



**U.S. Army
International Military Student Officer
Handbook**

**Version 1.4.5
14 Nov 2023**

Foreword

The purpose of this International Military Student Officer (IMSO) Handbook is to provide supplemental guidance for actions the IMSO should take during day-to-day operations (before the International Military Student (IMS) arrives; during the IMS' attendance at the school; and after the IMS leaves). Outside of these day-to-day operations, this handbook addresses unique circumstances that arise and have the potential to disrupt IMSO shop operations. Army Regulation 12-15 (AR 12-15), Joint Security Cooperation Education and Training (JSCET) prescribes procedures and responsibilities for training IMS. The IMSO is responsible for being familiar with all sections of the JSCET with special emphasis on Chapter 10, International Military Student Administration and Chapter 11, U.S. Field Studies Program for International Military and Civilian Students and Military Sponsored Visitors. The intent of this handbook is not to supplant the JSCET, but rather to provide resources that were developed from lessons learned of past events to pave the way ahead for the IMSO in dealing with both routine and unique situations. This handbook is a living document which will reside on the LIBRARIES - Military Services - (Army) section of the SANWeb. It will be updated as necessary, and notifications will be sent to the Army IMSOs identifying the current version that we are using.

Version 1.4.5 contains the following changes:

Updated Para. 1-1. – Updated handbook POC.

Updated Para. 2-1.b.(3). – Changed info from CAC to NEATS tokens for IMS.

Updated Para. 3-7. – Added contact information for IMS Analyst, Eric Jackson at SATFA P4, eric.j.jackson42.civ@army.mil , 757-501-5022 with any questions or issues related to IMS or authorized dependent health coverage.

Updated Para. 3-7. – Added requirements that apply for IMS and dependent healthcare policies.

Updated Para. 5-5. – Added gift card guidance.

Updated Appendix A1. – Added updated SATFA Country Program Manager Roster.

Updated Appendix A2. – Added updated SATFA Phone Roster.

Updated Appendix C1. – Updated voucher instructions and examples

Updated Appendix C2 – Updated Travel Advance instructions

Updated Appendix C3 – Removed Air Force Voucher Checklist

Updated Appendix D – Updated POC

Updated Appendix H – Updated financial template.

Updated Appendix I1. – Added updated FSP Trip Escort Policy.

Updated Appendix I2. – Added Dependent Policy.

Updated Appendix J1. - DCFT Generic Itinerary.

Updated Appendix J6. Estimate - Actual Expense Worksheet

Updated Appendix L – Updated Deputy SATFA Director wesley.r.easley.civ@army.mil and P4 Chief (mark.s.irish2.civ@army.mil) contact information.

Updated Appendix M – Updated Deputy SATFA Director wesley.r.easley.civ@army.mil and P4 Chief (mark.s.irish2.civ@army.mil) contact information.

Updated Appendix N – Updated Deputy SATFA Director wesley.r.easley.civ@army.mil and P4 Chief (mark.s.irish2.civ@army.mil) contact information.

Updated Appendix O – Added revised Unauthorized Absence (UA) Checklist.

Page Intentionally Left Blank

Table of Contents

Chapter I

Introduction, page 1

Purpose – 1-1, *page 1*

Chapter 2

Actions to Take Before the IMS Arrives, page 1

Prior to an IMS arriving – 2-1, *page 1*

IMS Home Country Information – 2-2, *page 3*

Passport and Visas – 2-3, *page 3*

Reporting and Reception of the IMS – 2-4, *page 4*

Chapter 3

Actions to Take while the IMS is Attending School, page 5

In-briefing of IMS – 3-1, *page 5*

Purchase and use of Privately Owned Vehicles (POVs) – 3-2, *page 6*

Temporary Living Allowance (TLA) for IMS Funded by USG Security Assistance (SA) and Security Cooperation (SC) Programs – 3-3, *page 6*

IMS Lodging Payments – 3-4, *page 8*

Guidance for Submitting Non-Army Billeting Invoices – 3-5, *page 8*

IMS Medical Care – 3-6, *page 9*

IMS Insurance Requirements – 3-7, *page 9*

IMS Medical Billing Procedures – 3-8, *page 10*

Indebtedness – 3-9, *page 10*

Chapter 4

Actions at Completion of Training and After IMS Departs, page 10

Academic Reports – 4-1, *page 10*

Graduation, Diplomas, Certificates of Attendance, and Awards – 4-2, *page 11*

Retention of IMS Academic Records – 4-3, *page 12*

Departure from Final Training Installation – 4-4, *page 13*

Periodic and Annual Training-Military Articles and Services Listing (T-MASL) Updates – 4-5, *page 14*

English Comprehension Level (ECL) Testing Requirements – 4-6, *page 14*

Security Assistance Network (SANWeb) Access – 4-7, *page 15*

Chapter 5

Field Studies Program (FSP), page 15

Purpose – 5-1, *page 16*

Army FSP Events – 5-2, *page 17*

Local Events – 5-3, *page 17*

Pricing – 5-4, *page 17*

Washington D.C. Field Trip (DCFT) – 5-5, *page 21*

Sponsorship Program – 5-6, *page 24*

Chapter 6

Special Circumstances, page 25

Disciplinary Issues – 6-1, *page 25*

Death of an IMS – 6-2, *page 25*

Political Asylum – 6-3, *page 25*

Gaps Between Training – 6-4, *page 26*

Unauthorized Absence (UA) – 6-5, *page 26*

Chapter 7

Progress Messages, page 26

Chapter 8

IMSO of The Year Award, page 27

Appendixes

A. TRADOC SATFA Contact Information, *page 28*

A1. SATFA Country Program Manager Roster, *page 29*

A2. SATFA Phone Roster, *page 31*

B. List of Acceptable Identity Documents, *page 32*

C. Pay Procedures, *page 34*

C1. How to Prepare a Travel Voucher, *page 35*

C2. Travel Advance Request, *page 60*

D. Checklist for IMS Lodging Payments, *page 63*

E. International Military and Civilian Students, and Authorized Dependents
Healthcare Coverage, *page 65*

F. Medical Guides, *page 67*

F1. IMS Medical Billing Process, *page 68*

F2. IMS Medical Coverage and Search Approval Status Guide, *page 71*

F3. Healthcare Coverage Quick Reference Guide, *page 76*

G. DD Form 2496, International Student Academic Report Procedures, *page 78*

H. FSP EoY Report Examples, *page 87*

I. Local FSP, *page 91*

I1. Local Escort Policy, *page 92*

I2. Dependent Policy, *page 93*

I3. FSP 250 Mile Waiver Template, *page 94*

I4. Lesson Plan Template and Example, *page 95*

J. DCFT, *page 100*

J1. DCFT Generic Itinerary and School Categories, *page 101*

J2. DCFT TD Policy Memo, *page 103*

J3. DCFT Responsibilities, *page 104*

J4. DCFT Execution Documents, *page 107*

J5. DCFT Welcome Brief, *page 112*

J6. Estimate - Actual Expense Worksheet, *page 127*

- K.** Disciplinary Problems, *page 128*
- L.** Major Breaches of Military Discipline, *page 130*
- M.** IMS Casualty Checklist, *page 132*
- N.** Political Asylum Procedures Checklist, *page 134*
- O.** Unauthorized Absence (UA) Checklist, *page 136*
- P.** Progress Messages, *page 139*

Figure List

Figure 3-1: Example International Military Student (IMS) Training Installation Brief

Figure 3-2: Guidance on Appropriate Progress Messages

Figure 4-1: Example Departure from Final Training Installation Checklist

Figure 5-1: FSP Facets

Figure 5-2: FSP Framework

Figure 5-3: FY EoY FSP Financial Report

Figure 7-1: Progress Message Communication Requirements and Timelines

Chapter 1

Introduction

1-1. Purpose

The purpose of this desktop reference is to provide the International Military Student Officer (IMSO) with supplementary tools to assist with day-to-day operations in order to set the International Military Student (IMS) up for success. This desktop reference is broken down into eight chapters covering the following topics: (1) Introduction; (2) Actions to Take Before the IMS Arrives; (3) Actions to Take While the IMS is Attending School; (4) Actions to Take at the Completion of Training and After the IMS Departs; (5) the Field Studies Program (FSP); (6) Special Circumstances; (7) Common Progress Messages; and lastly (8) IMSO Awards.

a. This handbook is a living document which will reside digitally in the Army section on the LIBRARIES - Military Services - (Army) section of the Security Assistance Network (SANWeb). This will ensure the most updated version of the handbook is always available to IMSOs and IMSO shop personnel. The most current version of the handbook, along with checklists, briefs, or other IMSO-related materials can be obtained via the SANWeb or by contacting the POC listed below.

b. Recommendations for updates and changes to this document should be sent to Mr. Mark Irish, Chief, Policy, Plans, Programs, and Projects (P4), SATFA, mark.s.irish2.civ@army.mil, (757) 501-5044.

Chapter 2

Actions to Take Before the IMS Arrives

2-1. Prior to an IMS arriving

a. Once travel arrangements have been completed the Security Cooperation Office (SCO) will send an advance arrival notice through the Security Cooperation Training Management System (SC-TMS) at least 15 days before the arrival date for unaccompanied and 30 days prior for accompanied IMS in order to maintain overall situational awareness and to ensure proper reception procedures are in place.

b. The IMSO at each training installation should review each IMS Invitational Travel Order (ITO) to accomplish the following:

(1) Identify U.S. equivalent rank and ensure the IMS is treated in the same manner as their U.S. Military Service counterparts of equivalent grade.

(2) Verify if the IMS is authorized dependents. This will assist with determining requirements for reception at the airport, issuing ID cards, family care plan (IMS unaccompanied by a spouse but accompanied by dependent children), and checking availability for U.S. government family housing at locations where family members are encouraged to accompany the IMS.

(3) Verify annotated training on the ITO matches the Standardized Training List (STL). When preparing the DD 1172, Application for Identification Care/DEERS Enrollment, the Next Gen I.D. Card and/or a NEATS token will be issued for the entire duration of authorized training. The DoD List of Acceptable Identity Documents for obtaining a Next Gen I.D. and/or NEATS token is located at Appendix B.

(4) Determine if the IMS is entitled to Travel and Living Allowance (TLA) and if any advance payments were made prior to leaving their home country. Additionally, ensure the fund cite is listed on the ITO. In some instances a country will utilize a cost sharing agreement (CSA) to offset TLA costs paid by case funds and those provided to the IMS directly from their home country. IMSOs need to pay close attention as CSAs will vary based on the country's preferences and how a training case is structured. The SCO will ensure the terms of the CSA are accurately reflected on the ITO in items 12f. and 12g., SCOs will also ensure IMS are informed prior to departure what portions of TLA are paid from the case and which are provided from the home country. IMSOs should direct any questions regarding CSA to both the SATFA Country Program Manager (CPM) and the SCO.

(5) Review medical and insurance coverage listed on the ITO and check the SANWeb for SATFA approval. Instructions are located in Appendix F. If policy has not been approved, notify the appropriate SATFA CPM and P4 IMS Analyst immediately.

(6) Verify airline ticket/travel arrangements. 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. In some instances, for courses longer than 5 weeks where course dates do not change, it may be more cost effective for the SCO to purchase roundtrip transportation. These courses will be identified in the international notes of the TMASL in the SANWeb. The SCO should check with the MILDEP Country Manager to confirm if roundtrip transportation can be authorized. Roundtrip transportation should be annotated in the special conditions block of the ITO to prevent duplication of transportation payment.

(7) Leave must be authorized on ITO. The foreign country may authorize IMS leave in the U.S. between the last training installation and the point of CONUS departure. All leaves should be approved before the IMS departs their home country and authority included in the ITO.

c. If there are issues with the ITO, contact the appropriate SATFA CPM listed at Appendix A1 for assistance. Personnel requiring assistance using SC-TMS can logon to the SANWeb and access the SC-TMS Quick Reference Guide at the following link: https://tms.san.dsca.mil/support/training/docs/SC-TMS_Reference_Guide_for_IMSOs_24SEP20.pdf

2-2. IMS Home Country Information

a. In addition to sending information about the school, IMSOs should gain a working knowledge of their IMS' home countries. The IMSO (and other staff) at a training site will be able to better relate to and interact with IMS 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.

b. IMSOs should take advantage of the following U.S. Government websites to gain an understanding of a student's home country:

(1) Department of State Integrated Country Strategies: <https://www.state.gov/foreign-assistance-resource-library/integrated-country-strategies/>

(2) CIA World Fact Book: <https://www.cia.gov/the-world-factbook/>

(3) Library of Congress Country Studies: <https://www.loc.gov/collections/country-studies/about-this-collection/>

2-3. Passport and Visas

a. The host nation government is responsible for issuing necessary passports and for obtaining Visas for entry into the United States. It is essential the passports and Visas for IMS and their dependents are valid for the entire duration of the IMS' training period.

b. Foreign visitors to the U.S. arriving via air or sea no longer need to complete paper Customs and Border Protection (CBP) Form I-94 or I-94W. Those who need to prove their legal-visitor status can access their CBP arrival/departure record information online. CBP now gathers travelers' arrival/departure information automatically from their electronic travel records. Because advance information is only transmitted for air and sea travelers, CBP will still issue a paper Form I-94 at land border ports of entry. If travelers need the information from their Form I-94 admission, they will need to obtain their I-94 Number at <https://i94.cbp.dhs.gov/I94/#/home>.

c. IMS from North Atlantic Treaty Organization (NATO) countries and their authorized dependents are entitled to "NATO-2" VISA. Civilian IMS from NATO countries and their dependents are entitled to "NATO-6" VISA. IMS from other than NATO countries and their dependents are authorized and will be issued "A-2" VISA. "E-1" VISA are appropriate only for IMS from Taiwan.

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

e. IMS training in the United States are responsible for securing any necessary in-transit Visas needed for return travel by contacting their embassy and/or SCO. US Government (USG) funded flight reservations for IMS return travel should be made at

the earliest date possible to identify any necessary in-transit Visa requirements. IMS will work with their 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 scheduled training.

f. Additional information regarding Visa policy can be found at the State Department's web site <https://travel.state.gov/content/travel/en/legal/Visa-law0/laws-regulations/us-visa-policy.html>.

2-4. Reporting and Reception of the IMS

a. When reporting to the first training installation, the IMS must comply with the reporting date shown in Item 8 on the ITO. The reporting date is usually 3 to 5 business days prior to the start of training. If the IMS arrives early for purposes not related to Security Cooperation Education and Training, they will be considered to be under the cognizance of their Washington-based attaché or other appropriate US-based foreign national representative. A statement to this effect should be placed in the ITO and during this pre-reporting period, the IMS will not be under DoD sponsorship.

b. It is the duty of the IMSO to coordinate the arrival of the IMS and make sure they are met at the airport by an appropriate escort from the training installation. The escort personnel selected for this mission must be adequately trained, prepared and resourced to conduct reception procedures that create an atmosphere of welcome, courtesy, efficiency, patience, and consideration. A good first impression is imperative as it will lay the groundwork for the success of the IMS.

(1) When greeting the IMS at the airport ensure all information and instructions are provided in easy to understand English, while avoiding the use of slang, idioms, abbreviations, or acronyms.

(2) If the IMS is arriving after normal work hours, the escort should ensure the IMS knows where they should report to complete in-processing the following morning.

(3) Prior arrangements should be made to meet any religious or national dietary requirements.

(4) General information should be available on items of local interest such as special events, bus schedules, taxi rates, hotels, and local community organizations established to assist the IMS. Assistance to dependents (if authorized on the ITO) should be provided, as appropriate.

c. Report the failure of IMS to arrive as scheduled (No Show (NS)) within 24 hours via phone to the appropriate SATFA CPM listed at Appendix A1. Within 48 hours email the CPM and Security Cooperation Officer (SCO) stating actions taken. When directed by the CPM enter (NS) progress message in SC- TMS.

Chapter 3

Actions to take while the IMS is Attending School

3-1. In-briefing of IMS

The IMSO will brief the IMS as soon as possible after the IMS arrives at the installation. Providing a detailed brief, outlining expectations and answering all questions the IMS might have. This will reduce issues down the road. At a minimum the briefing will address the following:

- a. The functions and duties of the IMSO shop in assisting the IMS while they are attending school.
- b. The briefing will be tailored to cover installation policy, regulations, privileges, healthcare, and restrictions. Given the wide range of standards and norms of the different cultures of the IMS, which may or may not be similar to those in the U.S., it is important the brief cover expectations for conduct, appearance, and grooming. Additionally, the availability of medical and dental care, the purpose and use of identification cards, and their financial responsibilities while in training will be covered in the in-brief as well. When briefing medical and dental care, the IMSO will physically highlight item 12.b. (Medical Services) on the IMS' ITO and explain to them they must maintain and present the highlighted ITO when seeking medical and dental care. This will enable the medical or dental provider to identify how they will be reimbursed for the treatment. The overall briefing will be customized to the specific location. A general example of topics and other required items that must be covered as part of the IMS in-brief are listed in the example IMS Training Installation Brief shown in figure 3-1 below.

Example International Military Student (IMS) Training Installation Brief	
Item #	Required Items to be briefed.
1	Functions and duties of the IMSO.
2	Installation policies – regulations, privileges, and restrictions; standards or conduct, appearance, and grooming; medical and dental care; identification cards; financial responsibilities.
3	Responsibility of the IMS to maintain and present ITO [with item 12.b. (Medical Services) highlighted] when seeking medical and dental care.

4	Legal status – applicability of federal and state laws; indebtedness; shoplifting; purchase of duty-free, tax-exempt liquor and the penalties for abuse; passports and Visas; driver’s license and vehicle registration/insurance requirements; prohibited use of hemp, cannabis, or products containing hemp oil, synthetic cannabis, synthetic blends that use cannabidiol (CBD) oil and other Tetrahydrocannabinol (THC) substitutes that may be legal, but are prohibited for use by military personnel.
5	Training program – ITO governing document; un-programmed training; officers in enlisted courses; elimination from training for cause; meeting schedules and appointments; English language testing; clothing and equipment; Required physical training; release and shipment of instructional material.
6	Field Studies Program (FSP) objectives and activities.
7	Travel and Living Allowance (TLA) – payment amounts and schedules.
8	Conduct and personal appearance – cleanliness; morale problems; military discipline and courtesies.
9	Sexual Harassment, Fraternalization, Plagiarism, Identity Theft and Misconduct.
10	Student and instructor relationship – both male and female instructors; officer and enlisted; civilians and minorities.
11	Have the IMS view the following Equal Opportunity themed video which is now part of the in-processing for all incoming Soldiers at Basic Training: https://drive.google.com/file/d/12r4g7M4eUqtsmAV5Wk6ioPQB-Gg9f-_n/view
12	Travel – arrangements; accommodations; baggage allowance; delays enroute; travel schedules.

Figure 3-1. Example IMS Training Installation Brief

3-2. Purchase and use of Privately Owned Vehicles (POVs)

If the IMS is authorized to purchase and operate a POV, the IMSO will brief the IMS on the applicable laws associated with owning and operating a POV.

- a. Brief the IMS on license requirements in your state and if the IMS can utilize an international license or must apply for a state license.
- b. Brief the IMS on insurance, registration and title requirements as most IMS do not know about these requirements.
- c. Include copies of the IMS' driver's license and proof of insurance in the IMS file.

3-3. Temporary Living Allowance (TLA for IMS Funded by USG Security Assistance (SA) and Security Cooperation (SC) Programs

The IMSO must check the TLA status of each IMS in the ITO, not every IMS receives TLA. For IMS entitled to receive TLA, the living allowance is intended to cover an average cost differential for the student living away from his/her home station. It is not a substitute for the IMS' normal method of compensation and/or pay of their home government. The IMS' government is responsible for timely payment of sufficient overall compensation and/or pay.

a. Making sure IMS are paid TLA is one of the most important functions an IMSO performs. Ensuring the IMS receives payment of all authorizations in a timely manner is critical to ensure there are no undue hardships imposed upon an IMS.

b. Often issues and delays are the result of mistakes made when submitting vouchers to the Defense Finance and Accounting Service (DFAS) for processing. Attached at Appendix C are example IMSO shop procedures for processing IMET pay authorizations as well as common IMET errors that should be avoided.

c. The IMSO should confirm correct source of TLA and what are the IMS' authorizations. To ensure sufficient funds are applied against the IMS' case or program to fund their TLA, it is imperative the IMSO enters correct arrival and departure data in the SC-TMS. If this is not done, there may be issues with TLA calculations in the Defense Security Assistance Management System (DSAMS) and IMS pay with audit readiness when correct dates are not reported. To prevent issues it's important the IMSO input the appropriate progress message into the SC-TMS. Guidance on appropriate progress messages are listed in figure 3-2 below.

Progress Message	IMSO Actions
Arrived/reported as scheduled (AR)	Enter AR progress message when IMS arrives/reports as scheduled on the report date.
Departed as scheduled (DT)	Enter DT progress message for the day IMS departs on the day of or day after the IMS departs (as appropriate) when departure times are as scheduled.
Arrived/reported not as scheduled (AX)	Enter AX if the departure or arrival is not as scheduled with IMSO comment before or after the ITO report date (DSAMS will automatically adjust the TLA).
Departed not as scheduled (DX)	Enter DX if the IMS departs late with IMSO comment for explanation. For early departure, DSAMS will automatically adjust the TLA based on the progress message. If the departure date is late (IMS departs two days or more after the end date on the ITO), contact the appropriate CPM listed at Appendix A1, because it requires them to make a manual DSAMS update which ensures sufficient funds are allocated to pay the IMS' TLA.

Figure 3-2. Progress Messages

3-4. IMS Lodging Payments

In accordance with an Army initiative from the Deputy Assistant Secretary of the Army Financial Operations (DASA-FO), effective July 2012, installation/activities (to include SATFA) began processing lodging payments through the General Fund Enterprise Business System (GFEBs) miscellaneous pay process. This process is used for IMS receiving TLA regardless of whether they stay on-post or off-post. This process requires the vendor have a Commercial and Government Entity (CAGE) code. If the vendor does not have a CAGE code, they can contact Ms. Katie Brown, Chief, Miscellaneous Pay Branch, katherine.e.brown1.civ@army.mil, (757) 501-6025, for assistance obtaining one. The miscellaneous pay process uses the following steps for timely payment of lodging bills and a detailed checklist is located at Appendix D:

- a. The lodging facility submits the invoice package to the IMSO for validation.
- b. The IMSO submits the invoice package (with signed SF 1034, Public Voucher for Purchases and Services Other than Personal) to SATFA Miscellaneous Pay Branch. The IMSO must have a DD-577 on file with SATFA to be the certifying officer on the SF 1034. The SATFA POC for submitting the invoice and filing the DD-577 is Ms. Katie Brown, Chief, Miscellaneous Pay Branch, katherine.e.brown1.civ@army.mil, (757) 501-6025.
- c. SATFA Miscellaneous Pay validates and approves the invoice via GFEBs.
- d. The invoice is transmitted to DFAS for payment through the GFEBs workflow process.
- e. DFAS has up to 30-days to submit payment to the vendor.
- f. The vendor receives the payment.

3-5. Guidance for Submitting Non-Army Billeting Invoices

IMSOs will use the following procedures for submitting non-Army billeting invoices:

- a. For Navy students attending Army schools and they require payment for billeting, please submit the payment packages to the CAPS-W system, Rome EDM Fax 315-709-6882 for processing. Need to submit SF1034, IHG Bill, and the ITO for each student. Ensure the vendor has a valid cage code/tax ID. Please be sure to include a cover page with POC Name and contact information, also mark it "Lodging" Attn: Brenda Burkett. An alternate fax number is 614-701-2617 or DSN 791-2617 if you have issues with the above fax number.
- b. For Air Force-sponsored IMS reporting to your location from DLIELC or another Air Force school they are issued a debit card they use to pay for their billeting. Enclosed at Appendix C2 is a voucher checklist and IMS vouchers are sent direct to AFSAT instead of DFAS. Email: afsat.fmt.workflow@us.af.mil.

c. Please contact Ms. Katie Brown, Chief, Miscellaneous Pay Branch, katherine.e.brown1.civ@army.mil, (757) 501-6025 if you have any questions or issues.

3-6. IMS Medical Care

All IMS and their authorized dependents are required to have and maintain healthcare coverage for the duration of their travel and training. There are a number of ways coverage can be provided for the IMS: U.S. Government-funded program, Foreign Military Sales (FMS) Case, foreign government indemnification, private health insurance (rarely used as a method to cover IMS unless the country chooses to purchase a group policy), or a combination of these. Coverage for dependents can be provided thru: Foreign government indemnification, Reciprocal Healthcare Agreement (RHCA) (must have supplemental coverage), FMS Case, private health insurance (method used for most dependents), or a combination of these. Under no circumstances will the Security Cooperation Education and Training Program (SCETP) be used for the sole purpose of obtaining medical care for IMS or dependents. When questions arise about pre-existing conditions versus legitimate injury or illness that happened during training, the circumstances will be considered on a case-by-case basis. IMS funded by Grant programs must have authorization for any non-emergency care outside of routine appointments. IMSO will submit appointment paperwork and doctor's recommendation to SATFA P4 for approval prior to IMS receiving treatment. Contact SATFA P4 for guidance when situations arise where it is not clear whether healthcare should or should not be provided along with any other questionable situations. See Appendix F for further guidance.

3-7. IMS Insurance Requirements

During the ITO review process the IMSO will check the ITO for correct annotation of medical coverage. Check SC-TMS Medical Insurance Review Tab to ensure the policy has been reviewed and approved by SATFA. Ensure a copy of the policy is maintained in the IMS folder and inform the IMS to provide insurance documentation when seeking healthcare. If an IMS fails to maintain the appropriate coverage contact the responsible SATFA CPM listed at Appendix A1. All locations can contact Eric Jackson at SATFA P4, eric.j.jackson42.civ@army.mil, 757-501-5042 with any questions or issues related to IMS or authorized dependent health coverage. The following requirements apply for the IMS and dependent healthcare policies:

- a. Coverage for all non-elective medical conditions.
- b. Medical benefits of at least \$400,000.00 for the year.
- c. Deductible may not exceed \$1,000.00 for the entire family for the year.
- d. Repatriation of remains of at least \$50,000.00 per individual.
- e. Medical Evacuation coverage of at least \$250,000.00 per individual.

f. There can be no exclusion of benefits to pay to a DoD military treatment facility and must pay the healthcare provider in U.S. Dollars.

g. Must have US billing address and phone number.

h. Arrangements where IMS must pay for services and then seek reimbursement are prohibited unless DSCA granted a waiver.

3-8. IMS Medical Billing Procedures

The IMS Medical Billing Process is outlined in the IMS Medical Coverage located at Appendix F. Use this guide to ensure the medical bills for IMS and authorized dependents are paid in a timely manner.

3-9. Indebtedness

IMSOs will use the following procedures to avoid IMS indebtedness:

a. Make arrangements with the installation billeting office, and other facilities as deemed appropriate, to ensure the IMSO is immediately notified of delinquent IMS accounts.

b. Discuss procedures for payment of billeting charges and other personal charges during IMS in-processing to ensure the IMS is aware of how and when to make payments.

c. Include a check with the billeting office, as part of the out-processing, to ensure their account has been paid.

d. Brief IMS on medical deductibles and copays and explain IMS responsibility in paying those charges for themselves and their authorized dependents.

e. Upon notification of IMS indebtedness, counsel the IMS, determine the cause of debt and help determine a payment plan.

f. If IMS cannot or will not pay the debt, notify SATFA immediately.

Chapter 4

Actions at Completion of Training and After IMS Departs

4-1. Academic Reports

The academic report provides both the SCO and foreign government a way to assess individual IMS performance, as well as the effectiveness of their IMS selection program. The country also often uses the report for promotion and assignment considerations. A completed DD Form 2496, International Student Academic Report (See AR 12-15, JSCET, para 10-28 for additional information on completing the academic report) will be prepared for each IMS when they complete a course. The IMSO must work together with faculty members to ensure individualized block 15 and 16 comments are

included in the final DD Form 2496. Reports that appear to be a “cut” and “paste” of other reports may be returned by the SCO for revision. Below are some special circumstances that should be taken into consideration with IMS academic reports.

a. Occasions may arise where an IMS cannot complete a course due to no fault of their own (ex. injury, illness, or personal hardship). When the circumstances are confirmed, the IMS should be disenrolled, and the circumstances documented in the academic report.

b. The IMS numerical grades or class standing will not be released by training installations except to the individual IMS or for IMS who are first in their class.

c. For special classes of IMS from a single country, and at the discretion of the training installation concerned, an academic report may be given on the whole class. A separate report will be submitted on IMS who do not complete the course.

d. Requests for IMS academic records and report or information relating to them, from an activity or organization outside the Security Cooperation Education and Training community, will be referred to HQ TRADOC, SATFA, P4.

e. In all cases the IMS may be provided a copy of their completed and signed academic report before departing the training site.

f. Any requests for exceptions to the above guidance must be sent to HQ TRADOC, SATFA, P4 for decision.

4-2. Graduation, Diplomas, Certificates of Attendance, and Awards

Upon successful completion of a formal course of instruction, each IMS will be issued a certificate or diploma. Diplomas will be the same as those issued to U.S. Students. Diplomas for graduation from U.S. formal courses of instruction will be given to IMS only when they have met the established training standards.

a. Certificates of attendance in U.S. formal courses of instruction will be given to IMS when they do not meet the minimum established training standard but have attended the complete course and been diligent and sincere in their training efforts. The reasons for issuance of a certificate of attendance should be fully explained in the IMS academic report.

b. For pay purposes, some foreign governments require their embassies to report the actual training period of IMS in the U.S.. When embassy officials request such information concerning an IMS, the IMSO should include the actual training dates in the ITO final endorsement and the IMS will be provided a certificate of study confirming the dates of training.

c. The procedures for presenting an IMS a U.S. award are laid out in AR 600-8-22, Military Awards, para 1-38. Foreign military personnel award recommendations must

include a biography that provides full name, rank, complete date and place of birth, current resume, previous U.S. decorations, and statements of concurrence obtained from both the U.S. Ambassador and U.S. Defense Attaché Office (USDAO) from the proposed awardee's parent country. Concurrences from the U.S. Ambassador, USDAO, and the Consolidated Adjudications Facility (CAF) are required before the award recommendation can be forwarded to the approving authority for decision.

d. Special awards for superior academic achievement, such as school plaques, may be awarded to outstanding IMS as determined appropriate by the installation commander. Commanders have the authority to establish and authenticate these awards and are encouraged to do so. Other acts of recognition might include special commendation letters, signed appropriately by the installation commander or school commandant, and special remarks on the IMS academic report. The annual cost of special awards is properly chargeable to the Field Studies Program with the following stipulations:

(1) Each item should be of a permanent nature, with the exception of photographs.

(2) Ball caps, T-shirts, and similar items are not considered to be of a permanent nature.

(3) Presentation of departure mementos (such as coins, school emblems, and other commemorative items) is limited to one item per IMS at a cost limit of \$30.00.

e. The military attaché of the country may be invited to the award or graduation ceremony; however, the invitation must state an approved visit request is required.

f. Include copies of letters of appreciation, recognition of exceptional performance, and similar documents in the IMS personnel and training record. Additionally, the IMSO should note if the IMS was a Distinguished Graduate in the Remarks section of the Completion/Departure Report in the Security Assistance Network IMSO Web.

4-3. Retention of IMS Academic Records

The IMSO will send the original IMS personnel and training records to the gaining installation not later than ten days after the completion of training. At each training location the IMSO will maintain a student file for each IMS that at a minimum contains the following: arrival notice, ITO, biographical information, and any other pertinent IMS information. The ITO and any other documentation containing Personally Identifiable Information (PII) should be covered with a DA Label 87 Form (For Official Use Only sheet). The ITO and any other documentation containing sensitive information must be shredded instead of being disposed of in the trash. The last CONUS training location will maintain the student file for as long as needed (not to exceed six years) IAW local business practices and properly dispose of it when no longer needed.

4-4. Departure from Final Training Installation

IMSOs are responsible for developing their own/school installation specific checklists. The below figure 4-1. Example Departure from Final Training Installation is designed to be used as a guide and covers the minimum requirements that must be addressed prior to IMS departing the final training installation.

Example Departure from Final Training Installation Checklist		
Item #	Required Actions	Status
1	Student ITO reviewed – all amendments and endorsements signed.	
2	ID Card(s) collected and destroyed.	
3	Training records complete, forwarded, retained or destroyed as required.	
4	Classified material disposition confirmed.	
5	Medical records/health insurance matters reviewed/confirmed. Medical records returned or destroyed after departure as required.	
6	Security Cooperation Organization notified of IMS return to home country.	
7	Final pay/allowance confirmed.	
8	Outstanding debts resolved.	
9	Final billeting payments complete.	
10	Flight Reservations confirmed.	
11	Request travel itinerary for IMS returning to their home country according to MILDEP regulations.	
12	Baggage complies with USG and airline embargo limitations. If IMS baggage is unable to accompany the student due to airline imposed baggage embargos in country, IMSO is authorized to mail IMS baggage to the home address via the most economical rate available.	
13	IMS is responsible for shipment of excess personal goods.	
14	RIM packed separately and mailed to address on the ITO.	
15	Leave enroute confirmed as applicable (must be authorized on ITO).	
RIM will consist only of unclassified books, pamphlets, maps, charts, or other course materials issued to and retained by the IMS and their U.S. classmates. It also includes official Field Studies Program materials. Personal items and household goods will not be packed and shipped as RIM.		
RIM materials will be packaged and labeled at the training installation and shipped via fourth-class mail to the address on the ITO.		
An endorsement to the ITO will cite the weight of RIM weight shipped and the following weight allowances will apply: (1) Up to 100 pounds for each course considered to be in the PME category and (2) up to 50 pounds for all other courses.		

