Verification: for each student the security manager will verify their passport and DoD ID Card.

b. Upon verification the security manager will conduct the fingerprinting.

c. Include the DoD EDIPI number in the MISC field in SWFT+.

d. Save the respective fingerprints as PDF files so they can be transmitted to DoD ABIS via DoD SAFE. The name of the PDF should be the last name of the individual and their EDIPI number (ex. GRIFFY0120211).

2. Once the prints are captured you can either "Complete Enrollment" or "Save to Server". Save the file to the server.

a. Once you have clicked save to Server go to the Transaction Manager of WebEnroll, find your submission, and click the checkbox next to it.

b. Then click the PDF View Button, select the type of hard card format (If available select the SF 87 used for hardcopy submissions)

c. Once the type of hard card is selected you will be prompted to save as a PDF.

d. DO NOT submit via the SWFT+ WebEnroll application.

e. The PDF fingerprint card should contain the following: Last Name, First Name, EDIPI number, Passport information to include number, Date of Birth, Sex, Race, Height, Weight, Eye Color, Hair Color and Place of Birth.

f. Send all completed fingerprints to ABIS via DoD SAFE daily: (Please group as many fingerprint PDF's into a single DoD SAFE submission as possible to limit the number of emails being sent to the ABIS team)

(1) DoD SAFE (<https://safe.apps.mil/>) (You must use your "Authentication Certificate")

(2) ABIS Email to be used in DoD SAFE (bluedog@abis.biometrics.mil)

(3) In the notes include: Organization, IMS Vetting Fingerprint DON, ORI: IMSNAVY0M and file name (ex. IMS Vetting Fingerprint DON - GRIFFY012021)

(4) Once completed send the random password to bluedog@abis.biometrics.mil. This email address cannot accept encrypted emails. Also, include in the email: Organization, IMS Vetting Fingerprint DON, and ORI: IMSNAVY0M and file name (ex. IMS Vetting Fingerprint DON - GRIFFY012021)

(5) Security Management POC: DUSN S&I Personnel
Vetting: Dr. Thomas J. Griffy, thomas.griffy@navy.mil

6-10 English Comprehension Level (ECL) Testing Requirements.

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

1. SCOs are responsible for conducting in-country screening of IMS candidates before they depart their home country for the US. The results of the in-country proficiency examination are recorded in Block 10 of the ITO. However, certain country-specific waivers and exemptions are authorized, as a result of an annual review of ECL requirements. The list of ECL, TOEFL, & OPI Exemptions is promulgated by DSCA, and can be found at: <https://www.dscu.edu/itm>.

IMSOs should review each ITO closely, ensuring that the IMS is properly qualified to begin their training, and that any exemptions or waivers are in accordance with the annual DSCA message. IMSOs can also get IMS ECL scores in SC-TMS. Under Schoolhouse, select Student Training & Progress Messages link, select link on IMS name, select Test Scores tab.

2. The IMSO or the Command Test Control Officer (TCO) must administer the direct entry (meaning IMS did not attend DLIELC) proficiency test within 3-5 days of IMS arrival. If the IMS achieves the required ECL score, they are entered into training. Inform NETSAFA if the IMS does not achieve the required ECL score, and schedule a second test in 1-2 working days (never the same day). 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.

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

4. 332 Training Squadron Instruction (TRSI) 16-1051, 11 Dec 20, provides updated guidance regarding English Instruction, Curriculum, and Testing, including On-Line ECL testing. 332 TRSI can be found at: <https://www.dscu.edu/itm>

5. DLIELC Instruction 1025.15, 1 Jul 17 provides ECL Test Guidelines. It can be found at: <https://www.dlielc.edu/testing/testing.php>

6. TCOs can now choose the Online Computer Adaptive Testing (CAT) rather than the paper version to test ECLs of international students. Details are located in Para 5.3.3.2 of 332 TRSI16-1051.

7. For more information, contact the DLIELC English Testing Flight (ETF) at dli.testing@us.af.mil or (210) 671-4889. Or visit DLIELC website at: <https://www.dscu.edu>.

6-11 Distance Learning. The DON Section of the SECNAVINST 4950.4B (3-50) has been updated to provide guidance on the policy and implementation of Distance Learning (DL) for IMS.

1. IMS no longer have access to Navy Knowledge Online (NKO). Students may access the following training directly through the public DOD Cyber Exchange website <https://public.cyber.mil>. If any additional courses are needed, notify the NETSAFA Point of Contact (POC). Courses available to students:

a. DOD-PII-2.0 - Privacy and Personally Identifiable Information (PII) Awareness Training

b. DOD-IAA-V12.034 - DOD Cyber Awareness Challenge 2024

Note: Specific questions or issues will be directed to NETSAFA IMSO Manager at usn.pensacola.netsafapensacolaf1.mbx.netsafa-ims0-mgr@us.navy.mil.

Note: Requests for additional courses must be made by a U.S. Military or Civilian. IMS cannot directly request courses through NETSAFA.

6-12 Contractor Provided Training. Some of the Navy's international military training and education courses are conducted by contractors at non-U.S. Government facilities. IMS attending courses at these training sites must have ITOs, and their activities must be coordinated and supported in much the same way as they are on a Navy facility. There may be occasions when an IMSO may either be receiving an IMS from, or sending an

IMS to, a contractor provided training site. When this occurs, IMSOs should refer to the JSCT and the E-SAMM for detailed guidance regarding contractor-provided training.

6-13 Requests for Information. All requests from the media for interviews or photographs of IMS will be referred to NETSAFA, who will forward the request to NIPO, who in turn will forward the request to the Assistant Secretary of Defense (Public Affairs), for evaluation before making any commitment. Also, IMSOs should ensure that IMS inform their embassy prior to any contacts with the press. Current policy regarding the disclosure of information is contained in the Department of the Navy Public Affairs Policy and Regulations Manual (SECNAVINST 5720.44C).

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

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

3. Out-of Channel International Requests.

a. Responding to an out-of-channel request for course information/quotas from an international may be perceived as a commitment to provide U.S. training, which could undermine the quota allocation process and result in unauthorized/non-releasable training being provided to a country. Out-of-channel requests could include electronic, written correspondence, telephone, or a request received from an international military

student (IMS) or a foreign exchange officer assigned to a U.S. activity.

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

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

6-14 Insider Threat Awareness. The purpose of Insider Threat Awareness is to aid international military students in understanding how to identify and report insider threat indicators. The goal is to deter threats and detect potential issues early on before a problem occurs. At the first training installation, during orientation and arrival briefings, IMSOs should ensure IMS watch the Insider Threat Awareness Video. The video can be found at DSCU website.

<https://www.dscu.edu/learning-guides?id=43> Completion should be recorded using a Free Text Progress Message in SC-TMS so that subsequent training activities can determine if an IMS needs to view the video or not.

Behaviors/Activities Considered Potential Risk Indicators.

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

- a. Drug or alcohol abuse
- b. Undiagnosed or untreated medical or mental health conditions
- c. Criminal activity
- d. Interest in weapons or purchase of weapons
- e. Unexplained travel

f. Attempting to access information not necessary to studies or mission

g. Unexplained absences

h. Financial problems

i. Sudden outbursts of anger or threats of violence

j. Unexplained affluence/money

k. Failure to follow security protocol

l. Signs of recruitment or elicitation

2. If students observe any of the previously-mentioned behaviors or activities, (**see Form B.5**) they should:

a. Report it to an instructor

b. Report it to support personnel

c. Report it to the IMSO

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Chapter 7

International Military Student Health Matters

7-1 Medical and Dental Care. The JSCET Chapter 8 and ESAMM Chapter 10, para. 10.8 & 10.9, provide detailed guidance concerning Medical Requirements and Healthcare. These policy documents cover the required examinations, eligibility, benefits and reimbursement for healthcare, hospitalization, and other medical topics. The JSCET and ESAMM will be used as a guide for those involved in the administration of IMS at various levels, including SCOs, IMSOs, training field activities, and DoD health care providers. The JSCET and ESAMM can be found on the International Training Management Website: <https://www.dscu.edu/itm>

1. The ESAMM C10.9 and JSCET Chapter 8 describe 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: "All IMS and family members authorized on the ITO must have health care coverage for the duration of their training. Failure to have health care coverage on IMS and authorized dependent(s) will result in IMS being withdrawn from training and returned home. Family members cannot be authorized on the ITO without health care coverage."

2. Many military treatment facilities are not familiar with medical benefits authorized foreign personnel. A POC should be established between the IMSO and the military treatment facility (MTFs) and civilian healthcare facilities that treat students. Health care benefits and financial considerations covering most IMS medical and dental contingencies are outlined in ESAMM C10.9 and Chapter 8 of the JSCET. They cover most contingencies but are not all inclusive. IMSOs should provide the treatment facility with a copy of the JSCET chapter that pertains to medical and dental care. Bureau of Medicine (BUMED) guidance is provided in NAVMEDCOMINST 6320.3B. IMSOs should inform the student what to provide to the MTF or civilian healthcare facility and help them to know how to explain their ITO for care and billing purposes. This will help to ensure proper billing so that a good partnership is maintained with MTFs and civilian healthcare facilities. Improper billing in the past has damaged partnerships with healthcare facilities and they have denied treating IMSs. IMS should provide their ITO to the front desk and show them the responsible party for billing which is under section 12.b. The quickest way for a bill to be paid is IMSO submission via email to the medical billing address. POCs at the treatment facilities should be informed that the medical billing office at NETSAFA may call the billing office on the IMS's behalf.

3. Prosthetic devices, hearing aids, orthopedic footwear, and similar adjuncts are not authorized for non-NATO IMS. Dental care is provided for non-NATO IMS only on an emergency, reimbursable basis where needed for relief of painful or acute conditions. Routine dental care must be received from civilian sources. NATO IMS receive the same dental care as U.S. military personnel. Eyeglasses are furnished when required for training only if not available through civilian sources.

7-2 Serious Illness, Injury, or Death. Chapter 8 of the JSCET provides detailed guidance regarding major medical cases or fatalities of an IMS or dependent. Chapter 8 of the JSCET also provides information in the event that an IMS requires hospitalization. IMSOs should review this important information carefully, and work with other members of their training activity staff to develop Standard Operating Procedures (SOPs) for such an incident. The SOPs should reflect a training activity's current procedures for responding to an injury or illness of a U.S. student, but should also reflect an awareness of the potential diplomatic, political, and media sensitivities involved in an international student incident. Initial steps should include:

- a. Record the date and time of the notification and the name, organization, and telephone number of the individual making the notification.
 - b. Get the details of the incident, to include:
 - c. Name and country.
 - d. Nature of the Incident (Illness, Injury or Death).
 - e. Other Circumstances (DUI/DWI, accident, or other (specify))
 - f. Location of incident.
 - g. Others involved in the incident/witness (name, address, and telephone number).
 - h. Description of the incident.
1. Action(s) taken after receiving the incident report:
- a. Record the name, position, date and time of persons notified.
 - b. Record other actions taken.
 - c. Contact the NETSAFA CPM by phone.

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

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

4. If an IMS under DON sponsorship dies while undergoing training with U.S. forces or while traveling in relation to the training, the remains will generally become the responsibility of the DON until return to the home country's custody can be made. The cognizant command will send a casualty report, by immediate message, to NIPO, NETSAFA, the foreign Attaché, and other agencies in the chain of command as appropriate. Basic guidance is contained in the Decedent Affairs Manual (NAVMEDCOMINST 5360.1). Detailed instructions on actions to be taken with respect to the remains will be provided by United States Navy Mortuary Affairs Office (MAO), Great Lakes, IL, after coordination with NIPO.

5. Bills for services in connection with the disposition of a deceased IMS under the IMET, and other grant programs will be forwarded to NETSAFA for addition of the appropriate accounting data before submitting for payment. Bills for services in connection with the disposition of remains of IMS in FMS training will be forwarded to NETSAFA, the appropriate embassy, or healthcare insurance provider, whichever is listed on the Invitational Travel Orders for payment of medical expenses.

7-3 Medical Billing Procedures. The ITO (Block 12b of the TMS generated ITO) must specify the correct source for reimbursement of medical costs. If the IMS is covered under a reciprocal health care agreement between the U.S. and the IMS's country, the agreement will take precedence over the charges listed in the JSCET. NATO IMS authorized accompanying dependents are

entitled to the same medical care (with the exception of TRICARE for inpatient care) as U.S. military dependents. Non-NATO IMS may be provided medical care on a space available basis when facilities and staffing permit. Eligibility does not mean free care. **Figure 2.8** outlines medical care entitlements and reimbursement sources for IMS and their ITO-authorized dependents.

1. Military Clinics and Hospital Medical Care: Military medical treatment facilities must forward medical bills to: NETSAFA N81 (for IMET/grant program and specified FMS cases whereby agreement is in place for NETSAFA to charge the case; RSNF bills are an example of this scenario), the Foreign Government (for other FMS cases), or the student, as appropriate and indicated in the ITO.

2. IMET/Grant Program. If a Government Treatment Facility treats an IMET/grant program IMS, the ITO indicates that the IMET/grant program is responsible for payment, and criteria for treatment under the JSCET are met, the Military Treatment Facility will forward invoices to their Central Billing Office. A complete ITO should accompany all invoices. These invoices are forwarded to the NETSAFA CPM and NETSAFA N81.

The following billing address (which is found in Block 12b of the ITO):

Commanding Officer (Code N-8)
Naval Education and Training Security Assistance Field
Activity
250 Dallas Street, Suite B
Pensacola, FL 32508-5269

3. 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 forwarded to the appropriate office for payment (if chargeable to the FMS case - as directed on the ITO; if chargeable to foreign government representative in Washington, D.C., to the address on the ITO). Before forwarding FMS IMS medical bills to NETSAFA for payment, contact the NETSAFA CPM and NETSAFA N81 to verify that a medical line is included in the case. Billing for dependents is done at the local level, with bills being sent to private insurance companies or foreign government as per the ITO. Dependent bills will not be forwarded to NETSAFA. Ultimate payment responsibility resides with the student.

4. Civilian Clinic and Hospital Medical Care. IMSOs should brief IMS on the difference between Emergency, Urgent, Referred and Routine care. The distinction between Inpatient and Outpatient should also be discussed. IMSOs shall follow emergency care and billing procedures as outlined in Chapter 8 of the JSCET Procedures may be printed for emergency reference. A link for the JSCET can be found on the International Training Management website: <https://www.dscu.edu/itm>

5. IMET/grant program. If a Civilian Treatment Facility treats an IMET/grant program IMS, the ITO indicates that the IMET/grant program is responsible for payment, and criteria for treatment under the JSCET are met, civilian facilities will forward invoice, ITO and OMB 0938-1197 Form 1500 to NETSAF N81. For referred care, the bill and ITO with completed NAVMED Form 2161 (Referral for Civilian Care) are required. The following is the billing address (which is found in Block 12b of the ITO):(same as above)

6. When reimbursement is the responsibility of the FMS case or the foreign government, the Civilian Treatment Facility forwards invoices to the appropriate office for payment (if chargeable to the FMS case, as directed on the ITO; if chargeable to foreign government representative in Washington, D.C., to the address on the ITO). If IMS has private medical insurance, bills will be sent to the insurance company.

7. Billing for dependents is done at the local level, with bills being sent to private insurance companies or foreign government as per the ITO. Dependent bills will not be forwarded to NETSAFA. Ultimate payment responsibility resides with the student.

8. NATO/PfP unique coverage. If stated as authorized in the ITO, NATO/PfP IMS and/or dependents may have their bills sent to Tricare for outpatient care that is a referral from a MTF. Inpatient care is not covered by Tricare and IMS must procure private insurance to cover this type of care. For care in civilian facilities, bill and ITO with completed NAVMED Form 2161 (Referral for Civilian Care) are required.

9. For general questions regarding billing process, procedures, and entitlements, NETSAFA N81 billing POCs can be reached at: usn.pensacola.netsafapensacolaf1.mbx.netsafa-medical-billing@us.navy.mil

Note: Do not send PII or HIPPA info to this address. This information will be encrypted and sent via DOD Safe. This email address

should be provided to MTF Central Billing Office and may be provided to Civilian Treatment Facility as needed.

10. If a bill is sent to the student, they should immediately bring the bill to the IMSO who shall in turn will forward the bill via the email address in paragraph 7-3.9 or through the mail at the address found in Block 12b of the ITO.

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Chapter 8

IMS Training and Academic Records and Reports

8-1 IMS Training Records. The IMSO at the first training activity will initiate a training record on each IMS. IMSOs at successive training installations will maintain IMS records, and will ensure that all necessary and appropriate documents are included. As a minimum, this record will contain the following:

- a. Copy of ITO, amendments, and endorsements.
- b. Application for ID cards for IMS and their authorized accompanying dependents.
- c. Instructor comments on the IMS's performance.
- d. Record of courses attended.
- e. International Student Academic Reports.
- f. Correspondence relating to indebtedness, traffic violations, civil law violations and charges, and other disciplinary incidents.
- g. Record of individual counseling given the IMS.
- h. Record of DoD FSP activities that IMS either participated in or were given the opportunity to participate in.
- i. Any other documents that would be beneficial to IMSOs at subsequent training locations.

Note: Records will be maintained and disposed IAW Navy records management instructions.

8-2 Biographical Records. The IMSO will maintain biographical records on IMS within SC-TMS. The IMSO will maintain a copy of biographical records that are useful for training activity and student admission. The IMSO must report infractions, incidents of a serious nature, or serious medical conditions or emergencies involving either IMS or their Family members. The initial report will be by telephone followed immediately by a priority message. For Navy sponsored IMS, reports will be made to NIPO via the chain of command and NETSAFA. For Marine Corps sponsored IMS, reports will be made to USMC/CG, Marine Corps Security Cooperation Group (MCSCG) via the chain of command, with information copies to NIPO and NETSAFA. For Coast Guard

sponsored IMS, reports will be made to USCG International Affairs (G-CI) via the chain of command, with information copies to NIPO and NETSAFA.

8-3 IMS Progress Reports. IMSOs should use the SAN/SC-TMS9 to provide student Arrival, Enrollment, Completion, Attrition, Delay and other type Progress Messages. The cognizant reporting activity will send these reports to NETSAFA via the SAN/SC-TMS. Information copies are sent to the respective major claimant (if other than NETC), the functional commander, and other addressees as required. A copy of all progress reports will be placed in the student's file.

1. Arrival/Enrollment Reports. Arrival messages should be sent once student arrives at the training location. Enrollment messages are prepared when students actually begin training, and should be submitted within three working days after course commencement. IMSOs should ensure IMS are fully qualified per MASL prerequisites, such as ECL scores and physical/mental fitness before enrolling the IMS in training. If IMS does meet the prerequisites, the NETSAFA CPM should be notified. These messages are sent automatically to the NETSAFA CPM and the SCOs who desire these reports. The next senior in the IMSOs chain of command should also be forwarded an information copy. IMSOs are only able to update blank fields on the SAN/SC-TMS:

a. Progress reports should be sent by the IMSO at the first training installation after the FIN has been assigned.

b. After the Arrival/Enrollment Message are sent, a red check mark should appear over the report icon (handshake).

c. Departure/Completion Message. Use the SAN/SC-TMS to send Departure/Completion Messages when students graduate and travel to their next training or return home. Updates should be submitted within three working days after course completion or termination.

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

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

2. It is not necessary to include the SCO on completion reports. Progress reports of a negative nature (i.e., student

disciplinary problems) should be coordinated with higher authority prior to submission. NIPO is normally not an information addressee on routine commencement or intermediate completion reports, but should be included if a failure report is issued due to an academic, disciplinary, or medical reason.

3. The Embassy of Egypt is to be included on all completion reports for Egyptian students.

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

8-4 IMS Navy Flight Training Reports. Simulator hours should be reported in the same manner as aircraft hours. Notify the NETSAFA CPM for a change in Estimated Completion Date (ECD) of one week or more and the reason for the change. Get approval via telephone or in writing prior to any extension in training or additional flight/simulator hours. An estimate of those additional flight hours is required if an ECD change is required and additional flight hours or simulator hours will exceed the programmed syllabus hours. Additional hours will not be flown until authorized by appropriate CPM. The Completion Message should include the following:

- a. Actual syllabus hours flown by aircraft type and FY.
- b. Actual syllabus simulator hours by simulator type and FY.
- c. Dates of holidays observed during course enrollment.
- d. Dates of student's sick leave taken during course enrollment.
- e. Dates of student's annual leave taken during course enrollment.
- f. Incomplete or lack of document of {(4 a-e) above}, items will delay financial action.
- g. Exceptions to preparing International Trainee Progress

Messages for each course of instruction are as follows:

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

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

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

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

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

e. Within one working day after determination of deviation from student's original schedule.

Note: The Naval Air Maintenance Training Group Detachments and Units under the Commanding Officer (CO) Naval Air Maintenance Training Group and NETC will continue to report as **per d.** above.

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

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

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

Note: Progress Messages serve as NETSAFA's standard IMS incident reporting method. Progress Messages (PM) at a minimum must include:

IMSO has notified their Commanding Officer (CO) of the following 5 W's (Who, What, When, Where, Why)

- 1 - Who (IMS LAST NAME, FIRST NAME, ITO#)
- 2 - What (Incident Description/PM Details)
- 3 - When (Time/DD/MMM/YY)
- 4 - Where (PMASL assigned and Specific Location of Incident)
- 5 - Why (Justification/Reason/COA)

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

8-5 IMS Academic Reporting. The International Student Academic Report (DD Form 2496) provides the major source of information available to the SCO and the foreign government to assess the IMS's academic achievement. The reports are required for all IMS in all types training conducted under the DON SCTP including classroom training, on-the-job training, observer ship training, and contractor training. The training installation should designate a faculty member or other staff member as the Evaluator, responsible for completing the academic report. The IMSO is responsible for ensuring that an academic report is completed for every course in which an IMS is enrolled and there should be one academic report for each line of training. The IMSO must also ensure that each academic report is included in the IMS Training Record, IAW para. 10-28 of the JSCT.

1. The SANWeb is used to upload the IMS Academic Report. This will enable the SCOs, Combatant Command (COCOM) staff, and other authorized persons to view the academic report as soon as the

IMS has completed a course, and eliminates the need for hard copy documents. The system will also generate an automatic e-mail to the SCO and the Military Service office when an academic report is uploaded into the SAN. IMSOs should begin utilizing the online academic report capability of the SANWeb. Academic report can be uploaded to the SANWeb as follows:

- a. Log onto the SANWeb under Training Tab.
- b. Go to "Students" tab, Arrow down to Academic Report (DD2496).
- c. There can only be one report upload per student per training line.
- d. Perform ONE UPLOAD at a time.
- e. The maximum file size is 25MB, but the ZIP File should be used for files of this size. "Save as other" may be used to reduce size of the PDF as well
- f. The "Select File" column allows you to view an uploaded academic report. The "Action" column allows you to save, update or delete an academic report.
- g. When a hard copy Student Academic Report is submitted, the following instructions relate to the parts (or elements) in **Figure 2.11**, which may be reproduced as needed.
 - (1) Forwarding Address. The next training site if subsequent training is scheduled, or the country SCO if course is the last training sequence.
 - (2) From. Name and address of training installation preparing the form.
 - (3) Name. Enter trainee's name (last, first, middle) as shown on student's ITO.
 - (4) Grade. Enter trainee's rate or rank (if civilian, enter CIV). Also enter trainee's U.S. paygrade equivalency (for example, CAPT, 0-6; SGT, E-5; CIV, GS-13).
 - (5) Country. Enter trainee's country.
 - (6) FMS Case or IMET FY and WCN. Enter FMS case number or trainee's worksheet control number as shown on student ITO.

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

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

(9) Course MASL. The Military Articles and Services List (MASL) number assigned to the course.

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

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

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

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

(14) Student's Academic Evaluation.

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

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

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

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

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

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

(d) Recommendation or explanation for trainee disposition.

(e) Significant accomplishments or awards.

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

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

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

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

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

8-6. Classified Materials. Disclosure authorizations are issued for each country scheduled for training that includes Classified Military Information (CMI) and/or Controlled Unclassified Information (CUI) with an established "Need to Know" and are valid until the course content or the political relationship between the U.S. and the respective country changes. See the E-SAMM Chapter 10 (para. 10.3.4) for additional details.

1. Disclosure of CMI and CUI during instruction may occur only after receipt of a Delegation of Disclosure Authority Letter

from NIPO (Code 01B2), the Naval Intelligence Command, Naval Education and Training Security Assistance Field Activity (NETSAFA) or a command delegated authority in the SECNAVINST 5510.34 series. NETSAFA has been provided general disclosure authority from NIPO which may be delegated in support of International Training through a Delegation of Disclosure Authority Letter (DDL). Under no circumstances will classified training or information be provided without a disclosure authorization.

2. Disclosure authorizations are issued for "appropriately cleared" representatives of the attending country. However, at no time does an ITO authorize the disclosure of CMI. IMSOs must ensure the access granted to the IMS on the ITO by the country is at least equal to the level granted by the disclosure authorization. If the ITO grants a lower level of clearance than is contained in the disclosure authorization, or if no access is authorized, the IMSO must contact NETSAFA Foreign Disclosure Officer (FDO) for determination if the training should be conducted at a lower level of classification, or if the training should be cancelled.

3. Classified Training Material and Student Notes (ref. SECNAV M-5510.1, DoN Foreign Disclosure Manual, Chap. 10, pgs. 10-10 and 10-11, para. c) DON training activities can supply only classified student notes and locally prepared course materials to the pertinent SCO, with appropriate release forms. Other classified publications used during instruction of the classified course such as texts and schematics must be requested by the foreign Government through normal channels.

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

- a. Highest classification of included material
- b. Date of review
- c. Name and rank of reviewing official

- d. Name of cognizant activity
- e. Training course involved
- f. Student's name and service

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

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

8-7. Training Program Records Disposition. As FMS Training Case and IMET Program Administrator, NETSAFA is responsible for the disposition of all Security Assistance Training Program records dealing with individual IMS and individual country training programs. This includes, but is not limited to: ITOs, progress reports, correspondence, messages, etc. If NETSAFA is an info addressee on any such correspondence, training activities may destroy their copy when no longer needed. If NETSAFA is not in receipt, the report/document should be forwarded to NETSAFA for determination as to further disposition on a case-by-case basis.

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

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Chapter 9

Disciplinary Actions and Special Incident Reporting

9-1 IMS infractions and incidents. Infractions or incidents of a serious nature involving either IMS or their dependents include, but are not necessarily limited to:

- a. Serious breaches of discipline
- b. Matters involving civil authorities
- c. Incidents considered to have politico-military implications
- d. Situations considered outside the purview of local commands or installations. (I.e. Immigrations and Customs, Off Base Schools/Businesses/Citizens)

1. Due to the sensitive nature of such reports, distribution will be limited to the following organizations or activities. An incident should be reported by telephone to the appropriate NETSAFA CPM and the flag rank command supervising the training. Telephone notification should be followed-up by priority e-mail. Ensure email is sent as Controlled Unclassified Information (CUI). Prior to describing the incident and providing pertinent information, include statement "This is an official IMSO notification". For Navy sponsored IMS, reports will be made to NIPO via the chain of command and NETSAFA. For Coast Guard training, ensure USCG International Affairs is notified. The report will include appropriate recommendations.

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

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

4. Student Incident Report **Form B.7** is available for reporting infractions or problems involving IMS that do not warrant special incident reporting. Contact the NETSAFA IMSO Division for additional information and guidance.

9-2 Unauthorized Absence. IMSOs will carefully check student accountability records before making a determination of Unauthorized Absence (UA), to ensure that the IMS is not absent because of misunderstanding the schedule, sick in quarters, or for other plausible reasons. **Note:** When a student is determined to be in an UA status while in travel from one training installation to a follow-on training elsewhere, the student's last installation is responsible for completion of IMSO responsibilities.) Refer to **Checklist C.3**

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

a. Initial/Immediate notification of the following offices
Provide initial notification by telephone with as much information as available at the time. This **will be followed by an official email notification.**

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

c. NETSAFA IMSO Manager:
usn.pensacola.netsafapensacolaf1.mbx.netsafa-imso-mgr@us.navy.mil

d. Local Naval Criminal Investigative Service (NCIS)

e. Immigration and Customs Enforcement (ICE) office

f. Training activity chain of command.

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

a. IMS name and country

b. Passport and visa information

c. Known variations in name spelling

d. Effective date and time of absence

e. Last known location

f. Date of birth

- g. Place of birth
- h. Last known mobile telephone number of IMS
- i. Case Identification/Work Control Number (WCN)
- j. Type of training and any follow on training for which IMS is programmed
- k. Travel circumstances (flight arrangements, layovers)
- l. Any information concerning events that may have contributed to the situation
- m. Known relatives in the United States
- n. Information on U.S. driver's license (e.g. number, issuing State, expiration date)
- o. Information and copy of any DOD identification (ID) cards issued

3. Official notification should be sent as Controlled Unclassified Information (CUI). Include WCN, IMS name and UA in subject line. Prior to listing information **in para. 2 above**, include statement "This is an official IMSO notification".

4. Secondary Notification for the following:

- a. Notify the appropriate DoD ID card office to ensure the ID card is cancelled.
- b. Notify the local Defense Finance and Accounting Center facility and finance officer to post UA information to the IMS DD Form 1588 to cancel service to preclude unauthorized payments.
- c. Notify installation lodging and cancel service.
- d. Notify the base Staff Judge Advocate who should be aware of U.S. Government consular notification requirements if the IMS is later arrested.

5. Additional actions required:

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

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

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

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

8. Additional information:

a. Media inquiries regarding the UA should be directed to the NETC Public Affairs Office (PAO) at 850-452-4858. The base PAO should also be informed of the UA. IMSOs should not make statements or provide information to the media.

b. In the course of the Training Site Arrival Briefing, IMS should be informed of the 24 Hour Notification Policy. The IMSO Guide Arrival Briefing Checklist **Checklist C.2** will be amended to reinforce this time limit.

9. NETSAFA N3 will notify NIPO with initial email. Forward official notification upon receipt. Verify that NIPO forwarded reporting to:

a. Defense Security Cooperation Agency (DSCA): {Building Partner Capacity (BPC) Institutional Capacity Building (ICB) Division}: 703-601-3655.

b. Defense Counterintelligence and Security Agency (DCSA) at dcsa.quantico.dcsa.mbx.esc@mail.mil.

c. Department of Homeland Security/Immigration and Customs Enforcement (DHS/ICE) Counter Threat Development Unit (CTLD) by email at CTLD@ice.dhs.gov.

d. Provide IMSO with appropriate policy, guides and checklist, as necessary.

9-3 IMS Behavior and Academic Issues. A primary purpose of Security Assistance Training is to encourage effective and mutually beneficial relations and increased understanding between the United States and foreign 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.

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

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

3. In the absence of standard agreements with countries involved in Security Cooperation Education and Training, the IMS cannot be disciplined in accordance with the Uniform Code of Military Justice (UCMJ). Disenrollment is the only option available in the case of an IMS who has demonstrated an inability to conform to the rules and regulations at the command where training takes place. Authority to disenroll an IMS will be executed by the NIPO Country Desk Officer for a Navy sponsored IMS. See JSCET para. 1093 for details.

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

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

6. 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:

a. The exact nature of the behavior or performance that has failed to meet established or required standards.

b. The exact nature of the change required.

c. The time period the IMS is being given to make the required change.

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

e. That the counseling session is considered an official warning to the IMS.

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

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

probation, the training activity Commanding Officer (CO) will formally counsel the IMS. The IMS will be advised:

a. They are officially being placed on probation, that the IMS must change his/her 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. The IMS's Washington, DC-based Attaché or government official will be notified of this action.

8. The details of the probation will be recorded in an official letter to the IMS from the CO, which will be provided to the IMS during the official counseling session. A copy of this letter will be placed in the IMS's training record, and will remain in that record until the IMS successfully completes all CONUS based training. If the IMS's conduct/academic progress so warrants, the IMSO at the last activity or installation providing training to the IMS will remove this letter from the training record prior to forwarding the training record to the SCO. NETSAFA and NIPO should also be provided a copy of the letter. NIPO will make notification to the Washington, DC-based representative of the IMS's government.

9-4 Disenrollment. When an IMS fails to make the changes in either behavior or academic performance required as a result of being formally placed on probation, or when an IMS exhibits behavior prejudicial to good order and discipline, the CO of the training activity is authorized to recommend disenrollment. This recommendation will be made through the chain of command to NIPO. Commanding Officer and the Executive Director of NETSAFA will be responsible for uncontested IMS disenrollment determinations related to IMS academic deficiencies. This is defined as a situation where a Navy sponsored IMS is not succeeding academically, has received appropriate counseling, the cognizant Navy Office of General Counsel or Office of the Judge Advocate General Attorney reviews the proposed determination of legal sufficiency, and the Training Activity's disenrollment recommendation is uncontested. The Executive Director of NIPO will retain sole authority and

responsibility for IMS disenrollment determinations related to the following:

a. **Contested Determinations.** Contested circumstances occur when there is not a unanimous opinion between all concerned Navy commands and the IMS defense establishment concerning the disenrollment recommendation under consideration.

b. **Extenuating Circumstances.** Extenuating circumstances occur when the reason for disenrollment is outside of the control of the IMS. Examples include, but are not limited to, a significant illness or bereavements, being a victim of a crime or another acute trauma.

1. Copies of all record correspondence relating to disenrollment will become a permanent part of the IMS' training record and will be forwarded to the SCO after the IMS returns to homeland. See para. 10-93 of the JSCET, for governing authority to disenrollment an IMS.

2. NIPO will notify the Washington, DC, based representative of the IMS's government.

3. NETSAFA CPM will provide disposition instructions to the training activity involved. Copies will be provided to NIPO, the Combatant Command, the SCO and the Washington, DC based representative of the IMS government.

4. **Humanitarian Disenrollment.** Occasions may arise when an IMS cannot complete a course because of injury, illness, or personal hardship. IMSO should notify NETSAFA CPM with details of circumstances preventing course completion. When such an event occurs and is confirmed, the IMS should be disenrolled, and the circumstances surrounding the disenrollment should be documented in the Academic Report. The IMS should be provided a copy of the Academic Report upon departure from the training site.

9-5 Political Asylum. Requests by IMS for political asylum in the U.S., or for temporary refuge, must be treated with urgent but careful attention. Uniform policies and procedures and assignment of responsibilities for handling requests for political asylum or temporary refuge are found in SECNAVINST 5710.22. The POC for supervising implementation of these policies shall be the Deputy Chief of Naval Operations (CNO), Operations, Plans and Strategy (N3/5) or CMC Deputy Commandant for Plans Policy and Operations, as appropriate.

1. IMSOs should ensure instructors and training staff know to refer any questions or comments from IMS regarding political asylum immediately to the IMSO.
2. Before the request is officially made, the IMSO should first brief the IMS on the following:
 - a. This request is a serious matter and is irreversible once made official.
 - b. The IMS will immediately be disenrolled from training and turned over to proper authorities per DoD instructions.
 - c. IMS will lose all military privileges, including living allowance, living on base, and ID card.
 - d. Not all requests for political asylum are approved.
3. IMSOs are reminded not to discuss any political asylum requests with other students, the public, or the media. IMSOs should afford reasonable care and protection to the IMS.
4. Distribution of messages concerning this subject should be strictly limited to protect the confidentiality of the IMS. In no case shall a training activity include in-country addressees. Messages should be addressed to as follows:
 - a. Navy activities should address reports to CNO (N525), info NETSAFA, NIPO and the chain of command.
 - b. Further dissemination of information will be determined at the SECNAV, CNO, or COCOM levels.

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CHAPTER 10

Field Studies Program

10-1 Field Studies Program (FSP) Introduction. The following references apply in the planning and execution of the Field Studies Program (FSP):

- a. DoD Instruction 5410.17, dated 15 September 2006
 - b. JSCET, Chapter 11
 - c. E-SAMM Chapter 10
 - d. NETCINST 4950.1F, 2 August 2019
1. Reference (1) updates DoD policy for a FSP to enhance the formal training courses and orientation of the international military and civilian students and military-sponsored visitors under the Security Assistance Training Program and other programs administered through Security Assistance/Security Cooperation Channels.
 2. Each international student attending a course in the United States has the opportunity to participate in the FSP. The objective of the FSP is to assist International Military Students (IMS) in acquiring a balanced understanding of U.S. society, institutions, and goals, in conjunction with their training experience. The program should include explanations and free discussion with the students about our government structure, the judicial system, the political party system, the role of a free press, and other communications media, cultural issues associated with minorities, the purpose and scope of labor unions, our economic system, educational institutions, and how these elements reflect the U.S. commitment to the basic principles of internationally recognized human rights. Activities such as visits to, local industries, industrial and cultural exhibits, farms, schools, historical points of interest, and civic activities are encouraged.
 3. The DOD FSP Guide is a particularly valuable resource for planning and conducting FSP activities and events. The DoD FSP Guide is available on the International Training Management website at: <https://www.dscu.edu/itm>. While the DoD FSP Guide focuses primarily on FSP programming, this chapter in the IMSO Guide will address the administrative, logistical, and funding aspects of the FSP. The NETSAFA FSP Handbook complements and

supplements this guide and other references for Navy activities, especially with regard to budgeting and fund execution.

4. Execution of the FSP varies by major claimants and executive agencies within the DON, so IMSOs should follow the FSP guidance issued by their respective major claimants and executive agent. U.S. Marine Corps and U.S. Coast Guard guidance can be found in their respective IMSO Handbook. Major Claimant FSP POC are as follows:

OFFICE	DSN	COMMERCIAL
NETC / NETSAFA	459-8874	850-452-8874
NAVSUP	N/A	401-481-4847
USMC	378-5321	703-432-5321
USCG	N/A	202-372-4490

Note: Contact NETSAFA, CODE N3 if your organization is not under the listed Major Claimants.

10-2 FSP Overview. Training installation commanders and IMSOs should remember that exposure of the IMS to the non-military aspects of life in the U.S. is important to the SCTP, second only to the strictly military training and education of the program. IMS participation in FSP activities is encouraged, but not required unless it is part of the curriculum. FSP activities occur in addition to normal academic/military requirements at the training installation, and it is important for the commands to ensure FSP activities are interesting, educational, and attractive, so that each IMS will give their full support to the program. FSP topics, activities, and events should be tailored, when possible to fit the character and background of the IMS involved in the training.

1. FSP is intended for IMSs attending training in the U.S. or participating in an Orientation Tour arranged under SCTP sponsorship. Dependents of IMS are eligible to participate in FSP activities, but at no cost to the FSP or the U.S. Government (dependents are generally discouraged to participate in overnight FSP events).

2. The DoD Components shall ensure the FSP promotes an understanding of U.S. society, institutions, and ideals and the way in which these elements reflect U.S. commitment to basic principles of internationally recognized human rights. To achieve this objective, the FSP will provide students and visitors with an understanding of the following 11

facets of American life, within the limits of time and available resources (see references 1 and 2):

a. **Human Rights.** U.S. commitment to basic principles of internationally recognized human rights per the United Nations Universal Declaration of Human Rights, the Geneva Convention, and the U.S. Constitution, and Bill of Rights. This aspect of American life shall be emphasized in conjunction with all subsequent FSP topics.

b. **International Peace & Security.** How the United States accomplishes effective and mutually beneficial relations and increased understanding with foreign countries in furtherance of the goals of international peace and security.

c. **U.S. Government Institutions.** U.S. institutions of democratic governance, including electoral and legislative processes and civilian control of the military; the institution and improvement of public administration at the national, intergovernmental, regional and local levels.

d. **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 grass-roots and non-governmental organizations promoting democracy, the rule of law, transparency, and accountability in the political process.

e. **The Judicial System.** The American establishment of the rule of law, and an effective judicial system; the correct role of the military justice system and its procedures, termination of extremist violence as well as vigorous action to prosecute those guilty of crimes.

f. **The Free Market System.** The success of the American economy due to land reform, reform in tax systems, encouragement of private enterprise and individual initiative, creation of favorable investment climates, curbing corruption where it exists, and spurring balanced trade; the independent roles of labor and management in negotiating pay, working hours and conditions, and other benefits associated with employment; the factors underlying industrial and agricultural production, and how environmental protection has altered each; and the role of environmental protection.

g. **Media.** The role of a free press and other communications media in American life; how diversity of media

ensures people of all races, creeds and political persuasions can be heard (editorials, letters to the editor) and ensures diverse, pluralistic culture.

h. **Education.** The purpose and range of educational institutions, the value of an educated and responsible citizenry, and the educational opportunities available to all citizens.

i. **Health and Human Services.** American institutions that provide quality health care and voluntary family planning services, housing, and other services; policies that are components of a social safety net, particularly for infants, children, the elderly and people with disabilities.

j. **Diversity & American Life.** How America fosters political, economic, and social pluralism; the geographic, religious, and social diversity of American life; progress in applying American ideals to ethnic and other minorities including women. How American families live and work in cities, towns and rural areas; how Americans function in communities, worship, work together in organizations, participate in and support cultural and historical events; volunteerism.

k. **Law of War.** The part of international law that regulates the conduct of armed hostilities, often called the "law of armed conflict". For the purposes of this facet, the law of war encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a part, and applicably customary international law.

3. Each training installation shall designate the IMSO as the FSP Coordinator. In addition, and if practical, each IMS should have a military and a civilian sponsor. The military sponsor is usually another member of the training installation staff who is of equal or higher military rank, and who can serve as a liaison/facilitator for the IMS at the training installation. The civilian sponsor can be a dependent, civilian employee, or a member of the community who can help the IMS understand the non-military aspects of life in America.

4. In addition, the support of all training installation activities is essential to the successful fulfillment of the Navy's responsibilities for the FSP. While IMSOs are the focal points for FSP activities, they require the cooperation and

assistance of finance, transportation, public affairs, and other installation representatives to carry out an effective program. To ensure a general understanding of the FSP and its relationship to the Security Cooperation Training Program, Training Installations should schedule periodic briefings to ensure that U.S. personnel are familiar with program objectives and functions.

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

10-3 FSP Planning. The FSP begins with the in-country departure briefing of IMS by the SCO, and continues throughout the training period. IMSOs should ensure that appropriate FSP information is included in the Student Information Package sent to the SCO upon initial notification of an IMS's planned training. An overview of the FSP should also be included in the IMS's Arrival Briefing at the training installation.

1. The IMSO should plan FSP activities and events in conjunction with the IMS's academic schedule. Where possible, FSP events should be conducted when the IMS is excused from classified portions of the courses. Also, those portions of a course from which an IMS will be excused should be consolidated to permit time for FSP activities. IMSOs should obtain authorization from NETSAFA to conduct the FSP activity (see **Section 10.6** for details regarding funding and authorization).

2. Possible FSP activities, locations, and events should be identified as far in advance as possible, especially those events that are time sensitive. Again, the DoD FSP Guide is a valuable reference in selecting appropriate activities that will support the FSP goals. FSP planning should focus on local events and activities as much as possible. Travel is limited to a 300-mile radius; exceptions to this limit require a mileage waiver from NIPO (04B). All waiver requests, should be forwarded with the annual budget submissions.

3. As the various FSP activities and events are planned, the IMSO shall establish liaison with appropriate POCs at the activity location. The POCs can help arrange tours, and assist with arranging and determining cost of lodging, food, transportation, etc.

4. In addition to the IMSO, a command may designate military or civilian personnel to serve as Escort Officers for an FSP activity. The Escort Officer should be knowledgeable and experienced in international training, and have a firm understanding of the goals and objectives of FSP. IMSOs should ensure that Escort Officers are fully briefed on the FSP activity, and the FSP objectives and topics to be covered. The recommended ratio of Escort Officers to IMS is as follows:

1 to 10 participants	2 Escorts
11 to 20 participants	3 Escorts
20 plus participants	1 Additional escort for every 10 participants above 20

5. Requests for additional Escort Officers above the required table above may be requested through the FSP manager, for example: if training for newly assigned personnel is required or for safety of the IMS/IMSO.

6. IMS participating in FSP activities are considered to be in a duty status. Therefore, appropriate Temporary Additional Duty (TAD) Travel Orders should be prepared for FSP activities that are in excess of 10 hours. TAD Orders should include the correct fund cite. No cost to the government blanket travel orders should be used for IMS. Escorts should use official travel orders utilizing the pertinent FSP accounting data, with the following remark to be included in the orders:

"Lodging, transportation, meals, and miscellaneous/incidental expenses have been paid in full under the Field Studies Program utilizing an SF 1164. Traveler(s) will not claim additional reimbursements associated with the event."

Note: Although Defense Travel System (DTS) can be used to create group orders manually, DTS should never be used for IMS individual authorizations.

Note: Guest on overnight FSP activities will not incur additional cost to the FSP program.

Note: Contract Bus driver expenses should be included in the transportation contract. (They should not be listed as a guest in SANweb.)

10-4 FSP Activity Execution. As the FSP activity is conducted, the IMSO's responsibilities include:

a. Conduct a pre-briefing for IMS before departure, to ensure they understand the objectives of the FSP activity.

b. Brief escorts on their responsibilities, ensuring that they understand the objectives of the FSP and the topics to be covered.

c. Provide IMS with emergency and assistance phone numbers while on the FSP trip.

d. Inform the appropriate funding claims representative of any significant changes involving participants, itinerary, or funding requirements.