Figure 4-1. Example Departure from Final Training Installation

4-5. Periodic and Annual Training-Military Articles and Services Listing (T-MASL Updates)

The T-MASL is the master list of formal training available to the international community. It is extremely important both SATFA and IMSOs are periodically and annually reviewing and updating T-MASLs. The Security Cooperation/Security Assistance (SC/SA) community relies on the information from the T-MASL to execute planning of program requirements and to ensure IMS arrive at the right location; with the proper prerequisites; prepared to train. Periodic updates should be made as changes to the course are made. SATFA publishes an annual TASKORD in early to mid-November directing SATFA and IMSOs to review the T-MASLs for their respective training locations and make required changes. General information IMSOs are responsible for keeping up-to-date is the IMSO POC information, location, remarks, Physical Location of Training (PLOT), course information, and international notes. For additional assistance with updating T-MASLs contact SATFA Quota Management Branch POCs listed at Appendix A2.

4-6. English Comprehension Level (ECL) Testing Requirements

Every IMS must be sufficiently proficient in English to participate in and successfully complete their course of instruction. The Defense Language Institute English Language Center (DLIELC), at Joint Base San Antonio (JBSA) Lackland, San Antonio TX, is responsible for the Defense English Language Program and for ensuring IMS have the proper level of English comprehension. SCOs are responsible for conducting in-country screening of IMS candidates before they depart their home country for the US. The results of the in-country proficiency examination are recorded in Block 10 of the ITO. However, certain country-specific waivers and exemptions are authorized, as a result of an annual review of ECL requirements. The list of exemptions and waivers is published by DSCA, and can be found at: <https://samm.dsca.mil/policy-memoranda/dsca-21-68>

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

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

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

d. DLIELC Instruction 1025.15, July 1, 2017, provides guidance regarding ECL testing, including On-Line ECL testing. This instruction can be found at: http://www.dlielc.edu/testing/1025_15.pdf.

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

4-7. Security Assistance Network (SANWeb) Access

The SANWeb is located at: <https://elnath.idss.ida.org/SANWeb/Default.aspx>. You must be a registered user of the SANWeb before you can utilize the Security Cooperation Training Management System (SC-TMS) to perform IMSO functions.

a. How to request a SANWeb account: IMSOs who are not currently registered users of the SANWeb and do not have a SANWeb account holder at their location to sponsor their account can request a SANWeb account by calling the SANWeb administrator at (757) 501-5075/5072, DSN 501-5075/5072.

b. Once registered, users of the SANWeb can request school and/or student data access for new or additional user(s) by using the following steps:

(1) LOGON to the SANWeb at: <https://elnath.idss.ida.org/SANWeb/Default.aspx>.

(2) Click on "User Information" on the SANWeb screen.

(3) Click on "Request New SANWeb User".

(4) Complete the "New User Request Form".

(5) Click on "Save/Submit".

c. Within 24-hours the new user will be emailed information for accessing their SANWeb account.

Chapter 5 Field Studies Program (FSP)

This chapter contains general information in support of DoD and Army publications on the FSP, general FSP management, and an Appendix section with additional reference material, handouts, sample formats and evaluation sheets. At no time is this information a substitute for, or intended to circumvent or supersede the policy and guidance provided in DoD, DoD component, or Army publications. It is designed to give supportive information/supplement for IMSOs to plan, implement and improve their FSP program. It is not all inclusive and does not limit activities to those recommended.

5-1. Purpose

a. The FSP is designed to enhance the formal education and training programs for international military and civilian students and military-sponsored visitors under the Security Cooperation and Assistance Training Program and other programs administered through security assistance channels. It is DoD policy to promote democracy, an understanding and respect of human rights, peace, and equitable economic growth through the FSP. By exposing IMS to American society, institutions, and ideals they acquire a balanced understanding of the U.S. and increased awareness of basic issues regarding internationally recognized human rights. This is achieved by providing IMS experiences highlighting the eleven (11) facets mandated by DoDI 5710.17. The facets include Human Rights, Diversity and American Life, U.S. Government Institutions, Political Processes, Judicial System, The Free Market System, Education, Health and Human Services, Media, International Peace and Security, and Law of War.

b. AR 12-15, para. 11-11.e. states the “Field Studies Program events should provide IMS with out-of-the classroom, practical experiences reinforcing the Field Studies Program goal. Top priority events are those having clear human rights aspects, demonstrate American values and diversity in a democratic society, and focus on such topics as the Constitution and Bill of Rights; local, State and Federal Government institutions; judicial systems; civilian and military relationships and the U.S. political process.” Taking into consideration the FSP Priority Pyramid, facets covered in course curriculum, and available resources the FSP Coordinator plans appropriate events. Selecting which facets to cover is the number one priority before planning events. All annual Local FSP training calendars differ, but should have the goal to “ensure that international students return to their homelands with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual (AR 12-15, para 11-2).”

Law of War International Peace and Security	E				
Media Health and Human Services	D	D			
Education Free Market System	C	C	C		
Judicial Systems Political Processes U.S. Gov't Institutions	B	B	B	B	
Diversity and American Life	A	A	A	A	A
Duration of Training in Weeks	More than 20	19 to 16	15 to 12	11 to 8	7 to 4

No FSP requirement for less than 4 weeks

Figure 5-1. FSP Facets

5-2. Army FSP Events

Army FSP events must be both interesting and educational to meet the program objectives and get maximum participation from IMS. Army's FSP Framework is grounded in three program categories: Local FSP, Washington D.C. Field Trip (DCFT) and Sponsorship Program (figure 5-2 FSP Framework).

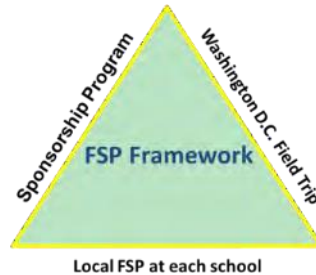


Figure 5-2 FSP Framework

5-3. Local Events

Local events are events conducted at the military installation or in surrounding communities. The subcategories of Local FSP are local area events, social events and overnight events.

a. Local area events are conducted without an overnight stay such as guest speakers, day trips to local city council meetings, court, businesses, schools and other public institutions.

b. Social events still focus on specific facets but have social aspects to them such as holiday dinners, open houses, receptions and picnics planned in conjunction with local civic groups.

c. Overnight events are those requiring an overnight due to time limitations, availability of events and/or course curriculum restrictions. Typically, overnight events have several sub-events and cover a larger span of facets.

d. There is no need to submit anything for students related to FSP via DTS. Overnight FSP trips will be processed on group orders/1610s and paid for on the UTC using FSP funds. There is no separate capturing of IMS overnight FSP on the IMS vouchers, as they simply continue to receive the regular TLA to which they are entitled according to the country/program TLA policy.

5-4. Local FSP Pricing

a. AR 12-15, para. 11-1.c. "The Field Studies Program implementation funds will be included in course tuition rates. Funds will cover transportation, meals, lodging, admissions, tours and associated fees and service charges in accordance with current versions of DOD 5105.38-M and DOD 7000.14-R Volume 15." The Local FSP is analyzed through the End of Year (EoY) Process annually and each FY concludes with a projection of the FSP Rate two FYs forward.

b. AR 12-15, table 11-3 summarizes the EoY Process timeline; however, due to school academic curriculum timelines and SATFA's Quota and Pricing processes the actual execution timeline is adjusted as follows:

(1) Jul/Aug/Sep: IMSOs develop upcoming FY Local FSP plan and build/update lesson plans.

(2) Jul/Aug/Sep: IMSOs enter upcoming FY Local FSP events in SC-TMS.

(3) NLT Oct: All upcoming FY Local FSP events/lesson plans/estimates entered in SC-TMS.

(4) Oct: IMSOs close all last FY Local FSP events in SC-TMS.

(5) Oct: IMSOs submit to SATFA FSP Manager current FY EoY FSP Financial Report; requested two years out FY Local FSP Rate with justification; current FY trip or event (minimal one) to highlight to SATFA leadership (photo and short write-up); and current FY Facet Overview comments (see Appendix H. EoY Report Examples).

(6) NLT Nov: SATFA FSP Manager conducts staff analysis of all IMSO input and briefs SATFA Leadership.

(7) NLT Dec: SATFA Director approves FSP Rate (two years forward) and FSP Manager submits to SATFA Pricing.

c. EoY FSP Financial Report. Part of the EoY Process is the IMSO submission of EoY FSP Financial Report to SATFA FSP Manager. The data is derived from previously entered data in SC-TMS, IMSO data, SATFA data, and local G-8 or Directorate of Resource Management (DRM) data. It is critical each IMSO track FSP funds (both earnings and expenditures) throughout the year so the EoY process is accurate. (figure 5-4. FY EoY FSP Financial Report):

FY23 End of Year FSP Financial Report	Value
Installation / Training Activity:	
Total number of seats in training during FY23 (1 Oct 22 - 30 Sep 23):	
Number of IMS carried over from FY22 (IMS who started training in FY22, but end in FY23):	
Number of IMS carrying over into FY24 (IMS who start training in FY23, but end in FY24):	
Total number of Training Man Weeks (TMW) for FY23 (start dates 1 OCT 22 - 30 SEP 23):	
FSP Rate per TMW for FY23:	
Actual FSP earnings for FY23 <i>according to budget analyst</i>	
Actual FSP funds carried-over from FY22 (<i>verify with last year's report</i>):	
Total FY23 FSP budget (FY23 Earnings + FY22 carry-over):	
Total FSP expenditures for FY23 <i>according to budget analyst</i> :	
Total carry-over into FY24 (Total FSP Budget minus FSP Expenditures):	
Requested FSP Rate for FY25 (include justification below if different from FY24 Rate):	

Figure 5-3. FY EoY FSP Financial Report

d. Explanation/instructions for the EoY FSP Financial Report.

(1) Installation/Training Activity = Enter your school's location and three digit training activity number.

(2) Total number of IMS enrolled (seats) in training during current FY = Enter number of IMS enrolled during current CY. Account for each course they attend...so total seat count for current FY.

(3) Number of IMS carried over from previous FY = Enter number of IMS who arrived in previous FY but whose course continued into current FY.

(4) Number of IMS carrying over into upcoming FY = Enter number of IMS who arrived in current FY but whose course continues into upcoming FY.

(5) Total Number of Training Man Weeks (TMW) for current FY (01 OCT - 30 SEP) = If you are using a course costing sheet the TMW is equal to "Course Length". (DO NOT count TMW for IMS carried over from previous FY, but DO count for those carrying over into upcoming FY). DO NOT use STL to calculate TMW as SANweb calculated arrival/departure time and holidays.

(6) FSP Rate per TMW for current FY = Enter current FSP Rate amount.

(7) Total FSP Earnings for current FY (IMSO calculations) = IMISO calculates FSP earnings for current FY by multiplying the total number of weeks by number of IMS by "FSP Rate" per course and then adding each courses' amount. DO NOT use academic hours as the factor but use course length. This entry can be confusing so it's critical to work with your DRM to ensure synchronization.

(8) Actual FSP Earnings for current FY according to budget analyst = Your budget analyst calculated amount. If amount is different than IMISO calculated amount, please discuss and reconcile the difference.

(9) Actual FSP funds carried over from previous FY = Enter dollar amount carried over from previous FY into current FY. Verify with last year's report as the amount should not change.

(10) Total FSP budget (current FY Earnings + previous FY carryover) for current FY = Using the data above, add your current FY earnings and your previous FY carryover amount. This total amount is the dollar amount you had available to spend throughout the year on FSP.

(11) Total FSP Expenditures for current FY = Using your accurate and current data on the SANWeb, enter the total amount you spent on FSP for current FY.

(12) Total carryover into upcoming FY (Total FSP Budget minus FSP Expenditures) = Enter the current FY amount you are carrying over into

upcoming FY by taking the current FY Total FSP Budget and subtract what you spent on current FY FSP.

(13) Requested FSP Rate for two FYs forward (include justification below if different from previous FY Rate) = Enter your request for two FYs forward. FSP Rate for upcoming FY is already locked in. If it's different than upcoming FY rate you must enter justification in the comments/remarks section.

(14) Comments/remarks section = use this section as needed to clarify data.

e. Lesson Plans. Lesson Plans are essential to preparing and executing an effective FSP event. The lesson plan includes, at a minimum, an explanation of how the event achieves the facets, execution details and required planning milestones. Each location may have specific school requirements for event approval or a local planning/execution sheet and all are acceptable formats as long as it includes these items. If there is no local approval requirement or documentation, an outline is in Appendix I3 Lesson Plan Template and Example.

(1) SATFA highly recommends each school create a 'binder' and/or digital folder with all the supporting event documentation. Trips should be planned in detail and may be executed numerous times. The escort should become an expert in everything related to the trip and one way to do so is through repetition. Remember, even though the trip is conducted numerous times it is new to the IMS.

(2) Along with maintaining local documentation, schools must maintain event information in SC-TMS. Along with SC-TMS event pulldown tabs and fill in spaces for each event, a lesson plan must be posted under each event. After an event is created in SC-TMS, use the 'Edit Event' tab's 'Remarks for the Event' space to input lesson plans. To ensure critical information is posted within the available 3,000 characters, focus input on (in order): 1) how the event achieves the facets; 2) execution details; and 3) required planning milestones. Pending events must be completed or cancelled in the SC-TMS no later than 10 working days after listed execution dates. Do NOT delete cancelled events. FSP SC-TMS guide is found by logging in SC-TMS and under the tab "References/Training Material and Notes/SC-TMS 9 – Field Studies Program (FSP)."

(3) AR 12-15, para. 11-24.f. sets a 250-mile radius from training installations for all Local FSP events. Exceptions to policy may be requested, if required, and must include complete justification consisting of proposed trip FSP objectives, evaluation of closer alternative activities, projected costs and impact if the exception is not granted. Recommended format is at Appendix I2 FSP 250-Mile Waiver.

(4) AR 12-15, para. 11-12.b. states for Local FSP events "the recommended number of DoD escorts for Field Studies Program trips will be one escort for every ten IMS." To facilitate a 'buddy system' for escorts, provide coverage in emergencies, and increase the quality of more complex events/trips; two escorts are authorized for Local FSP events with up to ten participating IMS. An additional escort is authorized for every

additional ten IMS. Requests for additional escorts require exceptions to policy (format at Appendix I1, Local Escort Policy).

f. Special awards, plaques, and mementos are authorized for purchase with FSP funds. AR 12-15. 10-27 (2) states “presentation is limited to one item per IMS at each training installation at a cost not to exceed a limit set forth by each Military Service.” The Army’s established amount is no more than \$30.00. AR 12-15. 11-19. states “the Field Studies Program support mementos may be presented to sponsors, guest speakers, and other individuals/institutions supporting the Field Studies Program at a cost not to exceed a limit set forth by each Military Service.” The Army’s established amount for Support Individuals and/or Organizations is no more than \$50.00.

5-5. Washington D.C. Field Trip (DCFT)

a. DCFT Itinerary. AR 12-15, para. 11-8.c. “A Washington, DC field trip is authorized for IMS in selected courses designated by the Military Service. A maximum of 4 days plus travel time is authorized for the trip.” The Army’s selected courses include NCOLCoE, Branch Captain Career Courses, WHINSEC’s CGSC and CCC, and CGSC.

(1) The DCFT Itinerary is generally a ‘standard’ agenda; however, it may be altered by SATFA to accommodate GO availability for the reception, specific objectives for SPMEs and other pertinent National Capital Region events supporting the program objectives.

(2) Based on travel requirements each school is categorized to identify what SATFA authorizes for DCFT fund usage. If a school deems it necessary to spend a greater time period in the NCR due to availability of elected official visits or other opportunities, the school may request authorization from the Army FSP Manager. If approval is granted, local funds – and not DCFT funds -- will be utilized. (Appendix J1. DCFT Itinerary and School Category)

b. Trip Director and Escorts. AR 12-15, para. 11-24.d.(4) “For the Washington, DC field trip, the SATFA Field Studies Program Manager will designate experienced IMSO as trip directors.” Additionally each school with IMS attending must provide an adequate number of escorts IAW policy. Further guidance on who can be a Trip Director is found in Appendix J2, DCFT TD Policy Memo. Trip Director and Escort before, during and after DCFT responsibilities is found in Appendix J3, DCFT Responsibilities. For a ‘typical mixed CCC DCFT’, Trip Directors stay the entire DCFT, arriving NLT Monday and departing NET Saturday. Escorts generally follow the same arrival and departure as Trip Directors, but ultimately align their travel with their IMS.

c. (DCFT) Authorized Trip Director/Escort guest(s) and IMS guest(s).

(1) AR 12-15, para. 11-10. states “when considered appropriate, Family members may accompany their sponsors on Field Studies Program trips at no additional cost to the USG. An exception is for minor costs, when individual collection

from Family members for their share is impracticable; for example, parking fees or tolls.” AR 58-1 authorizes family members’ utilization of DoD transportation in certain situation. Please Policy Memo in Appendix I2.

(2) Due to trip responsibilities of Trip Director/Escort, legal considerations of utilizing DoD transportation, and overall TRADOC SJA’s guidance, the only authorized guest of Trip Directors/Escorts is their spouse.

(3) Due to legal considerations of utilizing DoD transportation, health insurance concerns, and overall TRADOC Legal’s guidance, the only authorized guest(s) of IMS are family members authorized on Individual Travel Orders (ITOs) or for family member traveling with a Visitor Visa on Invitational Travel Authorization (ITA) under TR 1-11 Chapter 7 and in line with local established ITA policies. ITA must be limited only to travel on DoD buses for the duration of the DCFT and state “no air travel and no per diem authorized”.

d. DCFT Execution Documents. To facilitate a more efficient and effective DCFT, there are two additional supporting DCFT execution documents the trip director and escorts should be familiar with when executing a DCFT.

(1) DCFT Execution Documents provide information that cover reoccurring IMS issues on the end of tour surveys. Topics include Pentagon G3 Desk Officer Position Description, U.S. Marine Corps War Memorial, and Arlington National Cemetery. (Appendix J4, DCFT Execution Documents)

(2) On the first itinerary day of the DCFT there is a welcome event hosted by the trip director. The intent of the welcome event is to provide overall guidance and trip information to the IMS, establish the standards of conduct, and act as a ‘social’ facilitating the IMS from different schools to get to know each other. The trip director will review the slide deck and outline. Trip director will highlight talking points they desire to incorporate into their brief and add additional points as needed. The idea is ‘most’ of the briefing research is already completed and annotated in the outline, trip directors just need to refine. (Appendix J5. DCFT Welcome Brief)

e. Budget. The following budget procedures ensure FSP DCFT funding provided by TRADOC, G3/5/7 SATFA Financial Management Division is managed IAW DoD FMR Regulations, Army Audit Readiness and SBR Internal Controls.

(1) IMSOs must provide cost estimates on the DCFT Estimate - Actual Expense Worksheet to SATFA FMD POC. Include all expenses specific to the IMS for upcoming DCFT **NLT 30 days** before the trip. This cost estimate ensures timely issuance of funding. (Appendix J6. Estimate - Actual Expense Worksheet). Funding requested **AFTER** the trip completion will not be reimbursed!

(2) Authorized expenses include airfare, baggage fees, transportation, meals, gratuities for meals and transportation, trip director and escort expenses, and any Commercial Travel Office (CTO) fees associated with travel expenses. Please adhere

to the Bona Fide Need Rule (31 U.S.C. 1502) regarding purchases and/or expenses made in excess of the requirement, i.e. included but not limited to meal tickets. The use of meal vouchers/gift cards will be restricted by the following rules:

- (a). Gift cards will be purchased as an exception, not a standard practice only when there is a genuine need.
- (b). Gift cards will be for specific restaurants, not Visa/MC gift cards.
- (c). Funds loaded on the cards will be within authorized per diem.
- (d). IMSO will maintain control of the funds and collect any unused cards.
- (e). IMS cannot use gift cards to purchase alcohol.

(3) In accordance with the DoD FMR Volume 9, Chapter 2, "Under Secretary of Defense (Personnel and Readiness) Memorandum dated March 28, 2008, Mandatory Use of the Defense Travel System (DTS), it is Department of Defense (DoD) policy that DTS is the single online travel system used by the DoD. This policy applies to all travel function currently supported in the future as they become available". Escorts who are Federal employees traveling on official business to assist with the program must use the DTS to make all travel arrangements. Due to Army Audit Readiness and Internal Controls SATFA doesn't "Cross Org" escorts to SATFA's line of accounting (LOA). Installation Budget Analyst/IMSOs must coordinate with the FDTA to create the necessary LOA in DTS. DO NOT USE SATFAs LOA AS A DIRECT FUND CITE FOR DTS. FDTAs should use the LOA associated with the Sales Order created by the servicing Budget Analyst upon receipt of funding from SATFA.

(4) Funding is provided via DD Form 448, Military Interdepartmental Purchase Request (MIPR) to the servicing Budget Office. MIPR must be accepted via DD Form 448-2, Acceptance of MIPR and must include the WBS, and Sales Order provided in block 13 and returned within five days upon receipt. Please email completed acceptance DD Form 448-2 to usarmy.jble.tradoc.mbx.hq-tradoc-satfa-budgetpom-branch@mail.mil.

(5) In accordance with DoD FMR, Volume 11a, Chapter 3, "It is critical that activities reconcile the obligation status of Economy Act orders and deobligate unused funds, as needed, before the end of the funds availability. Funds must be deobligated by both the requesting and servicing agency".

(6) At the completion of the trip, IMSOs must input actual expenses on the DCFT Estimate - Actual Expense Worksheet, providing all receipts and substantiating documents as indicated on the initial worksheet, and forward to their servicing Budget Office for reconciliation.

(7) Once the servicing Budget Office verifies the receipts and validates the expenses in GFEBS, please send copies of the DCFT Estimate - Actual Expense Worksheet with all receipts and substantiating documents to usarmy.jble.tradoc.mbx.hq-tradoc-satfa-budgetpom-branch@mail.mil. Funds in excess should be deobligated within **45 days** after the completion of the trip. If this timeline cannot be met please contact TRADOC SATFA Budget POC for an extension. TRADOC SATFA will provide an increase/decrease of funds and/or questions within 5 days of receipt of the

completed DCFT Estimate - Actual Expense Worksheet and all receipts and substantiating documentation.

5-6. Sponsorship Program.

Sponsorship programs are important in familiarizing IMS with U.S. customs and traditions. The development of a Sponsorship Program is essential to introducing the IMS to the American people and helps them learn first-hand about American home and family life, the areas and communities in which our families live and work, how we spend our leisure time, how we function, worship and work together in organizations, and our participation in cultural and historical events. There are two types of sponsorship programs:

a. Military sponsors. Sponsors who are classroom peers of the IMS and not only assist in providing experiences in FSP facets and experiences not authorized under FSP, but also assist the IMS in classroom activities. Military sponsors promote military-to-military relations and may be more practical for IMS in short training programs.

b. Civilian sponsors. Sponsors who come from outside the classroom or within the local civilian community. Civilian sponsors greatly enhance the IMS' experience through events or activities the FSP can't, specifically events with an entertainment aspect (e.g., sporting events, concerts, amusement parks, etc...) A few examples of where to find civilian sponsors:

- Church Groups
- Local High School Parent Teacher Association
- Hospital/medical personnel
- Online Meetup Groups
- Civic organizations such as Kiwanis, Rotary Clubs, Junior Chamber of Commerce, Women's Clubs, Knights of Columbus and Lions clubs. You can get their names and addresses from your local Chamber of Commerce
- Ethnic organizations such as Greek churches, German organizations and the Chinese community
- Announce on post, Instructors, Ombudsman or Family support organization, or other school personnel
- Retired military and civilian personnel

c. Possible sponsor activities:

- Internet search / atlas should be the first visit. Ask the IMS to locate their hometown and tell you about it.
- Peer social activities
- Birthday parties, special holiday activities and festivals
- Plays, concerts and lectures
- Church services (only after you have learned how the IMS feels about attending different worship services)
- Weddings
- Children's school programs and scout meetings
- Backyard barbecue, local county/state parks

- Sightseeing
- Sporting events, shopping, or museums
- Gardening and other hobbies
- Parades, circuses, or fairs
- Home movies or videos
- Suggest IMS prepare a typical meal from his country in your home
- Community activities, e.g. yard sales, concerts, community beautification day

d. A FSP guide is on SC-TMS at: <https://tms9.idss.ida.org/support/training/default.aspx>.

Chapter 6 Special Circumstances

6-1. Disciplinary Issues

When questions about the legal status of an IMS arise, confer with the CPM, SATFA P4, and the servicing Staff Judge Advocate (SJA) for the specific training location. Generally, IMS and their dependents are subject to the jurisdiction of the U.S. courts, both state and federal. In some rare instances they may be exempted by treaty, other specific authority, or have diplomatic immunity. In all cases, it is important to confer with your servicing SJA concerning actions to take with regards to IMS discipline problems. The checklist, Disciplinary Problems at Appendix K provides a guide for actions to take when these types of problems arise, as well as actions to take for Major Breaches of Military Discipline at Appendix L.

6-2. Death of an IMS

The death of an IMS is an emotional and complicated event that will disrupt the routine operations of the IMSO shop. History has shown while an IMS death can occur at any time, these types of events are more likely to happen during off-duty and holiday time periods. The checklist included at Appendix M is based on lessons learned from previous real-world IMS deaths and is designed for the IMSO and all other personnel involved in responding to the death of the IMS in a timely and professional manner. The checklist included at Appendix M can also be used as a general guide in the event of the death of a dependent. In all cases it is important to keep SATFA informed and SATFA ensures the affected embassy remain informed of the circumstances and actions being taken to deal with the death.

6-3. Political Asylum

A formal asylum request is defined as occurring when the IMS has submitted a Form I-589, Application for Asylum and for Withholding of Removal via mail or in person to the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS) Asylum Office. The IMSO will advise the IMS that Security Cooperation sponsorship, to include enrollment in training and all living allowances terminates once the IMS formally applies for political asylum. The Political Asylum Procedures Checklist at Appendix N is derived from a combination of lessons learned and guidance located in AR 12-15, JSCET, and AR 550-1, Processing Requests for Political Asylum and Temporary Refuge.

6-4. Gaps Between Training.

An IMS should arrive on the report date indicated in their ITO and depart on the end date or the day after the end date indicated in their ITO for each course they are attending. An IMS may request leave for short periods to travel in CONUS between certain courses and phases of instruction. The IMS request for leave may be jointly approved by the commander and the Country Liaison Officer (if one is assigned at the training location) or the IMSO can contact the appropriate SATFA CPM (identified in Appendix A1) who will seek the concurrence of a country representative by phone. Additionally, between consecutive courses, the commander of a training installation or their designated representatives may authorize leave, with living allowance, not to exceed 7 days if the IMS' departure is delayed through no fault of their own.

6-5. Unauthorized Absence (UA).

When an IMS is absent from scheduled activities for more than 24 hours without proper authorization, the IMS will be considered in a UA status. IMSO will carefully check before making a determination of UA to ensure the IMS is not absent because of misunderstanding the schedule, sick in quarters, or for other plausible reasons. When it has been determined an IMS is UA the IMSO will immediately employ the checklist located at Appendix O.

Chapter 7

Progress Messages

Timely and accurate reporting on the SC-TMS function of the SANWeb via progress message is important because it drives key functions of IMS administration. Some progress messages impact the status of funding for training lines and should not be entered until the CPM instructs the IMSO to enter the progress message, these progress messages are listed at Appendix P. Progress messages are also the way all members of the Security Cooperation Enterprise are kept apprised on the status of IMS in the training pipeline. Appendix P is designed to be a quick reference of Categories 1 – 4 progress messages and includes the progress message category, the begin and end dates, and actions required of both the IMSO and CPM. Below is Figure 7-1. Progress Message Communication Requirements and Timelines, which depicts the communication requirements and timelines for different categories of progress messages.

Category 1	<ol style="list-style-type: none">1. Phone Call Immediately to CPM & SATFA P4.2. Email to CPM & SATFA P4 ASAP.3. Progress Message within 24-hours.
Category 2	<ol style="list-style-type: none">1. Phone Call or Email within 24-hours to CPM & SATFA P4.2. Progress Message within 48-hours.
Category 3	<ol style="list-style-type: none">1. Email to CPM & SATFA P4 within 48-hours.2. Progress Message when directed by CPM.
Category 4	<ol style="list-style-type: none">1. Progress Message within one week.

Figure 7-1. Progress Message Communication Requirements and Timelines.

Chapter 8

IMSO of The Year Awards

The IMSO of the year awards will be presented every two years in conjunction with the biennial Army IMSO Workshop. The awards will be presented to a small, medium, and large program irrespective of whether or not the program is a TRADOC or non-TRADOC school. A small program is defined as 75 or fewer IMS per a FY. A medium program is defined as 76-200 IMS per FY. And a large program is defined as greater than 200 IMS per FY. All schools of the previously described sizes will be judged on the individual merits of their IMSO program. The screening criteria for small, medium, and large IMSO of the year will be based on the following five areas: Standard Operating Procedure, Student Administration, Financial Management, Field Studies Program, and Commander's Recommendation Letter.