1. Government transportation shall be used to the fullest extent possible. Furthermore, ground transportation should be the primary means of transporting IMS, to provide a close-up look at the American countryside.

2. Local or 'No-Cost' FSP events are strongly encouraged. These include visits to, local industry, cultural and industrial exhibits, farms, schools, historic points of interest, civic activities, or having guest speakers who are subject matter experts. These local area programs provide the best possible exposure to FSP topics at minimal cost. All No-Cost events must also be input into the Security Assistance Network Web (SC-TMS) with the following information:

- a. Name of activity
- b. Name of individual reporting no cost event
- c. Date of the event
- d. Number of IMSs
- e. Number of guests
- f. Number of escorts
- g. Nature of event
- h. Facets to be attained

3. At the completion of the FSP event, conduct a thorough debrief, once again emphasizing the objective of the FSP event (refer to the FSP Handbook). At least 50% of IMS should complete a Student Evaluation Sheet, and the Senior Escort Officer should complete an Escort Assessment of the FSP activity See **Figures 3.1 and 3.2**. IMSOs shall complete the event with

updated actual numbers and cost in SC-TMS within 5 calendar days of completion of event.

4. IMSOs at activities using NETC Line of Accounting (LOA) for execution of their program should prepare a liquidation package with all identified items **in Chapter 11** of this guide. Packages should be sent to NETSAFA at: usn.pensacola.netsafapensacolaf1.mbx.netsafa-fsp-settlements@us.navy.mil to complete liquidation/reconciliation of the FSP event within 10 calendar days after completion of the event.

10-5 Trips to Washington, DC. Subject to the availability of time and funding, a tour of Washington D.C. should be made available to IMSs attending senior, career, and other significant courses as designated by NIPO. A maximum of four days is authorized, plus travel time. A pre-tour briefing is required for each day's itinerary, and a post-tour debrief following the visit. The Washington D.C. tour is NOT meant to be a vehicle for the IMS to visit their own national embassy, and free time should not be included in the trip for this purpose.

1. An itinerary of Washington D.C. tours (including mileage waivers) must be provided to NETSAFA with the FSP liquidation package.

10-6 Restrictions and Limitations to FSP. FSP Funds are not to be used to pay for the following items or activities:

- a. Alcoholic beverages
- b. Entertainment or activities which are substantially recreational in nature, including entrance fees at sporting events, theatrical and musical productions, and amusement theme parks.
- c. Activities of a purely academic objective (such as field trips), which are an integral part of the training or education course curriculum.
- d. Transportation to and from classes, field trips, and other activities that are primarily of an academic nature and are an integral part of the training or education course curriculum.

1. FSP Funds may be used for FSP events conducted in conjunction with academic trips. These FSP events need to have enough detail in the request submitted in SC-TMS to clarify the relationship between the event, course activities and associated cost.

2. FSP funds may be used to fund presentation mementos, limited to one item per IMS at each training installation, at a cost not to exceed \$25.00. Exceptions must be approved by appropriate military service. Mementos will be of a permanent nature, except for photographs. Ball caps and t-shirts are not considered to be of a permanent nature. **Note:** FSP credit cards are not authorized for the purchase of mementos.

3. Social activities with participation by U.S. personnel, who are guests at FSP functions such as breakfasts, luncheons, dinners, gatherings, and receptions, are authorized provided that these functions directly relate to at least one of the 11 FSP facet areas. However, discretion must be used to maintain a proper ratio between IMS and U.S. guests. Normally, the proportion of U.S. official personnel and guests at such functions should not exceed three times the total number of IMS. Depending upon the occasion, this recommended proportion may be exceeded if approval is obtained in advance from NETSAFA.

Note: Guests are not authorized on FSP events other than those listed above, in which addition cost may be incurred to the FSP program)

10-7 Representational Activities. Representation Funds are available to flag-level officers who have command responsibilities to host official events (luncheons, receptions, etc.) for high-level international visitors. These funds can also occasionally be used to host international personnel under the SA Program, and can be requested through the major claimant. These funds are not the same as FSP funds collected through course tuition.

10-8 FSP Funding and Financial Management. **Note:** NETC LOA activities, see NETCINST 4950.1F for detailed information of the financial and accounting matters involved in the FSP)

1. NIPO authorizes expenditures of FSP Funds within the DON. U.S. Navy major claimants will implement and manage FSPs for their respective commands and activities.

2. Funds for FSP are derived from tuition costs. During the fourth quarter of each fiscal year, activities must provide NIPO (IPO-04B), via the appropriate chain of command, with a budget estimate of their current FSP efforts and an estimate of FSP/Extraordinary Expense (EE) (see JSCET 11-18 for EE policies). Funds required during the next fiscal year. Activities will provide their submission to NETSAFA N8 for review, endorsement, calculation of tuition collection rates and forwarding to NIPO.

3. SMC and non-NETC LOA activities will provide their submission to NETSAFA N8 for calculation of tuition rates. The budget estimate should include:

- a. Planned FSP activities with estimated cost
- b. Estimated number of IMSs to be trained during the next reporting period
- c. Estimated total number IMS weeks of training during the next training cycle
- d. Quarterly breakout of the next fiscal year FSP/EE funding requirements.

4. For non-NETC Activities, NETSAFA N8 will provide funds using a Military Inter-Departmental Purchase Request (MIPR) or a Work Request (WR) or NETSAFA N42 will send funds via advance collection voucher to comptrollers for execution as funding availability permits in the first quarter and then quarterly after IAW with the activities approved annual budget.

5. For activities using NETC LOAs, after an IMSO has planned an FSP function or event, they should submit the following information to NETSAFA via the Security Assistance Network (SANWeb)/SCTMS:

- a. Name of Activity
- b. Dates of planned function
- c. Number of IMSs
- d. Number of guests (to be funded by the FSP)
- e. Number of escorts
- f. Topic(s) Area(s) that apply

g. Estimated cost categories (IMSO View/Actual Cost Descriptions)

h. Support Cost = Extraordinary cost (EE funds) (see JSCET 11-18)

i. Admission Cost = Tour Director Cost

Event requests can be submitted via SC-TMS prior to funds flow, but may not be authorized and funded until funding is available.

6. NETSAFA will then assign a 15-digit authorization number for the approved FSP event. The disbursements of funds during an FSP event will be made by the designated escort officer. At no time will FSP funds be given to an IMS.

7. Each MILDEP provides unit card profiles that outline unit card entitlements for use in conducting the command's Field Studies Program. Cash advances will be authorized. In addition, to resolve problems experienced by IMSOs during the conduct of FSP events (when meals are taken in facilities where multiple vendors are used, such as food courts), it is recommended that:

- a. IMSOs brief IMS of the maximum amount authorized for the meal.
- b. IMS purchase his/her meal using their own funds.
- c. IMS submit meal receipt to IMSO.
- d. As authorized paying agent, IMSO reimburses IMS for meal.

All activities using a NETC LOA will use credit cards to pay for FSP events and activities. For information on obtaining cards, send an email to: PNSC_NETSAFA_FSPMANAGER@navy.mil and it will be actioned by the appropriate N84 POC.

Note: FSP Credit Cards are Centrally Billed Account (CBA). Most states provide tax exemption for hotel, merchant and/or vendor purchases, refer to <https://smartpay.gsa.gov/smarttax/tax-information-by-state>.

8. All NETC Learning Centers or Activities within 10 calendar days after completion of FSP event, the IMSO (or other designated individual) will prepare a detailed FSP Expense Documentation Sheet (NETC 4950/3), copies of all receipts, along with post-event evaluations, and authorizing email. The liquidation package should be submitted to NETSAFA: usn.pensacola.netsafapensacolaf1.mbx.netsafafspsettlements@us.navy.mil.

Any cash advanced funds not used, should be returned via money order or check made out to "The U.S. Treasury." The IMSO may mail the check/money order to the following address:

Commanding Officer
ATTN: NETSAFA N84 FSP Division
250 Dallas Street, Suite B
Pensacola, FL. 32508

Once NETSAFA processes the liquidation package and completes the settlement in the SANWeb/SC-TMS, N84 FSP Division will liquidate the FSP event claim. If NETSAFA does not receive a copy of a liquidated claim within 90 calendar days of the completion of an FSP event, an outstanding FSP liquidation letter will be sent by NETSAFA to the activity. Additionally, approvals and funding of further FSP event requests may be suspended until liquidation packages are received IOT ensure funding availability calculations.

9. IMSOs should ensure that at least 50% IMS and escorts complete a post-event evaluation, using the forms found at **Form B.8 and B.9**. IMS and escorts should be instructed to provide substantive comments that will enable the IMSO and others to assess the success of the FSP event and to consider recommendations for improvement. These evaluations should accompany the IMSO' Claim for Reimbursement package to NETSAFA: usn.pensacola.netsafapensacolaf1.mbx.netsafafspsettlements@us.navy.mil.

10-9 FSP Reporting in the SANWeb. IMSOs who request their funds directly from NETSAFA (NETC Line of Accounting training site IMSOs) should enter their FSP events Requests via the SANWeb:

- a. Log onto the SANWeb
- b. Select "Training" and click "SC-TMS" Schoolhouse-specific tab comes up;
- c. Select FSP (Field Studies Program)
- d. Select the appropriate Fiscal Year

e. Five tabs are now available: Update Template, New Event, Assign Students, Edit Event and Delete

f. Select the appropriate tab. Once you've built an event, add in all information as required, i.e., Cost or No Cost, Type of Event, number of IMSs, number of guests (funded by FSP), number of Escorts; select facets to be achieved, costs where needed (transportation, meals, parking, bank fees, entrance fees, etc.).

g. IMSOs only need to build a particular template once; multiple/future activities can be created from each particular template.

h. Once all information is input, the IMSO must select the 'pending' tab and then select "Save/Update." This will generate an email to NETSAFA [PNNSC NETSAFA FSPMANAGER@navy.mil](mailto:PNNSC_NETSAFA_FSPMANAGER@navy.mil) to review/authorize your 'requested' FSP event.

i. N34 reviews for policy compliance and the IMSO will receive an email saying it is compliant with policy and standby for funding authorization.

j. N84 will check available funding and will send a second email with authorization number and funding documents to be used when executing the event.

1. All changes to events must be made through SC-TMS using the Edit tab. When events are cancelled due to various reasons such as illness, weather, unavailability of students, please use the Edit Event tab and change the status to cancel. This is especially important for events that have already received authorization and funding. The Delete tab should only be used early in the planning stage of program development. Updates will not take effect unless saved/submitted. Once the event is completed, it is imperative the IMSO submit the Final Review within 5 calendar days in the SANWeb/SC-TMS.

a. Go to Edit Event tab; enter all data, final costs, numbers of IMSs/Guests/Escorts

b. Select "Completed" Tab next to Event Status

c. Add key information from the IMSs and sponsor evaluations in the "Remarks" section

d. Select "Save/Update" tab; this will generate final email to NETSAFA PNSC_NETSAFA_FSPMANAGER@navy.mil informing the event is now finalized.

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Chapter 11

Financial Management

11-1 Living Allowance Rates. It is imperative that the IMSO confirm that entitled IMS receives the authorized living allowance, as stated in the ITO generated by the Security Cooperation-Training Management System (SC-TMS). IMSOs should note that certain countries pay all or part of IMS's living expenses.

1. **Table C10.T12** of the E-SAMM shows the Living Allowances for IMS. This includes students under both the IMET Program (when the U.S. pays all living allowances) and FMS (when the living allowance is specifically stated in the FMS case, as approved by DSCA). These rates are based upon the Joint Federal Travel Regulations, which can be found at: <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations>

2. IMSOs should ensure debit cards are ordered within 0-10 days prior to IMS arrival. Procedures for ordering can be found in the **NETSAFA TLA Handbook**.

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

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

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

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

11-2 Dependents. IMS are encouraged to bring their dependents to the U.S. ONLY when they are attending certain PME courses. A list of these courses is found at C10.T11 of the ESAMM. Authorized dependents should be identified on the ITO. Regardless of this list, there are occasions when IMS arrive at other training sites with their dependents. IMSOs should have a contingency plan to address these circumstances should they arise, including lodging, meals, transportation, and medical matters.

1. The living allowance rates for accompanied IMET IMS will not be increased solely because they have dependents with them.
2. Dependents of IMS are not allowed to seek employment during their stay in the U.S.
3. ID cards, commissary, exchange and medical privileges are authorized only for dependents authorized on the ITO.

11-3 Commissary and Exchange Privileges. Commissary, exchange, recreational and other privileges ordinarily available to U.S. military personnel and their dependents will be extended to IMS of equal rank and their authorized accompanying dependents. Military equivalent ranks for civilian IMS should to be added to ITO before IMS arrival.

11-4 Indebtedness. During the IMS out-processing from the training installation, IMSOs are responsible for identifying those IMS with delinquent debts. The IMSO should employ the assistance of the Country Liaison Officer (CLO), if available, in resolving overdue debts. If unable to settle locally, forward indebtedness issues to NETSAFA CPM for resolution, with info copies to the chain of command. Student Indebtedness Policy is covered in the JSCET, Para. 10-31.

11-5 Identity Theft. IMS can be particularly vulnerability to possible electronic identify theft. IMSOs should ensure that IMS are warned of such illegal activities during their time in the U.S.

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

- a. Full Name
- b. Date/Place of Birth

- c. FIN/SSN
- d. Bank/Checking/Savings Account Numbers C. In particular, IMS should be advised to:
- e. Safeguard personal papers/information against theft
- f. Shred bank statements and other papers with personal information before discarding
- g. Never divulge information by phone, e-mail, or over the internet to strangers
- h. Never click on links sent in unsolicited e-mails
- i. Check bank statements and other records for any unexpected/unknown transactions
- j. Report any suspicious requests for information or activity immediately
- k. Contact the IMSO to discuss any questionable or suspicious situation

2. The U.S. Federal Trade Commission has a brochure with additional information regarding identity theft. This brochure is available at: https://www.bulkorder.ftc.gov/system/files/publications/677a_idt_what_to_know_wtd.pdf

11-6 Purchase and Use of Privately Owned Vehicles (POV).

IMS may purchase POVs unless such purchase is specifically prohibited in their ITO. IMS who want to purchase a POV should consult the IMSO before signing any purchase contract if they have a question regarding prohibitions against purchase.

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

11-7 IMS Casualties. If an IMS under DoD Security Cooperation Education and Training Program (SCETP) dies, the IMSO should immediately notify chain of command and NETSAFA CPM. If unable to contact the CPM, contact the appropriate NETSAFA Region Division Lead. If notification is outside normal duty hours, contact the NETC Senior Duty Officer (SDO) at 850-554-5312. JSCET para 10-48 has detailed guidance of actions to take. NAVMEDCOMINST 5360.1 contains more detailed information.

1. How the IMSO and training activity handle this type of event can have significant impact upon U.S. relations with a particular country. Timely requests for disposition of remains can be critical, especially if there are unique cultural or religious requirements. Consult with Navy Mortuary Affairs (Medical Support Office) Great Lakes, IL, and Chaplains as necessary.

2. When a USG-funded IMS under DON sponsorship dies while undergoing training with U.S. forces or while traveling as part of the training, the repatriation of remains is the

responsibility of the DON. See JSCET para 10-92 for more details.

3. To assist IMSOs in the response and actions after an IMS fatality, IMSOs can use the Casualty Checklist C.4 of this guide.

4. For IMS or authorized dependent hospitalization, refer to JSCET para 10-49.c for reporting and actions.

11-8 Final Training Installation Actions Completion/Termination of Training.

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

1. Items listed in the **Departure Briefing Checklist, Checklist C.5**, will be covered with the IMS.

2. ID Card will be surrendered by IMS during out-processing at the last training activity. IMSO will turn-in the card in to the local ID card office for destruction of NEXT GEN USID card.
3. Unless approved by NETSAFA, IMS will not be allowed to remain in U.S. Government quarters for a period longer than one week after termination of the last training course scheduled at an installation.
4. Students whose Travel and/or Living Allowance (TLA) is paid by U.S. Government funds will be scheduled to depart the day following graduation; however, if a delay is caused by extenuating circumstances, IMSOs may request an exception to this policy. Requests for exceptions should be addressed to NETSAFA. If the exception is granted, student may continue to draw living allowance and remain in military quarters until departure.
5. A International Trainee Progress Message shall be completed within three days after course completion.

11-9 Return Travel. The last training installation to which the IMS is assigned is responsible for making arrangements for the return travel to country, and for notifying the SCO of return itinerary by message. **See section 11-1** for information on arranging travel for IMS whose travel is funded by the USG.

1. Particular attention should be given to baggage limitations, since it is very typical for an IMS to return home with excess baggage.
2. If airline scheduling requires and overnight stay, the IMSO at the last training installation should arrange the necessary hotel reservation prior to an IMS' departure, and process the IMS' final voucher with payment for lodging expense. The maximum lodging amounts found in the JTR will be used in lieu of actual lodging amounts.
3. In most instances, students will not be permitted to remove checked baggage during overnight stays/rest stops. Students should use "carry-on" bags for clothing/personal items during this time. Students should be briefed accordingly prior to their departure from the training installation.

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

11-10 Shipment of Retainable Instructional Materials (RIM). A shipment weight allowance is authorized for each IMS for instructional material issued to and retained by the IMS for use in home country. The cost of shipment of RIM is included in the tuition rates for all formal courses based on standard rates.

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

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

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

4. RIM for IMS's from Germany is shipped to the following address:
(Student's Name)
(Student's Office Address in Germany) C/O German Armed Forces
Command
Traffic and Transportation Division Dulles International Airport
Dulles, Virginia 20166 (The weight allowance for RIM is 100 pounds for PME, postgraduate education, and 50 pounds for all other courses).

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Chapter 12

IMSO Periodic and Annual T-MASL Review

12-1 Changes to course and activity information. Changes to course and activity information included in the DON Training-Military Articles and Services Listing (T-MASL) should be made by the IMSO or designated Learning Center/Curriculum Manager via the SANweb. Updates/changes to T-MASLs are critical in order for our international partners to understand exactly what training is being offered and where it is being conducted.

Reference Guide D.7 contains instructions to update the T-MASL on the IMSO Website.

1. IAW NETCINST 4950.2F, dated 3 Feb 22, NETC will ensure that the Learning Centers designate a point of contact for International training matters. The POC will either request access to the SANweb to review and update MASLs or coordinate this responsibility with the IMSO for updates to the T-MASL and activity information. NETSAFA will email the annual review of courses on the MASL every year in late September/early October to the LC Training Officer with a copy provided to the IMSO and any other designated POC.

2. In addition to the regular T-MASL updates, training activities should ensure that their respective course data and activity location information is current in SC-TMS as of November 30th each year. Especially important are dining/billeting notes related to costs per student. This will enable NETSAFA to conduct its annual review of the T-MASL, as required by the JSCT.

3. When the IMSO does not have access to information needed to update and request changes to courses in the T-MASL, the IMSO shall contact the appropriate individual at the training activity and request that the appropriate individual register for SANweb access and review course and activity information. Additionally, the IMSO should provide the name of this individual to NETSAFA (N-425, 850-452-8798, DSN 459-8798).

4. LC POCs should coordinate with NETSAFA regarding quotas for international students. They should ensure international training quotas and requirements are considered and inform NETSAFA before changing curriculum, canceling courses, and rendering training equipment and curriculum obsolete.

5. LC POCs should coordinate with NETSAFA and NIPO regarding foreign disclosure of material, especially classified materials.

Appendix A
Websites/Points
of Contact

IMSO Websites/Points of Contact

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

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

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

(1) On-line version of the U.S. Navy International Training Catalog (public document). Access to the catalog, requires a CAC. Once at the NETSAFA SharePoint site, the Catalog should be selected under the IMSO Information Tab. In the catalog, links to training facilities have been included when available. Listings in this catalog do not constitute a promise (implied or actual) to supply U.S. SC; it provides information for use when making inquiries through prescribed official channels NETSAFA or NIPO).

(2) Information on courses and SCWD certification are provided at the link to Defense Security Cooperation University (DSCU)/School of Security Cooperation Studies (DSCU/SSCS).

(3) Links to other applications (i.e. CANTRAC, SANweb, ~~DSAMS~~) require a CAC to access and also a separate logon.

(4) Useful SC Organization links. (i.e. DSCA, NIPO)

(5) The Microsoft Teams IMSO Group Page which requires users to have Flank Speed account to access. This includes links to the IMSO Guide, policy and guidance information.

<https://dod.teams.microsoft.us/l/team/19%3adod%3a4815593f321c4ceb6ad-45e942de175049176617178b2a93b%40thread.tacv2/conversations?groupId=2a07f047-f021-42d1-ad0f-3b4138407bca&tenantId=e3333e00-c8774b87->

2. The International Training Management Site, can be accessed through DSCU <https://dscu.edu>. The ITM website includes the latest references and policy information regarding International Military Students (IMS). Under the IMSO link, all service IMSO guides can be located, including the NAVY IMSO guide. Memos regarding ECL Exemptions and country approved holidays are available on the International Training Management (ITM) as well. The ITM is accessed through (DSCU) website under tab School of SC Studies (SSCS) then select ITM category needed.

3. All Military Services and U.S. Embassy Security Cooperation Offices use the SANWeb System, which is found at <https://san.dsca.mil/SANweb/>. It is the authoritative data source for the Security Cooperation Training Program. Data and documents such as ITOs, enhanced security vetting, progress messages, and academic training reports are routinely moved between SCOs, training activities, and MILDEP management. You must be a registered user of the Security Assistance Network (SAN) before you can use the SANweb Security Cooperation-Training Management System (SC-TMS) system.

4. SANweb SC-TMS Access Request: IMSOs who are not currently a registered user of the SAN should request registration by calling a SAN Web User Group administrator at one of the numbers below: East Coast (850) 452-8993 West Coast (619) 556-8368 - OR DSN 526-8368

The IMSO should be prepared to provide: Name, Rank, Organization, Office Code, Work mailing address, Telephone Numbers, E-mail Address, Training Location Code. Once registered by the User Group administrator, users need to login in and change their password, and/or associate their CAC for login. Once individuals are fully registered users of the SAN, they can request access for new or additional user(s) by the following steps:

- a. Login to SANweb Cloud by entering username and password, or CAC, at <https://san.dsca.mil/SANweb/login/MainUP.aspx?dt=20220802T183416>
- b. Once logged in:
- c. Click on "User Information" on SAN Web screen.
- d. Click on "Request New SANweb user."
- e. Complete the "New User Request Form."
- f. Click on "Save/Submit"

5. Steps for getting to the SANWeb SC-TMS after registration:

a. Login with username and password, or associated CAC, at: <https://san.dsca.mil/SANweb/login/MainUP.aspx?dt=20220802=T183416>

b. Hover over "Training" on the SAN Web screen.

c. Click on the "SC-TMS."

d. SC-TMS should display a dashboard with course and student information related to your location.

e. Additional information found on the SC-TMS page: Under Schoolhouse Tab, contact information for the training activity can be located and updated. IMSO turnover should be reflected as soon as practical.

f. Projection and progress information for IMS, MASLs available for IMS training, location details.

g. If experiencing difficulties with SANweb, IMSOs may send an e-mail to dsca.mechanicsburg.imt.mbx.servicedesk@mail.mil describing their problem/issue, and a SAN Web Administrator will respond. A link to this email is provided at the bottom of the SANweb Cloud page.