Appendix A – TRADOC SATFA Contact Information

A1. SATFA Country Program Manager Roster

A2. SATFA Phone Roster

SATFA Country Program Manager Roster

LAST	FIRST	TITLE	EMAIL ADDRESSES	PHONE (757) DSN 501
Vaccaro	Thomas	Chief, Regional Operations Division	thomas.j.vaccaro.civ@army.mil	501-5033
Atkins	Charles "Lance"	Deputy SATFA Operations Division & Aviation Program Manager	charles.l.atkins6.civ@army.mil	501-5017
Ryan	William "Bill"	Chief, EUCOM/AFRICOM Branch	william.m.ryan.civ@army.mil	501-5025
Giles	Richard "Rich"	Deputy Chief, EUCOM/AFRICOM Branch, SATFA IMET Program Manager, Training Manager (AFRICOM IMET)	richard.p.giles.civ@army.mil	501-5034
Dalson	David	Security Assistance Training Manager (EUCOM IMET)	david.s.dalson.civ@army.mil	501-5043
Hatcher	Charles "Chuck"	Security Assistance Training Manager (AFRICOM FMS)	charles.v.hatcher.civ@army.mil	501-6053
Johnston	Alex	Security Assistance Training Manager (EUCOM FMS)	alexander.c.johnston4.civ@army.mil	501-6437
Poppa	Joe	Security Assistance Training Manager (EUCOM FMS)	joseph.m.poppa.civ@army.mil	501-5038
Vacant		Security Assistance Training Manager (EUCOM FMS)		501-5039
Kogel	Fred	Chief, INDOPACOM/NC/SC Branch	freddy.kogel.civ@army.mil	501-5026
Hill	Ronald "Ron"	Deputy Chief INDOPACOM/NC, (SOUTHCOM/PACOM FMS/IMET) CO, TW, VM (IMET MG, TH, ID, PH, IN, BG, BT, MF)	ronald.l.hill8.civ@army.mil	501-5012
Dara	Kodjo	IMET Security Assistance Training Mgr (ALL NORTH/SOUTHCOM IMET)	kodjo.a.dara.civ@army.mil	501-5027
Henderson	Travis	IMET Security Assistance Training Mgr (INDOPACOM IMET) PP, LA, VM, TN, FJ, TT, MV, CE	travis.c.henderson2.civ@army.mil	501-5023
Mills	Christopher "Chris"	Security Assistance Training Mgr (PACOM/SOUTHCOM) AT, NZ, TH, ID, BR, BX, CB, TT, NS, GT	christopher.d.mills1.civ@army.mil	501-5035
Perezotero	Manny	Security Assistance Training Mgr Section 333 (SC, AC, EC, PC (MG ONLY))	manuel.perezotero.civ@army.mil	501-6055
Taylor	Jerry	Security Assistance Training Mgr Section 333 (OC, NC, PC)	jerry.l.taylor.civ@army.mil	501-5036
Timmerman	Dabney	Security Assistance Training Mgr (NORTHCOM/SOUTHCOM/PACOM FMS) CN, SN, PH, IN, AR, PE, ES, TD, PN	dabney.b.timmerman.civ@army.mil	501-5024
Toth	Ronald "Ron"	Security Assistance Training Mgr (NORTHCOM/SOUTHCOM/PACOM FMS/INL) MX, KS, MG, PP, MF, HO, DR, EC,	ronald.t.toth.civ@army.mil	501-5016
Williams	Stephen	FMS Training Program Specialist JA	stephen.w.williams.civ@army.mil	501-6987
Endres	William "Bill"	Chief, CENTCOM Branch (FMS) GC, KG, KZ, TI, TX, U2	william.e.endres2.civ@army.mil	501-5011
Hando	Thomas	Deputy Chief (CENTCOM Branch)/FMS Security Assistance Training Program Specialist (FMS) IS, PK, SR, YE, IQ	thomas.j.hando.civ@army.mil	501-5015
Beckwith	Ludmilla "Milla"	Security Assistance Training Specialist ALL RDPF	ludmilla.beckwith.civ@army.mil	501-5040
Belda	Mark "Dan"	Security Assistance Training Specialist (FMS) SD, SI, AE	mark.d.belda.civ@army.mil	501-6029
Hammer	Korey	Foreign Military Sales Analyst	korey.m.hammer.civ@army.mil	501-5013
ST Louis	Orlando "Saint"	IMET Security Assistance Training Specialist (ALL CENTCOM IMET)	orlando.g.stlouis.civ@army.mil	501-9478
Tasse	Robert	Security Assistance Training Specialist (FMS) QA, JO, KU, TC	robert.j.tasse.civ@army.mil	501-5028

Fameli	Paul	Chief, Quota Management Branch (QMB)	paul.j.fameli.civ@army.mil	501-5032
Finch	Kevin	Training Technician (FT. BLISS (Haw k), FT. RUCKER, FT. HUACHUCA (UAV), FT. EUSTIS, FT. BELVOIR (DAU), KETTERING (DAU), SAN DIEGO (DAU), HUNTSVILLE (DAU), CALIFORNIA (DAU), ANNVILLE (EAA TS), MESA (WAATS), AURORA (HAATS))	kevin.j.finch.civ@army.mil	501-5077
Crook	Michelle	Training Technician (FT. LEONARD WOOD, FT LEAVENWORTH, FT. EUSTIS, FT. BENNING (WHINSEC), SPME (AWC?CGSOC/SMC/ES/NWC, CAMP DODGE, ID ARNG, GA ARNG, NJ ARNG, TX ARNG, & ANNVILLE (NEDTC))	michelle.m.crook.civ@army.mil	501-5030
Dods on	Tega	Training Technician ([ALL BOLC-B EXCEPT CBRN, EN, MP & MEDICAL]), FT. JACKSON, FT. MCNAIR (NDU), FT. BENNING, FT. KNOX, FT. BLISS (SMA), NORFOLK (JFSC), & FT. EUSTIS (ATSC-LMS))	tega.d.dods on.c iv@army.mil	501-5021
Langfeld	Drew	Training Technician (CARLISE, MONTEREY, FT. SILL, CHARLOTTEVILLE, AP HILL, FT. LEE, FT. HUACHUCA (INTEL), COLUMBUS, BATTLE CREEK, FT. BELVOIR, FT. MEADE (DINFOS), NGA)	andrew .d.langfeld.civ@army.mil	501-5076
Vacant		Training Technician ([All medical except SF Combat Medic] Ft SAM HOUSTON, BROOK AMC, ESENHOWER AMC, FTZIMONS AMC, LETTERMAN AMC, MADIGAN AMC, TRIPLER AMC, WALTER REED AMC, DARNELL AMC, LYSTER AHC, USA SCH AV M MED (FT RUCKER), USA MED RES INS of INF DIS, CTR For HLT PROM & PREV MED, USA MED RES INST of CHEM DEF (ABERDEEN PROVING GROUND, MD)), GRAND PRARIE, CAMP JACKSON, GRAFENWOEHR, VILSEK, PFULLENDORF, HOHENFELS, FT. RICHARDSON, FT. GREELY, BOISE, NEW ORLEANS, ATLANTA, COLCHESTER, NORTHFIELD, JERICHO, MCALESTER, DE, ALASKA, & HAWAII)		501-6052



U. S. Army Security Assistance Training Field Activity (SATFA)



Address: DIRECTOR
TRADOC, G3/5/7 SATFA (ATTG-TRI-S)
950 JEFFERS ON AVENUE
FORT EUSTIS, VIRGINIA 23604-5724

Tele No: DSN 501-XXXX, Comm (757) 501-XXXX

FAX: Admin 501-5087
Conference Room 501-5009
Team Room 501-5010

OFFICE OF DEPUTY CHIEF OF STAFF G3/5/7
HQ TRADOC, Fort Eustis VA 23604-5724
COL Wakawicz, Jennifer DCS G3/5/7 501-5856
David G. Paschal, SES ADCS G3/5/7 501-5845

INFORMATION MANAGEMENT OFFICE
ATTG-TRI-SFI (2)

C. Broadney Chief 501-5072
D. Powell Sec Asst Analyst 501-5075
P. Hutchinson Contractor 501-5031

SECURITY ASSISTANCE TRAINING FIELD ACTIVITY (SATFA)
ATTG-TRI-S (4)

S. Lemons (Stephen C.) Director 501-5090
W. Eastey (Wesley R.) Deputy 501-5089

DIRECTORATE ADMIN
C. Gayden (Caroly F.) Chief 501-5047
T. Cope (Tierra Cope) Admin Spt Spec 501-5019

POLICY, PLANS, PROG & PROJ OFFICE
ATTG-TRI-SRP (6)

M. Irish Chief 501-5044
S. Hall IMS Analyst 501-5045
S. Lavrentyeva FSP Mgr 501-5022
E. Jackson IMS Analyst 501-5042
J. Mendez FSP Coord 703-545-4710
E. Pickel Asst FSP Coord 703-692-6765

OPERATIONS DIVISION
ATTG-TRI-SR (34) FAX 5086

T. Vaccaro (Thomas J.) Chief 501-5033
L. Atkins (Charles L.) Aviation Prog 501-5017
Vacant CDMA/COP 501-xxxx

FINANCIAL MGT DIVISION
ATTG-TRI-SF (43)

B. Summers Chief 501-5070
C. Floyd Deputy Financial Mgt 501-5088
Vacant CLMS 501-xxxx
Vacant CEM 501-xxxx

AFTER HOURS OR WEEKENDS: 757 501-5095/509 6/5 09 7/5 09 8

AFRICOM (AC)/EU COM (EC)/CTF BRANCH
ATTG-TRI-SRW (7)

W. Ryan Chief 501-5025
R. Giles Deputy BrCh/MET 501-5034
D. Dalson EC SAT Spec (IMET) 501-5043
J. Poppa EC SAT Spec (FMS) 501-5038
Vice Al Hacherny AC SAT Spec (FMS) 501-5039
C. Hatcher EU SAT Spec 501-7820
A. Johnston EC SAT Spec 501-6437

CENTCOM (CC) BRANCH
ATTG-TRI-SRC (7)

W. Endres Chief 501-5011
T. Hando Deputy 501-5015
R. Tasse CC SAT Spec 501-5028
K. Hammer FMS Analyst 501-5013
Vice Belda CC SAT Spec 501-5045
D. Belda SD SAT Spec 501-5029
L. Beckwith

FINANCIAL PROGRAMS BRANCH (14)

C. Toppin Chief, Fin Prog Branch 501-5059
Vice Ward FMS Budget Analyst 501-5254
E. Moore FMS Budget Analyst 501-5067
Vacant 333 Budget Analyst 501-6996
S. Canada FMS Budget Analyst 501-5055
K. Dykes FMS Budget Analyst 501-9933
T. Mitchell FMS Budget Analyst 501-5081
L. Quiles FMS Budget Analyst 501-5080
Vice Moore CC Budget Analyst 501-6286
R. Foxworth Grants Supv. Budget Analyst 501-6995
J. Wilson MET Budget Analyst 501-5066
T. Bussard IMET Budget Analyst 501-5060
R. Saunders RDFP Budget Analyst 501-5068
Vice Dean IMET Budget Analyst 501-5071

FINANCIAL SYSTEMS/ACCOUNTING BRANCH (8)

S. Misson Chief FSAP Br 501-5050
A. Hudson Supv Fin Sys Spec 501-5052
Vice Swain Accountant 501-9916
Vice Belmann Fin Sys Spec 501-5059
E. Seals Fin Mngt Spec (Audit) 501-5159
C. Sigler Fin Sys Analyst 501-5058
S. Fleming Fin Sys Analyst 501-7957
M. Faraglia Accountant 501-9917

PRICING TEAM (3)
E. Gustke Supv Bud Analyst 501-5048
A. Johnson Budget Analyst 501-5499
M. Levesque-Noise Budget Analyst 501-5049

NORTHCOM (NC)/PACOM/PCY SOUTHCOM (SC) BRANCH
ATTG-TRI-SRE (11)

F. Kogel Chief 501-5026
R. Hill Deputy 501-5012
S. Williams SAT Spec 501-6987
D. Timmerman SAT Spec 501-5024
T. Henderson PC (IMET) 501-5027
M. Perez IMET SAT Spec 501-5055
C. Mills PC SAT Spec 501-5036
K. Data SC/NC (IMET) 501-5023
R. Toth PC/SC SAT Spec 501-5016
J. Taylor SEC 33/SA TSpec 501-5036
Vice Davis AC/EC/ICC SEC 333 SAT Spec 501-5055

QUOTA MGT BRANCH
ATTG-TRI-SRQ (6)

P. Farrell Chief 501-5032
K. Finch Deputy/Trng Tech 501-5077
M. Crook Trng Tech 501-5030
T. Dodson Sr. Trng Tech 501-5021
A. Langfield Trng Tech 501-5076
Vice Lee Trng Tech 501-5052

BUDGET/POM BRANCH (4)

J. Wilson Chief Bud/POM Branch 501-5051
C. Cornelius Admin Budget Analyst 501-5064
K. Robinson FSP Budget Analyst 501-5018
F. Jackson Admin Spt Assistant 501-5055

MISC PAY BRANCH (10)

K. Brown Chief, Misc. Pay Branch 501-5025
W. Thomson Lead Financial Sys Analyst 501-7277
Vice Thomson Fin Spec (Misc. Pay) 501-5056
L. Banks Fin Spec (Misc. Pay) 501-5046
P. Smith Fin Spec (Misc. Pay) 501-5062
C. Guyette Fin Spec (Debit Cd) 501-5014
S. App Fin Spec (Debit Cd) 501-5040
J. Han Fin Spec (Debit Cd) 501-5051
O. Webb Fin Spec (Debit Cd) 501-5251
L. Matthews Fin Spec (Debit Cd) 501-5391

<http://www.tradoc.army.mil/g357/satfa>

As of 11 October 2023

Contact (757) 501-5047 for any corrections, changes, or comments. ORG CHART W/NAMES

Appendix B – List of Acceptable Identity Documents

Department of Defense List of Acceptable Identity Documents

Applicants are required to provide two forms of identity source documents in original form. The identity source documents must be bound to that applicant and shall be neither expired nor cancelled. If the two identity source documents bear different names, evidence of a formal name change must be provided.

Primary Identity Source Document:

- U.S. Passport or a U.S. Passport Card
- Permanent Resident Card or an Alien Registration Receipt Card (Form I-551)
- Foreign passport
- Employment Authorization Document that contains a photograph (Form I-766)
- Driver's license or an identification (ID) card issued by a state or possession of the United States provided it contains a photograph
- U.S. Military ID card
- U.S. Military dependent's ID card
- Personal Identity Verification (PIV) Card.

Secondary Identity Source Document:

The secondary identity source document may be from the list above but cannot be of the same type as the primary identity source document (For example, if the primary source document is a foreign passport (e.g., Italy), the secondary source document should not be another foreign passport (e.g., France).

- U.S. Social Security Card issued by the Social Security Administration
- Original or certified copy of a birth certificate issued by a state, county, municipal authority, possession, or outlying possession of the United States bearing an official seal
- ID card issued by a federal, state, or local government agency or entity, provided it contains a photograph
- Voter's registration card
- U.S. Coast Guard Merchant Mariner Card
- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- U.S. Citizen ID Card (Form I-197)
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- Certification of Birth Abroad or Certification of Report of Birth issued by the Department of State (Form FS-545 or Form DS-1350)
- Temporary Resident Card (Form I-668)
- Employment Authorization Card (Form I-688A)
- Reentry Permit (Form I-327)
- Refugee Travel Document (Form I-571)
- Employment authorization document issued by Department of Homeland Security (DHS)
- Employment Authorization Document issued by DHS with photograph (Form I-688B)
- Foreign ID with photograph
- Driver's license issued by a Canadian government entity
- Native American tribal document

Appendix C – Pay Procedures

C1. How to Prepare a Travel Voucher

C2. Travel Advance Request

How to Prepare a Travel Voucher (DD Form 1351-2)

IMSO Step-By-Step Guide

Fort Novosel, Alabama

This guide provides step-by-step procedures in preparing a travel voucher DD Form 1351-2, so it is **“Pay Ready”** upon submission. The goal with this guide is to assist the traveler in receiving faster payment. Submitting **“Pay Ready”** vouchers to the SATFA Debit Card team will assist in providing timely and accurate payments to the traveler. This guide was prepared in accordance with the guidance’s provided on 25 August 2021, by the Chief of Financial Management Division of the Security Assistance Training Field Activity (SATFA), and Defense Finance and Accounting Service, Travel Operations.

A complete voucher packet includes:

- DD Form 1351-2
- Invitational Travel Order (ITO) and all Amendments, if applicable issued for the course
- If applicable, any endorsement letters such as Statement in Lieu of Actual Receipts, Extra Baggage Entitlement Memo, etc.
- All previous accruals/advances received from country manager (Non-submission of previous payment data will result in delays of payment)
- All receipts for expenses incurred for \$75.00 and over or a SILO when a receipt is not available or legible
- If Applicable, Statement of Non-Availability for commercial lodging and meals (e.g., if you had to stay in a commercial hotel due to Flight cancellation, unavailability of quarters, etc.)
- DD 1172 or a printout from SANWEB for all Initial Vouchers with valid Foreign Identification Number (FIN)

Instructions for completing a DD Form 1351-2

Block 1: Mark EFT. Electronic Funds Transfer (EFT) is mandatory for all service members.

TRAVEL VOUCHER OR SUBVOUCHER		Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.	
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.	
<input checked="" type="checkbox"/>	Electronic Fund Transfer (EFT)	<input type="checkbox"/>	Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____
<input type="checkbox"/>	Payment by Check		

****Note: DO NOT MARK** - Split disbursement option is only for Government Issued Travel Card holders.

Block 2: Enter Last Name, First Name, and Middle Initial of IMS

Block 3: Enter grade of the IMS

Block 4: Enter FIN of IMS

Block 5: Indicate **“TDY”**

Blocks 6a thru 6d: Enter valid mailing address for receipt of advice of payment (e.g. **2440 Andrews Avenue, CMR 3 Box__, Fort Novosel, AL, 36362**).

Block 6e: Enter valid e-mail address (IMSO processor’s or Student Managers e-mail address; e.g. Jhon.d.william.civ@army.mil)

Block 7: Enter daytime telephone number to include area code in the event SATFA Debit Card team should need to make contact

Block 8: Enter ITO number which is listed on the ITO provided to the IMS

Block 9: List any advance amount (e.g., in country advance) pertaining to the travel period being claimed

****Note:** When sending the initial payment voucher you should submit a completed advance form with total amount of the advance received and amount to be deducted (per month, if applicable).

Block 10: Do Not Use - Leave Blank. Nothing should be computed in Block 10.

Block 11: Type the Organization name where the IMS is being assigned (e.g. - DELTA COMPANY, 1-13TH AVN REGT, IMSO).

2. NAME (Last, First, Middle Initial) (Print or type) DOE, JANE		3. GRADE O-4	4. SSN XXX-XX-XXX		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s)		<input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA
6. ADDRESS. a. NUMBER AND STREET 2440 Andrews Ave, CMR 3,Box7731		b. CITY FORT RUCKER	c. STATE AL	d. ZIP CODE 36362			
e. E-MAIL ADDRESS Reviewer E-Mail: sjjj.fx.dqwertgf.civ@mail.mil					10. FOR D.O. USE ONLY		
7. DAYTIME TELEPHONE NUMBER & AREA CODE 334-255-0581		8. TRAVEL ORDER/AUTHORIZATION NUMBER COBOER0015060		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES 1,000.00		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION DELTA COMPANY, 1-13TH AVN REGT (IMSO)						b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY	
ACCOMPANIED		UNACCOMPANIED					
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE					
				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)		d. COMPUTATIONS	
				<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)			

Blocks 12-14: Do Not Use - Leave Blocks 12 thru 14 Blank. These blocks are applicable for PCS claims only. Do not use these blocks for TDY travel.

12. DEPENDENT(S) (X and complete as applicable)			13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		
ACCOMPANIED		UNACCOMPANIED			
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE			
			14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)		
			<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		

Block 15: Itinerary

a: Date: List the year the travel was conducted (e.g., 2015). Next to “DEP” list the date organization/residence was departed month/day (e.g., 09/14). Next to “ARR” list the date arrived at the next location (this could be the same day).

b: Place: List the location for each travel step for departure, duty, change of transportation modes, leave, etc. This block should include city/state (e.g., Ft. Rucker, AL) or overseas location (e.g., Bogota, Colombia). Ensure all overnight stops are listed, including your final destination.

c: Means/Modes of Travel: List the type of transportation used for each leg of travel, using the appropriate two letter code (e.g., TP, GA, etc.).

d: Reason for Stop: List the reason for stops using the appropriate two letter code. All overnight stops must be listed.

e: Lodging Cost: Do not use, leave blank. This block is used to list any lodging expense incurred while traveling (TDY en route).

f: POC (Privately Owned Conveyance) Miles: Do Not Use - Leave Blank. This block is used to list any Privately Owned Vehicle mileage incurred. Typically this is mileage to home station or mobilization site. Check the box for own/operate if you owned or physically operated (e.g., drove) the vehicle used to travel to or from the TDY/TDY location (e.g., FT. Drum, NY to FT. Rucker, AL). *Ensure Block 16 is complete when claiming automobile mileage.*

**** Note: Personal Auto Miles:** As of 1 January 2023, the rate POV mileage is Car \$.655 cents per mile, Motorcycle \$0.635 per mile, Airplane \$1.74 per mile.

Example of Initial Pay Travel Voucher

15. ITINERARY			c.	d.	e.	f.
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
6/01	DEP	ISLAMABAD, PAKISTAN	TP			
6/02	ARR	FORT BENNING, GA		TD		
	DEP					
	ARR					
	DEP		INITIAL PAY			
6/03	ARR	FORT BENNING, GA (TLA)		TD		
6/30	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

**** Note: 16 b, List from Departure Location to final destination.**

Example of Monthly Pay Voucher

15. ITINERARY		c.	d.	e.	f.	
a. DATE 2021	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
	DEP	MONTHLY PAY				
07/01	ARR	FORT BENNING, GA		TD		
07/31	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

**** Note: Stay the same as the arrival, change dates, IMS still on TDY.**

Example of Final Pay Travel Voucher

15. ITINERARY		c.	d.	e.	f.	
a. DATE 2021	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
10/01	DEP	FORT BENNING, GA	TP			
10/02	ARR	ISLAMABAD, PAKISTAN		MC		
	DEP					
	ARR	FINAL PAY VOUCHER				
	DEP					
9/01	ARR	FORT BENNING, GA		TD		
9/30	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

**** Note: Add departure information all the way to IMS final destination.**

The “Means/Modes of Travel” block must include the appropriate

Two-Letter Code:

Choices for first letter:

T: Government provided ticket
G: Government Transportation
C: Commercial Transportation
P: Privately Owned Conveyance
R: Rail

Choices for second letter:

A: Automobile
M: Motorcycle
B: Bus
P: Plane

Most common combinations:

PA: Private Auto
CA: Commercial Auto (taxi)
GA: Government Automobile (no cost)
TP: Government provided airfare (no cost)
CP: Commercial airfare (traveler purchased)

The “Reason for Stop” block must include the appropriate Two-Letter Code:

AD: Authorized Delay is used for overnight stays or if delayed at airport.
AT: Awaiting Transportation is used when waiting for other modes of travel. This is usually conducted in same day travel.
HA: Hospital Admittance is used to indicate inpatient care at a medical treatment facility or hospital.
HD: Hospital Discharge is used to indicate discharge from inpatient care.
TD: Temporary Duty is used to indicate time spent at a medical treatment facility while in an outpatient status.
LV: Leave is used to indicate time away from military duty; either on site, at home of residence or chosen location. LV is also used for convalescent leave.
MC: Mission Complete is used to conclude travel.

Block 16: (If Applicable) POC Travel: Select Own/Operate or Passenger when travel is performed in a privately owned conveyance.

Block 17: Select appropriate box for duration of Temporary Duty (TDY) Travel.

Block 18: Reimbursable Expenses: Show all itemized expenses in this area.

- a: List the date the expense was incurred
- b: List the type of travel expenses(e.g., taxi fares, excess baggage fees, living allowance, etc.)
- c: List the amount of the expense
- d: Enter the maximum allowable lodging rate

Example of Initial Pay Travel Voucher, block 18 Reimbursable Expenses

18. REIMBURSABLE EXPENSES				<input type="checkbox"/> 12 HOURS OR LESS	(5) DLA
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		(6) Reimbursable Expenses
6/3-6/30	TLA \$25.60 X 28 DAYS	716.80		<input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS	(7) Total
6/01	1ST TRAVEL DAY	45.75			(8) Less Advance
6/02	2ND TRAVEL DAY	61.00		<input checked="" type="checkbox"/> MORE THAN 24 HOURS	(9) Amount Owed
	TOTAL	823.55			(10) Amount Due
	-TLA ADVANCE	500.00		19. GOVERNMENT/DEDUCTIBLE MEALS	
				a. DATE	b. NO. OF MEALS
				a. DATE	b. NO. OF MEALS
	TOTAL DUE	323.55			

Example of Monthly Pay Voucher, block 18. Reimbursable Expenses

18. REIMBURSABLE EXPENSES				<input type="checkbox"/> 12 HOURS OR LESS	(5) DLA
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		(6) Reimbursable Expenses
7/1-7/31	TLA 25.60 X 31 DAYS	793.60		<input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS	(7) Total
	-TLA ADVANCE	500.00			(8) Less Advance
				<input checked="" type="checkbox"/> MORE THAN 24 HOURS	(9) Amount Owed
					(10) Amount Due
				19. GOVERNMENT/DEDUCTIBLE MEALS	
				a. DATE	b. NO. OF MEALS
				a. DATE	b. NO. OF MEALS
	TOTAL DUE	293.60			

Example of Final Pay Travel Voucher, block 18. Reimbursable Expenses

18. REIMBURSABLE EXPENSES				<input type="checkbox"/> 12 HOURS OR LESS	(5) DLA
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		(6) Reimbursable Expenses
9/01-9/30	TLA \$25.60 X 30 DAYS	768.00		<input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS	(7) Total
10/01	1ST TRAVEL DAY	45.75			(8) Less Advance
10/02	2ND TRAVEL DAY	61.00		<input checked="" type="checkbox"/> MORE THAN 24 HOURS	(9) Amount Owed
10/01	EXCESS BAGGAGE	200.00			(10) Amount Due
	TOTAL	1,074.75		19. GOVERNMENT/DEDUCTIBLE MEALS	
				a. DATE	b. NO. OF MEALS
				a. DATE	b. NO. OF MEALS

Block 19: Do Not Use – Leave Blank.

Block 20: Claimant Signature and Date: (a & b) Physical signature of traveler and date the voucher was signed (must be the last day of the accrual period or later). **Both must be complete.**

Block 20: Reviewer and Date: (c,d,e,f) Reviewer’s printed name, signature, and phone number once voucher is reviewed for accuracy and date the voucher was reviewed (must be the last day of the accrual period or later). **All blocks must be complete.**

Block 21: Handwritten/typed name and signature of approving officer if authorizing expenses not

20.a. CLAIMANT SIGNATURE			b. DATE	
c. REVIEWER'S PRINTED NAME REVIEWER NAME	d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER PHONE	f. DATE	
21.a. APPROVING OFFICIAL'S PRINTED NAME APPROVING OFFICER NAME (Read 21)	b. SIGNATURE	c. TELEPHONE NUMBER PHONE	d. DATE	

listed on original order. (**Note:** Approving officer must list additional expenses authorized on DD1351-2 (BACK) in block 29,). Must include date signed in Block 21d.

Block 21: *Reviewing and approving officials must have a DD-577 on file with SATFA Debit Card team identifying them as the appropriate reviewing/approving official.*

Block 22: Type “See Attached ITO”.

Blocks 23: If you are paying the IMS for excess baggage type “Excess Baggage Authorized”.

Block 24 thru 28: Do Not Use – (Finance Office Use Only).

22. ACCOUNTING CLASSIFICATION SEE ATTACHED ITO.				
23. COLLECTION DATA EXCESS BAGGAGE AUTHORIZED				
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)	28. AMOUNT PAID

Block 29: Used to clarify anything out of the ordinary, such as:

- a: Indicate any and all leave periods during temporary duty.
- B: Clarify any additional travel-related issues or entries in page 1 of the DD Form 1351-2.
- C: Reflect exchange rates when working with foreign currency.
- D: List/explain any additional expense authorized after the fact.

29. REMARKS a. INDICATE DATES ON WHICH LEAVE WAS TAKEN: b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

**** Note: If you are submitting more than one TDY claim at a time by email, you must separate each voucher in its own PDF file by fax, then please print and insert the separator page between each claim before sending. This ensures the documents for each separate claim remain together.**

All travel vouchers must be sent to the SATFA Debit Card email address:

usarmy.jble.tradoc.mbx.hq-tradoc-satfa-debit-card@mail.mil

Top Reasons for Payment Delays:

- Administrative information not accurate or incomplete on DD 1351-2, (Block 1-14)
- **Extremely important** – When submitting your pay vouchers please double check and make sure the **FIN# is correct** on the 1351-2. Once a payment is processed, the FIN cannot be changed in our payment system. FIN will stay with the IMS for the duration of their training
- Handwritten vouchers are difficult to read and understand
- Missing the original receipt or SILO for reimbursable expenses
- Missing Traveler/Reviewer/Approving Official signatures/dates, (Block 20a, b, c, and d)
- Missing ITO and all amendments
- Incomplete itinerary, (Block 15)
- Expenses claimed but not authorized on ITO
- The training must be authorized on the IMS' ITO, not pending
- Incorrect amounts in block 18
- Leases are required for apartment, house and any other dwelling where a lease was signed
- Incorrect TLA amounts
- Incorrect # of days
- Incorrect calculations for TLA
- Missing signature on DD1172
- Missing DD1172 or printout from SANWEB on Initial vouchers (including Initial vouchers at FOT installations)
- Sending vouchers to the SATFA Debit Card mailbox after IMS had departed to home country
- Baggage Payment received from Lackland (DLI): if IMS has FOT at your location from DLI and has received a baggage overpayment, you must collect the amount that was overpaid and provide baggage receipt
- **Rent for house/apartment** – Carlisle Barracks, PA and Fort Leavenworth If the IMS is renting a property, a lease agreement is required along with a **paid** receipt showing the dates we are paying rent for
- **Lodging** – an itemized paid lodging is required; the nightly lodging rate will be reimbursed and cannot exceed the maximum allowable lodging rate; lodging taxes are not included in the maximum allowable lodging rate and must be claimed in block 18 of the 1351-2 as a separate reimbursable expense. If you cannot provide a receipt you must submit a SILO showing the dates, how much per night, total, name of hotel, address of hotel, phone number of hotel.
- **Cable Bills** – Must be an itemized **PAID** receipt; we pay basic charges only, the receipt must show the dates we are paying.
- **All other expenses:** If the IMS student has Electricity, Gas, Water, Furniture Rental etc.

you must provide **PAID** receipts showing the range of dates we are paying. If you cannot provide a receipt, you must submit a completed SILO showing what it's for, amount, total, expense being paid, and dates etc.

Travel Vouchers Examples (DD Form 1351-2, May 2011) for initial, monthly and final payments:

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																	
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ <u>5</u>																																			
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JANE		3. GRADE O-4	4. SSN XXX-XX-XXX		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA <input type="checkbox"/> Dependent(s)																																
6. ADDRESS: a. NUMBER AND STREET 2440 Andrews Ave, CMR 3, Box 7731				b. CITY FORT RUCKER		c. STATE AL		d. ZIP CODE 36362																													
7. DAYTIME TELEPHONE NUMBER & AREA CODE 334-255-0581				8. TRAVEL ORDER/AUTHORIZATION NUMBER COBOER0015060		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 1,000.00		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER																													
11. ORGANIZATION AND STATION DELTA COMPANY, 1-13TH AVN REGT (IMSO)				12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (include Zip Code)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)																													
15. ITINERARY a. DATE 02/03		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) BOGOTA, COLOMBIA		c. MEANS/MODE OF TRAVEL CP	d. REASON FOR STOP TD	e. LODGING COST	f. POC MILES	e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due																													
02/03 DEP		FORT RUCKER, ALABAMA																																			
02/03 ARR		INITIAL PAY VOUCHER																																			
02/04 DEP		FORT RUCKER, ALABAMA																																			
02/28 DEP																																					
02/28 ARR																																					
02/28 DEP																																					
02/28 ARR																																					
02/28 DEP																																					
02/28 ARR																																					
02/28 DEP																																					
02/28 ARR																																					
02/28 DEP																																					
02/28 ARR																																					
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL <input checked="" type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS		18. REIMBURSABLE EXPENSES <table border="1"> <thead> <tr> <th>a. DATE</th> <th>b. NATURE OF EXPENSE</th> <th>c. AMOUNT</th> <th>d. ALLOWED</th> </tr> </thead> <tbody> <tr> <td>02/03</td> <td>One Travel Day</td> <td>42.75</td> <td></td> </tr> <tr> <td>02/04</td> <td>TLA \$41.00 X 25 Days</td> <td></td> <td></td> </tr> <tr> <td>thr</td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/28</td> <td></td> <td>1,025.00</td> <td></td> </tr> <tr> <td></td> <td>Minus TLA Advance</td> <td>-1,000.00</td> <td></td> </tr> <tr> <td colspan="2">Total Due:</td> <td>67.75</td> <td></td> </tr> </tbody> </table>						a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	02/03	One Travel Day	42.75		02/04	TLA \$41.00 X 25 Days			thr				02/28		1,025.00			Minus TLA Advance	-1,000.00		Total Due:		67.75	
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED																																		
02/03	One Travel Day	42.75																																			
02/04	TLA \$41.00 X 25 Days																																				
thr																																					
02/28		1,025.00																																			
	Minus TLA Advance	-1,000.00																																			
Total Due:		67.75																																			
19. GOVERNMENT/DEDUCTIBLE MEALS <table border="1"> <thead> <tr> <th>a. DATE</th> <th>b. NO. OF MEALS</th> <th>a. DATE</th> <th>b. NO. OF MEALS</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS																																
a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS																																		
20. CLAIMANT SIGNATURE REVIEWER NAME				21. APPROVING OFFICIAL'S PRINTED NAME APPROVING OFFICER NAME (Read 21)																																	
22. ACCOUNTING CLASSIFICATION SEE ATTACHED ITO.				23. COLLECTION DATA																																	
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID																													

8. International Travel Orders Number (ITO)

4. Student Fin number is given to the IMS at the ID Card Section.

9. Advance Amount

15b. List only the location for each travel step. Do not include anything else in this section.

Leave Blank 10a, b, c, d, and e. (For Official Use Only)

18b. Add any reimbursable

18c. Enter total amount of living allowances, reimbursable expenses, and amount claim for travel days. Then subtract any travel advance paid to the IMS.