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

IMSO Points of Contact

1. IMSOs will be required to communicate across various departments and divisions of NETSAFA depending on the nature of business or issue at hand.
2. The following is a list of common NETSAFA work centers and the current email for contacting them:
 - a. IMSO Program Management (N34): IMSO appointment / training / policy usn.pensacola.netsafapensacolaf1.mbx.NETSAFA-IMSO-MGR@us.navy.mil Country Program Managers (N3): ITO, entitlements, programmed training, student issues. Varies by country of IMS, need most recent NETSAFA CPM roster. Can also get emails to auto-populate by selecting link inside SC-TMS. Go to Schoolhouse, then Student Training & Progress Messages, then select the envelope next to appropriate student name (right one).
 - b. Quota Managers (N34): capacity/seats for courses/classes usn.pensacola.netsafapensacolaf1.mbx.netsafa-quota-mgr@us.navy.mil
 - b. TLA (N84): TLA vouchers, payment queries usn.pensacola.netsafapensacolaf1.mbx.netsafa-tla-voucher@us.navy.mil
 - c. MASL Analysis (N42): MASL updates, tuition pricing updates webmasl@navy.mil
 - d. FSP Management (N34, N84): N34 policy, authorization, N84 funding authorization: [PNSC NETSAFA FSPMANAGER@navy.mil](mailto:PNSC_NETSAFA_FSPMANAGER@navy.mil)
FSP event requests: SC-TMS will auto generate an email to [PNSC NETSAFA FSPMANAGR@navy.mil](mailto:PNSC_NETSAFA_FSPMANAGR@navy.mil) for events loaded into SC-TMS
FSP event settlement packages are forwarded to:
usn.pensacola.netsafapensacolaf1.mbx.netsafa-fsp-settlements@us.navy.mil
3. IMSOs may also need to communicate with SCOs on routine matters such as ITO details, and arrival/departure travel. SC-TMS progress messages are often the primary means of communication. SCO email addresses to auto-populate by selecting link inside SC-TMS. Go to Schoolhouse, then Student Training & Progress Messages, then select the envelope next to the student training line number (the left one).

4. IMSOs should avoid any communication with SCOs that could be construed as an obligation of the U.S. government that has not been coordinated and approved by appropriate MILDEP, DoD, and if necessary, State Dept., agencies.

5. IMSOs should be especially aware of Out-of-Channel International communications sensitivity. IMSOs will routinely communicate with IMS or Foreign Exchange Officers assigned to their location on day-to-day student support and administration. Even these communications might need to be referred to the appropriate office.

Appendix
B Forms

Form B.1



**DEPARTMENT OF THE NAVY
COMMAND LETTERHEAD
COMMAND ADDRESS AND ZIP CODE**

IN REPLY REFER TO:
4950
Ser 00/XXXX
Date

From: Commanding Officer/Officer-in-Charge, [Command Name]
To: [IMSO Name and Rank]

Subj: DESIGNATION AS INTERNATIONAL MILITARY STUDENT OFFICER

Ref: (a) SECNAVINST 4950.4B
(b) SECNAVNOTE 4950 dtd MAR 17 2023
(c) NIPO letter, Ser 230T/21U0707 dtd 14 Sep 21
(d) NETCINST 4950.2F (as applicable)
(e) [Any applicable command instruction]

1. You are hereby designated as [NAME OF ACTIVITY] International Military Student Officer effective this date. Your designation will remain in effect throughout your tour at [NAME OF ACTIVITY] unless specifically revoked by the Commanding Officer/Officer-in-Charge

2. In the performance of your duties in this capacity, you are directed to frequently review the appropriate sections of references (a), (b), (c), (d as applicable) and (e as applicable), and any other directives, as circumstances may dictate.

I. M. SKIPPER
(CO or OIC Signature)

I acknowledge the designation of [NAME OF ACTIVITY] International Military Student Officer.

Copy to:
NETSAFA

[IMSO Name and Rank]
(IMSO Signature)

Form B.2

IMSO DESINGATION & IDENTIFICATION FORM

COMMAND NAME / UNIT IDENTIFICATION CODE



ADDRESS LINE 1

ADDRESS LINE 2

CITY / STATE / ZIP

PHONE

IMMEDIATE SUPERIOR IN CHARGE (ISIC)

IMSO INFORMATION

FULL NAME		RANK/GRADE & SERIES	
STATUS (AD/CIV/CTR)		SC/SA CERTIFICATION STATUS	
OFFICE PHONE		PROJ ROTATION DATE	
YOUR EMAIL		BILLET IDENTIFICATION NUMBER	
SUPERVISOR NAME & EMAIL		ADMIN or CIVPERS POC	
FULL TIME OR PART TIME		BILLET FUNDING SOURCE	
DOD ID/EDIPI		CONTACT RELIEF (IF APPLICABLE)	

NETC DOMAIN SPECIFIC

Position Description (CIVPERS)		JOB TITLE	
KEY BILLET (Y/N)		SC/SA CERTIFICATION LEVEL REQUIRED	

ADDITIONAL REMARKS

Form B.2

INSTRUCTIONS

IMSO INFORMATION	NETC DOMAIN SPECIFIC
FULL TIME OR PART TIME: A full time IMSO is defined as a military, civilian, or contractor who spends <u>80%</u> of their time in their professional duties in the performance of IMSO tasks.	POSITION DESCRIPTION: This applies to civilian personnel only – what is your PD number. You may need to reach out to your N1/Manpower/HR POC.
BILLET IDENTIFICATION NUMBER: Refer to your local Activity Manpower Document or reach out to your N1/Manpower/HR POC.	KEY BILLET (Y/N): If unsure, input “N”
BILLET FUNDING SOURCE: How is your position paid for? OM&N? FMS? FMF? You may need to reach out to your N1/Manpower/HR POC.	SC/SA CERTIFICATION LEVEL REQUIRED: If you are FULL TIME IMSO you are required to have “Intermediate” level certification. If you are PART TIME then you are required to have “BASIC” level certification.

Form B.3

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

b. Medical Services.

IMS:

IMS under IMET.

Charges for DoD and Military Treatment Facility-referred civilian medical and emergency dental care are chargeable to the IMET program and will be forwarded to the appropriate MILDEP for processing. MilDep

Billing Address: Air Force:

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

(d) Medical Examinations (Before CONUS Arrival)

Medical examination, to include HIV Test, was completed on 16-Apr-14.

Dependents:

Dependents.

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

Health Insurance:

Company: First Health Premium

Policy Number: A56789

Address: First Health Premium123 Second St.Wadi, Bandaria

Phone: 555-333-4482

c. Participation in Hazardous Duty.

IMS is authorized to participate in hazardous duty training.

d. Physical Fitness Training.

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

e. Leave.

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

f. Living Allowances.

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

g. Travel.

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

h. Travel by POV.

IMS is not authorized to travel by POV.

i. Baggage.

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

13. Terms:

a. Prior to departure from home country, the IMS and dependents listed herein are required to be medically examined and found physically acceptable in accordance with the health provisions of the Immigration and Nationality Act (8 USC 1182(A)(1)-(7); Public Health Service, Department of Health and Human Services, 42 CFR Part 34, Medical Examination of Aliens, and 42 CFR Part

71, Foreign Quarantine; applicable U.S. MILDEP regulations; and other U.S. laws or DoD directives and regulations which may be enacted from time to time.

b. The home country will ensure that the IMS has sufficient funds in United States dollar instruments to meet all expenses while en route to and to include living allowance for not

less than the first 2 weeks and not more than 30 days of training, pending receipt of applicable pay and allowances by the IMS.

c. IMS will be responsible for custodial fees and personal debts incurred by self or family members. IMSS unable to meet these financial obligations may be withdrawn from training and returned to home country.

d. The IMS will bring adequate uniforms and work clothing for field duty or technical work. U.S. fatigue uniforms and footwear will be purchased by the IMS in the event that the country work uniforms are inadequate. When flying training is involved, required special flight clothing and individual equipment will accompany the IMS, or provisions will be made by the home country or the IMS to obtain the use of all necessary equipment prior to start of training. The IMS will also possess adequate civilian clothing for off-duty wear.

e. The Government of the United States is responsible for IMS travel which is part of the training program and for which costs are part of the course tuition.

f. The IMS will comply with all applicable U.S. Military Service regulations.

g. The United States may cancel training and return to country IMSS who violate U.S. law or Military Service regulation or who are found otherwise unsatisfactory. The IMS government will be alerted to such action in accordance with U.S. MILDEP regulations.

h. The Government of the United States disclaims any liability or financial responsibility for injuries received by the IMS listed herein while in transit to and from the training installation, while undergoing training or while in leave

Form B.3

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

- i. The IMS will participate in flights of U.S. military aircraft as required for scheduled course(s) or as specified in U.S. MILDEP regulations.
- j. The acceptance of this order by the host country constitutes agreement that an IMET funded student will be utilized, upon return to the host country, in the skills for which he was trained for a period of time sufficient to warrant the expense to the U.S. Government, in accordance with the SAMM, Chapter 10.

14. Implementing Authority:

a. MILDEP AUTHORIZATION: 0419714

b. Date: 05-Mar-14

15. Special Remarks:

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

16. Distribution: KEESLER

AFB, MS

KEESLER AFB, MS 39534

- 1 - US Emb, RP
- 1 - GHQ/J8
- 1 - PAF/A8; PN/N8; PA/G8
- 1 - JPJS-RM
- 1 - AFSAT/TOC & FMF
- 1 - JPSC-TNG
- 6 - IMS
- 1 - RP Emb, US
- 1 - AMEXCO

17. ITO Authorization:

a. Signature of U.S. Authority Authenticating Orders:

// SIGNED //

Max Precision, Colonel, USAF
SCO Training Chief

b. Title:

Form B.3

16-May-14

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

TO: Captain Hadin Vulke, WCN 6003, Country Service No. 0-123456 FROM:
SUBJECT: Invitational Travel Order - BND14I0016003, Amendment Number S01, Bandaria

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

3. Remarks:
Passport Number was mistyped.

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

DISTRIBUTION:

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

Form B.4



**Application for Replacement/Initial Nonimmigrant Arrival-
Departure Document Department of Homeland Security**
U.S. Citizenship and Immigration Services

**USCIS
Form I-102**
OMB No. 1615-0079
Expires 12/31/2023

For USCIS Use Only	Receipt	Action Block	To Be Completed by an Attorney or Accredited Representative, if any. <input type="checkbox"/> Select this box if Form G-28 is attached to represent the applicant.
	New I-94 Number		
	Remarks		

▶ **START HERE.** Type or print in black ink

Part 1. Information About You

- 1. Alien Registration Number (A-Number)
▶ A-
- 2. USCIS Online Account Number (if any)
▶

Your Full Legal Name

- 3.a. Family Name (Last Name)
- 3.b. Given Name (First Name)
- 3.c. Middle Name

Other Names Used (if any)

Provide all other names used. Include nicknames, aliases, maiden name, and names from previous marriages. Provide evidence of any name changes.

- 4.a. Family Name (Last Name)
- 4.b. Given Name (First Name)
- 4.c. Middle Name

U.S. Mailing Address

- 5.a. In Care Of Name

- 5.b. Street Number and Name

- 5.c. Apt. Ste. Flr.

- 5.d. City or Town

- 5.e. State 5.f. ZIP Code

- 6. Is your current U.S. mailing address the same as your U.S. physical address? Yes No
If you answered "No" to **Item Number 6.**, provide your U.S. physical address in **Item Numbers 7.a. - 7.f.**

U.S. Physical Address

- 7.a. In Care Of Name

- 7.b. Street Number and Name

- 7.c. Apt. Ste. Flr.

- 7.d. City or Town

- 7.e. State 7.f. ZIP Code

Other Information

- 8. Date of Birth (mm/dd/yyyy)

- 9. Country of Birth

- 10. Country of Citizenship



Form B.4

Part 1. Information About You (continued)

11. U.S. Social Security Number (if any)
▶

Entry Information

12. Date of Last Entry into the United States
(mm/dd/yyyy)

13. Place of Last Entry into the United States (City and State)

14. Class of Admission at Last Entry Into the United States

15. Indicate the type of Port-of-Entry at which you last entered the United States:
 Land border Airport Seaport

16. Current Nonimmigrant Status

17. Date Status Expires (mm/dd/yyyy)

18.a. Form I-94, Form I-94W, or Form I-95 Arrival-Departure Record Number
▶

18.b. Passport Number

18.c. Travel Document Number

18.d. Country of Issuance for Passport or Travel Document

18.e. Expiration Date for Passport or Travel Document
(mm/dd/yyyy)

Provide your name exactly as it appears on Form I-94, Form I-94W, or Form I-95. If the name on the form is different than your current legal name as entered in **Part 1., Item Numbers 3.a. - 3.c.**, provide evidence of the name change.

19.a. Family Name (Last Name)

19.b. Given Name (First Name)

19.c. Middle Name

Part 2. Reason for Application

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

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

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

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

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

1.e. I was not issued Form I-94 when I was admitted by CBP at a port-of-entry in the United States (*whether at a land border, airport, or seaport*).

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

Provide an explanation of the error or incorrect information entered on Form I-94, Form I-94W, or Form I-95 at the time of issuance.

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

Part 3. Processing Information

1.a. Are you filing this application with any other petition or application? Yes No

If you answered "Yes" to **Items Number 1.a.**, provide the USCIS form number and name of the application or petition you are filing in **Item Number 1.b.**

1.b. USCIS Form Number and Name



Form B.4

Part 3. Processing Information (continued)

2.a. Are you now in removal proceedings? Yes No

If you answered "Yes" to **Item Number 2.a.**, complete **Item Number 2.b.**

2.b. Provide detailed information regarding the proceedings. If you need extra space to complete this section, use the space provided in **Part 7. Additional Information.**

Part 4. Applicant's Statement, Contact Information, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-102 Instructions before completing this section.

You must file Form I-102 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1.b. The interpreter named in **Part 5.** read to me every question and instruction on this application and my answer to every question, in

_____ ,

a language in which I am fluent, and I understood everything.

2. At my request, the preparer named in **Part 6.**, _____ , prepared this application for me based only upon information provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number

4. Applicant's Mobile Telephone Number (if any)

5. Applicant's Email Address (if any)

Applicant's Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I certify, under penalty of perjury, that I provided or authorized all of the information in my application, I understand all of the information contained in, and submitted with, my application, and that all of this information is complete, true, and correct.

Applicant's Signature

6.a. Applicant's Signature
➡ _____

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

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Part 5. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

1.a. Interpreter's Family Name (Last Name)

1.b. Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (if any)



Form B.4

Part 5. Interpreter's Contact Information, Certification, and Signature (continued)

Interpreter's Mailing Address

- 3.a. Street Number and Name
- 3.b. Apt. Ste. Flr.
- 3.c. City or Town
- 3.d. State 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Interpreter's Contact Information

- 4. Interpreter's Daytime Telephone Number
- 5. Interpreter's Mobile Telephone Number (if any)
- 6. Interpreter's E-mail Address (if any)

Interpreter's Certification

I certify under penalty of perjury, that:

I am fluent in English and , which is the same language specified in **Part 4., Item Number 1.b.**, and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the **Applicant's Certification**, and has verified the accuracy of every answer.

Interpreter's Signature

- 7.a. Interpreter's Signature
- 7.b. Date of Signature (mm/dd/yyyy)

Part 6. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

- 1.a. Preparer's Family Name (Last Name)
- 1.b. Preparer's Given Name (First Name)
- 2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

- 3.a. Street Number and Name
- 3.b. Apt. Ste. Flr.
- 3.c. City or Town
- 3.d. State 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Preparer's Contact Information

- 4. Preparer's Daytime Telephone Number
- 5. Preparer's Mobile Telephone Number (if any)
- 6. Preparer's Email Address (if any)



Form B.4

Part 6. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other than the Applicant
(continued)

Preparer's Statement

- 7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.
- 7.b. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

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

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the **Applicant's Certification**, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature

8.b. Date of Signature (mm/dd/yyyy)



Form B.4

Part 7. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ► A-

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d.

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d.

5.a. Page Number 5.b. Part Number 5.c. Item Number

5.d.

6.a. Page Number 6.b. Part Number 6.c. Item Number

6.d.

7.a. Page Number 7.b. Part Number 7.c. Item Number

7.d.

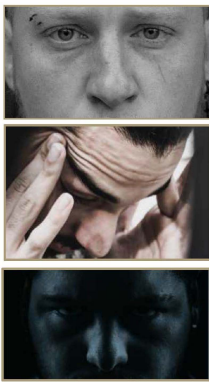


Figure 2.7



Insider Risk Reporting for International Military Students

SEE SOMETHING? OBSERVE ANY OF THE FOLLOWING BEHAVIORS:



- | | |
|---------------------------------------|--|
| Failure to Comply with Security Rules | Problems with Work or Family |
| Substance Abuse | Signs of Depression or Isolation |
| Financial Issues | Threats of Harm to Self or Others |
| Violent or Aggressive Behavior | Unauthorized Absences |
| Criminal Activity | Sudden Influx of Cash |
| Purchasing Weapons | Association with Prohibited Groups |
| Misuse of Computers or Technology | Loss of Appetite or Mood Swings |
| Gambling Addiction | Attempts to Acquire Protected Information |
| Erratic or Unusual Behavior | Undiagnosed or Untreated Medical or Mental Health Conditions |
| Extreme Stress | Any Behavior of Concern or Unusual for a Specific Individual |

SAY SOMETHING! IMMEDIATELY CONTACT THE FOLLOWING:

IMSO	Name:	Phone:	Email:
Security Office	Name:	Phone:	Email:
Other Staff	Name:	Phone:	Email:

REMEMBER DIAL 9-1-1, IN AN EMERGENCY AND FOLLOW SECURITY SOP

While not all behaviors are indicative of a threat, they do increase vulnerability. Reporting risk indicators allows appropriate intervention and can provide assistance to those in need. You cannot underestimate the role you play in protecting against insider threats.

★ You are the first line of defense. ★

B-12

Form B.6

INTERNATIONAL STUDENT ACADEMIC REPORT <i>(For International Military Students attending CONUS schools.)</i> <i>(See AR 12-15, AFJI 16-105, and SECNAVINST 4950.4 for forms completion instructions.)</i>					
1. FORWARDING ADDRESS <i>(Subsequent training, if applicable, or country SAO)</i>			2. FROM <i>(Training installation preparing form)</i>		
3. STUDENT NAME <i>(Last, First, Middle Initial)</i>		4. GRADE/RANK	5. COUNTRY		6. FMS CASE OR IMET FY AND WGN
7. COURSE TITLE		8. COURSE ID NO.	9. COURSE MASL	10. DURATION OF COURSE	
				a. FROM <i>(YYMMDD)</i>	b. TO <i>(YYMMDD)</i>
11. DID STUDENT COMPLETE COURSE? <i>(X one)</i>		12. STUDENT WAS AWARDED: <i>(X one)</i>		13. ENGLISH COMPREHENSION LEVEL <i>(Enter test score)</i>	
YES		a. DIPLOMA/CERTIFICATE OF COMPLETION		a. IN-COUNTRY TEST	
NO <i>(Explain in Item 15)</i>		b. CERTIFICATE OF ATTENDANCE		b. CONUS TEST	
		c. OTHER <i>(Explain in Item 15)</i>			
14. STUDENT'S ACADEMIC EVALUATION					
a. RATINGS SCALE <i>(Enter in Items 14.b. and 14.c.)</i>		b. LANGUAGE PROFICIENCY		c. PERFORMANCE IN CLASS	
		(1) COMPREHENSION		ITEM	RATING
1 EXCEPTIONAL				(1) ATTITUDE AND MOTIVATION	
2 EXCELLENT		(2) SPEAKING		(2) ATTENDANCE AND PUNCTUALITY	
3 VERY SATISFACTORY				(3) ABILITY TO GRASP INSTRUCTION	
4 SATISFACTORY		(3) READING		(4) PERFORMANCE IN PRACTICAL EXERCISES	
5 UNSATISFACTORY <i>(Explain in Item 15)</i>				(5) PARTICIPATION IN CLASS ACTIVITIES	
6 NOT OBSERVED <i>(Explain in Item 15)</i>		(4) WRITING		(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i>	
15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION <i>(Use back if more space is required)</i>					
16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS <i>(On and off training installation)</i> <i>(Use back if more space is required)</i>					
17. EVALUATOR					
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE		c. SIGNATURE	
18. INTERNATIONAL MILITARY STUDENT OFFICER					
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE		c. SIGNATURE	

Form B.6

15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION *(Continued)*

16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS *(On and off training installation)*
(Continued)

LEGEND *(Explanation of Acronyms)*

GONUS - Continental United States
FMS - Foreign Military Sales
ID NO. - Identification Number
IMET - International Military Education and Training

MASL - Military Articles and Services List
SAD - Security Assistance Organization
WGN - Worksheet Control Number

Form B.7

STUDENT INCIDENT REPORT		
Activity: _____ Date: _____		
Name: _____ WCN: _____ Date of Incident: _____		
CONTACT PHONE NO. FOR STUDENT (HOME, BEQ/BOQ, COURSE OFFERING):		
INCIDENT SUMMARY:		
ACTION TAKEN/RECOMMENDATIONS:		
SIGNATURE OF PREPARER		SIGNATURE OF STUDENT
NETSAFA 4900/1 (Rev7-93)		

Form B.8

**Field Studies Program (FSP) Escort FSP
Event Evaluation**

Escort Name:		Rank/Rate:		Command/Unit:	
FSP Event:					
Date of Event:		Total No. of IMS:		YES	NO
<p>Yes No</p> <p>1. (If IMSO is Escort) Do you feel you were adequately prepared for this FSP Event?</p> <p>2. (If Escort is other than IMSO) Do you feel you were adequately prepared and briefed prior to the FSP Event? If No, please explain.</p> <p style="padding-left: 40px;">a. About the International Military Students?</p> <p style="padding-left: 40px;">b. About the goals/objectives of the FSP Event? If no, please explain.</p> <p style="padding-left: 40px;">c. Were you provided information for your pre-/post-brief to the IMS?</p> <p style="padding-left: 40px;">d. Was FSP Event information provided for distribution to the IMS?</p> <p>3. Do you feel the FSP event achieved the planned goals/objectives? If No, please explain.</p> <p>4. What were the strong points of the FSP Event?</p> <p>5. How could the event be strengthened or modified?</p> <p>6. Would you recommend this FSP Event be conducted in the future? If No, please explain.</p> <p>7. What unexpected problems did you encounter and did they impact your ability to meet the FSP objectives?</p>					
Escort Signature:				Date:	

Form B.9

**Field Studies Program (FSP)
International Student FSP Event Evaluation**

Directions: This survey is required per DoD 5108.38-M and the JSCET. The feedback you provide is critical to program management and for improving the FSP. The data collection is designed to be anonymous, but you may provide your name if you want. For each question, select the response that you feel is MOST applicable. Written comments are highly ENCOURAGED – please provide comments to the open-ended questions at the end of this critique. Thank you for your time and response.

Indicate whether the events listed met the associated FSP objectives.	Strongly Agree	Agree	Disagree	Strongly Disagree
Date, Place, FSP Activity and Objective(s): (IMSO/Escort to fill in- e.g. 10/20/20; Atlanta, GA, Visit to Martin Luther King Memorial: Human Rights and The U.S. Constitution.				
Date, Place, FSP Activity and Objective(s):				
Date, Place, FSP Activity and Objective(s):				
Date, Place, FSP Activity and Objective(s):				
Date, Place, FSP Activity and Objective(s):				
Date, Place, FSP Activity and Objective(s):				
Overall Ratings	Strongly Agree	Agree	Disagree	Strongly Disagree
The pre-brief and post-brief helped me understand FSP objectives.				
I understood the relationship between the FSP objectives and the purpose of visiting each site.				
This event helped to better my understanding of American culture, ideals and society.				
I would recommend this FSP event in the future				

1. How could this FSP event be improved or strengthened?
2. What did you learn about life in the U.S. that you did not know before this event?
3. Do you have any other comments about this FSP event/activity?

(Optional) Name/Rank/Country: _____

Appendix C
IMSO Checklists

**Checklist C.1
IMSO SUMMARY CHECKLIST**

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

IMS NAME: _____ **COUNTRY:** _____

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

COURSE: _____ **ARRIVAL DATE:** _____

CHECK FOR NEW IMS.

	Check the SAN Projection Report, updated on the 1 st of each month. Go to https://tms.san.dsca.mil/student/rdfp/rdfp_projection.aspx?LOC=011B
	During the month, check SAN SC-TMS weekly for updated schedule of prospective students. Again, go to Schoolhouse, then Student Training & Progress Messages, select Confirmed for inbound students.
	If an IMS is scheduled for your training installation, is the course appropriate?
	Are there prerequisite courses?
	Is the training pipeline correct & complete?
	Are the reporting/start dates correct?
	Is the course length/duration correct?
	Are there disclosure issues? Are the country and the student cleared for the training? Is the Command in receipt of message authorizing disclosure?
	Inform instructor/other academic staff.

PREPARATION BEFORE IMS ARRIVES.

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

IMS ARRIVAL.

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

Checklist C.1

Arrival Briefing conducted.

IMS ARRIVAL (CONT.)

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

DURING TRAINING.

Prepare commencement report (enroll student in SAN WEB).
Maintain IMS Training Record as necessary.
Prepare ITO endorsements as necessary.
Administer Field Studies Program.
Be aware of IMS problems and notify NETSAFA as necessary. Problems could include: Disciplinary problems (cannot discipline, can only recommend disenrollment) Academic problems Civilian fines/legal matters Language deficiencies IMS personal problems Dependent problems Medical problems

PREPARATION FOR IMS DEPARTURE

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

IMS DEPARTURE

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

Checklist C.2

INTERNATIONAL MILITARY STUDENT (IMS)

ARRIVAL BRIEFING CHECKLIST

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

IMS NAME: _____ **COUNTRY:** _____

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

TRAINING INSTALLATION: _____

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

ARRIVAL INFORMATION

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

ACADEMICS

- ___ Academic Standards confirmed
- ___ ECL Level confirmed. Direct Entry Exam required? YES ___ NO ___
- ___ Cheating Policy reviewed (See Figure ___)
- ___ Field Studies Program (FSP) reviewed
- ___ Additional or gap filling training explained
- ___ Library location and procedures reviewed
- ___ Academic Warning, Probation, and Disenrollment policy reviewed

HOUSING

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

Checklist C.2

Messing facilities located; privileges and procedures reviewed

TRANSPORTATION

- Privately Owned Vehicle Issues Reviewed (cost, safety, insurance, registration)
- SSN required for State Driver’s License? YES NO
- On Base and Off Base transportation explained.

HEALTH

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

EMERGENCY PROCEDURES

- Reporting a fire
- Police emergencies
- Medical emergencies
- List of emergency phone numbers given to IMS

BASE POLICIES

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

PERSONAL MATTERS

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

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

International Military Student Signature

Date

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

**Checklist C.3
QUICK REACTION
CHECKLIST**

		UNIT XXXX	
TITLE UNAUTHORIZED ABSENCE (UA) STUDENT NAME/ITO#:		PAGE 1 OF 4	
STEPS			
ACTIONS			
___ 1. ___ 2. ___ 3.	Date/Time Initiated _____ / _____ <p style="color: red;">Note: As soon as the IMSO has suspicion that the IMS is UA, run the checklist!</p> Notified By: _____ Phone #: _____ Remarks: _____ Research and collect information & start making calls to find the IMS: ___ Let your Training Activity CO know of potential UA ___ Try to locate student through communication networks (check all cell phone #'s, FACEBOOK, Whatsapp, other social media?) ___ Quarters (Lodging – () xxx-xxxx) Check room for belongings etc. ___ Class president or senior ranking officer / fellow students – ask if anyone knows anything ___ Base hospital for possible admission/fatality (Emergency Room – xxx-xxxx) ___ Check with all course instructors to ensure student did not enter the wrong class. ___ If IMS is just arriving, and if other IMSOs are on the base, check to make sure they did not pick them up from the airport or end up in another unit on base. ___ Call <u>local</u> hospitals for possible admission/fatality () xxx-xxxx ___ / () xxx-xxxx ___ ___ Check with Installation Security Forces to inquire about unidentified persons which may be your student (xxx-xxxx) ___ Call <u>local</u> law enforcement to inquire about unidentified persons which may be your student () xxx-xxxx ___ / () xxx-xxxx ___ ___ Call NETSAFA CPM and let them know of potential UA *When a student is determined to be in a UA status while in travel from one training installation to a follow-on training location, the IMSO at the student's last installation is responsible for notification and reporting.		
REFERENCE'S E-SAMM Ch10, Para 10.19, SECNAVINST 4950.4B, Ch 10, Paras 10-47&10-91, Navy IMSO Guide, Para 2.10.2	DATE (YYYYMMDD): 15 Sep 22		Checklist Current as of 23 Nov 2022

**Checklist C.3 QUICK
REACTION CHECKLIST**

	UNIT XXXX	
TITLE UNAUTHORIZED ABSENCE (UA) STUDENT NAME/ITO#:		PAGE 2 OF 4
STEPS	ACTIONS	
4.	<p>After reasonable attempts to determine IMS location and status reveals IMS is UA, or after 24 hrs without contact (whichever comes first), IMS is designated in UA status. Inform your leadership and contact NETSAFA by phone to let them know you are preparing official UA email notification. Do not forward the e-mail until NETSAFA has been notified by phone. Follow up with the remainder of notifications/actions in Step 5. Begin collection of information listed on this page for inclusion in email notification.</p> <p>___ Contact Training Activity CO and inform them IMS is now considered UA. Determine who will contact next level of chain of command. *Ensure leadership is aware of high potential for media interest.</p> <p>___ Notify the NETSAFA Country Program Manager immediately by phone. If unable to contact the CPM, contact the appropriate NETSAFA Region Division Lead. If notification is outside normal duty hours, contact the NETC Senior Duty Officer (SDO) at 850-554-5312.</p> <p>___ Provide the information below on the official e-mail notification: (Send as Controlled Unclassified Information (CUI). Ensure WCN, IMS name, and UA are in subject line)</p> <ul style="list-style-type: none"> • IMS full name and country of citizenship/origin (on ITO or SAN Web) • Passport and visa information (on ITO or SAN Web) • Effective date and time of absence • Date of birth / Place of birth (on ITO or SAN Web) • Last known location • Last known mobile telephone number of IMS • Case identification or Work Control Number (WCN) or ITO number (on ITO or SAN Web) • Type of training and any follow on training for which the IMS is programmed (on ITO or SAN Web) • Travel circumstances (flight arrangements, layovers) • Any information concerning events that may have contributed to the UA status • Known variations in name spelling or alias – check against passport and visa • Known relatives or friends and contact information in the United States • Information on U.S. driver’s license (e.g., number, issuing State, expiration date) • Information and copy of any DoD identification (ID) cards issued (check with supporting FSS) • Available financial information, including bank accounts, Credit/Debit card information • Foreign Identification Number (FIN) (on SAN Web or DEERS/RAPIDS record) <p>The following are mandatory recipients: NETSAFA Country Program Manager; NETSAFA IMSO Manager Lead, local NCIS office; with courtesy copies to your CO; NETSAFA CO; NETSAFA N3. For Marine Corps training, ensure USMC TECOM is notified. For Coast Guard training, ensure USCG International Affairs is notified. NETSAFA will ensure notification is forwarded to NIPO, DSCA, DCSA, and National ICE offices.</p> <p>Also include other addressee’s as necessary: local JAG Office, local security forces</p>	
REFERENCE’S E-SAMM Ch10, Para 10.19, SEC- NAVINST 4950.4B, Ch 10, Paras 10-47&10-91, Navy IMSO Guide, Para 2.10.2	DATE (YYYYMMDD): 15 Sep 22	Checklist Current as of 23 Nov 2022

**Checklist C.3 QUICK
REACTION CHECKLIST**

	UNIT XXXXX	CHECKLIST NUM- BER
TITLE UNAUTHORIZED ABSENCE (UA) STUDENT NAME/ITO#:		PAGE 3 OF 4
STEPS		
ACTIONS		
___5.	<p>In addition to the e-mail notification in Step 4, make the following notifications if not already done:</p> <p>___ Notify <u>local</u> area Immigration and Custom Enforcement (ICE) office at () XXX-XXXX.</p> <p>___ Notify <u>local</u> NCIS office XXX-XXXX. Add to e-mail in item 4.</p> <p>___ Notify installation DEERS/RAPIDS office and ensure IDs are terminated for both IMS and authorized dependents</p> <p>___ Notify <u>local Staff</u> Judge Advocate office who should be aware of USG consular notification requirements if the IMS is later arrested. Commercial: XXX-XXXX. Can add to e-mail.</p> <p>___ Notify installation Security to update DBIDS status. #: XXX-XXXX. Can add to e-mail</p> <p>___ As required, notify NETSAFA N84 at DSN: 459-3017 or 8745 or <u>local</u> finance office to post UA information and preclude unauthorized payments. <u>Local</u> FM: XXX-XXXX.</p> <p>___ Notify base service agencies of UA to stop any services (lodging, MTF, library, etc.) Be sure IMS did not leave an unpaid lodging bill. If debit card is on file, check if it can be charged.</p> <p>___ Request NETSAFA CPM contact SCO to provide instructions for disposition of IMS personal effects, if any. May be chargeable to ITO, work with NETSAFA CPM for details.</p> <p>After coordination with NETSAFA CPM:</p> <p>___ Update progress message in SAN Web, use A.W.O.L. (TG).</p> <p>___ Update progress reports as appropriate if any other information is received.</p>	
___6.	<p>*Note: Hold personal effects of a UA IMS for 7 days - Refer to Step 5</p> <p>**Note: If a UA IMS voluntary returns to U.S. military control or is detained by local police see Step 4. Be sure to inform your training activity CO & notify NETSAFA by phone, and resend e-mail notification to all recipients with added situation updates.</p>	
REFERENCE'S E-SAMM Ch10, Para 10.19, SECNAVINST 4950.4B, Ch 10, Paras 10-47&10-91, Navy IMSO Guide, Para 2.10.2	DATE (YYMMDD): 15 Sep 22	Checklist Current as of 23 Nov 2022

**Checklist C.3 QUICK
REACTION CHECKLIST**

	UNIT XXXXX	
TITLE UNAUTHORIZED ABSENCE (UA) STUDENT NAME/ITO#:		PAGE 4 OF 4
STEPS	Example E-Mail	
	<p>Attach copies of ITO, Passport/Visa, USID and unused ticket itinerary (if available) to your e-mail. TO: E-mail addresses listed in Step 4. Subject line for e-mail: CUI//Unauthorized Absence (UA) Notification - BD-D-171001-2002, Dan Smith</p> <p>THIS IS AN OFFICIAL IMSO NOTIFICATION Per the VP-111/CO, Cdr John Doe, the following student from Bandaria has been declared an absconder from his official place of duty at VP-111, 1234 First Street, NAS-Pensacola 32508.</p> <p>VP-111 IMSO provided the student with an airline ticket to his Follow-on-Training at New Naval Base, OK with a departure date of DD MMM YYYY. VP-111 IMSO was notified by SATO via e-mail that the IMS did not use the airline ticket. The IMSO office at New Naval Base, OK reported that the student did not arrive via other transportation means. The student did not answer his cell phone, all social media accounts were turned off and other methods of contact were unsuccessful. IMSO made all efforts to ensure checks were made with local hospitals, police etc. before declaring the IMS UA.</p> <p>a) IMS full name and country of citizenship/origin: Smith, Dan D. / BANDARIA</p> <p>b) Passport and visa information: PASSPORT NUMBER - 12345678, VISA NUMBER - 87654321</p> <p>c) Effective date and time of absence: 2 FEB 2018, 1100 HRS</p> <p>d) Date of birth: 01 Jan 2000</p> <p>e) Place of birth: New Town, Bandaria</p> <p>f) Last known location and IMS's address: Lodging Rm #1549, NAS Pensacola FL 32508</p> <p>g) Last known mobile telephone number of IMS: 210-123-4567</p> <p>h) Case identification/work control number (WCN): BN-D-171001-2002</p> <p>i) Type of training and any follow-on training for which IMS is programmed: FLIGHT TRAINING START DATE DD MMM YYYY (MASL D123456), NAS PENSACOLA, FL PHYSIO TRAINING START DATE DD MMM YYYY (MASL D654321), NEW NAVAL BASE, OK</p> <p>j) Travel circumstances (flight arrangements, layovers): See attached itinerary (student did not board the flight)</p> <p>k) Any information concerning events that may have contributed to IMS absence: UNKNOWN</p> <p>l) Known variations in name spelling or alias - check against passport and visa: UNKNOWN</p> <p>m) Known relatives in the United States: Interview conducted with the resident senior student indicated that the IMS had a close relative living in Houston. Name and contact info unknown.</p> <p>n) Information on US driver's license (e.g., number, issuing state, expiration date): UNKNOWN</p> <p>o) Information and copy of any DoD identification cards issued: ATTACHED</p> <p>p) Available financial information, including bank accounts, Credit/Debit card information: Metabank Debit Card, Acct # 123-45-6789</p> <p>q) Foreign Identification Number (FIN): 911-92-1111F</p> <p>Please contact me if there are any questions or concerns.</p> <p>VP-111 IMSO 1234 First Street West NAS Pensacola FL 32508 Commercial: 850-123-4567 DSN: 459-4567</p>	

**Checklist C.3 QUICK
REACTION CHECKLIST**

If you receive encryption errors when transmitting the UA message, please remove attachments and transmit the message unencrypted. Let the recipients know that attachments will be forwarded using Encryption Wizard.

The new DoD SAFE website, <https://safe.apps.mil/> is active and readily available for use, follow the guidance below on how to send sensitive information and or large files (PII, PHI, FOUO, CUI), using extra precaution for DoD Safe.

1. Encrypt the document first using DoD Encryption Wizard then upload it to DoD SAFE. Send the password to the recipient in a separate email.

OR

2. Password protect the document in DoD SAFE. Send the password in a separate email to the recipient.

**Checklist C.4
CASUALTY
CHECKLIST**

CLASSIFICATION UNCLASSIFIED		XXXXX IMSO	CHECKLIST NUMBER
TITLE CASUALTY NOTIFICATION		UNIT	PAGE 1 OF 5
STUDENT NAME/ITO#			
Refer to SECNAVINST 4950.4B, paragraphs 10-48, 10-49.c., 10-90, and 10-92			
STEPS	ACTIONS		
1.	<p>**Caution: Do not release information outside of official channels. Advise personnel and/or other IMS' not to release/discuss or post on social media until all official notifications are complete**</p> <p>When notified, complete as much information as provided) Who notified you of the incident: _____ Date/Time of notification: _____</p> <p>IMS Rank and Name: _____ Does the IMS belong to your activity? Y/N</p> <p>ITO Case/Line/WCN: _____</p> <p>Training Activity Assigned to: _____</p> <p>Base/Location: _____</p> <p>Date/Time of Death: _____ Place of Death: _____</p> <p>Circumstances _____</p>		
2.	<p>NOTIFICATIONS:</p> <p>___ Ensure your chain of command/training activity CO has been notified as soon as possible</p> <p>___ Immediately notify appropriate NETSAFA Country Manager by phone, followed by an e-mail with information listed on item 3. If unable to contact the CPM, contact the appropriate NETSAFA Region Division Lead. If notification is outside normal duty hours, contact the NETC Senior Duty Officer (SDO) at 850-554-5312.</p> <p>___ IAW SECNAVINST 4950.4B para 10-90, the initial report will be by telephone followed immediately by a priority message. For Navy-sponsored IMS, reports will be made to Navy IPO via the chain of command and Naval Education and Training Security Assistance Field Activity. For Marine Corps-sponsored IMS, reports will be made to TECOM with information copies to CMC, Navy IPO and Naval Education and Training Security Assistance Field Activity. For Coast Guard-sponsored IMS, reports will be made to USCG International Affairs (G-CI) with information copies to Navy IPO. Due to the sensitive nature of such reports, distribution will be limited to only these organizations or activities.</p> <p>Additional Personnel to be notified by the IMSO:</p> <p>___ Notify base casualty office, they may be able to assist you</p> <p>___ Notify Local Security Forces, NCIS, PSD (ID card)</p> <p>___ Notify Local Funeral Home/Base Mortuary Affairs Office (whatever is applicable) You can find out from the base mortuary affairs information on local funeral homes who may assist for FMS IMS.</p> <p>___ Notify Local Public Affairs office to ensure information is contained (shut down social media if needed).</p> <p>___ If IMS was accompanied, form a team to notify spouse/dependents. Recommend CO, clergy, and fellow country IMS be present. Identify agencies to provide grief counseling for family/fellow IMS.</p>		
REFERENCE	DATE (YYMMDD)	DOWNGRADING INSTRUCTIONS	CLASSIFICATION
SECNAVINST4950.4B, Ch 10, Paras 10-48, 10-49.c, 10-90, 10-92	15 Sep 22	N/A	UNCLASSIFIED

**Checklist C.4
CASUALTY
CHECKLIST**

CLASSIFICATION UNCLASSIFIED	UNIT XXXXX IMSO	
TITLE CASUALTY NOTIFICATION STUDENT NAME/ITO#		PAGE 2 OF 5
STEPS	ACTIONS	
3.	<p>____ IMSO will prepare a Casualty report and it should be sent to NETSAFA and will include:</p> <ul style="list-style-type: none"> - Name of IMS/ITO number and date/WCN/Country - Request for instructions for disposition of remains (if death) - Request for permission to perform autopsy if required (if death) - Identification and location of next of kin if available (check ITO/SAN Web) - Include the details of the incident (who notified you of the incident, is it an illness, injury or death? Were other circumstances involved (i.e, DUI/DWI, other?). Were there other IMS or US military/civilians involved? Any witnesses? Is there a police report? <p>The following are mandatory recipients: NETSAFA Country Program Manager; NETSAFA IMSO Manager Lead; with courtesy copies to your CO; NETSAFA CO; NETSAFA N3. For Marine Corps training, ensure USMC TECOM is notified. For Coast Guard training, ensure USCG International Affairs is notified. NETSAFA will ensure notification is forwarded to NIPO.</p> <p>**If you don't have all the info immediately please note that to the CPM and follow-up as needed</p>	
4.	Coordinate with the base mortuary affairs office in obtaining a death certificate, please forward copy to NETSAFA and SCO. A death certificate will be vital for finalizing IMS affairs.	
5.	Funeral or memorial services will not be conducted for IMS until instructions concerning the disposition of the remains have been received from NETSAFA and/or NIPO desk officer. NIPO will obtain special instructions on the disposition of remains from the IMS government/Embassy.	
6.	The training installation will coordinate the preparation and transportation of the remains of IMS according to authorized disposition instructions. If a local funeral home is utilized to assist in the arrangements for preparation and transportation of the remains, the IMSO at the current training installation (or last training installation if the IMS was on leave when the death occurred) should coordinate payment of the funeral home expenses. See SECNAVINST 4950.4B, para 10-92.a.(2) for details.	
7.	If an escort is desired, the official representative of the country concerned may designate a staff member and/or an IMS to accompany the remains. US personnel are not authorized to escort IMS back to country. IMSO may be asked to escort the IMS to the departing US location/base or local airport.	
8.	Per diem and travel costs of the foreign escort accompanying the remains of a USG-funded IMS, (i.e., IMET, etc...) within the U.S. are chargeable to USG funds. Please coordinate with the appropriate NETSAFA CPM and N8 for funds.	
9.	Travel and transportation expenses for escorts accompanying the remains of an FMS IMS will be borne by the foreign government.	
10.	The IMET provided fund cite on the deceased IMS ITO will be used to defray preparation expenses and costs for transportation of the remains to the home country. Overseas return transportation costs will be paid from IMET funds only for deceased IMS from countries for which travel costs are defrayed from IMET funds. For transportation to a country which defrays all or part of the IMS travel costs, the country concerned must arrange and pay for that portion, either through the CLO or the official foreign government representative. Coordinate the preparation and transportation of remains according to authorized disposition instructions. Coordinate the payment of expenses if local funeral home is used for preparation of remains.	
11.	Expenses involved in the death of an FMS IMS are the responsibility of the foreign government. The training	