Leave blocks 24, 25, 26, 27, and 28 Blank. (For Official Use Only)

Travel Voucher Example (Monthly Payment)

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.				
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____						
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JANE		3. GRADE O-4	4. SSN XXX-XX-XXXX		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA			
6. ADDRESS. a. NUMBER AND STREET 2440 Andrews Ave, CMR 3.Box7731				b. CITY FORT RUCKER		c. STATE AL		d. ZIP CODE 36362
e. E-MAIL ADDRESS Reviewer E-Mail: sjjj.fx.dqwertgf.civ@mail.mil								
7. DAYTIME TELEPHONE NUMBER & AREA CODE 334-255-0581		8. TRAVEL ORDER/AUTHORIZATION NUMBER COBOER0015060		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 1,067.75		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER		
11. ORGANIZATION AND STATION DELTA COMPANY, 1-13TH AVN REGT (IMSO)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)				
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				
15. ITINERARY a. DATE: 2015 b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) MONTHLY PAY VOUCHER (MARCH) 03/01 ARR FORT RUCKER, ALABAMA 03/31 DEP				c. MEANS/MODE OF TRAVEL TD		d. REASON FOR STOP TD		e. LODGING COST f. POC MILES
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS		18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED 03/01 thr TLA \$41.00 X 31 Days 1,271.00 03/31		
19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS a. DATE b. NO. OF MEALS				(4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due				
20.a. CLAIMANT SIGNATURE				b. DATE				
c. REVIEWER'S PRINTED NAME REVIEWER NAME		d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER PHONE		f. DATE 04/01/15		
21.a. APPROVING OFFICIAL'S PRINTED NAME APPROVING OFFICIAL NAME (Read 21)		b. SIGNATURE		c. TELEPHONE NUMBER PHONE		d. DATE 04/01/15		
22. ACCOUNTING CLASSIFICATION SEE ATTACHED ITO.								
23. COLLECTION DATA EXCESS BAGGAGE AUTHORIZED								
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID

Signature/dates must be on or after the accrual period for this voucher, which is 1 – 31 March

Travel Voucher Example (Final Payment)

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____					
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JANE		3. GRADE O-4	4. SSN XXX-XX-XXXX		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		
6. ADDRESS. a. NUMBER AND STREET b. CITY c. STATE d. ZIP CODE 2440 Andrews Ave, CMR 3.Box7731 FORT RUCKER AL 36362				e. E-MAIL ADDRESS Reviewer E-Mail: sjjj.fx.dqwertgf.civ@mail.mil			
7. DAYTIME TELEPHONE NUMBER & AREA CODE 334-255-0581		8. TRAVEL ORDER/AUTHORIZATION NUMBER COBOER0015060		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 2,338.75		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER	
11. ORGANIZATION AND STATION DELTA COMPANY, 1-13TH AVN REGT (IMSO)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
12. DEPENDENT(S) (X and complete as applicable) ACCOMPANIED UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) YES NO (Explain in Remarks)			
15. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) c. MEANS/ MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. POC MILES				d. COMPUTATIONS e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage			
16. POC TRAVEL (X one) OWN/OPERATE PASSENGER				17. DURATION OF TRAVEL <input checked="" type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS			
18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED				(4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due			
04/01 thr TLA \$41.00 X 15 Days 04/15 615.00 04/16 One Travel Day 42.75 04/16 Excess Baggage (Second Bag) 75.00 Total Due: 732.75				19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS a. DATE b. NO. OF MEALS			
20. a. CLAIMANT SIGNATURE				d. DATE			
c. REVIEWER'S PRINTED NAME REVIEWER NAME		d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER PHONE		f. DATE 04/03/15	
21. a. APPROVING OFFICIAL'S PRINTED NAME APPROVING OFFICER NAME (Read 21)		b. SIGNATURE		c. TELEPHONE NUMBER PHONE		d. DATE 04/03/15	
22. ACCOUNTING CLASSIFICATION SEE ATTACHED ITO.							
23. COLLECTION DATA EXCESS BAGGAGE AUTHORIZED							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
28. AMOUNT PAID				(Blank)			

18b. Add Travel Day/s.

Final Payment: SAMM allows for up to 30 days Temporary Living Allowance (TLA) to be advanced to the IMS for FINAL vouchers ONLY

Travel Voucher Example (Initial Payment)

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____					
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JANE		3. GRADE O-4	4. SSN XXX-XX-XXX		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		
6. ADDRESS a. NUMBER AND STREET 2440 Andrews Ave, CMR 3, Box 7731		b. CITY FORT RUCKER		c. STATE AL	d. ZIP CODE 36362		
e. E-MAIL ADDRESS Reviewer E-Mail: ffff.ggggg.civ@mail.mil							10. FOR D.O. USE ONLY
7. DAYTIME TELEPHONE NUMBER & AREA CODE 334-255-0581		8. TRAVEL ORDER/AUTHORIZATION NUMBER KVB13I0011208		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 500.00		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION DELTA COMPANY, 1-13TH AVN REGT (IMSO)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		d. COMPUTATIONS	
15. ITINERARY				c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
a. DATE 2015	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)						
06/29	DEP	ISLAMABAD, PAKISTAN			CP		
06/30	ARR	FORT RUCKER, ALABAMA			TD		
	DEP	INITIAL PAY VOUCHER					
	ARR	FORT RUCKER, ALABAMA			TD		
07/01	ARR						
07/31	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL			
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS			
a. DATE	b. NATURE OF EXPENSE		c. AMOUNT	d. ALLOWED			
06/29	1st Travel Day		42.75				
06/30	2nd Travel Day		57.00				
07/01	thr						
07/31	TLA \$24.85 X 31 Days		770.35				
	Minus TLA Advance		-500.00				
Total Due:			370.10				
19. GOVERNMENT/DEDUCTIBLE MEALS				a. DATE b. NO. OF MEALS a. DATE b. NO. OF MEALS			
20.a. CLAIMANT SIGNATURE				b. DATE			
c. REVIEWER'S PRINTED NAME REVIEWERS NAME		d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER PHONE		f. DATE 08/01/15	
21.a. APPROVING OFFICIAL'S PRINTED NAME APPROVING OFFICIAL NAME (Read 21)		b. SIGNATURE		c. TELEPHONE NUMBER PHONE		d. DATE 08/01/15	
22. ACCOUNTING CLASSIFICATION SEE ATTACHED ITO.							
23. COLLECTION DATA EXCESS BAGGAGE AUTHORIZED.							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/ AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
28. AMOUNT PAID							

18b. Living Allowance for July = 31 days X \$24.85 for Non-Flight Courses Only = \$770.35

Note. On Post Living Allowance Rates: Flight Courses \$41; Non-Flight Courses \$24.85

18c. Enter total amount of living allowances, reimbursable expenses, and amount claim for travel days. Then subtract any travel advance paid to the IMS.

18. SAMM allows for up to 30 days Temporary Living Allowance (TLA) to be advanced to the IMS.

Travel Voucher Example (Monthly Payment)

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.																																																																																																									
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. \$																																																																																																											
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JANE		3. GRADE O-4	4. SSN XXX-XX-XXX		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA																																																																																																								
6. ADDRESS. a. NUMBER AND STREET 2440 Andrews Ave, CMR 3, Box 7731		b. CITY FORT RUCKER	c. STATE AL	d. ZIP CODE 36362																																																																																																									
e. E-MAIL ADDRESS Reviewer E-Mail: fff.eggggg.civ@mail.mil		7. DAYTIME TELEPHONE NUMBER & AREA CODE 334-255-0581		8. TRAVEL ORDER/AUTHORIZATION NUMBER KVB1310011208	9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 870.10																																																																																																								
11. ORGANIZATION AND STATION DELTA COMPANY, 1-13TH AVN REGT (IMSO)		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY d. COMPUTATIONS																																																																																																											
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)																																																																																																									
15. ITINERARY a. DATE 2015 b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES																																																																																																								
<table border="1"> <thead> <tr> <th>DEP</th> <th>ARR</th> <th>PLACE</th> <th>MEANS/MODE OF TRAVEL</th> <th>REASON FOR STOP</th> <th>LODGING COST</th> <th>POC MILES</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>MONTHLY PAY</td> <td></td> <td>TD</td> <td></td> <td></td> </tr> <tr> <td>08/01</td> <td>ARR</td> <td rowspan="2">FORT RUCKER, ALABAMA</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>08/31</td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>DEP</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>ARR</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		DEP	ARR	PLACE	MEANS/MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES			MONTHLY PAY		TD			08/01	ARR	FORT RUCKER, ALABAMA					08/31	DEP						ARR							DEP							ARR							DEP							ARR							DEP							ARR							DEP							ARR							DEP							ARR						16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER	17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS	18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED	
DEP	ARR	PLACE	MEANS/MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES																																																																																																							
		MONTHLY PAY		TD																																																																																																									
08/01	ARR	FORT RUCKER, ALABAMA																																																																																																											
08/31	DEP																																																																																																												
	ARR																																																																																																												
	DEP																																																																																																												
	ARR																																																																																																												
	DEP																																																																																																												
	ARR																																																																																																												
	DEP																																																																																																												
	ARR																																																																																																												
	DEP																																																																																																												
	ARR																																																																																																												
	DEP																																																																																																												
	ARR																																																																																																												
<table border="1"> <thead> <tr> <th>DATE</th> <th>NATURE OF EXPENSE</th> <th>AMOUNT</th> <th>ALLOWED</th> </tr> </thead> <tbody> <tr> <td>08/01 thr 08/31</td> <td>TLA \$24.85 X 31 Days</td> <td>770.35</td> <td></td> </tr> <tr> <td colspan="2">Total Due:</td> <td>770.35</td> <td></td> </tr> </tbody> </table>		DATE	NATURE OF EXPENSE	AMOUNT	ALLOWED	08/01 thr 08/31	TLA \$24.85 X 31 Days	770.35		Total Due:		770.35		19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS	20. CLAIMANT SIGNATURE a. SIGNATURE b. DATE																																																																																														
DATE	NATURE OF EXPENSE	AMOUNT	ALLOWED																																																																																																										
08/01 thr 08/31	TLA \$24.85 X 31 Days	770.35																																																																																																											
Total Due:		770.35																																																																																																											
21. REVIEWER'S PRINTED NAME REVIEWERS NAME		d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER PHONE	f. DATE 09/01/15																																																																																																								
21.a. APPROVING OFFICIAL'S PRINTED NAME APPROVING OFFICIAL NAME (Read 21)		b. SIGNATURE		c. TELEPHONE NUMBER PHONE	d. DATE 09/01/15																																																																																																								
22. ACCOUNTING CLASSIFICATION SEE ATTACHED ITO.																																																																																																													
23. COLLECTION DATA EXCESS BAGGAGE AUTHORIZED.																																																																																																													
24. COMPUTED BY		25. AUDITED BY	26. TRAVEL ORDER/AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID																																																																																																							

For the month of August the IMS is put in accrual status. The pay voucher for 1-31 July will be submitted to DFAS the first week of August.

Travel Voucher Example (Final Payment)

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. \$					
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JANE			3. GRADE O-4	4. SSN XXX-XX-XXX		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s)	
6. ADDRESS. a. NUMBER AND STREET 2440 Andrews Ave, CMR 3, Box 7731			b. CITY FORT RUCKER	c. STATE AL	d. ZIP CODE 36362		<input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA
e. E-MAIL ADDRESS Reviewer E-Mail: fff.gggggg.civ@mail.mil							10. FOR D.O. USE ONLY
7. DAYTIME TELEPHONE NUMBER & AREA CODE 334-255-0581		8. TRAVEL ORDER/AUTHORIZATION NUMBER KVB1310011208		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES 1,640.45		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION DELTA COMPANY, 1-13TH AVN REGT (IMSO)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		c. PAID BY	
a. NAME (Last, First, Middle Initial)				b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE	
15. ITINERARY				c. MEANS/ MODE OF TRAVEL		d. REASON FOR STOP	
a. DATE		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		e. LODGING COST		f. POC MILES	
2015		FINAL PAY VOUCHER					
09/01	ARR	FORT RUCKER, ALABAMA			TD		
09/30	DEP						
	ARR						
	DEP						
	ARR						
10/01	DEP	FORT RUCKER, ALABAMA		CP			
10/02	ARR	ISLAMABAD, PAKISTAN			MC		
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL		e. SUMMARY OF PAYMENT	
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS		(4) Dependent Travel	
a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED				MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(5) DLA	
09/01	TLA \$24.85 X 30 Days	745.50		MORE THAN 24 HOURS		(6) Reimbursable Expenses	
thr				<input checked="" type="checkbox"/>		(7) Total	
09/30						(8) Less Advance	
10/01	1st Travel Day	42.75				(9) Amount Owed	
10/01	Excess Baggage (2nd and 3rd)	200.00				(10) Amount Due	
10/01	Taxi	50.00		19. GOVERNMENT/DEDUCTIBLE MEALS			
10/02	2nd Travel Day	57.00		a. DATE b. NO. OF MEALS		a. DATE b. NO. OF MEALS	
	Total Due:	1,095.25					
20.a. CLAIMANT SIGNATURE							b. DATE
c. REVIEWER'S PRINTED NAME REVIEWERS NAME				d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER PHONE	
21.a. APPROVING OFFICIAL'S PRINTED NAME APPROVING OFFICIAL NAME (Read 21)				b. SIGNATURE		f. DATE 09/14/15	
21.b. APPROVING OFFICIAL'S TELEPHONE NUMBER PHONE				c. TELEPHONE NUMBER PHONE		d. DATE 09/14/15	
22. ACCOUNTING CLASSIFICATION SEE ATTACHED ITO.							
23. COLLECTION DATA EXCESS BAGGAGE AUTHORIZED.							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID	

Final Advance Payment: SAMM allows for up to 30 days Temporary Living Allowance (TLA) to be advanced to the IMS.

Most common errors on the 1351-2 and what supporting documents are needed for a pay ready voucher submission:

- **Extremely important** – When submitting your pay vouchers please double check and make sure the **FIN# is correct** on the 1351-2. Once we have made a payment to that FIN# we cannot correct it that FIN# will stay with the student for the duration. If the FIN# is not correct another student may receive your students pay if you used another students FIN# etc. **Keep in mind we are not affiliated with DLI (LACKLAND) we cannot see the payments they have made, they most often use a different number than us called a pseudo number.**
- Please check block 5 type of payment (TDY.)
- Check type of payment in block 1, EFT or Check.
- Make sure you have the **reviewer and claimant sign and date the 1351-2**
- If you are claiming **excess baggage** and it is not authorized in the orders you will need an amendment.
- For all **excess baggage** you need the original paid receipt or statement in lieu and you need to give the **number of bags** as the students are only authorized so many bags.
- If you have reimbursable expenses they will need to go under block 18 with TLA dates x how much per day and total.
- Nothing should be computed in block 10
- If the student has an **In Country Advance** when you send in the initial payment you should submit a completed advance form with total amount of advance and amount to be deducted per month.
- **In Country Advances** - If the student had training in Lackland before arriving at your installation and the student had an In Country (TLA) Advance listed in Block 15 of ITO you must provide all DLI paperwork, this is a **requirement** for payment. The DLI paperwork must show they collected back the Advance. If DLI paperwork does not show the collection of the advance then you are required to deduct it from the student's monthly pays until paid in full.
- **Baggage Advance** – If the student received a Baggage Advance you must provide the receipt of any baggage used provide how much we need to collect back and deduct from the students monthly pays until paid in full.
- **Baggage Advance** received from Lackland (DLI) must show/provide the DLI paperwork of the Advance given and all paid receipts/statement in lieu of amount of baggage used. Must show how much needs to be collected back and deduct from the students monthly pays until paid in full.
- When sending in initial payment need to write in itinerary, travel dates in block 15a, what country they are departing from in block 15b and where they arrive to their Temporary Duty

Training. Write in Mode of Travel GP (Government Plane) , CP (Commercial Plane), or TP(Transport Plane) and reason for stop AT (Awaiting transportation) TD (TDY location.)

- When sending in voucher for reimbursement you will need to write in itinerary as follows:
 - a. Block 15a fiscal year and each DEP and ARR date
 - b. Block 15b temporary duty location (List Fort)
 - c. Block 15c mode of travel
 - d. Block 15d reason for stop
 - e. Block 18a travel dates
 - f. Block 18b should write travel day
 - g. Block 18c amount claiming for travel days.

- Please see the IMETS website of how to fill out the 1351-2 for an Initial, Monthly, and Final pay voucher. Click on Military Members, left hand side Click on Travel Pay, Click on International Military Training.
- Please total up living allowance, reimbursable expenses, and travel days and if you have an advance subtract it from total due give the final total in block 18.
- How to compute travel days- Meal and Incidental rate depending on what fort you are at. First and last date travel day is at 75% and each additional day is full rate. Example rate for Fort Benning \$46 M/I rate. Add \$11 for International military students total amount is \$57. Travel days July 1 and July 2, July 1 75% \$42.75 and July 2 would be full rate at \$57.
- With every submission we will need the Invitational Travel order and all amendments. For reimbursable expense we will need a receipt or statement in lieu for any reimbursable expense over \$75.00.
- If a **new order was cut** to extend students training you must submit original order and new order along with all amendments for each set of orders. Once the new order is cut that supersedes the original order, so please remember if the student is returning to country make sure the new order allows for the amount of baggage the student will be using. If the new order does not allow for enough baggage you will need an amendment to the new order.
- Please double check ITO's make sure the training is **Authorized** for the dates you are requesting payment for. If the ITO shows **Pending** this will delay the students pay until you can provide an amendment to correct it.
- **Rent for house/apartment** – If the student is renting a lease agreement is required along with a paid receipt showing the dates we are paying rent for.
- **Lodging** – If the student is staying at a hotel you must provide an itemized paid lodging receipt showing the dates the student stayed. If you cannot provide a receipt you must submit a statement in lieu showing the dates, how much per night, total, name of hotel, address of hotel, phone number of hotel.

- **Cable Bills** – Must be an itemized receipt showing everything we are paying we pay basic charges only, the receipt must show the dates we are paying. If you do not have a receipt or a proper receipt please submit a statement in lieu.
- **All other expenses:** If the student has Electricity, Gas, Water, Furniture Rental etc. you must provide receipts showing the range of dates we are paying. If you cannot provide a receipt you must submit a completed statement in lieu showing what it's for, amount, total, expense being paid, and dates etc.
- **Statement in Lieu** – If you submit a statement in lieu for taxi, excess baggage, lodging etc. it must be filled out signed and dated by the student. You must provide all information dates of expenses, number of bags, name and address of hotels etc.
- **Banking Information** – If the student is being paid by EFT you must provide the banking information to include, Account Number, Routing Number, and type of account Checking or Savings. If the students banking information has changed you need to let us know, you can mark it in Block 10 of the 1351-2 in **Bold** lettering so it stands out **NEW ACCOUNT** so we notice it and make the changes.
- **Payments** – Once we have made a payment the student should expect payment within 4 business days if an IMET student. If the payment is for **Foreign Military Sales** it will take approximately 5 business days before they will receive payment.
- **Pay Inquiries** – If you just have a simple inquiry to see if a student has been paid or need an advice of payment for them please call Customer Service at 1-888-332-7366. If you would like to email them the email address is DRO-Travelpay-CCC@dfas.mil. If you email them explain you are the POC for International Military student and you are looking for and Advice of payment give students name, FIN#, dates of the payment you are looking for, amount, etc. . If you have many students you need them for please send them a spreadsheet with all of the information listed above with all students name on it.
- **DUE US:** If a student owes the government money (has been overpaid) you must submit ITO for the student and completed 1351-2 explaining why the student was overpaid and how much is owed. Once voucher is processed, you will receive the Travel Payment Summary with the DOV #. You will complete and submit a DD 1131, along with the Travel Voucher Summary, Bank Check made out to DFAS Cleveland Center in memo of the check last 4 of the FIN and Repay Travel Debt. Write up a short explanation of why you are sending the money and include the **DOV Number** of the payment and send payment to:

**MAIL TO: DFAS Cleveland Center
 CK COLL-J3DCBB
 1240 E 9TH STREET
 CLEVELAND, OH 44199**

For any problem vouchers/concerns about a voucher you can send an email to the SATFA Debit Card mailbox at usarmy.jble.tradoc.mbx.hq-tradoc-satfa-debit-card@mail.mil

Extra Baggage and Statement in Lieu of Actual Receipts

MEMORANDUM FOR TRADOC SATFA DEBIT CARD TRAVEL VOUCHERS

SUBJECT: STATEMENT IN LIEU OF ACTUAL RECEIPTS

STUDENT FIN _____

I, _____ DO HEREBY CERTIFY BY THIS STATEMENT THAT RECEIPT(S) FOR THE FOLLOWING TRAVEL EXPENSE(S) WERE EITHER INADVERTENTLY MISPLACED, LOST OR DESTROYED AND HEREBY CLAIM THE FOLLOWING TOTAL AMOUNT OF \$ _____ WHICH CONSISTS OF THE FOLLOWING:

TRANSPORTATION \$ _____

Type of Transportation TAXI _____ SHUTTLE _____ OTHER _____

Date of expense _____

BAGGAGE TOTAL \$ _____ # OF PIECES (as authorized per the ITO) _____

Bag #1 \$ _____

Bag #2 \$ _____

Bag #3 \$ _____

Bag #4 \$ _____

Bag #5 \$ _____

RESOURCE USED FOR COST (must provide backup documentation) _____

Date of expense _____

OTHER \$ _____ Date of expense _____

ITEM LIST _____ Date of expense _____

_____ Date of expense _____

DETAILS OF COST AND CAUSE OF MISSING RECEIPT _____

I ALSO CERTIFY THAT NO HIDDEN CHARGES OR CLAIMS ARE ADDED INTO THE ABOVE COSTS

STUDENT SIGNATURE _____

DATE _____

Page Intentionally Left Blank

TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS

User: All military and civilian travelers submitting claims for **TEMPORARY DUTY**. TDY claims are to be completed within 5 days upon completion of travel.

Purpose. This checklist should be used by travelers to ensure their travel claims are proper, complete, and complies with the intent of the order before submitting them to the reviewing/approving official for signature.

- Block 1 (Payment Method):** Select method of payment. If block 1 is not marked, then the travel voucher will be returned without action.
(Split Disbursement): Did you use a Government Travel Charge Card (GTCC)? If GTCC was used, then you are required to pay off this debt. Check the split payment box and indicate the dollar amount to be sent to the charge card company.
 - Blocks 2 – 8 & 11:** Complete with valid information and provide a current mailing address for any correspondence.
 - Block 9:** Indicate any prior advances received and/or accrued per diem payments. You must annotate "NONE" in block 9 if there were no advances or partial payments received. Do not indicate ATM cash withdrawals in block 9.
 - Block 15:** The itinerary must be completed using dates, modes of travel, and reason for stops. Please refer to the reverse page of the DD1351-2 for correct "modes of travel" and "reason for stop" codes or see your reviewer for assistance in constructing the itinerary portion of the voucher. Travel times are not required. If you used your Privately Owned Conveyance (POC) for any portion of the travel, make sure Private Auto (PA) is claimed in block 15c and the mileage is shown in 15f. POC mileage is driving from residence to Unit/TDY location/airport or from TDY/Unit/airport to residence.
 - Block 16:** If POC travel was used, then check this box appropriately.
 - Block 17:** Indicate which was correct for your trip. This block has eliminated the need for documenting arrival/departure times in block 15.
 - Block 18:** Claim all of your authorized/approved reimbursable and miscellaneous expenses. Any reimbursable expense of \$75.00 or more claimed on the travel voucher must be supported by a paid receipt or a justification statement explaining why receipts are not attached.
Some general Reimbursable Expenses are:
 - Lodging – Must be supported by paid receipts (regardless of amount) or a justification statement attached explaining why receipts are not available. Receipts **MUST** show that balance was paid in full.
 - Rental Car – If claimed, was the rental car obtained through proper channels, such as a government contracted travel office (CTO) (e.g., Carlson Wagonlit or SATO)? Rental car receipts are required regardless of dollar amount IAW DFAS-IN 37-1-100102(3). Pre-calculation receipts are not acceptable. Include a copy of your CTO itinerary.
 - Transportation expenses – If any commercial transportation was used (i.e., taxis, buses, ferries), then describe and claim amount incurred.
 - In and around POC mileage – Must be authorized in the orders or approved on the travel voucher. The total number of in and around miles should be claimed in block 18.
 - Block 19:** Government/Deductible meals – If any meals were provided at no cost such as included in a registration fee, did you state the number of meals provided in block 19 of the DD1351-2? If none, please state. Don't forget to claim the actual registration fee amount in block 18.
 - Block 20a-f:** Your signature and date are required. Your reviewer should print and sign their name, as well as date the form. If these items are missing, then the claim will be returned for correction.
 - Block 21a-d:** An approving official's signature/date is only needed when they are approving an expense that was not authorized previously in the orders.
Miscellaneous items to consider when filing claims:
 - Annotate any leave taken in conjunction with the TDY in the itinerary and in block 29. Military members should also attach a copy of their DA 31 (leave form).
 - Control numbers or statements of non-availability of government quarters for military travelers are normally in the remarks block of the travel orders. If not and obtained after the fact, you must have an Approving Official's signature authorizing commercial lodging or an amended order issued.
 - Ensure specific items not in the original order are supported by an amended order or are approved by an Approving Official's signature in block 21a. Also, ensure those items are properly claimed and a receipt, if required, is provided.
 - When foreign currency is involved the exchange rate must be indicated on the travel voucher. You must include the expense in both foreign currency and U.S. dollars.
- Before having a reviewer sign your claim, make sure you and the reviewer fully understand what is needed in your packet to be paid correctly the first time. If there are any questions, please don't hesitate to call our Customer Service Department at 1-888-332-7366 or DSN 699-0300, which is available Monday through Friday 7:00 AM to 6:00 PM (EST). Send emailed questions to DFAS-IN.Travel@dfas.mil and scanned travel voucher submissions may be sent to TravelOps@dfas.mil.

Edition: May 2008

REVIEWER CHECKLIST FOR TEMPORARY DUTY TRAVEL SETTLEMENT

Requirement: Reviewers must review and sign all military and civilian travel settlement vouchers, as well as non-DoD individuals traveling on invitational travel orders. This applies to TDY vouchers for all travelers serviced by the DFAS Network.

User: Commanders/supervisors (or designated reviewers when the commander/supervisor is unavailable) of military and civilian personnel. For invitational travel orders, the person inviting the traveler will review and sign the claim. For IRR/IMA soldiers, the supervisor/commander at the site where the duty is performed will review and sign the claim.

Purpose: This checklist pertains to the March 2008 version of the DD 1351-2 and should be completed by the users above to ensure travel settlement voucher claims are proper, complete, and in compliance with the intent of the order. The reviewer's signature does not constitute approval of items requiring approval by specific statutes or regulations (e.g., long distance calls and excess baggage).

- Block 1:** Must be marked and split disbursement amounts must be completed as appropriate.
- Blocks 2-8 & 11:** Does the administrative data (i.e., SSN and name) on the travel voucher agree with the orders? If not, have the traveler make the necessary changes and initial.
- Block 9:** Are advances and/or accrued per diem payments listed in block 9? If not, "NONE" should be written in the box.
- Block 15:** Is the itinerary completed correctly and the appropriate transportation and stop codes used?
- Block 16:** If POC Travel is indicated by the traveler, then mileage should be reasonable according to the mission performed. POC mileage is mileage in and around the TDY site, to and from the airport, and to and from TDY site.
- Block 18:** Are the reimbursable expenses claimed authorized? Any reimbursable expenses claimed of \$75.00 or more on the travel voucher must be supported by a paid receipt or a justification statement explaining why receipts are not attached.

Some general reimbursable expenses claimed are as follows:

- Rental car must be obtained through government contracted travel office (e.g., Carlson Wagonlit or SATO). Rental car size and fuel expenses claimed should be conducive to the mission. Unless an upgrade is authorized, a compact sized rental car is customary. Receipts are required regardless of dollar amount IAW DFAS-IN 37-1-100102(3). Pre-calculation receipts are not acceptable.
- If lodging is claimed, it must be supported by a paid receipt regardless of amount or a justification statement attached explaining why receipts are not available. Receipts **MUST** show that the balance was paid in full.
- If a conference or registration fee is claimed, the traveler must state the number of meals provided at no cost in block 19.
- Blocks 20a-b:** Did the traveler sign the voucher?
- Blocks 20c-f:** As the reviewer, did you complete these blocks?

Additional items for review:

- Are control numbers for non-availability of government quarters in the remarks block of the orders for military travelers? If not, the Approving Official must authorize commercial lodging by signing in block 21a or issue an amended order.
- Did the traveler list the exchange rate if foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
- Was leave taken in conjunction with TDY? If so, was it annotated in the itinerary and in block 29?
- For military travelers, is a copy of the DA 31 attached if leave was taken in conjunction with the TDY?
- Was any deviation from the travel order authorized and in the government's best interest?
- If there are specific items not in the original order that require approval, then obtain an amended order or an Approving Official may approve the item by signing block 21a. Make sure the items are properly claimed and the necessary receipts are attached.
- Are the required orders, receipts, statements, justifications, etc. attached to the travel claim and is the claim reasonable and consistent with the mission?
- Do not return the voucher to the traveler. Forward completed claims to your servicing DFAS Travel Office.

Edition: May 2008

**APPROVING OFFICIAL CHECKLIST
FOR TEMPORARY DUTY TRAVEL SETTLEMENT VOUCHERS**

User: Approving Official (AO) is an individual appointed in writing and responsible for authorizing travel and approving travel claims by determining the necessity of trips and funds availability and approving travel claims for validity after completion of travel.

Purpose: This checklist should be used by the AO for after-the-fact approval of entitlements not listed on the original orders for military and civilian TDY travel.

BEFORE APPROVING ANY AFTER-THE-FACT TDY ENTITLEMENTS, YOU MUST VERIFY THAT THE ENTITLEMENT IS SUBJECT TO AFTER-THE-FACT APPROVAL. THEN VERIFY YOUR COMMAND'S POLICIES REGARDING MONETARY LIMITATIONS FOR APPROVING AFTER-THE-FACT ENTITLEMENTS.

IAW DFAS-IN 37-1, ORIGINAL VOUCHERS FAXED OR EMAILED (SCANNED) WILL BE KEPT BY THE APPROVING OFFICIAL FOR 2 YEARS, THEN SENT TO A NATIONAL ARCHIVES AND RECORDS ADMINISTRATION STORAGE FACILITY FOR THE REMAINDER OF THE REQUIRED RETENTION PERIOD.

- Were rental car expenses claimed? If so, was the rental obtained through proper channels, such as a government contracted travel office (CTO) (e.g., Carlson Wagonlit or SATO). Rental car size and fuel expenses claimed should be conducive to the mission. Receipts are required regardless of dollar amount. Pre-calculation receipts are not acceptable.
- Are control numbers for non-availability of government quarters in the remarks block of the orders for military travelers? If not, the Travel Approving Official must authorize commercial lodging by signing in block 21a or by issuing an amended order.
- If POC travel was used, was block 16 checked and did the traveler claim a reasonable amount of miles driven for the travel performed?
- Are the reimbursable expenses claimed authorized in the orders? Any reimbursable expenses of \$75.00 or more claimed on the travel voucher must be supported by a paid receipt or justification statement explaining why receipts are not attached?
- Is commercial airfare claimed? If so, do the orders authorize the traveler to purchase their own ticket using their individually billed account (IBA)? If orders do not authorize the traveler to purchase their ticket using an IBA, then amended orders are required. No after-the-fact authorizations on the travel form can be done.
- Were there any variations reflected in the itinerary of the travel voucher from the original travel order direction? If so and these changes were due to the traveler needing to visit additional places not shown in the orders or omitting places original in the orders, then the traveler must be authorized variations in their orders.
- If the after-the-fact travel expense is not listed above, please contact your servicing DFAS Travel Office for guidance as to whether or not the entitlement exists in accordance with Joint Federal Travel Regulations or Joint Travel Regulation.

May 2008

The IMSO will review the voucher packet for correctness and will submit the voucher for payment.

ADVANCE INFORMATION

1. All request packets must include the following:
 - a. TDY travel advance request form
 - b. Invitational Travel Order (ITO)

2. In order to properly process a Travel Advance the packet should include the following information:
 - a. ITO number
 - b. IMS or civilian name
 - c. Rank
 - d. Address
 - e. Foreign Identification Number
 - f. Proceed date
 - g. Duration of TDY
 - h. Location of TDY
 - i. Accounting line
 - j. Authorization to pay living expenses and associated travel expenses (i.e. meals, lodging – must include daily rate and number of nights traveler required lodging, rental car – must include daily rate, airfare, etc)

3. Advances cannot be processed when:
 - a. A settlement voucher has previously been processed for the same TDY and ITO number.
 - b. The TDY is within 3 days of mission complete date or the TDY has been completed.
 - c. There is an outstanding advance that has not been settled.
 - d. The accounting line is for DTS
 - e. Without critical payment information: complete ITO, amendments, TDY request form, and all authorizations needed to process.

TDY TRAVEL ADVANCE FORM

Instructions: Please complete all personal data and mark the appropriate blocks. Before an advance can be paid, your orders must read: *Travel advance is authorized and traveler does not have a government charge card.* If this statement is not in the orders, you must attach a signed statement from the order approving official that the traveler does not have a Government sponsored charge card. (DFAS-IN Regulation 37-1, paragraph 10062). Submit this request, one copy of your orders, any amendments, and the signed memo (if applicable) to your servicing DFAS Travel Office. If you are traveling on *Invitational Travel Orders*, you are authorized a travel advance. The amount of the advance must be approved by the orders approving official and included on the invitational order. The advance will be limited to the authorized amount. IAW DOD FMR Vol. 9, Chapter 5, par 0504, personnel who are not eligible for a government travel card may obtain travel advances only via EFT.

TRAVELER INFORMATION:

1. TRAVELER NAME (Last, First, MI)		2. SSN	3. GRADE/RANK	8. MAILING ADDRESS	
4. DAYTIME NUMBER		5. E-MAIL ADDRESS		MAILING ADDRESS - LINE 2	
6. SUPERVISOR/UA'S NAME		7. SUPERVISOR PHONE NUMBER		CITY	STATE
				ZIP CODE	

TRAVELER LODGING INFORMATION:

9. What will the traveler be paying for lodging per night (not including taxes)?	10. How many nights will the traveler require lodging?
11. Will the traveler have multiple TDY points? If yes, how many nights will the traveler stay at each area? List the TDY points and the nightly cost of lodging at each TDY point:	

12.a. Will meals be provided for you at no cost?	YES NO	12.b. Will you be required to pay the surcharge rate for meals at a government dining facility?	YES NO
13.a. Will you be required to pay for a registration/conference fee?	YES NO	13.b. Will any of the meals be included in the cost of the conference fee?	YES NO
if yes, how much?		if yes, how many?	
14. Will you be taking leave before, during, or after your TDY?	YES NO	if yes, what dates will you be on leave?	