**Checklist C.4
CASUALTY
CHECKLIST**

	<p>activity should offer all assistance possible. If the assistance of the installation mortuary officer is desired by the foreign government, that officer will, without charge and as a matter of courtesy, negotiate with a civilian mortuary on behalf of the foreign government for the preparation of remains for burial or shipment. All related charges are the responsibility of the foreign government. Arrangements for other U.S. agency-sponsored IMS will be handled by the sponsoring agency.</p> <p>12. Expenses involved in the death of dependents of IMS are the responsibility of the IMS or the foreign government, and will be handled in the same manner as stated in Item 10 above.</p> <p>13. Training Activity appoints an individual (not necessarily the IMSO) to officially handle the deceased IMS affairs. Please inform NETSAFA CPM so they can pass to the SCO. A Power of Attorney may be necessary.</p> <p>_____ Obtain final IMET allowance due _____ Settle valid debts _____ Automobile/real property disposition _____ Personal effects inventory (forward effects and inventory to SCO for release to next of kin)</p> <p>14. For baggage/belongings that need to be shipped to country, please get with CPM who will coordinate with a NETSAFA N8 POC. Member allotted baggage allowance IAW E-SAMM DSCA 5105.38-M.</p> <p style="text-align: center;">***IMSO will provide progress reports to NETSAFA as appropriate***</p>		
<p>SECNAVINST4950.4B, Ch 10, Paras 10-48, 10-49.c, 10-90, 10-92</p>	<p>DATE (YYYYMMDD): 15 Sep 22</p>	<p>DOWNGRADING INSTRUCTIONS N/A</p>	<p>CLASSIFICATION UNCLASSIFIED</p>

**Checklist C.4
CASUALTY
CHECKLIST**

CLASSIFICATION UNCLASSIFIED	UNIT XXXXX IMSO	CHECKLIST NUMBER	
TITLE CASUALTY NOTIFICATION STUDENT NAME/ITO#		PAGE 4 OF 5	
STEPS	ACTIONS		
	<p align="center">ADDITIONAL INFORMATION</p> <ul style="list-style-type: none"> • Note: How the IMSO handles this type of event can have significant impact upon U.S. relations with a particular country. • If a casualty/accident is outside your “normal” area/vicinity, contact the nearest IMSO and request assistance as needed. Reference SAN Web for IMSO listing and contact information. • Verify IMS is assigned to your training location. Check leave/sign-out logs. If IMS is not assigned to your location, initiate contact with servicing IMSO and/or request notifying agency do the same. If you are the nearest IMSO/training location, be prepared to render support and/or be on-scene representative. • Consideration should be given on notifying the rest of the student’s in-person as soon as possible in order to get ahead of the rumor mill. Delay reporting to other students until you can ensure 100% attendance; do so only after all official notifications have been made. Consider having grief counselors either in attendance or provide access to counseling resources. • Coordinate with NETSAFA CPM who should coordinate to identify a single N8 POC to coordinate all matters related to expenses and payments. • For deceased, check if the IMS has a Class A/Service Dress uniform & ensure the Funeral Home receives it. • Purchase internment country flag – 5 x 9.5, ensure Funeral Home receives it • Identify escort officer(s) and be prepared to send TDY (Note: Per diem and travel costs of escorts accompanying the remains of a USG-funded IMS (i.e. IMET), within the U.S. are chargeable to USG funds) Coordinate with CPM and N8 POC on funding source. • Appoint an individual to officially handle the deceased IMS affairs (similar to a summary courts officer—consult local casualty office for guidance). In some cases fellow IMS have been appointed. <ul style="list-style-type: none"> • -- Appointee will do the following: <ul style="list-style-type: none"> • ---Conduct a personal property and personal effects inventory utilizing AF Form 1122. Forward effects and inventory to SCO for release to next of kin. • ---Verify final IMET/pay allowance due (if IMS was being paid TLA) • ---Settle valid debts (lodging, apartment, vehicle, etc...) If IMS had a vehicle, find out from country how they wish to dispose of it. • Caution: If IMS and/or representatives for any parties involved in casualty or accident inquiries regarding legal claims, which is strictly a matter between the IMS, country, and any official representatives acting on their behalf. US personnel will refrain from providing advice or give the appearance they are representing the student or speaking on behalf of the US. 		
REFERENCE SECNAVINST4950.4B, Ch 10, Paras 10-48, 10-49.c, 10-90, 10-92	DATE (YYYYMMDD): 15 Sep 22	DOWNGRADING INSTRUCTIONS N/A	CLASSIFICATION UNCLASSIFIED

**Checklist C.4
CASUALTY
CHECKLIST**

CLASSIFICATION UNCLASSIFIED	UNIT XXXXX IMSO	CHECKLIST NUMBER	
TITLE CASUALTY NOTIFICATION STUDENT NAME/ITO#		PAGE 5 OF 5	
STEPS	ACTIONS		
	<p>ADDITIONAL REFERENCES – MARITIME – SECNAVINST 4950.4B:</p> <p>10–90. Incident reporting <i>a.</i> Infractions or incidents of a serious nature, or serious medical conditions or emergencies, involving either IMS or their Family members will be reported immediately. The initial report will be by telephone followed immediately by a priority message. For Navy-sponsored IMS, reports will be made to Navy IPO via the chain of command and Naval Education and Training Security Assistance Field Activity. For Marine Corps-sponsored IMS, reports will be made to Security Cooperation Education and Training Center with information copies to CMC, Navy IPO and Naval Education and Training Security Assistance Field Activity. For Coast Guard-sponsored IMS, reports will be made to USCG International Affairs (G–CI) with information copies to Navy IPO. Due to the sensitive nature of such reports, distribution will be limited to only these organizations or activities. Refer to paragraph 10–48 for further instructions. <i>b.</i> The following will be immediately reported as outlined in paragraphs <i>a.</i>, above: (1) Serious breaches of discipline. (2) Matters involving civil authorities. (3) Incidents considered having politico-military implications. (4) Situations considered outside the purview of local commands or installations. (5) Death</p> <p>10–92. Decedent affairs <i>a.</i> For <i>United States Navy and United States Marine Corps.</i> (1) When a USG-funded IMS under DON sponsorship dies while undergoing training with U.S. forces or while traveling in relation to the training, the repatriation of remains is the responsibility of the DON. Refer to Decedent Affairs Manual (NAVMEDCOMINST 5360.1) for guidance. Detailed instructions on actions to be taken with respect to the remains will be provided by Navy Mortuary Affairs (Medical Support Office), Great Lakes, IL after coordination with Navy IPO (for USN sponsored IMS) or USMC/CG, SECTC MCCDC (for USMC sponsored IMS). (2) Statements of expenses for services in connection with the disposition of a deceased IMS under a USG-funded program will be submitted to Navy Mortuary Affairs for certification. The statements will then be forwarded to Naval Education and Training Security Assistance Field Activity for addition of the appropriate accounting data before submitting for payment. Statements for services in connection with the disposition of remains of a FMS IMS in a training status will be submitted to Navy Mortuary Affairs for certification and forwarded to the appropriate embassy for payment. <i>b.</i> For <i>USCG.</i> Contact USCG International Affairs (G–CI) for guidance.</p>		
REFERENCE SECNAVINST4950.4B, Ch 10, Paras 10-48, 10-49.c, 10-90, 10-92	DATE (YYYYMMDD): 15 Sep 22	DOWNGRADING INSTRUCTIONS N/A	CLASSIFICATION UNCLASSIFIED

Checklist C.5
INTERNATIONAL MILITARY STUDENT (IMS) DEPARTURE
CHECKLIST

Departure

The IMSO should ensure that the following items are reviewed and addressed as necessary when an IMS departs the training installation. This Checklist may be modified to reflect the requirements and policies at a training activity. A copy of the Departure Checklist should be filed in the IMS Training Record.

IMS NAME: _____ **COUNTRY:** _____

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

DEPARTING TRAINING INSTALLATION: _____

NEXT DESTINATION: _____

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

BASE FACILITIES CLEARED

- ___ Quarters/Billeting
- ___ Messing
- ___ Clubs
- ___ Academic Buildings
- ___ Library

ACADEMIC RECORDS REVIEWED FOR COMPLETENESS AND ACCURACY

- ___ IMS Training Record
- ___ Flight Records
- ___ Graduation certificate Honor Graduate? YES ___ NO ___

ADMINISTRATION

- ___ ITO reviewed; all amendments and endorsements included and signed.
- ___ Name removed from Base Locator File
- ___ Mail forwarding address
- ___ Financial Records forwarded
- ___ Indebtedness Issues identified and rectified as appropriate
- ___ Enroute travel notice/completion message transmitted
- ___ **ID Card collected and/or destroyed. Must be entered in command log for accountability (last training activity)**
- ___ Medical Records forwarded

Checklist C.5
INTERNATIONAL MILITARY STUDENT (IMS)
DEPARTURE CHECKLIST

TRANSPORTATION

- Transportation to next training activity:
- ___ Airline reservations/tickets confirmed
 - ___ Travel by POC procedures reviewed (if applicable)
 - ___ Passport/Visa reviewed and correct
 - ___ Shipment of personal goods arranged
 - ___ Shipment of RIM arranged
 - ___ Excess baggage authorized (as applicable)
 - ___ Classified Class Notes and materials reviewed, confirmed, and addressed for shipment
 - ___ POC status confirmed (sold, shipped, etc.)

Comments:

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

International Military Student Signature

Date

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

**Checklist C.6
International Visitor Checklist**

SENIOR VISITOR NAME: _____ COUNTRY: _____

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

SPONSOR ACTIVITY/COMMAND: _____

ESCORT OFFICER NAME: _____ RANK/RATE: _____

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

PURPOSE OF VISIT: _____

OTHER MEMBERS OF VISITING PARTY:

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

A. ADMINISTRATIVE MATTERS

- ___ Confirm correct spelling/pronunciation of visitors' names.
- ___ Obtain visitor biographical information.
- ___ Determine appropriate uniform.
- ___ Identify your activity's Visit Coordinator: _____
- ___ Identify your activity's Visitor Escort: _____
- ___ Identify local Foreign Liaison Officer: _____
- ___ Determine if honors are to be rendered.
- ___ Determine level of publicity required and inform PAO.
- ___ Confirm disclosure levels authorized for visit, and inform all appropriate command staff.
- ___ Determine if and what type mementos will be exchanged.
- ___ Confirm interpreter/translator support is available as required.

Checklist C.6
International Visitor Checklist

B. TOUR ITINERARY

- Plan tentative tour and briefing schedule.
- Discuss schedule and subjects with applicable section heads.
- Firm up proposed schedule for approval.
- When approved, contact applicable section heads.
- Reserve conference rooms if applicable (specify support required).
- Confirm availability of electronic/media, computer support, and other equipment as needed.
- Ensure coffee, refreshments, and other personal needs are arranged.
- Confirm arrangements for after-hours events as necessary.

C. TRANSPORTATION

- Confirm who is responsible for transportation (USG, foreign govt., or individual visitors.)
- Determine method of arrival, time, place, flight number, etc.
- Contact IMSO/POC of previous activity if visitors are arriving from another command to determine best estimated time of arrival.
- Determine who will meet the visitors on arrival.
- Ensure sufficient number of appropriate kinds of vehicles is arranged.
- Determine number of drivers required.
- Ensure drivers know directions. Prepare detailed directions/instructions if necessary.
- If visitors are proceeding to another command, inform IMSO/POC at follow-on activity of anticipated estimated time of arrival (ETA).

D. MEALS/RECEPTION

- Make arrangements at applicable facility for breakfast, lunch, and dinner.
- Determine any special dietary requirements.
- Determine if there will be a no-host or host affair.
- Determine funding source for visit expenses.

E. QUARTERS

- Reserve BOQ or motel as applicable.
- Register visitor at BOQ or motel.
- Determine who will pick up room key.
- Confirm funding source/payment procedures.

Appendix D
IMSO Reference
Guide



SC-TMS Quick Reference Guide for IMSOs

A quick reference guide for navigating
IMSO functions in SC-TMS

Order of Contents

- I. Accessing SC-TMS:
 - A. Live SC-TMS:
 - B. Training/Practice SC-TMS:

- II. Today At A Glance:

- III. General Information for IMSO to keep up-to-date:
 - A. IMSO POC
 - B. Location Remarks
 - C. Physical Location of Training (PLOT)
 - D. Course Information
 - E. International Notes

- IV. Reports:
 - A. Projection Report
 - B. Ad Hoc Report

- V. Working with your Students:
 - A. Student Training Status and Progress Messages
 - B. Arrival and Enrollment Reports
 - C. Completion Report
 - D. Exception Report
 - E. General Progress Messages and COVID-19 Progress Messages
 - F. Arrival Information
 - G. Foreign Identification Number (FIN)
 - H. Academic Report (DD Form 2496)
 - I. ITO Repository
 - J. Flight Hours
 - K. View Student's Insurance Policy
 - L. View Student Checklist
 - M. Update Student Biographical Information

- VI. Field Studies Program (FSP):

- VII. POC Directories:

- VIII. Report a Problem or Question:

- I. Accessing SC-TMS:
 - A. "Live" side of SC-TMS:
 - [🔗 Log into SAN > Training > SC-TMS9](#)

B. “Training / Practice” side of SC-TMS: Only Use during class or when you want to “practice”!

This IS NOT Live Data. Changes DO NOT AFFECT the live data.
The “practice” data is refreshed / updated once a week.

☞ Log into SAN > Other > SC-TMS9 Training

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

II. Today At A Glance:

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

B. This can be seen on the SC-TMS Welcome Screen (Today At A Glance):

☞ Log into SAN > Training > SC-TMS9

- LAST DSAMS Refresh – last time the SAN data was updated.
 - NEXT DSAMS Refresh – next scheduled SAN data update.
 - Active Students who have an ITO Amendment
 - Training Line Statuses that have changed from yesterday
 - Activities/Schoolhouses – Number of students at your schoolhouse today.
 - Program Types – What programs are being used to fund students at your schoolhouse today.
 - Countries – The top 10 countries with students at your schoolhouse today.
 - Courses – The top 10 courses at your schoolhouse with international students attending today.
- Click any hyperlink on this window to see additional information.
- Results for training taking place at your schoolhouse “today” (i.e. active students) can also be customized by clicking the “Today At A Glance Ad Hoc Report” at the top left of the webpage.

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

A. IMSO POC Information:

☞ Click: Schoolhouse

1. To add a new IMSO POC: Click, “Add New POC” hyperlink > fill out form > click, Assign POC > Return to Training Activities
2. To update an existing POC: Click the “Pencil & Paper” icon next to the appropriate name

3. To delete a POC: Click the “Red X” icon next to the appropriate name

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

B. Location Remarks:

Explain general information about your Schoolhouse and the surrounding area.

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

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

C. Physical Location of Training (PLOT):

The information entered for PLOT will automatically appear on the student’s ITO as the Location of Training. (If no PLOT is entered, the address of the Primary IMSO will be used.)

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

(Per AFSAT, Air Force IMSOs cannot view or edit PLOT.)

D. Course Information:

View information about courses at your schoolhouse.

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

(Hint: On the window that lists all Active Courses, click Location Code hyperlink to see Location Information details.)

(Hint: Air Force and Navy IMSOs cannot see course prices, per AFSAT and NETSAFA.)

E. International Notes:

International Notes are remarks associated with a specific course that international students should be aware of. International Notes are maintained and updated by the IMSO.

International Notes are IMPORTANT for IMSOs to complete in order to emphasize information about a course for the IMS!!!

- ☞ Click: Schoolhouse > Active Courses / International Notes > click, “Int’l Notes” hyperlink for appropriate course > enter information about the course > click, Update

IV. Reports:

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

A. Projection Report - Shows courses that are programed in the STL for your schoolhouse during a given date range, sorted by MASL ID or by Start Date.

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

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

- ☞ Click: Reports > Ad Hoc > enter the criteria you are searching for > then click:
 - > “Web Only” button: (To view results in webpage with hyperlinks for additional information.)
 - > “Report Only” button: View results in a format that can be exported (i.e. pdf) & printed.
 - > “Export To XLS” button: View results in Excel format.

V. Working with your Students:

A. Student Training Status and Progress Messages.

- ☞ Click: Schoolhouse > Student Training & Progress Messages

(Hint: The default is to show “Students Active” (i.e. students who should be at your schoolhouse today based on the STL. If needed, use dropdown boxes at the top to change the criteria.)

(Hint: If you want to see all courses in a student’s training track [not just the active course at your schoolhouse]: After clicking Student Training & Progress Messages, then check the “Show Entire Training Track” checkbox and click Search.

Hint: Click hyperlinks on the page to see additional information: e.g.

- Click, Student name hyperlink to see the student information form
- Click, ITO Number hyperlink to view the ITO

Hint: Arrive column: Green Checkmark icon indicates Arrival Report has been completed.
Pad and Pencil icon indicates Arrival Report needs to be submitted.

Enroll column: Green Checkmark icon indicates Enrollment Report has been completed.
Pad and Pencil icon indicates Enrollment Report needs to be submitted.

Complete column: Checkmark icon indicates Completion Report has been completed.
Pad and Pencil icon indicates Completion Report needs to be submitted.

PM column: Use “Hand Holding Paper” icon to submit general Progress Messages.

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

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

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

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

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

Hint: Wait until the Start Date of the course.

Only Group Enroll those students that Arrived and Enrolled as scheduled according to the STL. i.e. Report and Start dates are correct.

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

C. Completion Report – IMSO must identify when a student has Completed the course:

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

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

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

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

D. Exception Report – Shows training lines that need one or more of the following reports to be completed: Arrival, Enrollment or Completion Report.

(The default is to show those Arrival, Enrollment or Completion Reports that were due within the last month.)

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

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

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

The process is the same as for all general progress messages, as shown below.)

- ☞ Click: Schoolhouse > Student Training & Progress Messages > locate the appropriate student > click the “Hand Holding Paper” icon in the PM column > choose a Progress Message from the Progress Message dropdown > enter any applicable

Only Group Enroll those students that Arrived and Enrolled as scheduled according to the STL. i.e. Report and Start dates are correct.

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

C. Completion Report – IMSO must identify when a student has Completed the course:

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

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

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

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

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(The default is to show those Arrival, Enrollment or Completion Reports that were due within the last month.)

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

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

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

The process is the same as for all general progress messages, as shown below.)

- ☞ Click: Schoolhouse > Student Training & Progress Messages > locate the appropriate student > click the “Hand Holding Paper” icon in the PM column > choose a Progress Message from the Progress Message dropdown > enter any applicable

information > click the Add button.

The following is a list of possible “General Progress Messages”

PM Code	Progress Message Title
TG	A.W.O.L.
AW	Academic Warning
FG	Additional Flight Hours Required
SG	Additional Simulator Hours Required
DP	Disciplinary Probation
DW	Disciplinary Warning
TQ	Emergency Leave
WA	Extended - Academic
WL	Extended - Language
WE	Extended - Weather
WF	Extended – Flying
WM	Extended – Medical
WC	Extended- Administrative
FT	Free Text
HA	Hold - Administrative Reasons
HC	Hold - Awaiting Country Disposition
HM	Hold - Medical
HL	Holiday Leave
HG	Honor Graduate
TH	Hospitalized
MT	Medical Appointment (not to exceed one day)
MR	Missing Medical/Admin Information
NS	No Show
TL	Ordinary Leave
PA	Probation Academic
WR	Repeat Block of Instruction
SL	Sick Leave
SF	Sick Leave Family Member
QT	Students Assigned to Quarters for Medical Services
TV	Travel Information

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

☞ Click: Student > Arrival Information

Hint: If arrival Information exists it will be displayed under the general training line information with the following labels: Arrival, Remark

Hint: Notice the dropdown boxes at the top of the window to change the criteria for the results.

G. Foreign Identification Number: (Optional entry)

☞ Click: Student > FIN Management > click the “Edit” hyperlink next to student’s name > Enter FIN > Update

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

H. Academic Report (DD Form 2496):

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

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

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

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

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

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

J. Flight Hours: (Usually applies to Navy)

Enter Flight and Simulator hours a student has accumulated by equipment type.

☞ Click: Schoolhouse > Student Training & Progress Messages > Locate the student and

the appropriate line of training (you may need to use the criteria dropdown boxes at the top of the page) > click “Hand Holding Paper” icon in the PM column > enter number of hours in appropriate field at the bottom of the page > click the Update hyperlink.

Another way to view Flight Hours is:

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

K. View Student’s Insurance Policy: (Applies to Army and Maritime)

For training conducted by Army and Maritime the IMSO can view the insurance policy purchased by a student and see if the MILDEP approved the policy as meeting DSCA minimum requirements.

☞ Click: Student > Medical Insurance Review > Select appropriate status from Status dropdown box > Select “View All” from Type dropdown box > click Search

Results will show that match your criteria.

Under the “Medical Insurance Policy Document(s) section for the student:

- To view the insurance policy: ☞ Click: PDF icon
- The Status column will indicate if the MILDEP: Approved, Disapproved the policy or if the policy is waiting for review.

L. View Student Checklist:

Allows the IMSO to view/access information that has been entered so far for a student or a group of students. (This is more of a checklist of items the SCO has entered, so far, for their student(s))

☞ Click: Student > Student Checklist > In “Track Rpt/End Next/Last Days” section, select “Reporting Next” from the dropdown box and enter 30 for Days > click Submit

Results will show what information has been entered, by the SCO, so far for your students who are reporting in the next 30 days.

Depending on your needs, you may want to select different criteria than what was illustrated above.

M. Update Student Biographical Information:

If needed, the IMSO can update a student’s biographical information. The IMSO can

updated the following fields of the student's information form in SC-TMS:

- Foreign Identification Number (FIN)
- Position (current)
- Flight Crew (current position)
- Email address
- Mobile/Cell Phone
- Career Path And/Or PoP

☞ Click: Schoolhouse > Student Training & Progress Messages > Locate the appropriate student > Click on the student's name > update fields as appropriate > Click, Update

You can also access the student form by following the below steps.

☞ Click: Student/ITO > Enter the criteria > Click, Submit > Click the Pencil icon in the "Edit Student" column > update fields as appropriate > Click, Update

VI. Field Studies Program (FSP):

Keep track of your FSP events, how much they cost and which students attended.
Shows a list of current FSP events that have been completed or planned.

☞ Click: Schoolhouse > Field Studies Program (FSP) > select Fiscal Year > View

A. New Event Template: Create an entirely new FSP Event Template

☞ Click: "Create New Event Template" hyperlink > fill out form > click, Save/Update

B. Once the event template has been created: Existing Events:

1. To create a new occurrence of an event

☞ Click: "New Event" hyperlink > fill out form > Save/Update

2. To identify the students who participated in a specific event

☞ Click: "Assign Students" hyperlink > click the checkbox for each student who participated in the event > Save/Update

3. To update information about a specific event occurrence. (i.e. dates, actual costs etc.)

☞ Click: "Edit Event" hyperlink > update the form > Save/Update

4. To delete an occurrence of an event.

☞ Click: “Delete” hyperlink > OK

VII. POC Directories:

A. IMSO Directory – Lookup any IMSO POC information.

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

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

☞ Click: References > CPM Directory > Locate appropriate Country (Responsible CPM will be identified.)

Another way to view CPM info is: ☞ Log into SAN and click > Training > Country Program Mgrs

C. SCO Directory – Lookup SCO POC information.

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

VIII. Report a Problem or Question:

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

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

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

Reference Guide D.2



Maritime Insurance Policy Review Upload Process via SC-TMS

31 July 2017

Maritime Insurance Policy Review Upload Process

A. Requirement:

- a. When an international military student or their authorized accompanying (or joining) dependent(s) have a health insurance policy for medical coverage, the SCO must use SC-TMS to upload the insurance policy for review by NETSAFA. NETSAFA will review the policy to ensure it meets the minimum requirements as outlined in SAMM C10.9.6.
- b. Refer to Maritime policy message _____ for complete guidance and rules to follow for the insurance review.
- c. Below are the steps to accomplish the upload in SC-TMS.

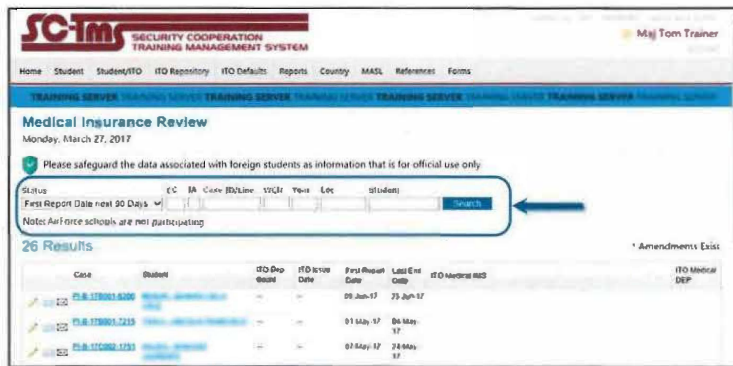
B. Maritime SC-TMS Insurance Policy Upload Process:

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



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

The student's basic biographical information must already exist in SC-TMS.
(i.e. a student record must already be created using Student/ITO in SC-TMS.)




Enclosure (1)

- c. Once the student has been located, click the pencil icon, and fill out the Medical Insurance Document Upload form that appears.
 - i. **Insurance Policy Type dropdown:** Ensure to select if the policy covers the IMS only, Dependent(s) only or Both.
 - ii. Enter the **Insurance Policy Number** in the appropriate field.
 - iii. **Remarks Block:** Enter any clarifying remarks as well as all dependents' names and relationship to the student if the policy covers dependents.
 - iv. Enter the **Insurance Policy Start Date**.
 - v. Enter the **Insurance Policy End Date**.
 - vi. **Select IMS Training Policy Exceeds Insurance Policy Effective Dates** if _____
 - vii. Click the **Select** button and select the **.pdf** version of the student's scanned insurance policy. The insurance policy upload should include:
 - 1. Confirmation of Coverage
 - 2. Schedule of Benefits
 - 3. Proof of Purchase
 - viii. Check the box indicating that the policy does not cover anyone holding a U.S. Citizenship.

Medical Insurance Document Upload

PI-B-178001-6200

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

Student:

Insurance Policy Type:

Insurance Policy Number:

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

Insurance Policy Start Date:

Insurance Policy End Date:

Upload Insurance Document (PDF):
Please ensure that following three items are included in the uploaded document:

1. Confirmation of Coverage
2. Schedule of Benefits
3. Proof of Purchase

Email Recipients:

This Policy does not cover anyone holding United States Citizenship

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



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

4920
Ser 230T/18U0167
MAR 22 2018

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

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

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

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

1. **Purpose.** To provide guidance for the administration of the Department of the Navy process for review of healthcare insurance policies for International Military and Civilian Students and authorized dependents. This memorandum supersedes previous guidance issued via Ser 240T/13U647 of 25 October 2013, and should be reviewed in its entirety. Effective date of implementation of subject process is upon receipt.
2. **Background.** The healthcare insurance policy review has been streamlined with an upload capability within Security Cooperation Training Management System (SC-TMS) for assessment and approval. The current process requires an email attaching the request for healthcare review form along with a scanned copy of the healthcare insurance policy. The new healthcare insurance policy upload capability increases efficiencies by managing the policy review process within the existing SC-TMS and eliminating reliance on external mediums of communication.
3. **References** (a) through (c) establish minimum healthcare insurance policy requirements for International Military Students (IMS) and International Civilian Students (ICS) and authorized dependents. Per reference (d), Navy International Programs Office (Navy IPO) has designated Naval Education and Training Security Assistance Activity (NETSAFA) as the maritime service agent to execute the new medical review process and has a contract in place to assist the International Military Student Officer (IMSO) and Security Cooperation Officers (SCO) in determining that the healthcare insurance policies purchased by the IMS and ICS meet these requirements.
4. When an individual IMS/ICS has been identified by their home country to attend training under the sponsorship of the Department of the Navy, the SCO will determine whether commercially procured healthcare insurance is necessary for the IMS/ICS and/or authorized dependents. The necessity of acquiring such healthcare insurance will vary by training program, by country and by alternative methods of healthcare coverage that meet the requirement established under reference (a). If it is determined that commercial healthcare insurance is necessary, the SCO will obtain a copy of the commercial healthcare insurance policy, in English, from the IMS and upload for assessment by

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

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

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

6. The healthcare insurance policy review will be completed based existing demand signal, but normally within five working days and the compliance determination will be sent to the SCO, IMSO, and applicable country program manager via progress message in SC-TMS. If the policy is determined to be noncompliant, the reason will be provided in the progress message. The SCO will upload the necessary changes for resubmission. If the policy is compliant, the process is complete.

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

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

- a. DoD 5105.38-M Security Assistance Management Manual (SAMM), Chapter 10
- b. DSCA Policy Memo 11-32 of 15 AUG 2011
- c. SECNAVINST 4950.4B of 03 JAN 2011
- d. SC-TMS Healthcare Insurance Policy Review User Guide

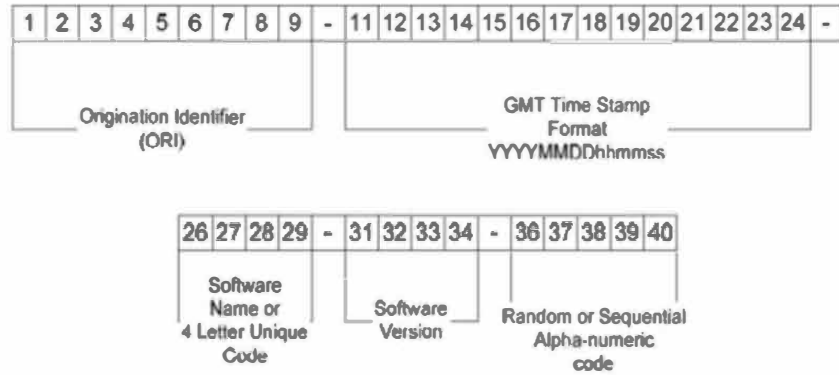
9. The point of contact for Navy IPO is the Director of International Training (230T), who can be reached at: (202) 433-5563, or via email: NIPOTRNGPOLICY.fct@navy.mil. The point of contact for NETSAFA is Mr. Dave Babcock, who can be reached at: (850) 452-8889 or via email: david.babcock1@navy.mil.


E. A. SANDEL
Executive Director

Reference Guide D.3

A Transaction Control Number (TCN) is a transaction identification number assigned to a submission and carried through on the response for tracking purposes. A TCN is a unique alpha-numeric character combination used to identify a biometric enrollment file. It is generated upon creation by the enrollment system that collects and submits the transaction.

Below is an example of a TCN structure template.



Below is an example of an IMS TCN using the above structure.

IMSIRQ001-20210621075434-BIMO-0360-9JNOU

- IMSIRQ001** is the ORI
- 20210621075434** is the GMT Time Stamp
- BIMO** is the software name/4 letter unique code
- 0360** is the software version
- 9JNOU** is the random/sequential alpha-numeric code

Below is an example of how the TCN is displayed on SOFEX-U in association with the submitted case.

The SOFEX case contains multiples individuals.

CEM files are UNCLASSIFIED. Highest approved classification is UNCLASSIFIED//FOUO.

SOFEX Main Training Exercises My Account Contact Information Search View Case

SOFEX-45691

OSC-I US EMBASSY BAGHDAD_Baghdad, Iraq_20210721064944 COMPLETE ROUTINE

Case Details Collections Case Documents

Collections Collection filters Expand All Add Collections

IMSIRQ001-20210621075434-BIMO-0360-9JNOU.EFT SPC-COMPLETED MATCH

MALALLAH MAHMOOD IDAN ALAJLAI
Collection Classification: U U
Submitted By: JOHNNY.TAYLORNAVEDO
Submitted On: 7/21/2021 5:05:06 PM (EST)

Subject Enrollment History

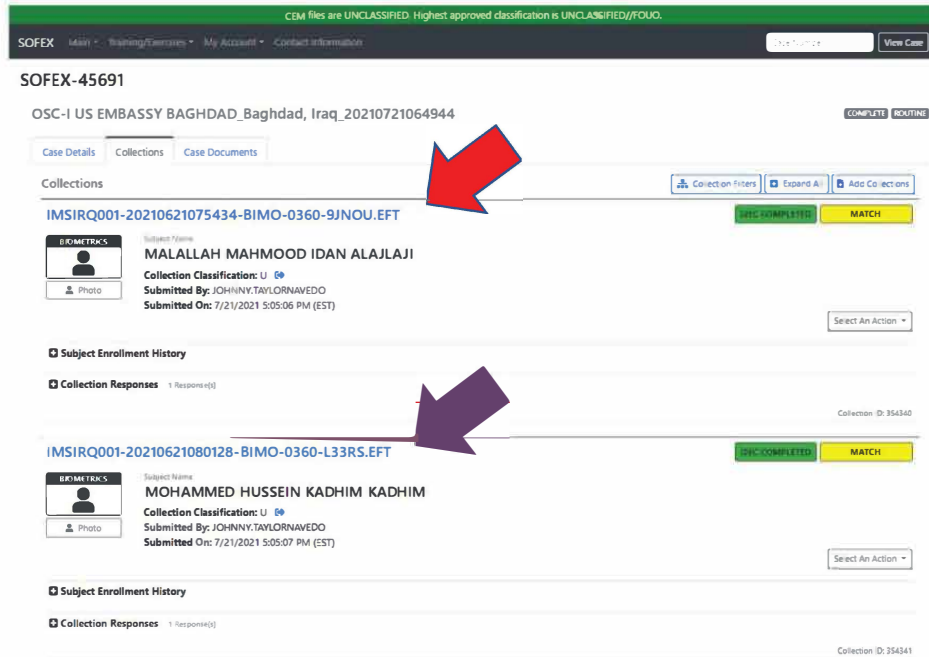
Collection Responses 1 Response(s) Collection ID: 354340

IMSIRQ001-20210621080128-BIMO-0360-L33RS.EFT SPC-COMPLETED MATCH

MOHAMMED HUSSEIN KADHIM KADHIM
Collection Classification: U U
Submitted By: JOHNNY.TAYLORNAVEDO
Submitted On: 7/21/2021 5:05:07 PM (EST)

Subject Enrollment History

Collection Responses 1 Response(s) Collection ID: 354341



Below is an example of how the TCN is displayed in a text response from ABIS.

The ABIS response contains either one or multiple TCNs from the same individual.

This particular response is for an IMS submission (TCN: IMSIRQ001-20210621075434-BIMO-0360-9JNOU). The response shows the submission file and a matching file (TCN: DDB011245-20100710193136-BATS-4000V-03345).




Each TCN, while associated to the same individual, is a unique identifier associated with a one-time enrolment.

```

Biometrics Match For TCN:IMSIRQ001-20210621075434-BIMO-0360-9JNOU
*****Submission File*****
File Data Source      IMS VETTING
Type of Transaction   MAP
Date                 Jun 22 2021 12:00AM
Transaction Control Number  IMSIRQ00120210621075434BIMO03609JNOU
ABIS Control Number   WVD000000-20210721180229-NGEA-1112-05988
Name                 Doe, John
Aliases              <Not in File>
Place of Birth        IQ
Date of Birth         00000000
Reason Fingerprinted  IQ-P-TAG001-2303 Capstone
Date Printed          20210622
Date of Arrest        <Not in File>
Arrest Segment Literal <Not in File>
BAT GUID              <Not in File>
BAT Operator Information <Not in File>
Internment Serial Number (ISH) <Not in File>
Personnel Type        FOREIGN_MILITARY

*****Matching File # 1*****
File Data Source      BAT
Type of Transaction   MAP
Date                 Jul 10 2010 12:00AM
Transaction Control Number  DDB01124520100710193136BATS4000V03345
ABIS Control Number   WVD000000-20100906051336-NGEA-1112-74689
Name                 AEDAH, MALALAH MAHMUD
Aliases              <Not in File>
Place of Birth        IQ
Date of Birth         19690110
Reason Fingerprinted  Volunteer Background Checks
Date Printed          20100710
Date of Arrest        <Not in File>
Arrest Segment Literal <Not in File>
BAT GUID              0E2F5919FB48454491722236E868C501
BAT Operator Information IRQ:CENTCOM:USF-I:2-56IBCT/TFSTEEL/ECP5:IT01211/LIBERTY/BAT/SBAT8CKSA48432/4.0.6.59
Internment Serial Number (ISH) <Not in File>
Personnel Type        FOREIGN_NATION_HIRE_OCONUS

```

The TCN of the matching file follows the same structure detailed earlier (DDB011245-20100710193136-BATS-4000V-03345).

- DDB011245** is the ORI
- 20100710193136** is the GMT Time Stamp
- BATS** is the software name/4 letter unique code
- 4000V** is the software version
- 03345** is the random/sequential alpha-numeric code

FIGURE 2.10



NETSAFA
IMSO Guide
For
International Military Students
Debit Card Program
and
TLA Payments

Effective: _____

FIGURE 2.10

ACRONYMS

LOA	Line of Accounting	ITO	Invitational Travel Order
IMS	International Military Student	TLA	Travel and Living Allowance
IMSO	International Military Student Officer	FOT	Follow-On-Training
FMS	Foreign Military Sales	IMET	International Military Education Training
EA	Expenditure Authority	CMS	Client Management System
SANWEB	– Security Assistance Network	SAMM	Security Assistance Management Manual

OVERVIEW

The NETSAFA IMSO guide for IMS Debit Card/TLA Payments provides IMSO guidance and examples for the Debit Card Process and completing an IMS TLA payment.

Our goal is to streamline each process and provide the best possible service to both the IMSO and IMS participating in the program.

Please read carefully as all processes have changed.

FIGURE 2.10

Table of Contents

1 Ordering a Debit Card4
2 Receiving/Issuing The Debit Card.....5
3 Registering And Activating The Debit Card5
4 Lost Card5
5 IMS Issues/Complaints6
6 Travel and Living Allowance (TLA) Purpose.....6
7 Travel and Living Allowance (TLA) Process.....7
8 TLA Entitlement Overpayment8
9 NETSAFA N84 Customer Service Support.....8

ATTACHMENTS

- (1) Fillable First Data Class Roster Template (Class Roster) – (Download to computer to open)
- (2) U.S. Debit Card Statement of Understanding (SOU)
- (3) U.S. Debit Card Packet Example
- (4) IMS Debit Card Helpful Information
- (5) Sample Debit Card Authority Spreadsheet W/Instructions – (Download to computer to open)
- (6) Fillable Debit Card Authority Spreadsheet
- (7) Sample SF-1034 W/Instructions
- (8) Fillable SF-1034
- (9) Sample DD-577
- (10) Fillable DD-577
- (11) Lodging Advance Letter Example
- (12) Sample DD-1131
- (13) Fillable DD-1131

For those personnel who are unable to open the embedded attachments within this document, please contact the N84 team and we will send you the documents separately.

FIGURE 2.10

1. ORDERING AN IMS DEBIT CARD: Attachment (1), which must be downloaded to the computer to open, is the First Data Class Roster Template (Class Roster). The IMSO will provide a Class Roster and the first page of each IMS' ITO on the roster to the NETSAFA N84 Team via email to usn.pensacola.netsafapensacolaf1.mbx.netsafa-tla-voucher@us.navy.mil within 0-10 days prior to IMS report date. DO NOT send class rosters earlier than 10 days prior to the IMS report date. **Only submit a class roster if the IMS is confirmed and the ITO states that we are paying for entitlements.** If the IMSO received notification of a new IMS after the class roster has been submitted to the bank, a NEW class roster with the new IMS' information must be sent to the NETSAFA N84 Team. Please ensure you check all amendments of the ITO for name changes or corrections as incorrect names on the card could possibly hamper the IMS' pay. **If the IMS wants a card reissued due to a misspelled name, the IMS must contact the Customer Service number on the back of the card. IMS' will not be reimbursed for any fees incurred with this card.**

a. There should be an approved ITO in the SANWeb at the time of submission of the class roster to NETSAFA. **IMSOs must also attach Page 1 of the ITO along with any name change amendment so the NETSAFA N84 Team can verify the proper spelling of each name (If you have multiple ITO's please combine all pertinent documents in one file, in the same order as the spreadsheet, for faster verification).** Once the Debit Card request is sent to the bank, it cannot be changed or deleted.

b. If the class roster is not filled out properly, the NETSAFA N84 Team will return it to the IMSO for corrections, which will delay the Debit Card processing time. The NETSAFA N84 Team will inform the IMSO via email when Debit Card requests are sent to the bank.

c. The class roster template will only include IMS' who are receiving a Debit Card. If IMS is reporting to your location for FOT and was issued a Debit Card at a previous training location, do not add the IMS to the template. Below are the required blocks to be filled in on the Class Roster.

****CLASS ROSTER REQUIRED FIELDS – DO NOT MAKE CHANGES TO THE TEMPLATE****
*****NO SPECIAL CHARACTERS ARE ALLOWED*****

Column A: First Name (Name will be used to personalize the Debit Card (15 spaces max))
Column B: Last Name (Name will be used to personalize the Debit Card (15 spaces max))
Column C: Location – Use Command ACRONYM only (19 space max)
Column D: Address Line 1 – IMSO office address; cards will be mailed to this address (NO P.O. Boxes)
Column E: Address Line 2 – only if needed
Column F: City
Column G: State – Use only 2 spaces
Column H: Zip Code (First 5 numbers only)
Column I: Primary phone – (IMSO PHONE NUMBER – NO DASHES)
Column J: Leave Blank
Column K: The format will always be an upper case N (DO NOT CHANGE)
Column L: DOB – fill in using mmddyyyy format
Column M-W: Leave Blank
Column X: The format will always be 00.00

d. It will take approximately 7-15 business days for the IMSO POCs to receive the Debit Card in the mail from the time the NETSAFA N84 Team orders the card(s). Debit Cards are sent directly from NYCB to the address listed on the class roster template with attention to the IMSO.

The processing instructions at the top of the spreadsheet are for NETSAFA personnel only.

FIGURE 2.10

e. If an IMS is reporting to your location for follow-on-training (FOT) with a Debit card, they will continue to use the same card for payments as long as NETSAFA issued the card, (Upon arrival at your location, the IMS is required to change the address with NYCB).

f. If the IMS has FOT from your unit, they are required to keep their card as the IMS will continue to receive living allowance payments utilizing that same debit card until IMS returns to their home country.

g. IMSOs are required to ensure the IMS has a debit card from their previous location. If IMS does not have their debit card or was not issued a debit card at their previous training location, it will be essential for you to order the IMS a debit card.

2. RECEIVING/ISSUING THE DEBIT CARD:

a. The IMSO MUST ensure all debit cards that were requested have been received. If an IMS is cancelled, replaced, or fails to report, please inform the NETSAFA N84 Team immediately.

b. The unused debit card must be **mailed in its original packaging to**  **COMMANDING OFFICER
NETSAFA N84 (DEBIT CARD)
250 DALLAS ST, SUITE B
PENSACOLA, FL 32508-5269**

c. Once the debit card is received, the IMSO is required to issue the debit card to the IMS upon in-processing or when the Debit Card is received. The IMS is required to sign a Statement of Understanding (SOU) (Attachment (2)) when the debit card is accepted from the IMSO. The IMSO is required to keep the SOU on file. All information regarding the debit card will be included in the envelope the IMS receives with their debit card. IMSOs must update a "Free Text" Progress Message in the SANWeb to indicate if/when the IMS has been issued a Debit Card.

3. REGISTERING AND ACTIVATING THE DEBIT CARD:

a. The IMSO is required to assist the IMS in activating the debit card. Activation of the debit card also includes designating a PIN. All information on how to activate the debit card will be included in the debit card packet from the bank.

b. The IMS is required to change their address on the debit card each time the IMS changes training locations to the address of their new location. All information about this process will be included in the debit card packet from the bank.

c. The NYCB Debit Card will remain active during the IMS duration of training while in the United States, not to exceed a period of 5 years.

e. If IMS chooses to close their NYCB account prior to returning to their home country, the IMS must call NYCB.

f. IMSOs should give the IMS a copy of Attachments (3) and (4) as reference material.

4. LOST CARD. If the IMS loses the debit card, the IMS must contact NYCB directly to request a new debit card. The new debit card will be sent to the address on file with NYCB; **it is very important that the IMS update the address at each new training location.** If the IMS orders a replacement debit card, a non-refundable shipment fee could be incurred.

FIGURE 2.10

5. **IMS ISSUES/COMPLAINTS:**

a. If the IMS has any issues/complaints regarding the NYCB Debit Card, the IMS should inform the IMSO/IMSO POC immediately. The IMS will NOT contact the NETSAFA N84 Team under any circumstance. The IMS can contact NYCB Customer Service 24 hours a day/7days a week. The NYCB Customer Service phone number will be on the back of the Debit Card.

b. The IMS should install the Money Network mobile app to check their account balance, view their most recent transactions, and locate NYCB branches and associated ATMs. Do not use third party applications to transfer funds as this has resulted in theft.

c. IMSO's are to advise the IMS this is a NYCB-issued debit card and they can use it to withdraw funds at any PLUS, Interlink or Star affiliated ATM surcharge free. Other ATM locations a fee will be assessed. The IMS can also perform cash back transactions when using the debit card at any point of purchase/sale or retailers, however, IMS should be cautious and read any signs posted by the merchant regarding additional charges associated with cash back transactions.

d. The account will not close automatically upon departure of the IMS. The IMS will have to contact the bank (phone number provided in the back of their cards) and request the account to be closed once they are sure that they are not going to any further training and all funds have been removed.