RENTAL CAR INFORMATION (if applicable)

15. Is a rental car authorized on the orders?	YES NO	16. Will the traveler be driving a privately owned vehicle (POV) to the TDY point?	YES NO
if yes, please include Rental Car daily rate?			
<i>The traveler is required to make the arrangements through a government travel office (GTO).</i>		<i>If yes, the traveler may be limited to the cost of round trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous".</i>	

DIRECT DEPOSIT IS THE MANDATORY METHOD OF PAYMENT FOR ADVANCES

17. TRAVELER INFORMATION (PLEASE PRINT CLEARLY)	SELECT ONE: SAVINGS ACCOUNT CHECKING ACCOUNT
9 Digit Bank Routing Number:	Checking or Savings Account Number:
Signature	Date

Page Intentionally Left Blank

Appendix D – Checklist for IMS Lodging Payments

IMS Lodging Payments

IAW Army initiative from DASA-FO, effective July 2012, Installation/activities (to include SATFA) began processing lodging payments through the GFEBs.

Step	Responsible Party	Task Description	Status
1	Installation/Activity Lodging Facility	Submits the following to IMSO for validation:	
		SF 1034 includes payee's name, address, cage code (vendor pay code in GFEBs (accounting system)).	
		Spreadsheet (identifying country/case/line, WCN, FSM, IMS name, arrival date, # of nights, and amount).	
		Copy of invoice.	
		IMS Invitational Travel Order.	
2	IMSO	IMSO submits signed and validated package to SATFA FMD Misc. Pay Branch mailbox – usarmy.jble.tradoc.mbx.hq-tradoc-satfa-misc-pay@mail.mil . IMSO must have a DD-577 on file with SATFA. POC to submit signed DD-577's is Ms. Katie Brown, katherine.e.brown1.civ@army.mil	
3	SATFA Invoice Processor	Follows the below steps:	
		Validates the spreadsheet, invoice and ITO dates in DSAMS-TM training pipeline.	
		Validates dollar amounts and ensures all other information is correct in DSAMS and on the ITO.	
		Verifies funds are available in the GFEBs (accounting system) (check consumption) for each WCN on spreadsheet.	
		Input the invoice into GFEBs workflow process for approval.	
4	SATFA Misc. Pay Approver	Validates and approves invoice.	
5	DFAS	Invoice transmitted to DFAS for payment through the GFEBs workflow process.	
6	DFAS	DFAS processes payments daily.	
7	Vendor	Vendor receives payment.	

Appendix E – International Military and Civilian Students, and Authorized Dependents Healthcare Coverage

IMS Healthcare Policy

All DSCA Healthcare Policy Memorandums have been superseded with the current rewrite of the SAMM. Review the SAMM Chapter 10.9 for current Healthcare Policy Guidance.

Appendix F – Medical Guides

- F1. IMS Medical Billing Process
- F2. IMS Medical Coverage
- F3. Healthcare Coverage Quick Reference Guide

IMS Medical Billing Process				
Step	Responsible Party	Task Description	Timeline (Work Days)	Success Criteria / Deliverables
1	IMS/Dependents on ITO	IMS reports to school.	NLT Date indicated on ITO.	IMS Arrives.
2	IMSO	Print copy of ITO and highlight item 12.b. information.	Within three days of completion of in-processing.	ITO contains all required ITO/Insurance information; copy provided to IMS.
3	IMSO	Send copy of ITO to Military Treatment Facility (MTF); maintain copy in IMS file.	Within three days of completion of in-processing.	ITO submitted to MTF.
4	MTF	Assign Primary Care Provider (PCP). MTF maintains a copy of the ITO on file.	Within five days.	IMS/Dependent assigned PCP. ITO on file at MTF.
5	IMS	IMS/Dependent visits doctor/hospital. If no referral is required go to step #6. If Off-Post referral is required after consultation with PCP go to step #7.	One day.	Off-Post Referral obtained.
6	MTF	Third Party billing coordinates through MEDCOM to either bill the case, insurance, or country (indemnification) according to information on ITO for all on-post care.	Action complete within 30 days.	Payment received for any on-post care.
7	MTF	MTF coordinates for external care. Forward ITO to provider along with referral.	Within three days.	Referral and ITO forwarded to health care provider office.
8	IMS	Inform International Military Student Officer (IMSO) of impending visit for tracing purposes.	One day.	Notification received and logged into IMS file.

9	IMSO	Parallel Process: Continual updates to Country Program Manager (CPM) via email throughout process until closure. Upon completion of IMS treatment (on-post and/or off-post), notify CPM of total training time missed; include in progress message in the SAN.	Within two days.	IMSO emails CPM and adds progress message when directed by CPM.
10	CPM	Parallel Process: Maintain visibility of status via email or SAN with IMSO.	Ongoing.	Visibility maintained throughout.
11	CPM	Parallel Process: CPM notifies SATFA FMD of billing amount to secure funding.	Once received.	Correct billing amount provided to FMD.
12	FMD	Parallel Process: Secure funding to add to LOA.	Within 30 days.	Funding secured.
13	IMS	Student / family member visits GP / Hospital and receives care	After referral is generated.	IMS / Family member arrives at appropriate Date / Time Care Received.
14	Doctor/Hospital	Service provided and invoice created (Verify invoice recipient address information on ITO).	After service is provided.	Invoice Generated and invoice recipient identified.
15	Doctor/Hospital	Forward bill to MTF if USG covers healthcare.	Within seven days.	Invoice sent to MTF.
16	Doctor/Hospital	If covered by private insurance send bill to private insurance company listed on ITO or insurance card for payment.	Within seven days.	Invoice sent to private insurance company.
17	Doctor/Hospital	If covered by country indemnification mail bill to address listed on the ITO.	Within seven days.	Invoice sent to country.
18	MTF	Third Party billing receives invoice (Verify to ensure MEDCOM is processor).	Within 14 days.	MEDCOM verified as the processor.

19	MTF	Validate invoice data and payment related info (CAGE Code). If information is not correct contact service provider to make corrections / initiate CAGE code.	Within 14 days.	CAGE Code and other pertinent billing data is accurate.
20	MTF	Send invoice to MEDCOM email Usarmy.jbsa.medcom.mbx.medcom-ims@health.mil .	Within 14 days.	Invoice emailed to MEDCOM.
21	MEDCOM	Conduct daily email check.	Daily.	Incoming invoices cleared from inbox and logged in as required by local SOP.
22	MEDCOM	Validate program / FMS or IMET and invoice administrative data.	Within 7 days of receipt.	Program validated / Administrative data verified.
23	MEDCOM	Check in ODS to see if funds available. If funds are not available work with SATFA FMD to resolve funding issue.	Within 7 days of receipt.	Funding available.
24	MEDCOM	Upload invoice into WAWF with LOA and CAGE Code.	Within 7 days of receipt.	Documents uploaded into WAWF.
25	MEDCOM	"Certify" to DFAS.	Within 7 days of receipt.	Transaction certified by MEDCOM for DFAS Processing.
26	DFAS	Delay awaiting payment (First In, First Out (FIFO) Processing).	FIFO - Processed as received.	FIFO Processing.
27	DFAS	Make payment to vendor.	Within 30 Days.	EFT payment complete.
28	Doctor/Hospital	Receive payment and close action.	Within 30 Days.	Transaction posted.

IMS MEDICAL COVERAGE

1. Healthcare Coverage Methods

- a. Foreign government indemnification and direct payment
- b. FMS Training case line item for medical coverage
- c. NATO/PfP SOFA
- d. Grant programs – cover IMS only
- e. Commercial healthcare insurance policies procured by the IMS or Country
- f. Reciprocal Health Care Agreements (RHCA) – covers dependents only, is limited to services available at DoD facilities, requires supplemental coverage
 - i. Supplemental coverage can be provided through any method listed above, except grant programs
 - ii. If supplemental coverage is provided through a commercial policy, DSCA healthcare policy minimums must be met, unless DSCA granted a waiver

NOTE: A waiver to reduce coverage for countries with RHCA will no longer be considered without country indemnity.

List of DSCA-Compliant Insurance Providers:

- Cigna Global: www.cignaglobal.com
- Global Insurance Solutions: myglobalinsurance.com
- Trawick International: www.trawickinternational.com/
- Patriot America: www.patriotamericainsurance.net/
- Seven Corners (Choice and Elite, NOT Economy): www.sevencorners.com/
- Tokio Marine HHC: www.hccmis.com/
- IMG Patriot Travel: www.imglobal.com/patriot

NOTE: This list is not all-inclusive. Carriers offer several policy options; not all options meet DSCA requirements.

2. Health Insurance Provider Networks

- a. All travel insurance plans have PPO networks
- b. Levels of coverage differ between PPO and out-of-network
- c. Out-of-network does not mean all expenses are out-of-pocket
 - Benefits are reduced, but insurance does cover a portion of expenses, unless it is not a covered service
- d. Most IMS are not familiar with the PPO network concept
 - IMS must be briefed on difference between PPO network and out-of-network coverage
 - Show IMS how to find a doctor within their network

3. Medical Coverage on ITO

- a. Medical coverage is listed in ITO items:
 - 12b – list methods of coverage for IMS and authorized dependents
 - Must include billing address
 - 15 – any special instructions and/or limitations in coverage
- b. When IMS arrive with dependents, check items 12 & 15 of ITO to determine method of coverage

- If commercial policy is listed as method of coverage, verify that coverage has been approved in SC-TMS
- c. Notify SATFA immediately
 - If accompanying dependents are not listed on the ITO
 - If there is a mismatch in coverage – Example: ITO lists commercial coverage, but has embassy for billing, NATO IMS has dependents listed as non-NATO, erroneous RHCA coverage
 - If commercial policy is listed, but no approval exists in SC-TMS
 - If there is lack/lapse in coverage
 - Pregnancy

4. Pregnancy

- a. Pregnant dependents will *NOT* be authorized to accompany or join the student unless the costs of prenatal, childbirth, and postnatal care are covered
- b. Army must have payment details in writing prior to arrival
- c. Coverage must be in form of FMS (national funds) case, existing pregnancy insurance policy for at least \$250,000, or country indemnity
- d. If pregnancy occurs after arrival, IMSO must notify SATFA immediately. Home country has 10 working days to provide indemnification letter stating that they will incur all costs
- e. Non-compliance will result in pregnant dependent being sent home immediately

5. Medical Coverage Under Grant Programs

- a. Some grant programs (IMET, FMF, Section 333) may pay for emergency and non-elective medical or dental healthcare costs for IMS only
- b. Medically necessary or non/elective medical or dental healthcare coverage is further defined as only providing the medically necessary treatment required to safely return the IMS to training or back to their country
- c. Grant funded programs will not cover treatment for any pre-existing conditions
- d. Grant funded programs do not pay for immunizations, physicals, or any service that should have been done during medical screening prior to arrival

6. IMS Medical Treatment Under Grant Programs

- a. Since IMS are only authorized emergency and non-elective care, if doctor recommends any care outside of routine appointment, IMS must seek authorization
 - Referrals for MRI, CAT scan, ultrasound, additional lab work, physical therapy, specialists, etc.
 - Surgery
- b. If authorization is needed, request appointment paperwork and doctor's recommendation from IMS
 - IMSO will forward paperwork to SATFA for approval
 - SATFA will seek approval from DASA DE&C
 - If all documents are provided right away, it will make the process move faster

7. IMS Under Other Coverage

- a. Country Indemnified/FMS Case –
 - Country/case will cover costs for medical expenses
 - Coverage at MTF & civilian facilities, refer to ITO for specifics, limitations apply
 - Typically countries/cases cover emergency and non-elective medical care only and require prior authorization for any additional care
- b. Insurance –
 - Must meet all DSCA requirements, unless waiver is granted
 - Restrictions and limitations apply
 - Travel policies do not cover pre-existing conditions
 - If dependent is found to have a pre-existing condition, country must agree to indemnify or return dependent home

8. IMS Under NATO/PfP SOFA

- a. No charge for outpatient services at Department of Defense (DoD) Military Treatment Facilities (MTF)
- b. Coverage for DoD inpatient care, if available. IMS may incur admin charges
- c. If MTF refers IMS to a civilian provider, bill is paid through Tricare Standard, co-pay is required as well as a deductible, if not yet met
- d. Self-directed civilian care and inpatient hospital care are NOT covered by the NATO/SOFA agreement
- e. Supplemental health insurance is required for payment of non-referred civilian and inpatient care

9. Dependents Under NATO/PfP SOFA

- a. No charge for outpatient services at Department of Defense (DoD) Military Treatment Facilities (MTF)
- b. Coverage for DoD inpatient care, if available. IMS will incur admin charges
- c. If MTF refers dependent to a civilian provider, bill is paid through Tricare Standard at 85% with a \$50 deductible. Coinsurance is responsibility of patient
- d. Self-directed civilian care and inpatient hospital care is NOT covered by the SOFA agreement
- e. Supplemental health insurance is required for payment of non-referred civilian and inpatient care

10. Dental Services for IMS

- a. Dental care is covered for **emergency only!**
 - Per JSCET 8-12a.: A dental emergency is a situation where dental treatment is required for relief of painful or acute conditions.
- b. IMS covered by IMET or NATO can access DoD dental clinics
 - DoD-referred civilian dental care is authorized
- c. IMS covered by FMS can access DoD dental clinic on space available basis only
- d. All requests for dental care must go through the IMSO
 - Non-emergency dental care requires authorization
 - Just because dentist recommends a procedure does not mean IMS are authorized to receive it
- e. Routine dental care is responsibility of the IMS

11. Dental Services for Dependents

- a. Dependents covered by RHCA or NATO can access DoD dental clinics on space available basis only
 - Any civilian dental care is NOT authorized
- b. Dependents covered by FMS can visit civilian dental clinics for **emergency only!**
- c. Dependents covered by commercial healthcare policy will only have the coverage specified on the policy
 - Most policies do not have dental coverage
 - If policy covers dental injuries/emergencies, cost limit applies
 - Cost difference is responsibility of the IMS
- d. Routine dental care is responsibility of the IMS

12. Medical Billing

- a. All providers must bill insurance companies directly
- b. Bills that are charged to grant programs or FMS cases go directly to MEDCOM
 - Advise IMS to use DoD facilities or civilian facilities that accept TRICARE
 - TRICARE facilities are set up to bill US Government; if not, then cage code is required to process payment and set up process takes time
- c. MTF should consolidate unpaid bills and send them to MEDCOM HQ
- d. MEDCOM HQ then sends them to DFAS Indianapolis where there is a POC that bills to embassies for any outstanding bills.

- Please safeguard the data associated with foreign students as information is for official use only.
- Note: Army and Maritime ONLY, not applicable for Air Force training

Status: Type:

CC: IA: Case ID/Line: WCN: Loc: Student:

Select "Students this FY" and "View All"

Enter ITO number information into each block above and click "Search". One of the below options will display.

If policy is NOT compliant, status will state "Missing admin or medical information". Progress message will have comments specifying what is missing.

- (PM-MR) Missing Medical/Admin Information submitted by Svetlana Lavrentyeva on 18-May-18 [Please correct repatriation of remains coverage, required minimum is 50,000. Other limits meet guidelines. (18-May-18-Policy: 18LEL18-101145-ID:35)]

Policy	Number	Type	Start	End	Status
			25-Jun-18	21-Jun-19	Missing Medical/Admin Information (MR)

If policy is compliant, status will state "Compliant/Approved". Progress message will display date of approval.

- (PM-MO) Med Insurance Policy - Compliant/Approved submitted by Svetlana Lavrentyeva on 18-May-18 [(18-May-18-Policy: ATR16-160328-01TM-ID:36)]

Medical Insurance Policy Document(s)

Policy	Number	Type	Start	End	Status	Remarks
					Compliant/Approved (MO)	

- Benefits Maximum Limits—dollar limits exist for specific services; example: no more than \$250 for emergency dental
- **Use of emergency room for non – emergency services will incur additional charges**

2. Pregnancy

- Pregnant dependents must have pregnancy coverage in addition to medical coverage before arrival
- **Notify IMSO immediately if pregnancy occurs after arrival**
- Country can guarantee payment for all expenses related to pregnancy and child birth or insurance must be purchased
- Pregnancy insurance is very expensive
- Pregnant dependents without coverage will be returned to home country within 10 working days unless insurance is purchased or country provides a letter of indemnification

3. Dental Care

- **Dental care is covered for emergency only! (pain or injury)**
- IMS under Grant Programs or NATO/PfP can use MTF or MTF-referred civilian care
- Dependents under RHCA or NATO/PfP can use MTF; **no civilian care is authorized**
- Commercial policies have dollar amount limits for emergency dental care
- **Non-emergency dental care cost is the responsibility of the IMS**

4. Emergency Care

Emergency Examples (not all inclusive):

- Life or death!
- Severe chest pain/difficulty breathing
- Bone through skin
- Poisoning
- Serious head injury
- Severe burns
- Severe bleeding
- Loss of consciousness

What to do:

- Dial 911 or go to emergency room (ER)
- **If covered by a commercial policy, call your insurance within 24 hours—without this call your benefits can be reduced by 50%**
- Notify IMSO as soon as possible

5. Urgent Care

Urgent Care Examples (not all inclusive):

- Minor injuries/stitches, sprains
- Skin rashes
- Stomach problems
- Persistent fever/sore throat
- Sick infants (under 1 year old)

6. Routine Care

Schedule Appointments for

- Non-emergency or non-urgent illness/injury
 - Follow-up care
 - Care that can wait until next day
- If you have questions, please contact your IMSO office**



Quick Reference Guide to IMS Healthcare Benefits

1. Different types of coverage

A. Grant Programs

B. Reciprocal Health Care Agreement (RHCA)

C. Country Indemnification/ Foreign Military Sales (FMS) Case

D. NATO/PfP SOFA

E. Commercial Insurance

2. Pregnancy

3. Dental Care

4. Emergency Care

5. Urgent Care

6. Routine Care



1. Types of Coverage

A. Grant Program Coverage

- **Grant programs (IMET, CTFP) cover IMS ONLY**
- Military Treatment Facility (MTF) is your first option for care
- Only emergency and non-elective care is authorized
- Referrals for specialty care, such as MRI, CAT scan, additional lab work, surgery must be approved thru your IMSO by Army Service
- Bring your appointment paperwork and doctor's recommendation to the IMSO for faster processing

B. RHCA Coverage

- **RHCA covers dependents ONLY**
- Covers healthcare at any MTF, but care is limited to services available at the MTF
- Covers outpatient care at no cost; inpatient care with admin fee
- **Does NOT pay for ANY civilian care (outside of MTF)**
- Must have additional medical coverage either thru FMS case, country indemnification or commercial coverage for civilian and emergency care

C. Country Indemnification/FMS Case Coverage

- **Country may agree to cover both IMS and dependents**
- Can be used at military and civilian facilities
- Country/case will cover emergency and non-elective care
- Please check item 15 on your ITO for limitations or pre-authorization requirements
- If country indemnification/FMS case cover IMS only, dependents must have coverage thru commercial policies

D. NATO/PfP SOFA Coverage

- **Applies to both IMS and dependents**
- No charge for MTF outpatient services
- Admin charges apply for MTF inpatient care
- Copay is required for DoD-referred civilian care
- Self-directed civilian care, civilian inpatient care and emergencies are NOT covered
- Must have additional medical coverage either thru FMS case, country indemnification or commercial coverage for civilian and emergency care

E. Commercial Insurance Coverage

Policy Requirements:

- At least \$400,000 medical maximum
- Family deductible of no more than \$1,000 PER FAMILY (not per person)

- Medical evacuation of at least \$250,000
- Repatriation of remains of at least \$50,000
- Provide benefits in US dollars—must have US billing address and phone number
- Must be good for at least 1 year or entire duration of stay in the US; if training is more than 1 year, policies must be extended

In/Out of Network:

- All insurance companies have provider networks (agreements) with different doctor offices
- Check your insurance website to find a provider within your network for maximum benefits (You will pay less for in-network provider)
- **Out of network providers will cost you more money out of pocket**

Out of Pocket Expenses:

- Deductible—amount you pay before insurance starts paying
- Copay—fixed amount required for certain services before insurance pays
- Coinsurance—cost sharing agreement between you and insurance company, example: company pays 90% cost, you pay 10% for specific services
- Exclusions/Non-covered Services—examples: elective procedures, pre-existing conditions, routine physicals, dental, immunizations, vision, pregnancy, sports injuries—**please check your policy for other possible exclusions**

(continued on next page)

**Appendix G – DD Form 2496,
International Student Academic Report
Procedures**

Academic Reports		
Item #		Status
1	The academic report is the major source of information available to the Security Cooperation Organization and the foreign government to assess the overall IMS selection program and the individual IMS academic accomplishment. In addition, countries often use it for promotion and assignment considerations.	
2	A completed DD Form 2496, International Student Academic Report (Example Follows) must be prepared for each IMS as they finish a course of instruction.	
3	Once completed and signed the IMSO will scan and upload a copy to the IMSO Web.	
4	The written comment in DD Form 2496, blocks 15 and 16 are very important, and should be provided for every IMS at the conclusion of a course.	
5	Faculty members and the IMSO should work together to ensure the blocks 15 and 16 comments are included in the final DD Form 2496 and the comments are unique to the IMS. Comments from one academic report should not be duplicated on another report.	
6	Reports that appear to be a “cut” and “paste” of other reports may be returned by the Security Cooperation Organization for revision.	
7	Occasions may arise where an IMS cannot complete a course due to no fault of their own (ex. Injury, illness, or personal hardship). When the circumstances are confirmed, the IMS should be disenrolled, and the circumstances documented in the academic report.	
8	In all cases the IMS may be provided a copy of their completed and signed academic report before leaving the training site.	
Additional Guidance on Academic Reports:		
The IMS numerical grades or class standing will not be released by training installations except under the following situations: (1) Provided to the individual IMS, (2) Training installations may release class standing of IMS who are first in their class.		
For special classes of IMS from a single country, and at the discretion of the training installation concerned, an academic report may be given on the whole class. A separate report will be submitted on IMS who do not complete the course.		
Requests for IMS academic records and reports or information relating to them, from an activity or organization outside the Security Cooperation Education and Training community, will be referred to HQ TRADOC, SATFA.		
Any requests for exceptions to the above guidance must be sent to HQ TRADOC, SATFA for decision.		

INTERNATIONAL STUDENT ACADEMIC REPORT

(For International Military Students attending CONUS schools.)
 (See AR 12-15, AFJI 16-105, and SECNAVINST 4950.4 for forms completion instructions.)

1. FORWARDING ADDRESS (Subsequent training, if applicable, or country SAO) American Embassy Bandara Department of State Washington, DC 20521-5260		2. FROM (Training installation preparing form) International Military Student Office A Company, 1SB 10000 Hampton Parkway Fort Jackson, SC 29207-7025																													
3. STUDENT NAME (Last, First, Middle Initial) 1LT Doe, John	4. GRADE/RANK O2/1LT	5. COUNTRY Bandara	6. FMS CASE OR IMET FY AND WCN IMET 09 WCN: 9999																												
7. COURSE TITLE Adjutant General Captains Career Course		8. COURSE ID NO. 7-12-C22	9. COURSE MASL B171590																												
11. DID STUDENT COMPLETE COURSE? (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Item 15)		12. STUDENT WAS AWARDED: (X one) <input checked="" type="checkbox"/> a. DIPLOMA/CERTIFICATE OF COMPLETION <input type="checkbox"/> b. CERTIFICATE OF ATTENDANCE <input type="checkbox"/> c. OTHER (Explain in Item 15)																													
13. ENGLISH COMPREHENSION LEVEL (Enter test score)																															
<input type="checkbox"/> a. IN-COUNTRY TEST 98		<input type="checkbox"/> b. CONUS TEST 99																													
14. STUDENT'S ACADEMIC EVALUATION																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">a. RATINGS SCALE (Enter in Items 14.b. and 14.c.)</th> <th style="width: 30%;">b. LANGUAGE PROFICIENCY</th> <th style="width: 30%;">c. PERFORMANCE IN CLASS</th> <th style="width: 10%;">RATING</th> </tr> </thead> <tbody> <tr> <td>1 EXCEPTIONAL</td> <td>(1) COMPREHENSION</td> <td>(1) ATTITUDE AND MOTIVATION</td> <td>1</td> </tr> <tr> <td>2 EXCELLENT</td> <td>(2) SPEAKING</td> <td>(2) ATTENDANCE AND PUNCTUALITY</td> <td>1</td> </tr> <tr> <td>3 VERY SATISFACTORY</td> <td>(3) READING</td> <td>(3) ABILITY TO GRASP INSTRUCTION</td> <td>1</td> </tr> <tr> <td>4 SATISFACTORY</td> <td>(4) WRITING</td> <td>(4) PERFORMANCE IN PRACTICAL EXERCISES</td> <td>1</td> </tr> <tr> <td>5 UNSATISFACTORY (Explain in Item 15)</td> <td></td> <td>(5) PARTICIPATION IN CLASS ACTIVITIES</td> <td>1</td> </tr> <tr> <td>6 NOT OBSERVED (Explain in Item 15)</td> <td></td> <td>(6) POTENTIAL AS INSTRUCTOR (If applicable)</td> <td>1</td> </tr> </tbody> </table>				a. RATINGS SCALE (Enter in Items 14.b. and 14.c.)	b. LANGUAGE PROFICIENCY	c. PERFORMANCE IN CLASS	RATING	1 EXCEPTIONAL	(1) COMPREHENSION	(1) ATTITUDE AND MOTIVATION	1	2 EXCELLENT	(2) SPEAKING	(2) ATTENDANCE AND PUNCTUALITY	1	3 VERY SATISFACTORY	(3) READING	(3) ABILITY TO GRASP INSTRUCTION	1	4 SATISFACTORY	(4) WRITING	(4) PERFORMANCE IN PRACTICAL EXERCISES	1	5 UNSATISFACTORY (Explain in Item 15)		(5) PARTICIPATION IN CLASS ACTIVITIES	1	6 NOT OBSERVED (Explain in Item 15)		(6) POTENTIAL AS INSTRUCTOR (If applicable)	1
a. RATINGS SCALE (Enter in Items 14.b. and 14.c.)	b. LANGUAGE PROFICIENCY	c. PERFORMANCE IN CLASS	RATING																												
1 EXCEPTIONAL	(1) COMPREHENSION	(1) ATTITUDE AND MOTIVATION	1																												
2 EXCELLENT	(2) SPEAKING	(2) ATTENDANCE AND PUNCTUALITY	1																												
3 VERY SATISFACTORY	(3) READING	(3) ABILITY TO GRASP INSTRUCTION	1																												
4 SATISFACTORY	(4) WRITING	(4) PERFORMANCE IN PRACTICAL EXERCISES	1																												
5 UNSATISFACTORY (Explain in Item 15)		(5) PARTICIPATION IN CLASS ACTIVITIES	1																												
6 NOT OBSERVED (Explain in Item 15)		(6) POTENTIAL AS INSTRUCTOR (If applicable)	1																												
15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION (Use back if more space is required) 1LT Doe is a motivated and dedicated officer who performed exceptionally well during the Adjutant General Captains Career Course. 1LT Doe's exceptionally high grade point average earned him a spot on the Commandant's list as well as receiving the Diplomatic Medal, which is presented to the international officer who distinguished himself through consistent superior academic performance. He demonstrated complete understanding of the Human Resources (HR) core competencies of casualty operations, personnel accounting and strength reporting, replacement management and postal operations in addition to other essential HR support functions. 1LT Doe has an excellent grasp of how to interface with other staff sections towards unit mission accomplishment as evidenced by the great insight he provided to all during the Combined Arms Exercise. He performed superbly in a variety of leadership positions such as a trainer in a multi-echelon field training exercise that included NCOs and Soldiers in the Task Force S-1. 1LT Doe's level of professionalism, maturity, and dedication to excelling at all skills and knowledge presented during training reflect highly on himself and his role as an ambassador of the Armed Forces of Bandara. He set the standard for all to emulate!																															
16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS (On and off training installation) (Use back if more space is required) 1LT Doe was an enthusiastic participant in all of the Field Studies Program (FSP) activities offered by the International Military Student Office. He participated in tours to Charleston, South Carolina, Savannah, Georgia and Washington, DC. During these FSP activities, 1LT Doe was exposed to a wide range of topics ranging from the events that led to the opening battle of the American Civil War, to the vital role that international commerce has played in the economic development of the local region over the past 270 years, to the structure and function of the U.S. government and its commitment to human rights. 1LT Doe prepared and presented a detailed briefing on his country and its culture for the officers and the senior NCOs of the Training Support Battalion, for the local elementary school International Celebration Day and for the local Rotary Club members. His outstanding presentations greatly enhanced the intercultural understanding of all program participants. He was always willing to share his culture and forge international friendships with everyone he met!																															
17. EVALUATOR																															
a. NAME (Last, First, Middle Initial) Henry, Patrick I.		b. GRADE Major	c. SIGNATURE																												
18. INTERNATIONAL MILITARY STUDENT OFFICER																															
a. NAME (Last, First, Middle Initial) Revere, Paul S.		b. GRADE GS12	c. SIGNATURE																												

General Instructions for DD Form 2496 Completion

Complete this form for all scheduled training, except for language, flight, observer and preparatory training/programs where different written evaluation is appropriate.

ITEM 1 - Refer to the student's Invitational Travel Order (ITO) to obtain the mailing address of the country Security Cooperation Officer (SCO). Enter the proper address. If subsequent training is scheduled, send electronic copy of student's completed DD Form 2496 to gaining installation.

ITEM 2 – Enter the training activity/organization mailing address.

ITEMS 3 – 9 – Refer to the student's ITO and subsequent amendments or endorsements, if applicable, for this information.

ITEM 10 -

- a. FROM: Enter the course start date.
- b. TO: Enter the date the student graduates or disenrolls from class. If the student completed training on a date other than what is programmed on ITO, or was disenrolled prior to course completion, explain circumstances in Item 15.

ITEM 11 – Self explanatory.

ITEM 12 – Self explanatory.

ITEM 13 – This item is to be completed by the first CONUS training activity at which the student is scheduled. Refer to student's ITO for in-country ECL test score. Mark N/A (not applicable) if in-country testing is not required per Defense Security Cooperation Agency annual ECL and OPI Country Exemption Lists. Enter the CONUS ECL test score achieved. If the ECL test is administered more than once, enter the most recent test score.

ITEM 14.a. – Rating Scale Explanation. Use the following scale to rate the elements of the student performance in items 14.b. and 14.c.

Figure 10-2 Genl Inst For Completing DD Form 2496

- a. EXCEPTIONAL – Student is one of the best; honor student; very proficient in skills and knowledge for which trained; highly motivated; high potential for more advanced training and assignments to positions of increased responsibility; English fluency of natives; takes part fully in class activities.
- b. EXCELLENT – Student completed course with considerable ease; full proficiency in skills and knowledge for which trained; considerable potential for advanced training and selected assignments of increased responsibility; considerable English fluency; responds when called upon; volunteers frequently.
- c. VERY SATISFACTORY – Student may have experienced occasional difficulty in course completion; considered proficient in skills and knowledge for which trained; can be expected to achieve full proficiency with more experience or training; motivated enough to exceed course requirements; exhibits potential for selected advanced training; assignment to positions of great responsibility depends on local appraisal based on increased proficiency attained with experience; English fluency just enough to meet course requirements; responds when called upon; volunteers occasionally.

- d. **SATISFACTORY** – Student performance is adequate, meeting only minimum course standards; experienced difficulty in completing course; minimal proficiency; requires job experience under close supervision to achieve desired proficiency; potential for more training and assignment to positions of greater responsibility depends on increased proficiency attained with experience; English fluency weak and a contributing factor to academic understanding; responds only when called upon.
- e. **UNSATISFACTORY** – Student performs below desired standards; unable to meet minimum course standards; not recommended for more advanced training; very limited class participation; insufficient language proficiency.

ITEM 14.b – Enter the student's English language proficiency using the rating scale provided in

ITEM 14.a. above.

ITEM 14.c. – Enter the student's performance in class using the rating scale provided in Item 14.a. above.

ITEM 15 – Remarks on Academic Performance, Awards, and Other Information. Use this block to provide explanation for items 10, 11, 12 and 14. Also use to state student's overall performance, special abilities, and awards received. Do not use letter or numerical grades. Awards should be explained, e.g., "Distinguished Graduate Award" for graduating at the top of a class for international students or for graduating in the top percentage of a combined US/international class. List any additional training the student may have completed through the installation learning center or in the civilian community.

ITEM 16 – Remarks on Student's Participation in Extra-curricular and Community Affairs. Provide a general statement of the student's involvement in Field Studies Program (FSP) and other extra-curricular activities. Do not simply list FSP trips or activities in which the student participated.

ITEM 17 – Evaluator. The senior instructor, or course director, should evaluate the student and sign the academic report. The evaluator should be of equal or higher rank/grade to the IMS if possible.

ITEM 18 – International Military Student Officer. All academic reports for officer IMS should have at least one signature by a US officer of equal or higher rank to the IMS. If the senior instructor or course director does not meet this rank criteria, the IMSO (or other officer in the IMSO chain of command) of equal or higher rank to the student should sign the report.

Academic Reports		
Item #		Status
1	The academic report is the major source of information available to the Security Cooperation Organization and the foreign government to assess the overall IMS selection program and the individual IMS academic accomplishment. In addition, countries often use it for promotion and assignment considerations.	
2	A completed DD Form 2496, International Student Academic Report (Example Follows) must be prepared for each IMS as they finish a course of instruction.	
3	Once completed and signed the IMSO will scan and upload a copy to the IMSO Web.	
4	The written comment in DD Form 2496, blocks 15 and 16 are very important, and should be provided for every IMS at the conclusion of a course.	
5	Faculty members and the IMSO should work together to ensure the blocks 15 and 16 comments are included in the final DD Form 2496 and the comments are unique to the IMS. Comments from one academic report should not be duplicated on another report.	
6	Reports that appear to be a “cut” and “paste” of other reports may be returned by the Security Cooperation Organization for revision.	
7	Occasions may arise where an IMS cannot complete a course due to no fault of their own (ex. Injury, illness, or personal hardship). When the circumstances are confirmed, the IMS should be disenrolled, and the circumstances documented in the academic report.	
8	In all cases the IMS may be provided a copy of their completed and signed academic report before leaving the training site.	
Additional Guidance on Academic Reports:		
The IMS numerical grades or class standing will not be released by training installations except under the following situations: (1) Provided to the individual IMS, (2) Training installations may release class standing of IMS who are first in their class.		
For special classes of IMS from a single country, and at the discretion of the training installation concerned, an academic report may be given on the whole class. A separate report will be submitted on IMS who do not complete the course.		
Requests for IMS academic records and reports or information relating to them, from an activity or organization outside the Security Cooperation Education and Training community, will be referred to HQ TRADOC, SATFA.		
Any requests for exceptions to the above guidance must be sent to HQ TRADOC, SATFA for decision.		

INTERNATIONAL STUDENT ACADEMIC REPORT

(For International Military Students attending CONUS schools.)
 (See AR 12-15, AFJI 16-105, and SECNAVINST 4950.4 for forms completion instructions.)

1. FORWARDING ADDRESS (Subsequent training, if applicable, or country SAO) American Embassy Bandara Department of State Washington, DC 20521-5260		2. FROM (Training installation preparing form) International Military Student Office A Company, 1SB 10000 Hampton Parkway Fort Jackson, SC 29207-7025																									
3. STUDENT NAME (Last, First, Middle Initial) 1LT Doe, John	4. GRADE/RANK 02/1LT	5. COUNTRY Bandara	6. FMS CASE OR IMET FY AND WCN IMET 09 WCN: 9999																								
7. COURSE TITLE Adjutant General Captains Career Course		8. COURSE ID NO. 7-12-C22	9. COURSE MASL B171590																								
11. DID STUDENT COMPLETE COURSE? (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Item 15)		12. STUDENT WAS AWARDED: (X one) <input checked="" type="checkbox"/> a. DIPLOMA/CERTIFICATE OF COMPLETION <input type="checkbox"/> b. CERTIFICATE OF ATTENDANCE <input type="checkbox"/> c. OTHER (Explain in Item 15)																									
13. ENGLISH COMPREHENSION LEVEL (Enter test score) a. IN-COUNTRY TEST: 98 b. CONUS TEST: 99																											
14. STUDENT'S ACADEMIC EVALUATION <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">a. RATINGS SCALE (Enter in Items 14.b. and 14.c.)</th> <th style="width: 30%;">b. LANGUAGE PROFICIENCY</th> <th style="width: 40%;">c. PERFORMANCE IN CLASS</th> </tr> <tr> <td></td> <td>(1) COMPREHENSION</td> <td>ITEM RATING</td> </tr> </thead> <tbody> <tr> <td>1 EXCEPTIONAL</td> <td>1</td> <td>(1) ATTITUDE AND MOTIVATION 1</td> </tr> <tr> <td>2 EXCELLENT</td> <td>1</td> <td>(2) ATTENDANCE AND PUNCTUALITY 1</td> </tr> <tr> <td>3 VERY SATISFACTORY</td> <td>1</td> <td>(3) ABILITY TO GRASP INSTRUCTION 1</td> </tr> <tr> <td>4 SATISFACTORY</td> <td>1</td> <td>(4) PERFORMANCE IN PRACTICAL EXERCISES 1</td> </tr> <tr> <td>5 UNSATISFACTORY (Explain in Item 15)</td> <td>1</td> <td>(5) PARTICIPATION IN CLASS ACTIVITIES 1</td> </tr> <tr> <td>6 NOT OBSERVED (Explain in Item 15)</td> <td>1</td> <td>(6) POTENTIAL AS INSTRUCTOR (If applicable) 1</td> </tr> </tbody> </table>				a. RATINGS SCALE (Enter in Items 14.b. and 14.c.)	b. LANGUAGE PROFICIENCY	c. PERFORMANCE IN CLASS		(1) COMPREHENSION	ITEM RATING	1 EXCEPTIONAL	1	(1) ATTITUDE AND MOTIVATION 1	2 EXCELLENT	1	(2) ATTENDANCE AND PUNCTUALITY 1	3 VERY SATISFACTORY	1	(3) ABILITY TO GRASP INSTRUCTION 1	4 SATISFACTORY	1	(4) PERFORMANCE IN PRACTICAL EXERCISES 1	5 UNSATISFACTORY (Explain in Item 15)	1	(5) PARTICIPATION IN CLASS ACTIVITIES 1	6 NOT OBSERVED (Explain in Item 15)	1	(6) POTENTIAL AS INSTRUCTOR (If applicable) 1
a. RATINGS SCALE (Enter in Items 14.b. and 14.c.)	b. LANGUAGE PROFICIENCY	c. PERFORMANCE IN CLASS																									
	(1) COMPREHENSION	ITEM RATING																									
1 EXCEPTIONAL	1	(1) ATTITUDE AND MOTIVATION 1																									
2 EXCELLENT	1	(2) ATTENDANCE AND PUNCTUALITY 1																									
3 VERY SATISFACTORY	1	(3) ABILITY TO GRASP INSTRUCTION 1																									
4 SATISFACTORY	1	(4) PERFORMANCE IN PRACTICAL EXERCISES 1																									
5 UNSATISFACTORY (Explain in Item 15)	1	(5) PARTICIPATION IN CLASS ACTIVITIES 1																									
6 NOT OBSERVED (Explain in Item 15)	1	(6) POTENTIAL AS INSTRUCTOR (If applicable) 1																									
15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION (Use back if more space is required) 1LT Doe is a motivated and dedicated officer who performed exceptionally well during the Adjutant General Captains Career Course. 1LT Doe's exceptionally high grade point average earned him a spot on the Commandant's list as well as receiving the Diplomatic Medal, which is presented to the international officer who distinguished himself through consistent superior academic performance. He demonstrated complete understanding of the Human Resources (HR) core competencies of casualty operations, personnel accounting and strength reporting, replacement management and postal operations in addition to other essential HR support functions. 1LT Doe has an excellent grasp of how to interface with other staff sections towards unit mission accomplishment as evidenced by the great insight he provided to all during the Combined Arms Exercise. He performed superbly in a variety of leadership positions such as a trainer in a multi-echelon field training exercise that included NCOs and Soldiers in the Task Force S-1. 1LT Doe's level of professionalism, maturity, and dedication to excelling at all skills and knowledge presented during training reflect highly on himself and his role as an ambassador of the Armed Forces of Bandara. He set the standard for all to emulate!																											
16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS (On and off training installation) (Use back if more space is required) 1LT Doe was an enthusiastic participant in all of the Field Studies Program (FSP) activities offered by the International Military Student Office. He participated in tours to Charleston, South Carolina, Savannah, Georgia and Washington, DC. During these FSP activities, 1LT Doe was exposed to a wide range of topics ranging from the events that led to the opening battle of the American Civil War, to the vital role that international commerce has played in the economic development of the local region over the past 270 years, to the structure and function of the U.S. government and its commitment to human rights. 1LT Doe prepared and presented a detailed briefing on his country and its culture for the officers and the senior NCOs of the Training Support Battalion, for the local elementary school International Celebration Day and for the local Rotary Club members. His outstanding presentations greatly enhanced the intercultural understanding of all program participants. He was always willing to share his culture and forge international friendships with everyone he met!																											
17. EVALUATOR <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">a. NAME (Last, First, Middle Initial)</td> <td style="width: 20%;">b. GRADE</td> <td style="width: 45%;">c. SIGNATURE</td> </tr> <tr> <td>Henry, Patrick I.</td> <td>Major</td> <td></td> </tr> </table>				a. NAME (Last, First, Middle Initial)	b. GRADE	c. SIGNATURE	Henry, Patrick I.	Major																			
a. NAME (Last, First, Middle Initial)	b. GRADE	c. SIGNATURE																									
Henry, Patrick I.	Major																										
18. INTERNATIONAL MILITARY STUDENT OFFICER <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">a. NAME (Last, First, Middle Initial)</td> <td style="width: 20%;">b. GRADE</td> <td style="width: 45%;">c. SIGNATURE</td> </tr> <tr> <td>Revere, Paul S.</td> <td>GS12</td> <td></td> </tr> </table>				a. NAME (Last, First, Middle Initial)	b. GRADE	c. SIGNATURE	Revere, Paul S.	GS12																			
a. NAME (Last, First, Middle Initial)	b. GRADE	c. SIGNATURE																									
Revere, Paul S.	GS12																										

General Instructions for DD Form 2496 Completion

Complete this form for all scheduled training, except for language, flight, observer and preparatory training/programs where different written evaluation is appropriate.

ITEM 1 - Refer to the student's Invitational Travel Order (ITO) to obtain the mailing address of the country Security Cooperation Officer (SCO). Enter the proper address. If subsequent training is scheduled, send electronic copy of student's completed DD Form 2496 to gaining installation.

ITEM 2 – Enter the training activity/organization mailing address.

ITEMS 3 – 9 – Refer to the student's ITO and subsequent amendments or endorsements, if applicable, for this information.

ITEM 10 -

- a. FROM: Enter the course start date.
- b. TO: Enter the date the student graduates or disenrolls from class. If the student completed training on a date other than what is programmed on ITO, or was disenrolled prior to course completion, explain circumstances in Item 15.

ITEM 11 – Self explanatory.

ITEM 12 – Self explanatory.

ITEM 13 – This item is to be completed by the first CONUS training activity at which the student is scheduled. Refer to student's ITO for in-country ECL test score. Mark N/A (not applicable) if in-country testing is not required per Defense Security Cooperation Agency annual ECL and OPI Country Exemption Lists. Enter the CONUS ECL test score achieved. If the ECL test is administered more than once, enter the most recent test score.

ITEM 14.a. – Rating Scale Explanation. Use the following scale to rate the elements of the student performance in items 14.b. and 14.c.

Figure 10-2 Genl Inst For Completing DD Form 2496

- a. EXCEPTIONAL – Student is one of the best; honor student; very proficient in skills and knowledge for which trained; highly motivated; high potential for more advanced training and assignments to positions of increased responsibility; English fluency of natives; takes part fully in class activities.
- b. EXCELLENT – Student completed course with considerable ease; full proficiency in skills and knowledge for which trained; considerable potential for advanced training and selected assignments of increased responsibility; considerable English fluency; responds when called upon; volunteers frequently.
- c. VERY SATISFACTORY – Student may have experienced occasional difficulty in course completion; considered proficient in skills and knowledge for which trained; can be expected to achieve full proficiency with more experience or training; motivated enough to exceed course requirements; exhibits potential for selected advanced training; assignment to positions of great responsibility depends on local appraisal based on increased proficiency attained with experience; English fluency just enough to meet course requirements; responds when called upon; volunteers occasionally.

- d. **SATISFACTORY** – Student performance is adequate, meeting only minimum course standards; experienced difficulty in completing course; minimal proficiency; requires job experience under close supervision to achieve desired proficiency, potential for more training and assignment to positions of greater responsibility depends on increased proficiency attained with experience; English fluency weak and a contributing factor to academic understanding; responds only when called upon.
- e. **UNSATISFACTORY** – Student performs below desired standards; unable to meet minimum course standards; not recommended for more advanced training; very limited class participation; insufficient language proficiency.

ITEM 14.b – Enter the student's English language proficiency using the rating scale provided in

ITEM 14.a. above.

ITEM 14.c. – Enter the student's performance in class using the rating scale provided in Item 14.a. above.

ITEM 15 – Remarks on Academic Performance, Awards, and Other Information. Use this block to provide explanation for items 10, 11, 12 and 14. Also use to state student's overall performance, special abilities, and awards received. Do not use letter or numerical grades. Awards should be explained, e.g., "Distinguished Graduate Award" for graduating at the top of a class for international students or for graduating in the top percentage of a combined US/international class. List any additional training the student may have completed through the installation learning center or in the civilian community.

ITEM 16 – Remarks on Student's Participation in Extra-curricular and Community Affairs. Provide a general statement of the student's involvement in Field Studies Program (FSP) and other extra-curricular activities. Do not simply list FSP trips or activities in which the student participated.

ITEM 17 – Evaluator. The senior instructor, or course director, should evaluate the student and sign the academic report. The evaluator should be of equal or higher rank/grade to the IMS if possible.

ITEM 18 – International Military Student Officer. All academic reports for officer IMS should have at least one signature by a US officer of equal or higher rank to the IMS. If the senior instructor or course director does not meet this rank criteria, the IMSO (or other officer in the IMSO chain of command) of equal or higher rank to the student should sign the report.

Appendix H – FSP EoY Report Examples



Example CoEs EoY FSP Financial Report



Installation / Training Activity:	Fort Example 000
Total Number of IMS Enrolled in Training During FY23:	410
Number of IMS Carried Over from FY22 (IMS who started training in FY22, but end in FY23):	115
Number of IMS Carrying Over into FY24 (IMS who start training in FY23, but end in FY24):	136
Total Number of Training Man Weeks (TMW) for FY23 (01 OCT 22 - 30 SEP 23)	5036.6
(Do not count TMW for IMS carried over from FY22, but do count for those carrying over into FY24)	
FSP Rate per TMW for FY23:	\$38
Actual FSP earnings for FY23 according to budget analyst:	\$191,390.80
Actual FSP funds carried-over from FY22 (verify with last year's report):	\$25,911.40
Total FSP Budget (FY23 earnings + FY22 carry-over) for FY23:	\$217,301.40
Total FSP Expenditures for FY23 according to budget analyst:	\$194,436.75
Total Carry-over into FY24 (Total FSP Budget Minus FSP Expenditures):	\$22,864.65
Requested FSP Rate for FY25 (include justification below if different from FY24 Rate):	\$38.00
Remarks: Glidepath of FSP will remain on course with no major adjustment foreseen.	





U.S. ARMY

FY 23 Fort Moore (MCoE)

WHO: MCCC 5-23 from 18 countries and FSP staff

WHAT: Volunteering at Feeding the Valley

WHERE: 6744 Flat Rock Rd, Midland, GA 31820

WHEN: 17 July 2023

FACETS: Human Rights, Diversity & American Life, Free Market System, Education, Health & Human Services

SUMMARY: In our 18-county service area, the IMS packed can goods and non-perishable items for shipment. The most important part of volunteering is to feed hungry people. Feeding the Valley distributes more than 16 million pounds of food, which provides more than 13 million meals to families experiencing food insecurity. Food insecurity is defined as not having access to a sufficient quantity of healthy, nutritious, and affordable food. Direct distribution is provided to more than 12,000 food insecure families a month. According to Feeding America, more than 500,000 children in Georgia are food insecure. Feeding the Valley works closely with Ft Moore to provide food to soldiers and veterans when needed. In addition, IMS helped changed lives, and made an impact that day. IMS volunteering is the root of a strong community. In conclusion IMS packed a total of 316 boxes to feed many hungry families.



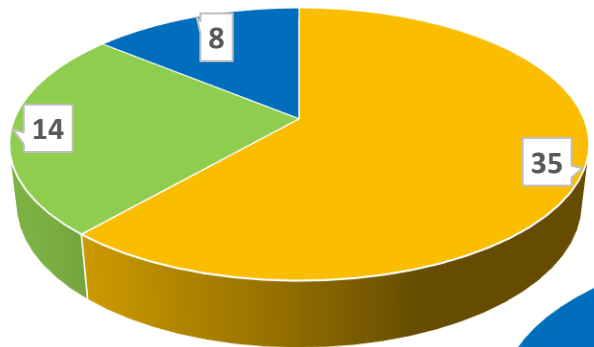
IMS packing food items for distribution to needy families





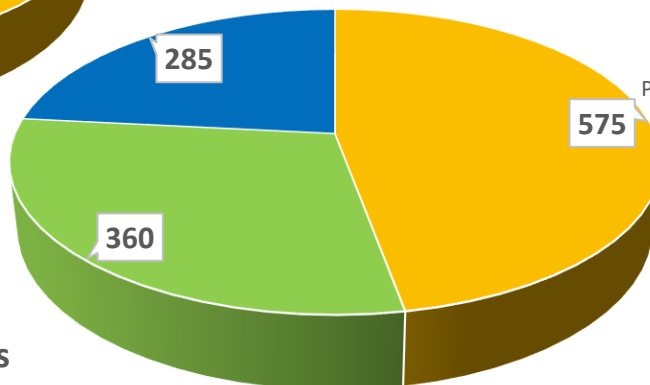
FY23 Ft. Moore (MCoE)

Sum of Events

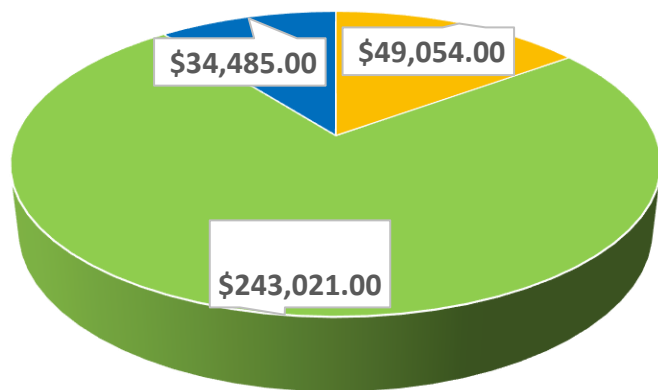


- Local Area Activity
- Overnight or Weekend Tour
- Social Event

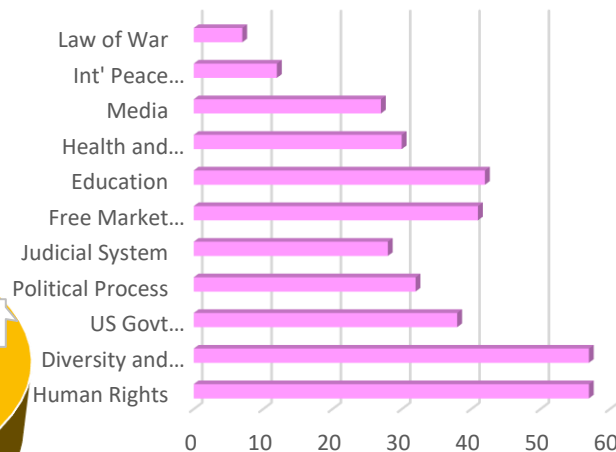
Sum of Participants



Sum of Expenditures



57 Events



IMSO Comments: IMSO implemented a system to ensure each nearly every class had one overnight; opened all social events to all IMS; and, making more local events available to all IMS while growing the types of local events to include volunteerism, orientation tours, prison visits, and capitalizing on supplementing Fort Moore’s community events. Overnight and Weekend Tours still are the highest expenditures but reduced them along with that of social activities. Local activities have higher participation than overnight/weekend tours, largely due to the different courses’ training schedules (SLC, RGR, RTAC, IMLC, ABN, OCS, JM, Cav LDR, MG, etc.). Next FY we are focusing on our local ambassador (sponsor) program, which could result in increased “social” activities.

Appendix I – Local FSP

- I1. Local Escort Policy
- I2. Dependent Policy
- I3. FSP 250 Mile Waiver Template
- I4. Lesson Plan Template and Example



REPLY TO
ATTENTION OF

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

ATTG-TRI-SRP (800B)

11 September 2023

MEMORANDUM FOR RECORD

FROM: U.S. Army Training and Doctrine Command (TRADOC), G-3/5/7, Security Assistance Training Field Activity (SATFA)

SUBJECT: Field Studies Program (FSP) Trip Escort Policy

1. Reference: AR 12-15, (Joint Security Cooperation Education and Training) 3 January 2011.
2. This memorandum provides guidance on the number of authorized escorts for local Field Studies Program (FSP) events and the Washington, D.C. Field Trip (DCFT).
3. Reference above, para 11-12.b states “the recommended number of DoD escorts for Field Studies Program trips will be one escort for every ten IMS.” Paragraph 24.d.4 states, “The recommended number of U.S. escorts for the Washington, D.C. field trip will be one escort for every 15 IMS.”
4. To facilitate a ‘buddy system’ for escorts; ensure the safety for both IMS and escorts; and to increase the quality of more complex events/trips, local FSP events/trips and DCFTs are authorized up to two escorts for when the participating IMS count is between 1-10. When the IMS count is 11 or above, an additional escort is authorized for every additional 10 IMS. Examples:
 - a. IMS count 1-10 is authorized 1 to 2 escorts
 - b. IMS count 11-20 is authorized 2 to 3 escorts
 - c. IMS count 21-30 is authorized 3 to 4 escorts
5. For DCFTs, the Trip Director is not included in the escort count and is not included in the IMS to escort Ratio.
6. Point of contact is the SATFA FSP Manager, 757-501-5022.

IRISH.MARK.S.1100940325
Digitally signed by
IRISH.MARK.S.1100940325
Date: 2023.09.13 13:58:17
-04'00'

MARK S. IRISH
P4 Chief, Security Assistance
Training Field Activity



REPLY TO
ATTENTION OF

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

ATTG-TRI-SRP

11 September 2023

MEMORANDUM FOR RECORD

FROM: U.S. Army Training and Doctrine Command (TRADOC), G-3/5/7, Security Assistance Training Field Activity (SATFA)

SUBJECT: Washington, DC Field Trip (DCFT) Family Member Participation

1. Reference: AR 12-15, (Joint Security Cooperation Education and Training) 3 January 2011.
2. This memorandum provides guidance on family member participation in the Washington, D.C. Field Trips (DCFT).
3. Reference above, para 11-10 states “When considered appropriate, Family member may accompany their sponsors on Field Studies Program trips at no cost to the USG”.
4. To ensure fair treatment for all dependents accompanying IMS on DCFTs, the following rules are established:
 - a. Only family members authorized on the ITO can accompany IMS on DCFT.
 - b. Family members may participate at the Welcome dinner at no cost to the program.
 - c. Family members cannot participate in any activity scheduled for Tuesday – Thursday. The only exception is the Wednesday night reception where spouses only may attend. IMS is responsible to arrange transportation to/from reception.
5. The only exception to this policy is for Senior Professional Military schools conducting single school DCFTs because dependents are encouraged at those location.
6. Point of contact is the SATFA FSP Manager, 757-501-5042.

IRISH.MARK.S^S Digitally signed by
IRISH.MARK.S.1100940325
.1100940325 Date: 2023.09.13 13:58:17
-04'00'

MARK S. IRISH
P4 Chief, Security Assistance
Training Field Activity

MEMORANDUM FOR U.S. Army Training and Doctrine Command, Security Assistance
Training Field Activity, Policy, Plans, Programs & Projects (P4), ATTN: Field Studies
Program Manager

SUBJECT: Field Studies Program (FSP) 250-Mile Limit Waiver

1. School/Location:
2. Name of event from SANWeb:
3. Number of times/year for event to be conducted:
4. Date(s) of event(s):
5. # of IMS projected to participate/# of IMS dependents projected to participate:
6. Course(s) in which above IMS are enrolled:
7. Location(s) to be visited:
8. Distance(s) (one way) of above location(s) from installation:
9. FSP objective(s) to be met:

Facet:

Event:

Objective:

Facet:

Event:

Objectives:

10. Projected costs for trip:

Transportation:

Hotel:

Food:

Admissions:

TOTAL: \$XX.XX per person

11. Tentative Itinerary (use separate attachment if necessary):
12. Evaluation of local alternatives: provide details about why the objectives outlined above cannot be met locally and/or other factors for consideration of the request.
13. Impact to FSP if waiver is not granted:

///ORIGINAL SIGNED///

XXXXXX

LTC/GS-14 (minimum rank/grade)

XXXXXXX

Lesson Plan Template and Example

Lesson Plan Template Example 1

Event:

Event Date: xx xxx xx

1. Priorities: enter at least two
2. Facet(s) Addressed:
3. Objective(s): Clearly define your objective(s). At a minimum, include one objective per facet identified as part of the event.
 - a. What is the setting or what are the conditions for event?
 - b. Who is teaching/what is demonstrating the facet(s)?
 - c. What are the main points reinforcing the facet(s)?
4. Research Source(s):
 - a. Title of book(s)/magazine(s)/article(s), by author:
 - b. Uniform Resource Locator (URL), e.g., <http://www.nps.gov/this/index.htm>
5. Pre-Execution Info: include discussion info; a movie that helps sets the stage and/or a method to introduce the objectives of the event:
 1. Agenda/Itinerary:
 - a. Planning milestones by date:
 - b. General execution timeline of event/agenda (attach separately if needed).
 2. Briefing Notes: expand on the key points for each objective.
 3. Review Questions: include review/discussion questions asked after the event to reinforce objectives and assess whether they were understood by the IMS.

Lesson Plan Template Example 2

Event:

Event Date: XX XXX XX

1. Brief event description and overview:
2. Facets: identify all facets linked to event and provide description
3. Learning Objectives:

4. Key Pre-Visit Information:
5. Pre-Execution Material:
6. Host Activity Visit Coordination:
7. Planning and Execution Timeline:
8. Questions for IMS to generate discussion:
9. Post-Visit Briefing: explain debrief goals and objectives
10. Escorts: escort pre-brief plan
11. Transportation Plan:
12. Planned Expenses:
13. Other:

Lesson Plan Example

Event: Columbus Tour Event Date: 10 Nov XX

1-2-3. Brief event description and overview, facets, and learning objectives:

A. Diversity & American Life: The early history of Georgia and Columbus and development of the community are explored at Heritage Park and the divide of the Chattahoochee River. The meaning of "Cotton was King" and the historic progression of the slave to freedom are addressed, including leadership roles achieved by many former slaves following the Civil War.

The Columbus Historic District includes properties ranging from cottages to Victorian homes. The Columbus Foundation offers a Heritage Corner walking tour that includes five historic house museums dated from the 1820s to 1870s. The tours begins at the foundation's HQs at 700 Broadway, a Victorian structure comprised of a 7th Street townhouse and Dr. John S. Pemberton's (Coca-Cola formula founder) apothecary; the Walker-Peters-Langdon House, oldest house in the city; a restored log cabin; and an 1840 farm house serving as a museum.

B. U.S. Gov't Institutions: Based on availability, we tour our local newspaper office and print plant (Ledger- Enquirer), local gov't offices (City Council Meeting of Consolidated Gov't), Superior Court Judge Chambers/Courtroom, 911 Emergency Ops Center, Police Department), Precision Components Int'l of Pratt & Whitney (manufacture blades used in aircraft engines & titanium golf heads when economy reduces number of aircraft being built), Columbus State University & different cultural venues.

IMS receive briefings by a Judge and staff members of the Columbus Recorder's Court. Students should be able to familiarize himself with the local gov't, structure, and hierarchy. In addition, students will become familiar with the local gov't election process for mayor, council, and other local elected officials and how the community as a whole is funded for maintenance of all gov't programs/agencies.

B. Free Market System/Education: IMS see how the free market system affects financial stability of the community, i.e., job creation, standards of living, social norms, and upward mobility of citizens. They learn a free market is a market structure not controlled by a designated authority, but gov't intervention is necessary for a fair share (even distribution) of the Free Market System, i.e., monopolizing.

Chambers of Commerce in the U.S. fulfill a role beyond helping members manage businesses better. In many communities, local chambers of commerce promote economic and civic development, supplementing or extending actions of gov't. The Greater Columbus Chamber of Commerce participated in the Columbus Challenge, a private-public partnership raising more than \$100 million to construct the River Center for Performing Arts, renovate Springer Opera House and provide funding to seven other arts organizations. The Chamber also works with Columbus State University to provide job training for individual Columbus-area employers. By providing specialized training at reduced cost, the Chamber hopes to retain good employers to bolster income in the region which benefits local businesses. The actions of the Chamber result in improvements in the quality of life and the overall economy must go beyond gov't. They are fundamental responsibilities of citizens and the private sector.

4-5-6. Pre-Visit Info, Pre-Execution Material, Coordination: IMS are given background and introduced to objectives on the trip from post to Columbus and enroute to each site.

Research Sources: www.columbusga.org/history/history and www.geckocountry.co/ftbenning/shtml

7. Planning and Execution Timeline:

0700: TMP van dispatch/clean/fueled/ready to go

0800-0810: Safety Briefing, accountability

0810-1000: Tour Ft Moore (Kelly Hill, Sand Hill, Main Post, Harmony Church, PX, Bowling Alley, Movie Theatre, Gym, Golf Course, Swimming Pools)

1000-1130: Tour Armor/Infantry Museum

1130-1230: Lunch

1230-1400: Tour Columbus (consolidated gov't, local school, Civic Center, Heritage Park, Chattahoochee River divide)

1415--On site AAR, Q&A session

1430--Arrive at Ft Moore IMSO

8-9. Questions for IMS to generate discussion, Post-Visit Briefing Notes:

Ft Moore is a U.S. Army post outside Columbus, GA supporting over 120K Soldiers, family members, retirees, and civilian employees. It is a power projection platform and possesses capability to deploy combat-ready forces by air, rail and highway.

Ft Moore is home to the U.S. Army Maneuver Center of Excellence (Armor and Infantry Schools), Western Hemisphere Institute for Security Cooperation, elements of the 75th Ranger Regt, 3rd BDE of 3rd Infantry DIV and additional tenant units. Since 1918, Ft Moore served as the Home of the Infantry. In 2005, Ft Moore transformed into the Maneuver Center of Excellence as a result of a Base Realignment and Closure (BRAC) Commission's decision to consolidate schools and installations to create "centers of excellence." This transformation included Armor School move from

Ft Knox to Moore.

Camp Benning was assigned permanent status in 1918. Initially providing basic training for WWI units, Dwight D. Eisenhower served here from Dec 1918-Mar 1919 with 250 of his Camp Colt, PA tankers who transferred to Benning after the armistice. On 26 Dec 1918, a portion of the Camp Polk tank school transferred to Camp Benning “to work in conjunction with the Infantry School.” Camp Benning tank troops were moved to Camp Meade in 1919. In 1922 the post was renamed Ft Benning. In 1924 BG Briant Wells became the fourth commandant of the Infantry School (gym named for him).

Main Post—houses various garrison and smaller FORSCOM units of Ft Moore such as 36th Engineer Group, 988th MP Company, the 43rd Engineer Bn and the 29th Inf Regt, as well as a number of TRADOC-related tenants (Officer Candidate School, the NCO Academy, and the Airborne School). McGinnis-Wickham Hall (formerly known as Infantry Hall/Bldg 4) is the post headquarters and Maneuver Center of Excellence.

Kelly Hill—houses 3rd Armored BDE Combat Team of 3rd Inf Div (Mech), parent unit of two combined arms BNs; 1st Bn, 5th Regt, 2d Bn, 69th Ar, as well as 3rd Sqdn, 1st Cav Regt, 1st Bn/10th FA Regt and two support BNs; 3-3 BSTB, and 203rd BSB.

Sand Hill—location of the 198th Inf Bde and 192d Inf Bde (basic tng). Also location of the 30th AG Reception BN.

Harmony Church—houses 2/29th Inf Regt Sniper School, 1/29th Inf Regt (tng spt for Bradley Fighting Vehicles and Strykers), the Army Reconnaissance and Surveillance Leaders Course (RSLC) and the first phase of Ranger School, 4th Ranger training BNs (RTB). After the 2005 BRAC Commission’s decision to create the MCOE, Harmony Church was designated as the new home of the Armor School.

Columbus is a city in and the county seat of Muscogee County, GA. Sitting at the heart of the Chattahoochee Valley, it is the 4th largest metropolitan in the state with a 2010 census population of 190K. Columbus lies appx 100 miles south of the state capital-Atlanta. Current Mayor is Honorable Teresa Tomlinson since 2010. The city was ranked #4 on the list of 100 best U.S. cities to live. Planned for growth from the beginning, Columbus is a city of regional importance. Located on the east bank of the Chattahoochee River, which is also the Georgia-Alabama state boundary, Columbus draws commercial activity from east Alabama and west Georgia. Columbus is the hub of an MSA that includes Phenix City, AL and the Ft Moore Military Reservation as well as surrounding counties linked socially and economically to Columbus.