6. **Travel and Living Allowance (TLA) Purpose:** International Military Students (IMS) that are entitled to Travel and Living Allowance (TLA) payments need a reliable, secure, and expedient method to access these funds. DFAS is the paying office for all payments from NETSAFA. In conjunction with DFAS, the following process has been developed so IMSs can receive timely TLA payments.

a. All TLA payments to each IMS will be deposited directly to their debit card account.

b. TLA packages are submitted every 30 calendar days for the **month of** entitlement.

Example 1: 1 – 31 May is acceptable

Example 2: 13 April to 12 May is NOT a calendar month processing.

Scenario: Based on Example 2, If IMS arrived 13 April, the first TLA package is submitted from 13 April to 30 April. The second TLA package is submitted for 1 – 31 May, one for each individual calendar month.

(1) TLA is authorized for payment not to exceed 45 days (DODFMR Volume 9, Chapter 5, 050501) at the beginning or the end of each training location timeframe on the ITO, every TLA request forward is for 30 calendar days.

(2) DFAS does not have a monthly timeframe to submit TLA vouchers and can take voucher requests on all working days.

Example: Current month is May. Only TLA requests for May and earlier may be submitted. **However, you may submit TLA vouchers up to 5 working days prior to the first of the month with the understanding that members will not be paid prior to the first day of the entitlement month.**

FIGURE 2.10

c. Per the Security Assistance Management Manual (SAMM), Chapter 10 applies. **All IMSO's should read Chapter 10 in its entirety. Chapter 10 also includes a table for the Daily Supplemental Living Allowances for IMS.**

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

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

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

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

7. Travel and Living Allowance (TLA) Process: Steps a–e apply to all IMS entitled TLA payments:
NOTE: Handwritten documents will not be accepted.

a. IMSOs will prepare the TLA package in the order shown below (all will be separate files):

(1) Complete a Debit Card Authority spreadsheet (Attachment (6)). You are able to submit one attachment with multiple personnel as long as each IMS has the same line of accounting. You will need to complete attachment (6) for each person that has a different line of accounting. Step-by-step instructions for completing Attachment (6) are located in Attachment (5).

(2) Complete a SF-1034 to accompany each Debit Card Authority spreadsheet (Attachment (8)). Step-by-step instructions for completing Attachment (8) are located in Attachment (7).

(3) Copy of current DD-577 (Attachment (10)) of Certifying Officer signing the SF-1034. Attachment (9) is an example of a completed DD-577. All personnel submitting vouchers for payment must be designated a Certifying Officer and a corresponding DD 577 must accompany all vouchers showing Certifying Officer designation.

(4) Current copy of Certifying Officer's training certificate. This certificate does not need to accompany every package. After the initial submission you only need to send a new certificate upon completing required annual training. Certifying Officer training course can be found at <https://fiscal.treasury.gov/cotraining>. ****NOTE: Contractors cannot be Certifying Officers.**

(5) ITOs of all personnel on the Debit Card Authority spreadsheet. Please only forward up to the page that has the Line of Accounting (usually just the first page of most ITOs) including all modifications changing the name or line of accounting. In order for NETSAFAs personnel to quickly verify the line of accounting, please ensure the file with the ITOs is in the same order as the names on the Debit Card

FIGURE 2.10

Authority spreadsheet. Please do not send a separate copy of each ITO as it will take considerably more time to process your claims.

b. Lodging advance. As noted in the SAMM and quoted on page 7 of this document, IMSOs may request lodging advance for the IMS and can be obtained by submitting the following:

- (1) Memorandum requesting lodging advance. Attachment (11) is a good example.
- (2) Memorandum will reference the message “SECDEF Washington DC//USDP-DSCA//141441Z APR 03”.
- (3) Lodging advance will not exceed 10% of overall TLA entitlement.
- (4) Repayment schedule to encompass TLA period.
- (5) Lodging advance can be paid on first TLA request if desired. Properly update Attachment (9).

c. If voucher submission is the IMS’s FINAL VOUCHER at the current location, the package MUST be submitted to NETSAFA NLT 10 working days prior to the IMS’s last day of training.

d. All TLA voucher requests and resubmissions are to be sent through **DoD SAFE** to the NETSAFA N84 Team by using the group email at: usn.pensacola.netsafapensacolaf1.mbx.netsafa-tla-voucher@us.navy.mil

e. The NETSAFA N84 sends paid settlement voucher to the IMSO on request.

N84 will return incomplete and erroneous packages to the IMSO for action/correction. N84 Personnel do not prepare or correct documents.

8. **TLA Entitlement Overpayment.** If an IMS has been overpaid TLA entitlements and unable to recoup prior to IMS leaving the country by checking the next month’s pay. Follow steps below:

- a. IMS must acquire a cashier’s check or money order for the total amount of the overpayment made payable to “DFAS CLEVELAND”.
- b. Complete blocks 3a-d and 6 through 10 of DD Form 1131 - Attachment (13). A sample DD-1131 is Attachment (12).
- c. Place signed DD Form-1131 and check or money order in an envelope and mail to:

COMMANDING OFFICER
NETSAFA (N84 TLA TEAM)
250 DALLAS ST, SUITE B
PENSACOLA, FL 32508-5269

9. **NETSAFA N84 Customer Service Support:** N84 is the TLA Voucher Customer Service support for all IMSO’s. All inquiries should be directed to: usn.pensacola.netsafapensacolaf1.mbx.netsafa-tla-voucher@us.navy.mil. Please include the transaction information that the N84 team sends for verification of package submission when requesting a status as shown below:

NETSAFA ORIGINATOR	IMS NAME	REQUEST TYPE	AMOUNT	IMSO	DATE SUBMITTED
ABBOTT 2533	BEAR, TEDDY I.	EA - MARCH	\$3,980.31	BANKS	10/3/2022

Medical Care Entitlement Summary

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

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

NATO Member Countries:

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

NATO Partnership for Peace (PfP) Countries:

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

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

Table Notes:

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

(2) Health Insurance is required when IMS is responsible for payment for medical care and extends to authorized dependents. Guidance Sources:

1. DSCA Policy Memorandum 11-32 dtd 15 Aug 2011.

<http://www.samm.dsca.mil/policy-memoranda/dsca-11-32>

2. IMS ITO; Block 12.

3. JSCET, Paragraph 8-7.

4. DON Process for Review of Healthcare Insurance Policies for International Military and Civilian Students and authorized dependents, of 22 Mar 2018 – directs the SCO to upload healthcare insurance policies for coverage review to SC-TMS 9 or to send policies by encrypted e-mail to Maritime.MedIns.Review.fct@navy.mil.

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

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

4

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

5

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

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

Additional Information for Table C10.T12.

1. Quarters available means that USG quarters or contracted government quarters were either furnished or made available.
2. Mess available means three meals per day are available in a USG dining facility, whether or not actually consumed.
3. When TLA is authorized, the travel allowance rate includes the day of departure from home country to the day of arrival at, and day of departure from, each training installation, and the day of arrival at home country. TLA rates, while the IMS is on travel status including unscheduled delays, are based on rates equal to the JFTR per diem rates for U.S. personnel in a TDY status. In most cases, students do not receive his/her first TLA payment until he/she has been in CONUS for two weeks; therefore, the SCO is authorized to advance the student sufficient funds in U.S. dollars to meet all expenses while the student is en route, to include not less than two weeks advance up to thirty days advance TLA. Any such advances must be annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements at CONUS training activities.
4. When the IMS is scheduled to attend training for 5 weeks or less, the SCO is authorized to purchase roundtrip transportation and to pay the student total authorized living allowance entitlements at the time of departure. Government Transportation Request number (GTR #) and amounts paid for transportation and living allowances are annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements.

5. If the duration of training at the last training installation is two weeks or less, and/or the last training installation has no means of paying the IMS, the International Military Student Officer (IMSO) at the next-to-last training installation arranges for advance payment of travel and living allowance for that period of time to the day of arrival at the next follow-on training installation or country. Except for periods of leave, the student ITO is endorsed in the Special Conditions Block to identify the period of time for which advanced living and travel allowances were made.
6. If it is determined that an IMS who has departed the CONUS or overseas training activity was overpaid in CONUS or at the overseas activity, no attempt would be made to collect the overpayment from the student. The IA determines whether a funding adjustment via the SC training program is necessary.
7. Accompanied students living off post/base attending courses where dependents are authorized may draw a living allowance advance upon arrival in CONUS of an amount equal to the estimated living allowances for the first 45 days at a particular location. The student living allowance drawn during the period of training is adjusted to ensure that the amount of the advance is fully recovered before the student completes training at that location.
8. When an IMS with authorized dependents is subsequently hospitalized, the TLA rate must continue to be paid.
9. TLA is not authorized for leave periods before or following completion/termination of training. Leave with living allowance may be granted during periods of class breaks, authorized holidays, and between consecutive courses.
10. Guest instructors assigned to WHINSEC, IAAFA or NAVSCIATTS are paid a living allowance based upon the installation's government quarters or government contracted quarters' rates by grade and a standard subsistence allowance regardless of rank. Guest instructors' allowances are paid out of the MILDEP's Operations and Maintenance account, not SC training programs.
11. When an IMS is authorized TLA and is concurrently TDY, the IMS will be reimbursed for travel and per diem (lodging, subsistence and incidentals) in accordance with the JFTR rate for the TDY location and if required, to pay rent/lodging while TDY, plus the lodging portion of the TLA authorized at the training location.
12. When the IMS pays for lodging, regardless of whether it is government lodging or commercial lodging, the IMS must provide a lodging receipt with each TLA claim. If a rental agreement has been signed, a copy of that agreement is also provided with each TLA claim. When the IMS resides in an apartment, the lodging expense includes the cost of standard utilities, furniture rental, and maid service, equal to what the JFTR allows a U.S. military member on TDY renting an apartment.

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

Login into SANWeb at: <https://san.dsca.mil/SANWeb/login/MainUP.aspx> using your assigned Username and Password or CAC. (You must be a registered user to access the system.) See SC-TMS Quick Reference Guide for IMSOs, **Figure 1.2** of this guide, on how to get access if not a registered user.

Once in SANWeb Cloud, under the Training Tab, select SC-TMS. Select the Schoolhouse tab.

UPDATE TO TRAINING LOCATION INFORMATION

The Schoolhouse page is an editable screen for updating the point-of-contact, email address, and mailing address. Additionally, in the Location Remarks link, text fields are available for adding other useful information as follows:

Training Activities – Identify the training and/or education organizations

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

Billeting – Include availability, daily rates, and if dependents are authorized. If billeting or living arrangements are outside the DoD network, there is no way for N4 to know rates and address for these locations. This information must be noted in the billeting section or sent to N42.

Climate – Include high and low temperatures for the area.

Dependents-Include unique guidance for authorized dependents

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

General Information – Include any pertinent information

Medical – Include medical facility information.

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

Nearest Military Base, Nearest City, Servicing Airport – self explanatory

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

Uniform Information – Include seasonal uniform requirements.

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

UPDATE TO T-MASL COURSE INFORMATION

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

Log on to the SAN Web and proceed to SC-TMS. Once you are at the SC-TMS:

1. Select the MASL tab;
2. Search Box appears, Type in MASL ID and select the red Search box;
3. Click on MASL ID Listed;
4. Select Course Revision Request link at top left of screen;
5. Describe the requested change and re-click 'Request Course Revision' to generate an E-mail to NETSAFA.

COURSE/T-MASL ELEMENTS DEFINITIONS

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

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

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

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

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

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

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

Z = Top Secret SI

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

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

Prerequisite Text – identify requirements such as rank, special medical or fitness requirements, career field, skills necessary to enroll in the course

Prerequisite MASL – identify any MASLs for courses that must be taken prior to enrollment in this MASL

International and MASL Notes – These sections can be added and modified to SC-TMS without assistance from NETSAFA N4. Information that provides unique programming data considered vital for specific courses of instruction attended by international students. Notes, generally speaking, are created when there is a history of administrative or programming errors associated with that course of instruction. Some examples of the type information included in notes are: Special clothing or equipment required for student to attend the course of instruction; unique

reporting requirements; strenuous physical requirements (e.g., for diving courses); student biographical data required in advance of student arrival, etc.

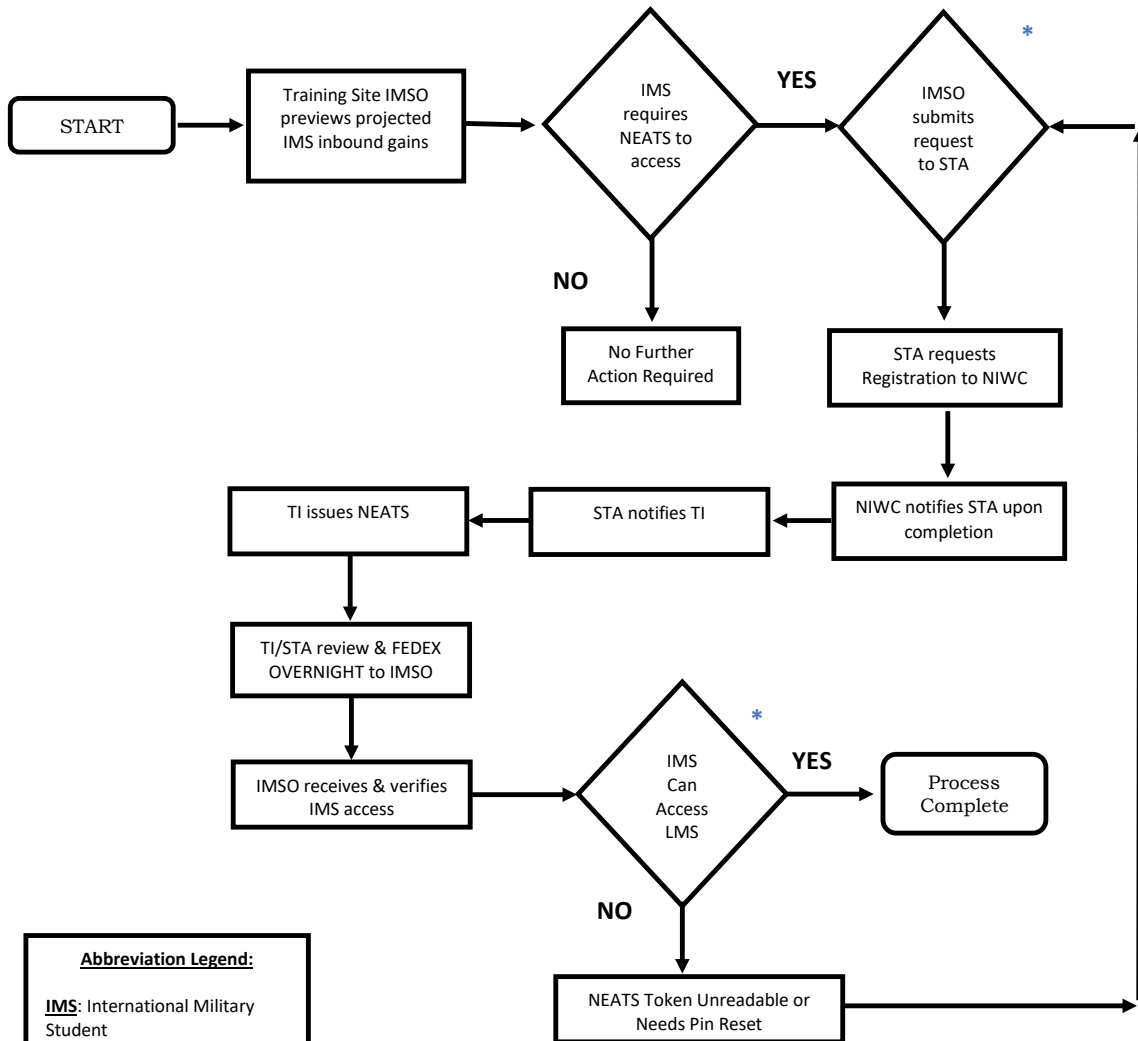
Location Details –This information matches what is edited on the Schoolhouse tab. This is updated by the IMSO/training activity without assistance from NETSAFA N4.

NETSAFA IMS NEATS Process:

1. Training Site International Military Student Officer (IMSO) submits NETSAFA NIPRNET Enterprise Alternate Token System (NEATS) Foreign National (FN) Request Spreadsheet (Naval Information Warfare Center (NIWC) form below) Via email to the Submitting Trusted Agent (STA) on FN Request Spreadsheet.
2. NETSAFA (STA) submits NETSAFA NEATS FN Request Spreadsheet requesting "Registration only" to NIWC. Via email to: niwc_lant_pki.htra.fct@us.navy.mil
3. NETSAFA STA forwards NIWC's approval email with attached NETSAFA NEATS FN Request Spreadsheet to Token Issuer (TI).
4. TI responds acknowledging receipt; programs token and informs all parties when complete.
5. TI reviews NEATS with STA-who confirms, records, requests overnight shipping label, provides IMSO tracking, then TI will package NEATS & initial PIN send out via FEDEX
6. IMSO verifies International Military Student (IMS) NEATS token was received and IMS has access with Learning Management System (LMS).

NEATS Token Flow Chart

Action Required *



Abbreviation Legend:
IMS: International Military Student
IMSO: International Military Student Officer
LMS: Learning Management System
NEATS: NIPRNET Enterprise Alternate Token System
NIWC: Naval Information Warfare Center
STA: Submitting Trusted Agent
TI: Token Issuer

Appendix E
List of Frequently Used
Acronyms

Appendix E

U.S. Navy IMSO Guide Abbreviations and Acronyms

BEQ	Bachelor Enlisted Quarters
BOQ	Bachelor Officer Quarters
BUMED	Bureau of Medicine
BUPERS	Bureau of Personnel
CAC	Common Access Card
CANTRAC	Catalog of Navy Training Courses
CCC	Cross Cultural Communications
CDP	Course Data Processing Code
CETARS	Corporate Enterprise Training and Resource System
CHBUMED	Chief Bureau of Medicine
CIA	Central Intelligence Agency
CIN	Course Identification Number
CLO	Country Liaison Officer
CMI	Classified Military Information
COGARD	US Coast Guard
COMNAVAIRESFOR	Commander Naval Air Reserve Forces
COMNAVAILANT	Commander Naval Air Atlantic
COMNAVIRPAC	Commander Naval Air Pacific
COMPACFLT	Commander Pacific Fleet
COMUSFLTCOM	Commander US Forces Command
COMSEC	Communications Security
CONUS	Continental United States
CPM	Country Program Manager (NETSAFA)
CPR	Cardiopulmonary Resuscitation
CUI	Controlled Unclassified Information
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance and Accounting Services
DISCS	Defense Institute of Security Assistance Management
DL	Distance Learning
DLC	Distance Learning Center
DLIELC	Defense Language Institute English Language Center
DoD	Department of Defense
DON	Department of the Navy
DSAMS	Defense Security Assistance Management System
DSCA	Defense Security Cooperation Agency
DSN	Defense Switched Network
DUI	Driving Under the Influence
DVOT	Distinguished Visitor Orientation Tour
DWI	Driving While Intoxicated
E-SAMM	Electronic-Security Assistance Management Manual
ECD	Estimated Completion Date
ECL	English Comprehension Level
ELT	English Language Training
ETA	Estimated Time of Arrival

FAQ	Frequently Asked Question
FIN	Foreign Identification Number
FLTCDRS	Fleet Commanders
FMF	Foreign Military Financing
FMS	Foreign Military Sales
FOT	Follow on Training
FRAMP	Fleet Replacement Aviation Maintenance Program
FSP	Field Studies Program
ICE	Immigration and Customs Enforcement
ICSOF	Intercultural Competencies Course
ID	Identification
ILE	Integrated Learning Environment
IMET	International Military Education and Training
IMS	International Military Student(s) (can be civilian or military)
IMSO	International Military Student Officers (can be officer, enlisted or civilian)
INS	Immigration and Naturalization Service
IP	Informational Program
ITO	Invitational Travel Order
JAG	Judge Advocate General
JFTR	Joint Federal Travel Regulations
JSCET	Joint Security Cooperation Education and Training Regulation
JTR	Joint Travel Regulations
MAC	Military Airlift Command
MASL	Military Articles and Services List
MCO	Miscellaneous Charge Order
MET	Mobile Education Team
MILDEP	Military Department
MTT	Mobile Training Team
NATO	North Atlantic Treaty Organization
NAVAIR	Naval Air Systems Command
NAVCOMPT	Navy Comptroller
NAVEDTRACOM	Naval Education and Training Command
NAVMEDCOM	Naval Medical Command
NAVMIIPERSCOM	Navy Military Personnel Command
NAVNETWARCOM	Naval Network Warfare Command
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
Navy IPO	Navy International Programs Office
NETC	Naval Education and Training Command
NETPDTC	Naval Education and Training Professional Development and Technology Center
NETSAFA	Naval Education and Training Security Assistance Field Activity
NITRAS	Navy Integrated Training Resources & Administration System
NKO	Navy Knowledge Online
NMCI	Navy Marine Corps Intranet
NPDC	Naval Personnel Development Command

OCONUS	Outside Continental United States
OJT	On the Job Training
OSD	Office of Secretary Defense
OT	Orientation Tour
PAO	Public Affairs Office
PME	Professional Military Education
POC	Point of Contact
POE	Port of Entry
POV	Privately Owned Vehicle
PSA	Personnel Support Activity
PSD	Personnel Support Detachment
RAPIDS	Real Time Automated Personnel Identification System
RIM	Retainable Instructional Material
RSNF	Royal Saudi Naval Forces
SAMM	Security Assistance Management Manual
SAN	Security Assistance Network
SATO	Scheduled Airline Ticket Office
SCO	Security Cooperation Office, Officer
SCN	Student Control Number
SCWD	Security Cooperation Workforce Database
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of the Navy Instruction
SET	Specialized English Training
SOP	Standard Operating Procedures
SPAWAR	Naval Space Warfare Systems Command
SSN	Social Security Number
STATIS	Student Training Analysis and Tracking Information System
STL	Standardized Training Listing
SYSCOMS	Systems Commands
TAD	Temporary Additional Duty
TCO	Test Control Officer
TDY	Temporary Duty
TLA	Travel and Living Allowance
T-MASL	Training Military Articles and Services List
TMS	Training Management System
UA	Unauthorized Absence
UIC	Unit Identification Code
URL	Uniform Resource Locator
USCG	United States Coast Guard
USCIS	United States Citizenship and Immigration Service
USG	United States Government
USN	United States Navy
WCN	Worksheet Control Number