Consolidated Gov’t—the Columbus Consolidated Gov’t (CCG) offers continual

improvement in providing services and supporting development to ensure opportunities for its citizens in the economic, social, political, and educational sectors in order to maintain its leadership among comparable sized cities in the southeastern United States. It has an infrastructure that supports the community including ground and air transportation, storm water and sewer services, and drainage facilities; and provides for effective public safety through protection services that meet national and accreditation standards for Law Enforcement, Fire, and Emergency Management Services as well as support programs that raise public awareness of various safety issues.

The city receives federal financial assistance through various federal gov't programs. It is governed by a mayor and ten council members elected by the voters. The Mayor serves a four-year term and is the official spokesman for the consolidated gov't. The CCG provides a full range of services to its citizens, to include safety (police, fire and emergency services), transportation, sanitation, judicial, health and social services, recreation, community development and other general gov't services.

Heritage Park—is a joint project of Historic Columbus Foundation, Inc., Uptown, Inc, and the City of Columbus. The mission of Heritage Park is to provide the citizens and guest of Columbus, Georgia a meaningful insight into the industrial history of Columbus from 1850 to 1910, through interpretive sculptures and descriptive venues. From 1850 - 1910, Columbus changed from trading town to a booming manufacturing city. Heritage Park is designed to recognize entrepreneurs and workers who harnessed the river and created industries that laid the foundations for this modern city. The outdoor sculptures and historic elements of the park represent the textile, gristmill, brick and foundry industries involved in the growth and development of the area, as well as agriculture and forest products, dams and bridges, river trade and travel, and Coca-Cola.

Review Questions:

1. What does the work of the Historic Columbus Foundation imply about problem-solving in U.S. urban areas?
2. What is the main function of the local gov't?
3. How are the activities of the Columbus Consolidated Gov't different from the function of the state and national gov't?
4. What are some activities currently undertaken by the Greater Columbus Chamber to support economic development of the area?
5. What are the most serious challenges facing the local economy in the near future? What is the Chamber doing to meet those challenges?

Appendix J – DCFT

- J1. DCFT Generic Itinerary and School Categories
- J2. DCFT TD Policy Memo
- J3. DCFT Responsibilities
- J4. DCFT Execution Documents
- J5. DCFT Welcome Brief
- J6. Estimate - Actual Expense Worksheet

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
0630-0700	Depart Home Station		Breakfast Buffet				
0700-0800							
0800-0900	Trip Director Authorized to Arrive Authorized Early Arrivals Embassy Visit Non-Itinerary Events	Visit Elected Officials Embassy visit Non-Itinerary Events	US Army Museum	Monuments and Memorials	Holocaust Museum	Smithsonian Museums and Galleries National Archives and Records Art Museums	Return to Home Station
0900-1000							
1000-1100							
1100-1200							
1200-1300		Lunch Mount Vernon	Lunch Ft Myers O-Club	Lunch Discussion			
1300-1400			Arlington Cemetery	Capitol Tour	Visit Elected Officials		
1400-1500		Tour of Mount Vernon					
1500-1600			TD Meeting				
1600-1700		Welcome Buffet		Dinner with Escorts	Formal Reception Ft Myers O-Club	Dinner with Escorts	
1700-1800							
1800-1900							
1900-2000							
2000-2100							
2100-2200							

*This represents only an overview of times and events; detailed times are published in the final itinerary prior to each DCFT

Agenda Directed
Escort Driven

NOTE: USASMA, CGSC and WHINSEC follow slightly altered itineraries. Please Consult the DCFT Coordinator or FSP Manager to confirm if have questions

Category Listing

Category A

Arrive: Monday

Depart: Saturday

Discussion: "Generic" itinerary

Payment: SATFA covers cost from home station to home station.

Category B

Arrive: Sunday

Depart: Saturday

Discussion: Unable to arrive in time for Monday's Welcome Event due to travel difficulties (connections) so approval for Sunday travel is granted

Payment: SATFA covers cost from home station to home station except expenses for FSP Events Sunday/Monday.

Category C

Arrive: Sun/Mon

Depart: Fri/Sat

Discussion: SPME single school trips.

Payment: SATFA covers cost from home station to home station except expenses for FSP Events Sunday/Monday or Saturday.

Location	Category
Ft. Novosel (ACoE)	B
Ft. Leonard Wood (MSCoE)	B
Ft. Sill (FCoE)	B
Ft. Moore (MCoE)	B
Ft. Eisenhower (CCoE)	A
Ft. Liberty (JFKSWC)	A
Ft. Huachuca (ICoE)	B
Ft. Bliss (NCOLCoE)	C
Ft. Leavenworth (CGSC)	C
Ft. Jackson (SSI)	A
Ft. Gregg-Adams (SCoE)	A
Ft. Sam Houston (MEDCoE)	B
Judge Advocate General (JAG)	A
Ft. Moore (WHINSEC)	C



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

ATTG-TRI-SRP (800B)

13 September 2023

MEMORANDUM FOR RECORD

SUBJECT: Washington, D.C. Field Trip (DCFT) Trip Director (TD) Policy Clarification

1. Reference: AR 12-15 (Joint Security Cooperation Education and Training), 03 January 2011.
2. Army Regulation 12-15 para 11-24.d.(4) states, "For the Washington, DC Field Trip, the SATFA Field Studies Program Manager will designate experienced IMSO as trip director". This memorandum defines "experienced IMSO", clarifies who may serve as TD, and outlines processes when a designated school cannot fulfill TD responsibilities.
3. Prior to each FY start, the SATFA FSP Manager coordinates school participation and assigns TD responsibilities for each DCFT. The IMSO Chief/Director or Deputy at school is designated as TD. These individuals qualify for TD responsibilities once assigned as the Chief/Director or Deputy, and only after acting as an escort on at least one DCFT.
4. If the designated IMSO Chief/Director or Deputy cannot fulfill TD responsibilities, they must coordinate a replacement with another school participating in the assigned DCFT. If unsuccessful, the SATFA FSP Manager will assist and advise.
5. If an alternate TD is unavailable, SATFA may approve an experienced FSP Manager/Coordinator as TD. An FSP Manager/Coordinator is qualified only if they: (1) are officially assigned as FSP Manager/Coordinator; (2) are GS-11 or above; (3) have 1 year time in position; (4) previously led a minimum of five local FSP events; (5) participated in three DCFT; and, (6) are recommended by their IMSO Chief/Director or Deputy.
6. Point of contact is Svetlana Lavrentyeva, SATFA FSP Manager, Svetlana.lavrentyeva.civ@mail.mil, 757-501-5022.

IRISH.MARK.S.1100940325
Digitally signed by
IRISH.MARK.S.1100940325
Date: 2023.09.13 13:58:17
-04'00'

MARK S. IRISH
P4 Chief, Security Assistance
Training Field Activity

DCFT Responsibilities

Trip Director

Home station:

1. Will have an individual Government Travel Card.
2. Communicate with the DCFT Coordinator prior to trip to familiarize with agenda, schools attending and any issues with the logistics.
3. Communicate with the school escorts to ensure they are aware of logistics and other aspects of the trip that are important.
4. Ensure IMS and Escort Booklets have been received by the escorts and distributed as needed.
5. Receive meal vouchers from DCFT Coordinator and distribute to the escorts.
6. Complete TD/Escort survey and submit to SATFA DCFT Lead Coordinator NLT 5 days after completion of trip.

Washington DC:

7. Decision maker (in coordination with advice from DCFT Lead Coordinator) on the ground during the DCFT.
8. Inventory the headsets on the sheet provided by the DCFT Coordinator. Ensure headsets are charged and distributed to school escorts (if used). Distribute spare units to one escort to be the headset lead for the use of the headsets.
9. Coordinate with DCFT Lead Coordinator and maintain an administrative emergency contact sheet. The emergency contact sheet will contain all the external contacts. (e.g. buses don't show up and can't get a hold of POC who is called) – contact the DCFT Coordinator if the POC cannot be reached.
10. Receive Force Protection Brief from DASA(DEC) ATFP Officer (DCFT Coordinator may receive the brief and provide to the TD and escorts as needed).
11. Conduct Trip Director Meeting with all Escorts and DCFT Lead Coordinator to review the upcoming trip's details and review this list (DCFT Responsibilities) to ensure all responsibilities are discussed and assigned. Additionally discuss:
 - a. Friday Prayer policy. There is no requirement for IMS of the Muslim faith to be dismissed at a particular time or to go to a mosque to pray. The DCFT, as with most IMSO allows pray time if it doesn't negatively affect training. DCFT is TRAINING.
 - b. Review Family Plan: AR 12-15 para 11-24.e. "...Family members may participate in selected additional Field Studies Program events at no cost to the USG. Spouses who accompany IMS on the Washington, DC field trip are authorized to take part in selected official scheduled events on a space available basis."
 - c. Ensure all Escorts understand the IMS dress standards for each event. Additionally, ensure Escorts understand their dress standards (TD/Escorts and all family members dress standards are equal or greater than what is listed on the itinerary for IMS).
 - d. TD/Escorts exchange cell numbers to facilitate link-ups if separation occurs.
 - e. Discuss 5-gallon water container(s) [orange Gatorade coolers] usage, and if agreed to use assign responsibilities for coordinating with hotel, ensuring containers are clean, filled, and transporting. (Discuss potential costs with DCFT Lead Coordinator)
12. Conduct Welcome Event.
 - a. Ensure there is a 'social' aspect to event. Should include an actual icebreaker event to get schools to mingle.

- b. Introduce IMS or have IMS introduce themselves by country, as well as introduce escorts, Army Foreign Liaison (if in attendance), DCFT Coordinator and other guests.
 - c. Welcome Event is the first impression of the tour as a group. At a minimal, it will include a review of the agenda, overview of each activity (slide show), general history/significance of our nation's capital and US Government, culture/courtesies, and standards of personal conduct.
13. Ensure there are designated 'rally points' and 'contingency plans' 100% of the time in consultation with DCFT Lead Coordinator.
 14. Ensure the itinerary is followed.
 15. Make all official introductions.
 16. Prior to Friday, ensure Escorts have a plan for their IMS. Friday is NOT a 'free day' and Escorts MUST plan school events.
 17. Prior to Friday, coordinate with hotel staff and ensure proper transportation is available for (all) IMS to get to metro for all Friday's events. Recommend staggering departure times.
 18. Prior to a departure of a school team, conduct a discussion with the escort to ensure all room charges are paid and that no other outstanding actions are required before departure.
 19. Remain with tour until depart day (normally Saturday).
 20. Ensure headsets (transmitters, receivers, headphones and microphones) are all accounted for / turned in prior to checking out of hotel. Document any issues with the equipment and send inventory sheet to DCFT Coordinator.

Escorts

Home station:

1. Will have an individual Government Travel Card.
2. If applicable, identify and gain approval from SATFA FSP Manager for Senior Escort / School Leadership visits NLT 45 days in advance of trip start date.
3. Provide '**Estimate** / Actual Expense Worksheet' to SATFA Budget POC and copy Budget Installation NLT 45-30 days prior to trip.
4. Provide number of students and escorts on the worksheet (funding for DTS is now inclusive on the MIPR – ensure cost is added to the estimate).
5. Provide 'School Admin Data Submission form' and any IMS special needs to DCFT Lead Coordinator NLT 30 days prior to trip.
6. Coordinate with individual Congressional Representation for tour of Capitol.
7. Pre-Brief IMS on DCFT at school location. Along with an overview of the DCFT agenda and requirements, ensure IMS understand that if there aren't enough bus seats that the families will not attend that day's events.
8. Have IMS complete AAR/critique. Ensure the IMS have adequate time to complete and verify their responses are legible. Forward digitally completed surveys to SATFA DCFT Lead Coordinator NLT 5 days after completion of trip.
9. Complete TD/Escort survey and submit to SATFA FSP Manager NLT 5 days after completion of trip.
10. Provide 'Estimate / **Actual** Expense Worksheet' to Budget Installation NLT 12 days after completion of trip for reconciliation. Budget Installation will forward the complete package of reconciliation to SAFTA Budget for MIPR close-out within 45 days after completion of the trip.

Washington DC:

11. Travel with IMS to DC. Prefer group ground transportation to/from airport to/from installation/hotel be paid for by escorts individual Government Travel Card by listing and claiming it with their DTS orders/vouchers (expedites accounting reconciliation).
12. Report to Trip Director on arrival and always keep him/her informed.
13. Report any difficulties and call ahead when there are delays.
14. Assist IMS with Embassy contact on DC arrival.
15. Attend Trip Director meeting.
16. Issue, collect, turn-in headsets (if used).
17. Ensure each IMS has 2-3 appropriate questions to ask during the Pentagon's Country Desk Officer Discussion (if needed).
18. Maintain control and responsibility for respective IMS.
19. Assist IMS with medical problems and travel with IMS if hospitalized.
20. Stays tuned to weather and ensure IMS are in proper attire.
21. Ensure IMS are on bus prior to departure time.
22. Pre-Brief IMS on each event to avoid misunderstanding or lost time.
23. Check daily to see if IMS have any 'real' issues with their room and assist if needed.
24. Purchase IMS designated meals and appropriate group travel.
25. Ensure IMS and IMS families are in proper uniform/attire for each event.
26. Act as guides when moving through hallways, security checkpoints, and bus loading.
27. Notify Trip Director when departing from the main group for any reason.
28. Have another Escort control your IMS in your absence, with Trip Director approval.
29. Senior Escort (Escort Volunteer) on each bus will act as a Tour Guide and explain 'upcoming' events to IMS when hired guides are not part of trip (e.g. in route to Arlington National Cemetery and U.S. Marine Corps War Memorial)
30. Plan and execute Friday's events based on agenda provided by DCFT Lead Coordinator and IMS interests. Review Friday's plans with Trip Director prior to Thursday night.

DCFT Execution Documents

Pentagon Country Desk Officer Position Description

Serves as Foreign Affairs Specialist with responsibility as country desk officer for assisting the Deputy Chief of Staff, G-3/5/7; Director of Strategy, Plans and Policy, HQDA G-35; Chief, International Affairs Division in the development, coordination, integration, and implementation of policies, plans and programs involving Army international activities related to the Middle East and Africa. Provides staff expertise for responding to key national security issues of concern to the Army. Serves as Army coordinator with OSD and the Joint Staff for regional and bilateral policy issues with Army equities. Leads, participates in or manages working groups or task forces on strategy and policy development, politico-military analyses, and operational planning. Plans and coordinates CSA counterpart visits to include objectives, itinerary, in progress reviews, office calls and roundtable briefings/discussions. Establishes and maintains working relationships with U.S. attaches and security assistance personnel in assigned countries and Washington-based military attaches from those countries. Prepares executive summaries for important political-military issues, events or anticipated problems. Conducts research for and prepares documents and briefings to inform and advise senior Army leadership. Assists the CSA action agent in the planning and execution of the bilateral Army Staff talks. Performs routine office requirements such as: drafting and staffing of CSA correspondence with counterparts; reviewing-distributing message traffic; coordinating staff actions involving assigned countries; preparing trip reports upon completion of travel; making recommendations for senior Army participation in international social events; and meeting with or hosting visiting delegations of foreign officers and military students. Establishes and maintains working relationships with U.S. attaches and security assistance officers in assigned countries and Washington, DC based foreign attaches from those countries. 30%

Serves as integrator of Army security cooperation programs in assigned countries and for the Middle East and Africa regions as a whole. Participates in the development and implementation of U.S. gov't and U.S. Army policy and programs related to bilateral relations with countries in Middle East and Africa. Ensures USG and Army goals, priorities, values, and policies are considered in the development and implementation of Army policy and that Army policies and programs are fully supportive of the Theater Security Cooperation Plans for both CENTCOM and AFRICOM. Represents HQDA at OSD, Joint Staff, and Army Staff Talks with assigned countries.

Participates in other exercises, seminars, and conferences, as required. HQDA lead for CSA's role in ARCENT's Land Forces Symposium (LFS) and USARAF's African Land Forces Seminar (ALFS). Prepares policy, provides interface with the Joint community, and oversees all Army participation in military-to-military contact activities. Leads, manages, or participates in working groups or task forces on strategy and policy development, political analyses, and operational planning. Conducts research for and prepares documents and briefings to inform and advise the Director for Strategy, Plans and Policy, and other senior officers. Participates in representational and social activities with these nations both during and after normal duty hours. Must be capable of assisting or backing up branch members on issues related to all the other non-assigned Middle Eastern and African countries. 30%

Assists the Chief of Staff of the Army in participating in bilateral meetings with counterparts. Plans and coordinates SecArmy and CSA counterpart visits to include itinerary, in progress reviews, office calls, and roundtable briefings. Organizes trips, prepares meetings with foreign officials, produces read ahead materials and trip books, and accompanies Senior Army Leadership on overseas foreign visits to assigned countries. Prepares Senior Army Leadership to receive senior foreign military and civilian officials and participates in these visits. Prepares executive summaries on important Middle East and Africa issues, events, or anticipated problems. Prepares and maintains politico-military overviews for assigned countries and provides politico-military overview briefings, as required. Reviews and provides recommendations on OPLANS, strategy documents, and policy proposals. 20%

Writes Army Information Papers and Country Profiles, coordinating inputs for these products with the various interagency offices, Component Commands, and Army Service Component Commands. Drafts and reviews branch products, coordinates responses, and provides inputs to other Middle East/Africa Branch country and regional products. Complies with Internal Control Policies and manages resources to prevent fraud, waste, and abuse. Implements specific and general provisions of Army-wide programs in the areas of security, equal employment opportunity, affirmative action goals, prevention of sexual harassment, office safety, and employee relations. Provides advice, counsel, or instruction to desk officers, branch and division leadership on both work and administrative matters. 20%

US Marine Corps War Memorial Narrative

"In honor and in memory of the men of the United States Marine Corps who have given their lives to their country since November 10, 1775."

The United States Marine Corps War Memorial represents this nation's gratitude to Marines and those who have fought beside them. While the statue depicts one of the most famous incidents of World War II, the memorial is dedicated to all Marines who have given their lives in the defense of the United States since 1775.

The Picture behind the Statue

The tiny island of Iwo Jima lies 660 miles south of Tokyo. Mount Suribachi, an extinct volcano that forms the narrow southern tip of the island, rises 550 feet to dominate the ocean around it. US troops recaptured most of the other islands in the Pacific Ocean that the Japanese had taken in 1941 and 1942. In 1945 Iwo Jima became a primary objective in American plans to bring the Pacific campaign to a successful conclusion.

On the morning of February 19, 1945, the 4th and 5th Marine Divisions invaded Iwo Jima after an ineffective 72-hour bombardment. The 28th Regiment of the 5th Division, was ordered to capture Mount Suribachi. They reached the base of the mountain on February 21 and by nightfall the next day almost completely surrounded it. On the morning of February 23, Marines of Company E, 2nd Battalion started the tortuous climb up the rough terrain. At 10:30 am men all over the island were thrilled by the sight of a small American flag flying from atop Mount Suribachi. That afternoon when the slopes were clear of enemy resistance a second, larger flag was raised by five Marines and a Navy hospital corpsman: Sgt. Michael Strank, Cpl. Harlon H. Block, Pfc. Franklin R. Sousley, Pfc. Rene A. Gagnon, Pfc. Ira Hayes, and PhM. 2/c John H. Bradley, USN. Joe Rosenthal of the Associated Press caught the afternoon flag-raising in an iconic photograph that eventually won a Pulitzer Prize.

Memorial Statistics

Thirty-two foot high figures are shown raising a 60-foot bronze flagpole. The flag at the top flies at full mast 24 hours a day, 365 days a year by presidential proclamation.

The figures in the statue occupy the same positions as in Rosenthal's historic photograph. Ira Hayes is farthest from the flagpole with both hands reaching up; Franklin Sousley is in front right of Hayes; John Bradley is in front of Sousley; Michael Strank is in front left of Hayes; Rene Gagnon is in front of Strank; Harlon Block is at the foot of the flagpole. The figures stand on a rock slope above a granite base. The entire memorial is about 78 feet tall.

The M-1 rifle and the carbine carried by two of the figures are 16 and 12 feet long, respectively. The canteen would hold 32 quarts of water.

Granite for the base came from Sweden. Names and dates of every principal Marine Corps engagement since the founding of the Corps form a gold ring at the base.

Arlington National Cemetery Narrative

History

Arlington National Cemetery is comprised of land that once belonged to George Washington Parke Custis, grandson of Martha Washington and adopted son of George Washington. In 1857, Custis willed the 1,100-acre property to his only surviving daughter Mary Anna Randolph Custis, who was married to Robert E. Lee. After the Lee family vacated the estate in 1861 at the onset of the Civil War, federal troops occupied the property as a camp and headquarters. In 1863, the gov't established Freedman's Village on a portion of the estate as a way to assist slaves transitioning to freedom. The village provided housing, education, training, and medical care. The first military burial took place on May 13, 1864, for Private William Christman. On June 15, the War Department officially set aside 200 acres of the property to use as a cemetery.

Arlington Today

Arlington National Cemetery has evolved from a place of necessity to a national shrine to those who have honorably served our Nation during times of war – including every military conflict in American history – and during times of peace. The cemetery is the final resting place for more than 400,000 active duty service members, veterans and their families. “Service to country” is the common thread that binds all who are honored and remembered here. The cemetery remains active with funeral services Monday through Saturday (except federal holidays), conducting between 27-30 services each weekday and between 6-8 services each Saturday. More than 3,000 ceremonies and memorial services also take place at the cemetery each year, including national observances for Memorial Day and Veterans Day held at the Amphitheater.

The Tomb of the Unknown Soldier, one of Arlington's most well-known memorials, includes the remains of unknown service members from World War I, World War II and the Korean War. Soldiers from the 3d U.S. Infantry Regiment (The Old Guard) keep a 24-hours-a-day, 365-days-a-year vigil at the Tomb, with an elaborate ritual to change the guard every hour (or half-hour from April 1 through September 30)

The following are entitled to burial here (criteria changes based on space availability):

- *An active duty member of the U.S. Armed Forces (not for training-only purposes)
- *Any veteran who is retired active military member
- *Any veteran who is a retired member of the U.S. Armed Forces Reserves by age of 60 and drawing a retiree pay
- *Any veteran honorably discharged prior to October 1, 1949, for medical reasons and who received a rating of 30 percent or greater disabled
- *Any veteran who was awarded the one of the following medals: Purple Heart; Silver Star; Distinguished Service Medal; Distinguished Service Cross, Air Force Cross or Navy Cross; or Medal of Honor
- *The President or former president of the United States
- *Former members of the Armed Forces who served on active duty and were also:
- *An elected U.S. official, Chief Justice, or Associate Justice of the Supreme Court
- *The spouse, widow or widower, minor child and, at the discretion of the Secretary of the Army, unmarried adult child of any of the persons listed above



WASHINGTON, D.C. FIELD TRIP

Welcome Brief

07 JULY 2023

WASHINGTON D.C. FIELD TRIP (DCFT)



- **Tours per year**

- 35+ countries from 15x Locations
- 12x Branch Captain Career Courses
- 2x CGSC, Fort Leavenworth, KS
- 1x CGSC, WHINSEC
- 1x NCOLCOE, Fort Bliss, TX



See itinerary for dates & times

National Museum of the Army
Mount Vernon
Washington Monument
Jefferson Memorial
Lincoln Memorial
FDR Memorial
MLK Memorial
WWII Memorial
Korean War Memorial
Vietnam War Memorial
Arlington National Cemetery
Holocaust Memorial Museum
National Portrait Gallery
Smithsonian Institution

NATIONAL MUSEUM OF THE U.S. ARMY



The National Museum of the United States Army preserves and honors the accomplishments, sacrifices and commitment of American Soldiers. As America's Army Museum we are home to all Soldiers: past, present and future.



GEORGE WASHINGTON'S MOUNT VERNON



The building began as a one and one-half story house built in 1734 by George Washington's father, Augustine Washington, and received its well-known name from his half-brother Lawrence Washington.

George Washington began running Mount Vernon in 1754, and over the next 45 years slowly enlarged the dwelling to create the 21-room residence we see today.



Washington oversaw each renovation, advising on design, construction, and decoration, despite being away much of the time. Conscious that the world was watching, Washington selected architectural features that expressed his growing status as a Virginia gentleman and ultimately as the leader of a new nation.

GEORGE WASHINGTON'S MOUNT VERNON



Upon receipt of three tickets (1. Ground Pass, 2. Mansion Tour and 3. meal voucher), it is recommended to eat lunch in the food court

MONUMENTS & MEMORIALS



Washington Monument



FDR Memorial



Jefferson Memorial



Lincoln Memorial



Marine Corps War Memorial



Vietnam War Memorial



MLK Jr. Memorial



World War II Memorial

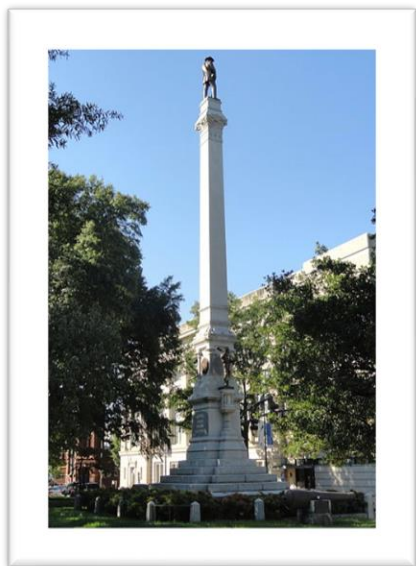


World War I Memorial



Korean War Memorial

ARLINGTON NATIONAL CEMETERY

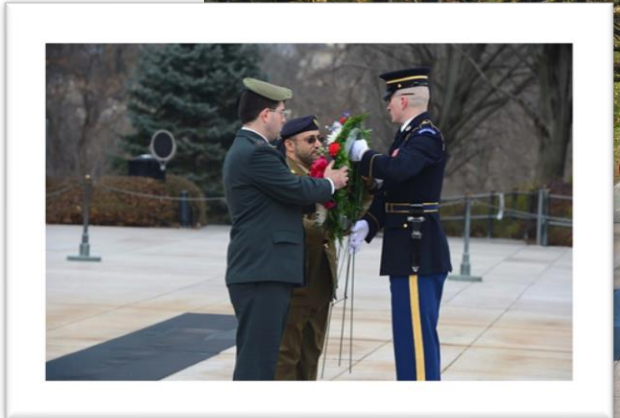


**Arlington National Cemetery
is the final resting place for
more than 400,000 active-duty
service members, veterans
and their families.**



...our Nation's most hallowed ground

ARLINGTON NATIONAL CEMETERY



MILITARY RECEPTION



Reception at Patton Hall, Fort Myer

- Receiving Line
- Welcome by General Officer Host
- Visit with Attachés



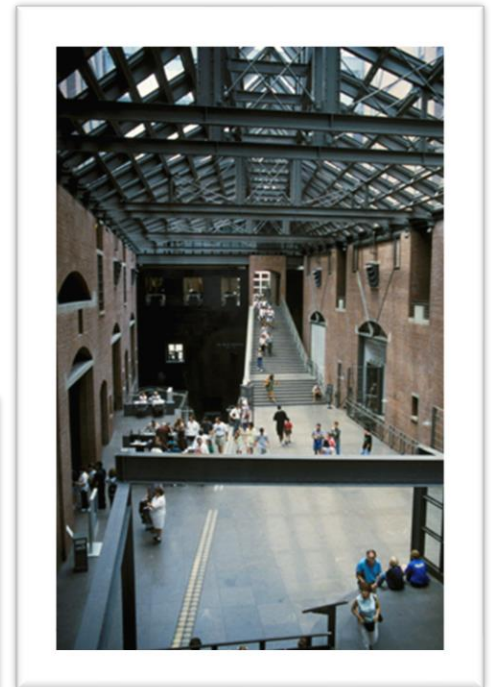
UNITED STATES HOLOCAUST MEMORIAL MUSEUM



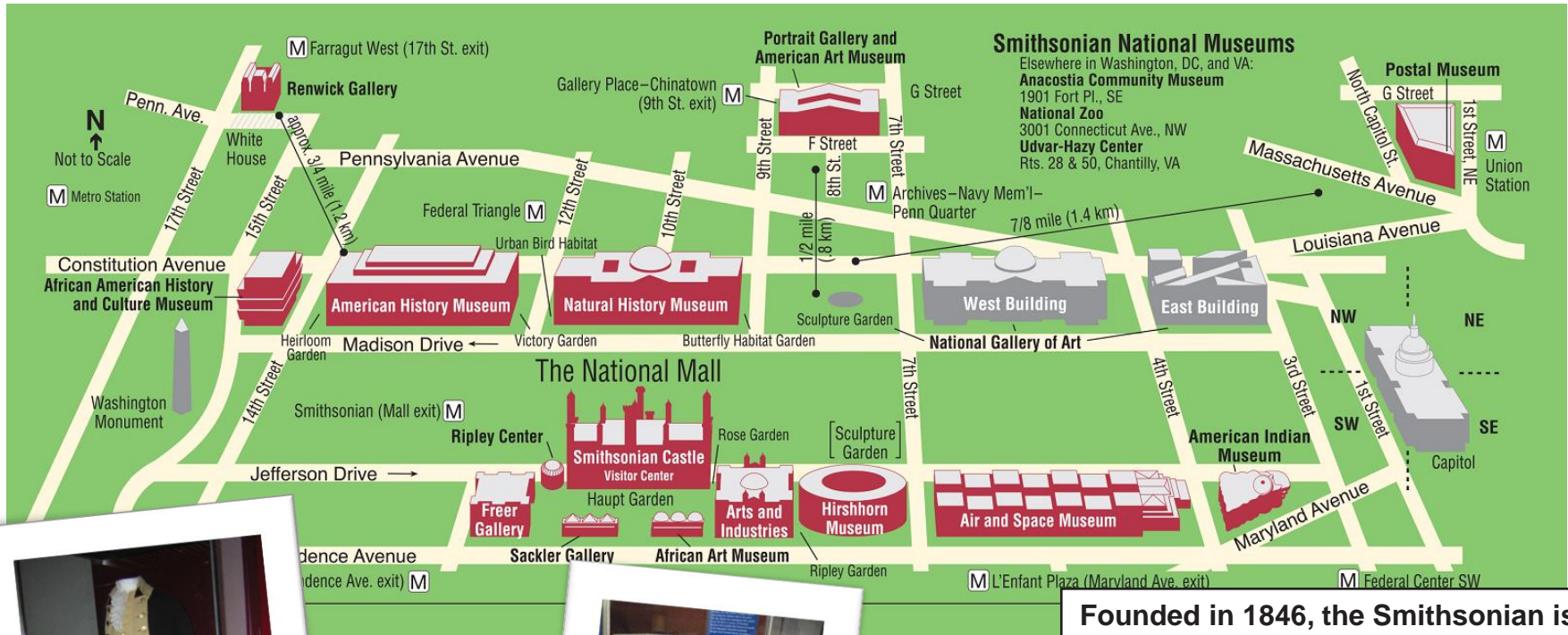
Working Group / Discussion

Learning goals for the group are:

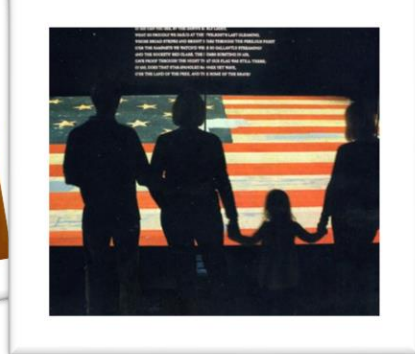
1. Understanding of the definition of genocide and that genocide is preventable.
2. Ability to recognize early warning signs for genocide and mass atrocity.
3. Understanding of the devastating consequences of human rights violations.
4. Awareness of the realm of choices they face as individual military officers.



SMITHSONIAN INSTITUTION



Founded in 1846, the Smithsonian is the world's largest museum and research complex, consisting of 19 museums and galleries, the National Zoological Park, and nine research facilities.



STANDARDS



1. DCFT is not a vacation

It is military training and should be treated as if you are in a classroom – guides are teachers

- Military courtesy is expected at all times
- Be on time and in proper uniform
- Stay with the group
- Refrain from using mobile phones during tours
- Respect the views and opinion of others
- Smoke only in designated areas

2. After each day's events, be alert and safe

- No 'off-limit' areas in Arlington / D.C.
- Maintain awareness of your surrounding
- Use 'Buddy System' i.e. Do not go out alone!
- Keep your Escort informed of your plans

STANDARDS



1. Hotel Safety

Familiarize yourself on how to evacuate the hotel due to an emergency

Muster for accountability with your Escort immediately

Check on others

2. Terrorism

You will be briefed if there are any threats in the area

If you see something suspicious, let your Escort know!

3. Weather

Monitor and dress accordingly!

DRESS CODE



Class B



Class A

Casual



No:

- Flip-flops
- Short shorts
- Offensive gestures or sayings

GRATUITY



- 1. Tipping is NOT mandatory in most of the United States, however it is expected in many circumstances for service.**
- 2. Why tip? In the USA, a lot of service jobs are paid below minimum wage, because the employees are expected to make up the difference in tips.**
- 3. TD/Escorts will cover group meals and group transportation tips.**
- 4. IMS will cover the remaining 'tip worthy' services.**

Few examples: \$1-2 per bag for skycaps, bellhops, doormen, and parking valets if they handle bags; \$1 per coat for coatroom attendants; \$2-5 per night for housekeeper, \$5-10 for concierge service; 15-20% for sit down meal if TD/Escort doesn't cover; Bartenders: \$1 per drink or 15-20% of the total bill.

Estimate - Actual Expense Worksheet

A	B	C	D	E	F	G	H	I	J
1	FORT		TRIP DATES:						
2	MIPR NUMBER			WBS		SALES ORDER #			
3			STUDENTS/ESCORTS		GFEBS		TOTAL MIPR	\$0.00	
4	DATES OF TRAVEL	DESCRIPTION	Projected	Actual	MIPR AMOUNT	ESTIMATED EXPENSES	ACTUAL EXPENSES	BALANCE	
5		MIPR - BASIC							Input the following information highlighted in:
6		AMENDMENT #1							
7		DCFT							Estimated expenses which apply
8		AIRFARE							Number of IMS (FMS/IMET)
9		CTO FEES							Number of Escorts
10		BAGGAGE							Name of Trip Director (if applicable)
11		TRANSPORTATION							Names of Escorts
12		METRO TICKETS							Estimated expenses of Trip Director (DTS)
13		MISC - TRIP DIRECTOR							Estimated expenses of escorts (DTS)
14		TRAVEL TO DC MEALS							Not permitted unless approved
15		MONDAY LUNCH (if applicable)							
16		TUESDAY DINNER							
17		THURSDAY LUNCH							
18		THURSDAY DINNER							
19		FRIDAY LUNCH							
20		FRIDAY DINNER							
21		TRAVEL FROM DC MEALS							
22									
23									
24		FMS							
25		IMET							
26		ESCORTS -							
27		TRIP DIRECTOR							
28		ESCORTS							
29									
30									
31		TOTALS			\$0.00	\$0.00	\$0.00	\$0.00	
32									
33	Commanders and Program Managers must identify and appoint individuals with the responsibility of performing receipt and acceptance of items and services--upon delivery of items and/or completion								
34	of service or work performed. Audit evidence of "receipt" must document the item(s) or service(s) and the applicable quantities received; the date the item(s) or service(s) was received; for								
35	services-description of the service, labor hours and amount, etc.; calculations used to determine the amount; and contain the authorizing official's name, signature or electronic signature equivalent.								
36	The designee identified to perform receipt acceptance must be authorized in writing (e.g. written in the agreement, order, memorandum or letter, and/or the use of the DA Form 1687 Notice of								
37	Delegation of Authority-Receipt for Supplies).								
38									
39	*I attest that all of the above goods and services have been received/rendered.								
40									
41									
42									
43	PRINTED NAME			SIGNATURE					
44									
45	As the Buyer, I have reviewed the delivered goods/services and validate that they are in agreement with the purchase order and acknowledge that that goods/services are acceptable.								
46									
47									
48									
49									
50	PRINTED NAME			SIGNATURE					

Appendix K – Disciplinary Problems

International Military Student (IMS) Disciplinary Actions			
Status: Green = Complete, Amber = Working, Red = Not Started			
Item #	ACTO	Required Actions	Status
1	IMSO/Installation Leadership	In the absence of standard agreements with countries involved in SC training, IMS cannot be disciplined according to the UCMJ. Disenrollment should be considered as the last disciplinary option available in the case of an IMS who has demonstrated a refusal to conform to the rules and regulations at the command where training takes place. The following should be used as a guideline when disciplinary action(s) is required:	
2	IMSO/Installation Leadership	Issue the IMS a Warning highlighting the following areas as necessary:	
		Disenrollment of an IMS indicates the mission of training contracted for under the Security Cooperation Training Program has not been accomplished. Experience has shown contact with IMS by officials of their own government can resolve most disciplinary problems. In many cases such contacts can also have a positive influence on academic problems, especially where the cause may be the IMS attitude in pursuing the course of instruction. Notify appropriate SATFA country program manager as early as possible.	
		When an IMS indicates nonconformity to established standards of behavior or has failed to achieve required academic progress, the IMSO will formally counsel the IMS concerning these shortcomings. The IMS will be advised of the exact nature of the behavior or performance that has failed to meet established or required standards. The IMS will be advised an official warning is being provided and change is required to avoid placement on probation (the last stage before disenrollment). The IMS will be advised of the exact nature of the change required, and of the time period the IMS is being given to make the required change.	
		The IMSO will make an official record of the counseling session and enter it into the IMS training record. The IMS will be informed if the required changes in either behavior or academic performance are made within the time period specified, the official record of the counseling session will be removed from the IMS training record upon successful completion of the current course of instruction.	
3	IMSO/Installation Leadership	Place the IMS on probation:	
		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 nonconformity to established standards of behavior, the IMS will officially be placed on probation.	
		If the IMS is placed on probation, the IMSO will formally counsel the IMS. The IMS will be advised of the exact nature of the behavior or performance that has failed to meet established or required standards and as a result the IMS is officially being placed on probation. The IMS must change to avoid recommendation for disenrollment. Inform IMS their Washington, DC based attaché or government official will be notified of this action. The details will be recorded in an official letter to the IMS from the IMSO during the official counseling session. A copy of this letter will be placed in the IMS training record and will remain in the record.	
4	IMSO/Installation Leadership	Dis-enroll the IMS:	
		When an IMS fails to make 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 commandant of the training activity or the commanding officer of the installation, or both, as appropriate, are authorized to recommend disenrollment. This recommendation will be forwarded to SATFA country program manager, P4, and Director, SATFA.	

Appendix L – Major Breaches of Military Discipline

International Military Student (IMS) Breaches of Military Discipline			
Status: Green = Complete, Amber = Working, Red = Not Started			
Item #	ACTO	Required Actions	Status
1	IMSO/Installation Leadership	The instructions below will not conflict with action Federal, State, or local authorities may elect to take with respect to acts committed in violation of civil law or authority.	
2	IMSO/Installation Leadership	Any IMS involved in a serious breach of military discipline or incident within civilian jurisdiction may be temporarily suspended from training by local military authorities pending resolution.	
3	IMSO/Installation Leadership	When an IMS is involved in a situation requiring immediate action to prevent bodily injury or any breach of the peace on or off a military installation, the military authorities will take steps within their legal competence to restore order. Where the offense committed by an IMS does not involve the necessity of restoring order, the military authorities may, depending on the seriousness of the offense, detain the IMS for the protection and safety of the installation. When confinement is appropriate, the IMS will be promptly delivered to civilian authorities unless military confinement is authorized by competent military authority. When a breach of the peace involving civil law occurs off a military installation, appropriate action will be taken to inform civilian authorities.	
4	IMSO/Installation Leadership	Incidents such as confrontations between IMS and local authorities; IMS involved in civil disturbances; and hostile acts between IMS of different nationalities may not appear serious at first, but must be dealt with in a timely manner to potentially prevent these incidents from developing into situations with international implications.	
5	IMSO	Timeliness takes precedence over completeness when initially reporting serious breaches of military discipline; and as more details become available, they will be reported along with recommendations of follow-on actions (See Note 1). In the event notification is after duty hours and the IMSO is unable to contact the appropriate SATFA CPM, the IMSO will contact the TRADOC Operations Center (TOC) at (757) 501-5096. The TOC will contact the SATFA Deputy Director who will ensure required SATFA follow-up actions are completed. Concurrently, the IMSO will ensure all reporting requirements for their owning-Installation are met (See Note 1).	
6	Installation Operations Center	The owning installation operations center will report to the TOC immediately upon discovery or notification. Reportable IMS incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death. The reporting command will notify the TOC by the fastest means possible IAW TRADOC Regulation 1-8, U.S. Army Training and Doctrine Command Operations Reporting.	
7	IMSO/Installation Leadership	In disciplinary cases, U.S. installation commanders conduct an investigation and forward their recommendations to the Director, SATFA. Recommendations to return an IMS home must be approved by the Director, SATFA before returning an IMS to home country (See Note 2).	
8	IMSO/Installation Leadership	If a Country Liaison Officer (CLO) is assigned to the training location all actions and recommendations should be coordinated as appropriate. Concurrence of the CLO is desirable but not mandatory and should be addressed in the reporting sent forward to the Director, SATFA.	
9	CPM	The responsible SATFA CPM will notify the appropriate SATFA Branch Chief, Embassy Defense Attaché, and the Country Security Cooperation Officer (SCO). If the incident is reported outside of duty hours, the Deputy Director SATFA will decide what actions to take and issue guidance accordingly (i.e. Call personnel in to work, authorize Telework, etc.).	
10	SATFA Leadership	Ensure notification of the appropriate Country Liaison Officer at HQ, TRADOC (if country has representation in the HQ) and HQDA (DASA (DE&C), Senior Security Assistance Training Specialist (william.e.lahue.civ@mail.mil)).	
11	Foreign Military Service	Punishment of IMS in connection with military offenses committed by them is the responsibility of the IMS' foreign military Service.	
12	Branch Chief	The respective SATFA Branch Chief is responsible for monitoring ongoing actions (thru the CPM) and ensuring the SATFA leadership is notified and kept up-to-date throughout the entire event.	
Notes:			
1. E-mail to the appropriate SATFA CPM will include Deputy SATFA Director (wesley.r.easley.civ@army.mil), OPS Branch Chief (thomas.j.vaccaro.civ@mail.mil), and P4 Chief (mark.s.irish2.civ@army.mil) on the Cc line.			
2. E-mail recommendations to the Director SATFA (stephen.c.lemons.civ@army.mil), Deputy SATFA Director (wesley.r.easley.civ@army.mil), OPS Branch Chief (thomas.j.vaccaro.civ@mail.mil), P4 Chief (mark.s.irish2.civ@army.mil), and the appropriate SATFA CPM on the Cc line.			
For IMS incarcerated enter "AT" Progress Message. CPM adds TLA note to cover flight and hotel in the event they are released.			

Appendix M – IMS Casualty Checklist

International Military Student (IMS) Casualty Checklist			
Status: Green = Complete, Amber = Working, Red = Not Started			
Item #	ACTO	Required Actions	Status
1	IMSO	If an IMS under DA sponsorship dies, the IMSO at the U.S. Army activity at which the death occurs will immediately notify the appropriate SATFA Country Program Manager (CPM) both telephonically and via email (See Note 1). Timeliness takes precedence over completeness for the initial report. In the event notification is after duty hours and the IMSO is unable to contact the appropriate SATFA CPM, the IMSO will contact the TRADOC Operations Center (TOC) at (757) 501-5096. The TOC will contact the SATFA Deputy Director who will ensure required SATFA follow-up actions are completed. Concurrently, the IMSO will ensure all reporting requirements for their owning-Installation are met.	
2	Installation Operations Center	The owning installation operations center will report to the TOC immediately upon discovery or notification of death of an IMS. The reporting command will notify the TOC by the fastest means possible IAW TRADOC Regulation 1-8, U.S. Army Training and Doctrine Command Operations Reporting.	
3	CPM	The responsible SATFA CPM will notify the appropriate SATFA Branch Chief, and the Country Security Cooperation Officer (SCO) (See Note 2 for minimum information requirements) and keep them up-to-date on incident related actions, status of remains, arrangements, etc. until complete. If the incident is reported outside of duty hours, the Deputy Director SATFA will decide what actions to take and issue guidance accordingly (i.e. Call personnel in to work, authorize Telework, etc.).	
4	SATFA Leadership	Ensure notification of HQDA (DASA (DE&C), Senior Security Assistance Training Specialist (william.e.lahue.civ@mail.mil), Country Liaison Officer at HQ, TRADOC (if country has representation in the HQ) and the appropriate Embassy Defense Attaché,	
5	CPM/FMD	If IMS is funded via FMS, verify there are sufficient funds available to cover expenses; determine if the country wants to fund via the FMS case. Ensure funds are transferred to the local budget office for execution (See Notes 3, 4, 5, & 6).	
6	Branch Chief	The respective SATFA Branch Chief is responsible for monitoring ongoing actions (thru the CPM) and ensuring the SATFA leadership is notified and kept up-to-date throughout the entire event.	
7	CPM	Coordinate with the SCO to confirm Next of Kin (NOK) notification(s) is/are made and provide confirmation to the IMSO. Work through the SCO or embassy to obtain instructions on preparation of remains, if the country will be sending an escort officer (Including escort officer contact information to be provided to IMSO), and location to which the remains should be shipped. Provide this information to the IMSO as soon as it becomes available (See Notes 3, 4, 5, & 6).	
8	P4	Coordinate daily TELECON to synchronize response to the IMS death. TELECON should include Chief, P4, responsible CPM(s), Branch Chief(s), Deputy Director SATFA, FMD, G-33 Deputy Director, TRADOC Public Affairs Office (PAO), IMSO, Casualty Assistance Center (CAC) representative, and Center/School Operations staff and PAO.	
9	IMSO	Provide updated cost estimates to SATFA FMD for preparation, transportation, and escort of remains in the event additional funds need to be transferred to the local budget office for execution.	
10	CPM	Ensure contact is established between the IMSO and Country escort officer (If Country Provides).	
11	IMSO	Coordinate with the installation CAC to ensure the following information is included in the remarks section of the casualty report: (1) The IMS ITO number and date, WCN, and country. (2) Request for instructions for disposition of remains (If not already obtained). (3) Request for permission to perform autopsy if required (If not already provided). (4) Identification and location of next of kin (If available).	
12	CAC/IMSO	The training activity or installation will furnish a casualty report according to AR 600-8-1; SATFA (ATTG-TRI-SR) will be included as an action addressee. HQDA (DASA (DE&C)), the combatant commands, and the SCO will be included as information addressees to the casualty report.	
13	CAC/IMSO	Funeral or memorial services will not be conducted for IMS until instructions concerning the disposition of the remains have been received from the appropriate Military Service.	
14	CPM	As required, coordinate thru the country attaché to complete translation of required documents for airline transportation and repatriation of remains back to home country.	
15	IMSO	Per disposition instructions, coordinate local religious support to assist with preparation of remains for transport.	
16	CAC/IMSO/FMD	The training installation will coordinate the preparation and transportation of the IMS remains 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 Notes 4 & 6). The funeral home must have the necessary Commercial and Government Entity (CAGE) Code in order to be paid by the Defense Finance and Accounting Service. If the funeral home does not have a CAGE code, SATFA FMD will contact the funeral home and guide them through the process of obtaining a CAGE code.	
17	IMSO	The activity concerned will appoint an individual to officially handle the deceased IMS affairs; for example, obtaining final IMET allowances due, settling valid debts, disposing of an automobile, and inventorying personal effects. Unless otherwise directed, personal effects of deceased IMS will be forwarded with the inventory list to the appropriate Security Cooperation Organization for release to the next of kin.	
18	IMSO	Once the Police report is available send forward to SATFA CPM for review/distribution to SATFA leadership, higher headquarters, and country of deceased IMS.	
19	Installation Senior Mission Commander	The senior mission commander will convene a Fatality Review Board and conduct a fatality after action review within 14 days of the incident. A copy of the final review report of an accidental death or homicide will be forwarded to the Director, SATFA. The report should contain: (1) All circumstances surrounding the IMS death. (2) Contain copies of all necessary supporting documents; for example, accident report, medical reports, and death certificate.	
Notes:			
1. E-mail to the appropriate SATFA CPM will include Deputy SATFA Director (wesley.r.easley.civ@army.mil), OPS Branch Chief (thomas.j.vaccaro.civ@mail.mil), and P4 Chief (mark.s.irish2.civ@army.mil) on the Cc line.			
2. Reference AR 638-8, para. 2-4.a.: (1) First and last name. (2) Casualty type, status, and category. (3) Personnel type, affiliation, and category. (4) Field Report Number (If available). (5) Military unit of assignment. (6) Date and time of incident. (7) Circumstances and remarks.			
3. Under IMET, the appropriate MILDEP financial office should ensure funds are issued to the training installation financial office. Under FMS, the home country government should provide the funds.			
4. The IMET fund cite in the IMS ITO will be used to defray preparation expenses and costs for transportation of 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 Country Liaison Officer or the official foreign government representative.			
5. If an escort is desired, the official representative of the country concerned may designate a staff member or an IMS to accompany the remains. U.S. personnel are not authorized for escort assignment. (1) Per diem and travel costs of the escort accompanying the remains of an USG-funded IMS within the U.S. are chargeable to USG funds. (2) Travel and transportation expenses for escorts accompanying the remains of an FMS IMS will be borne by the foreign government concerned or FMS Case.			
6. Expenses involved in the death of FMS IMS are the responsibility of the foreign government; however, the activity concerned will 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 the 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.			

Appendix N – Political Asylum Procedures Checklist

International Military Student (IMS) Political Asylum Procedures			
Status: Green = Complete, Amber = Working, Red = Not Started			
Item #	ACTO	All Actions Are Not Necessarily Sequential. Some Actions May Take Place Concurrently.	Status
1	IMSO	When the training organization learns of an International Military Student's (IMS) intent to request political asylum (or that an IMS has already applied for political asylum), the IMSO will advise the IMS that Security Cooperation sponsorship, to include enrollment in training and all associated applicable living allowances terminate once the IMS officially applies for political asylum. IMSO Personnel may not help an IMS prepare or submit an application for asylum or give advice about the benefits or appropriateness of applying for asylum. A formal asylum request is defined as the IMS has submitted a Form I-589, Application for Asylum and for Withholding of Removal via mail or in person to the Department of Homeland Security (DHS) U.S. Citizenship and Immigration Services (USCIS) Asylum Office.	
2	IMSO	Dissemination of information about a formal asylum request should only be provided to those with a need to know. In every case, keep the responsible SATFA Country Program Manager (CPM) advised (initially via phone and follow-up e-mails; include Deputy SATFA Director (wesley.r.easley.civ@army.mil), OPS Branch Chief (thomas.j.vaccaro.civ@army.mil), and P4 Chief (mark.s.irish2.civ@army.mil) on the Cc line) and contact SATFA P4 for assistance or guidance at any time. Ensure that the school/center leadership is notified along with the owning Installation Operations Center (IOC). Format for the initial report will be IAW AR 550-1, Processing Requests for Political Asylum and Temporary Refuge, 21 June 2004, para 2-3.a.. The initial report will not be delayed. Timeliness is of a higher priority than completeness of the initial report, provide subsequent updates as additional information becomes available.	
3	SATFA Leadership	Ensure notification of HQDA (DASA (DE&C), Senior Security Assistance Training Specialist (william.e.lahue.civ@mail.mil)).	
4	All	Per AR 550-1, para 2-2.(b) in no case will a person requesting political asylum or temporary refuge be surrendered to a foreign jurisdiction without Headquarters DA approval.	
5	All	Inquiries from the IMS' government will be forwarded to SATFA for response thru the DASA (DE&C).	
6	IOC	The owning IOC will report formal requests for asylum to the TRADOC Operations Center (TOC) IAW TRADOC Regulation 1-8, U.S. Army Training and Doctrine Command Operations Reporting.	
7	TOC	The TOC will follow notification procedures per TRADOC Regulation 1-8 and will report to the Army Operations Center (AOC) the actions already taken with as much information available using the format from AR 550-1, para 2-3.a.. The initial report will not be delayed. If all information is not available, provide subsequent updates to the AOC as updates become available.	
8	CPM	The responsible SATFA CPM will notify the appropriate SATFA Branch Chief and the Country Security Cooperation Officer (SCO) and keep them up-to-date on the situation. Ensure that the SCO amends the IMS' Invitational Travel Order (ITO) to terminate training.	
9	Branch Chief	The respective SATFA Branch Chief is responsible for monitoring ongoing actions (thru the CPM) and ensuring the SATFA leadership is notified and kept up-to-date.	
10	IMSO	Once it is confirmed that the IMS has formally applied for asylum:	
		(1) Notify the IMS that Security Cooperation sponsorship, to include enrollment in training and all associated applicable living allowances are terminated.	
		(2) Input progress message Eliminated - Self Eliminated (EE) into the Security Cooperation Training Management System (SC-TMS) and utilize the Free Text function to input that the IMS formally requested asylum.	
		(3) Ensure local out-processing requirements are completed (including final settlement voucher for processing and payment of allowances).	
		(4) Throughout the process protection will be provided to the IMS IAW AR 550-1, para 2-2.a.(2).	
		(5) Ensure IMS has all personal property and collect all U.S. Government property (to include U.S. Government ID cards).	
		(6) Formally terminate on-post access.	
		(7) Assign an escort and if necessary contact installation security to assist with escorting the IMS off of the installation. IAW AR 550-1, 2-2.(c). the Citizenship and Immigration Services (CIS), Department of Homeland Security (DHS) has primary responsibility for processing requests for political asylum within the United States, the Commonwealth of Puerto Rico, and U.S. possessions. Arrangements to transfer the individual to the CIS should be made as soon as possible. Transfers may be arranged locally; they need not await DA approval. Addresses of field offices are available at www.uscis.gov .	
		(8) After the IMS is escorted off of the installation coordinate thru the CPM to the SCO to return all foreign government property, documents, and materials.	
		(9) Once IMS is handed over to the appropriate receiving CIS field office or the CIS Headquarters, request acknowledgement IAW the format in AR 550-1, figure 2-1. This acknowledgement will be retained in files for 12 months prior to routine record disposal action.	
		(10) Report date/time/location of IMS release to the appropriate SATFA CPM (initially via phone and follow-up e-mail). Ensure that the school/center leadership is notified along with the owning IOC.	
11	IOC	Submit final report to the TOC.	
12	TOC	Submit final report to the AOC.	
13	CPM	Provide final report to the SCO.	

Appendix O – Unauthorized Absence (UA) Checklist

Unauthorized Absence (UA)

When there is a clear indication of an IMS being absent from scheduled activities without proper authorization, the IMS will be considered in a UA status. **DO NOT WAIT FOR 24 HOURS TO REPORT IMS UA.** The IMSO will carefully check before making a determination of UA to ensure that the IMS is not absent because of misunderstanding the schedule, sick in quarters, hospitalized, in local law enforcement custody, or other plausible reason. If IMS is deemed UA, immediately contact the SATFA P4 Chief [mark.s.irish2.civ@army.mil; (757) 501-5044)] or if it is after duty hours, during a holiday, or on a weekend call the TRADOC Operations Center 24/7 at (757) 501-5096/5098 to be connected with a POC from SATFA. If an IMS is confirmed as UA, the following actions will take place.

Step	Responsible Party	Task Description	Status
1	IMSO	Notify: a. Dept of Homeland Security/Immigration & Customs Enforcement (DHS/ICE) LOCAL OFFICE at your location DHS/ICE NAT'L CTLD@ice.dhs.gov ; damon.s.odom@ice.dhs.gov ; mason.t.nicholls@ice.dhs.gov ; james.r.quaid@ice.dhs.gov ; vivian.mott@ice.dhs.gov b. SATFA P4 Chief mark.s.irish2.civ@army.mil c. Appropriate SATFA CPM (list available on the SANWeb Training Tab) d. TRADOC G-2X usarmy.jble.tradoc.mbx.tradocg2xmail@mail.mil e. DASA DE&C william.e.lahue.civ@army.mil f. DSCA – DSCA.IMTEPP-AWOL@mail.mil g. Defense Counterintelligence Security Agency dcsa.quantico.dcsa.mbx.esc@mail.mil The initial notification should include, but is not limited to the following information:	
		(a) IMS full name and country of citizenship/origin.	
		(b) Passport and Visa information.	
		(c) Effective date and time of absence.	
		(d) Date of birth.	
		(e) Place of birth.	
		(f) Photograph if available.	
		(g) Last known location.	
		(h) Last known mobile telephone number of IMS.	
		(i) Social media information (Facebook, Snapchat, Twitter, etc....) if available.	
		(j) Information on any accompanying dependents (Authorized on ITO or Not) as applicable.	
		(k) Bank and/or debit card account information (Bank & Account Number) if available.	
		(l) Case Identification/Work Control Number (WCN).	
		(m) Type of training and any follow on training for which IMS is programmed.	
		(n) Travel circumstances (flight arrangements, layovers).	
		(o) Any information/background concerning events that may have contributed to the UA status.	
		(p) Known variations in name spelling or alias - check against passport and Visa.	
		(q) Known relatives or associates in the United States (Name, Relationship, Address, and Contact Information).	
		(r) Information and copy of U.S. driver's license (e.g. number, issuing State, expiration date) if available.	
		(s) Information and copy of any DoD identification (ID) cards issued.	
		(t) Foreign Identification Number (FIN).	
		(u) US Equivalent Rank.	
		(v) Scanned copy of IMS ITO.	
		(w) Biographic Information Sheets on IMS and Adult AFM from SC-TMS.	
Step	Responsible Party	Task Description	Status

2	SATFA P4	Validate all email addresses on AWOL notification and re-send to any organizations not notified.	
3	IMSO	If additional information becomes available related to IMS UA Status or UA IMS voluntarily returns after initial notification is sent, send follow-up reporting to the POCs listed in Step 1.	
4	IMSO	Notify Installation Security Forces IOT prevent the IMS from accessing the Installation.	
5	IMSO	Notify the appropriate DoD ID card office to ensure the ID card is cancelled.	
6	IMSO	Notify the SATFA Debit Card Team usarmy.ible.tradoc.mbx.hq-tradoc-satfa-debit-card@army.mil (katherine.e.brown1.civ@army.mil).	
7	IMSO	Notify lodging to cancel service.	
8	IMSO	Ensure the proper progress message (e.g. AWOL-TG) is entered into SC-TMS.	
9	IMSO	Notify the base Staff Judge Advocate who should be aware of U.S. Government consular notification requirements if the IMS is later arrested.	
10	CPM	Notify SATFA Branch/Division Chief, P4, Deputy Director, Director, Combatant Command International Training Manager, and the responsible SCO.	
11	SCO	Amend the IMS ITO to cancel all training, all authorizations including any dependents, and terminate DoD sponsorship. Notify consular section of U.S. Embassy that issued IMS' visa. Notify the MoD of the IMS' country of origin.	
12	CPM	Request from designated SCO disposition of IMS' personal effects. Cost for shipping and handling will be charged to the corresponding funding line of the IMS.	
13	IMSO	Receive and execute disposition instructions of IMS' personal effects from the appropriate SATFA CPM.	
14	CPM	Provide IMSO disposition instructions for any IMS in UA status that voluntarily return to a DoD installation. Instructions will be provided to SATFA by DSCA.	
15	IMSO	Receive and execute disposition instructions for any UA IMS that voluntarily returns. Instructions will be provided by the appropriate SATFA CPM.	
16	SATFA DIR	Notifies Military Attaché(s)	
Status - Red: Not Started, Amber: Working, Green: Complete			

Appendix P – Progress Messages

PROGRESS MESSAGE CATEGORY ONE: DESK TOP REFERENCE

Progress Message	Begin or 1st Date (B1) End or 2nd Date (E2)	Actions required by the IMSO/CPM
Deceased (TK)	B1: Day IMS died E2: N/A	IMSO: 1. Immediately call SATFA 2. ASAP email SIR to SATFA/EOC 3. Within 24 hours enter (TK) progress message CPM: Follow established guidance
No Show (NS)	B1: Date IMS was scheduled to start class E2: Date IMS was scheduled to complete/graduate from class	IMSO: 1. Within 24 hours of (NS) call CPM 2. Within 48 hours email CPM and SCO stating actions taken 3. When directed by the CPM enter (NS) progress message CPM: 1. ASAP notify previous training site (if applicable) 2. (FO) as appropriate
Emergency Leave (TQ)	B1: Date leave begins E2: Date leave ends	IMSO: 1. Immediately call CPM 2. ASAP email CPM and SCO with details of flight and effects on training status 3. Within 24 hours enter (TQ) Progress message CPM: Follow established guidance
AWOL (TG)	B1: Date AWOL in effect E2: Date IMS found and no longer considered AWOL	IMSO: 1. Immediately call CPM 2. ASAP email SIR to SATFA 3. Within 24 hours enter (TG) progress message CPM: Follow established guidance

PROGRESS MESSAGE CATEGORY TWO: DESK TOP REFERENCE

Progress Message	Begin or 1st Date (B1) End or 2nd Date (E2)	Actions required by the IMSO/CPM
Eliminated – Academic Deficiency (EA)	B1: Most recently specified, prior, graduation / completion date E2: Date IMS withdrew/was withdrawn from training	IMSO: 1. Within 24 hours call or email CPM 2. Within 48 hours email CPM stating actions taken 3. The CPM will attrite the IMS in DSAMS and enter the appropriate Eliminated progress message CPM: Follow established guidance
Eliminated – Disciplinary (ED)	B1: Same as above E2: Same as above	Same as above
Eliminated – Flying Deficiency (EF)	B1: Same as above E2: Same as above	Same as above
Eliminated – Medical Reasons (EM)	B1: Same as above E2: Same as above	Same as above
Eliminated – Other (EO)	B1: Same as above E2: Same as above	Same as above
Eliminated – Self Eliminated (EE)	B1: Same as above E2: Same as above	Same as above
Extended – Academic (WA)	B1: Most recently specified prior, graduation / completion date E2: Revised, new, estimated graduation/completion date	IMSO: 1. Within 24 hours call or email CPM 2. Within 48 hours email CPM stating actions taken 3. When directed by CPM enter progress message CPM: Follow established guidance
Extended – Flying (WF)	B1: Same as above E2: Same as above	Same as above
Extended – Language (WL)	B1: Same as above E2: Same as above	Same as above
Extended – Medical (WM)	B1: Same as above E2: Same as above	Same as above

PROGRESS MESSAGE CATEGORY TWO: DESK TOP REFERENCE

Progress Message	Begin or 1st Date (B1) End or 2nd Date (E2)	Actions required by the IMSO/CPM
Extended – Weather (WE)	B1: Same as above E2: Same as above	Same as above
Extended – Administrative (WC)	B1: Same as above E2: Same as above	Same as above
Hold – Administrative Reasons (HA)	B1: Date IMS put on hold E2: Date IMS taken off hold	IMSO 1. Within 24 hours call or email CPM 2. Within 48 hours email CPM stating actions taken 3. When directed by CPM enter progress message CPM Follow established guidance
Hold – Awaiting Country Disposition (HC)	B1: Same as above E2: Same as above	Same as above
Hold – Medical (HM)	B1: Same as above E2: Same as above	Same as above
Withdrawal – Administrative (DA)	B1: Most recently specified, prior, scheduled completion / graduation date E2: Date of withdrawal	Same as above
Withdrawal – Country Requested (DC)	B1: Same as above E2: Same as above	Same as above

PROGRESS MESSAGE CATEGORY THREE: DESK TOP REFERENCE

Progress Message	Begin or 1st Date (B1) End or 2nd Date (E2)	Actions required by the IMSO/CPM
Arrived / Reported not as scheduled (AX)	B1: Most recently specified, prior, planned arrival / report date E2: Date IMS actually arrived / reported	IMSO 1. Within 48 hours email CPM 2. When directed by CPM enter progress message CPM Follow established guidance
Enrolled not as scheduled (EX)	B1: Same as above E2: Same as above	Same as above
Completed training not as scheduled (CY)	B1: Most recently specified, prior, scheduled completion / graduation date. E2: Revised, actual completion / graduation date.	Same as above
Completed training w / Diploma not as scheduled (CV)	B1: Same as above E2: Same as above	Same as above
Completed Training w / Certificate not as scheduled (CX)	B1: Same as above E2: Same as above	Same as above
Departed not as scheduled (DX)	B1: Date that IMS was originally scheduled to depart. E2: Date IMS actually departed training location.	Same as above
Sick Call (MT)	B1: Date IMS went on sick call. E2: Date IMS returned from sick call.	Same as above.
Hospitalized (TH)	B1: Date IMS hospitalized. E2: Date IMS released from hospital.	Same as above
Sick Leave (SL)	B1: Date leave begins E2: Date leave ends	Same as above
Sick Leave Family Member (SF)	B1: Date leave begins. E2: Date leave ends.	Same as above

PROGRESS MESSAGE CATEGORY THREE: DESK TOP REFERENCE

Progress Message	Begin or 1st Date (B1) End or 2nd Date (E2)	Actions required by the IMSO/CPM
Quarters (QT)	B1: Date quarters begins E2: Date quarters ends	IMSO 1. Within 48 hours email CPM 2. When directed by CPM enter progress message CPM Follow established guidance
Missing Medical / Admin Information (MM)	B1: N/A E2: N/A	Same as above
Academic Warning (AW)	B1: Date warning goes in effect E2: Date warning ends	Same as above
Disciplinary Warning (DW)	B1: Same as above E2: Same as above	Same as above
Disciplinary Probation (DP)	B1: Date IMS goes on probation E2: Date IMS is scheduled to or completed probation	Same as above
Probation Academic (PA)	B1: Date warning goes in effect E2: Date warning ends	Same as above

PROGRESS MESSAGE CATEGORY FOUR: DESK TOP REFERENCE

Progress Message	Begin or 1st Date (B1) End or 2nd Date (E2)	Actions required by the IMSO/CPM
Arrived / Reported as Scheduled (AR)	B1: N/A E2: N/A	IMSO Within one week enter progress message CPM Follow established guidance
Enrolled as Scheduled (EN)	B1: N/A E2: N/A	Same as above
Completed Training W/Certificates as Scheduled (CO)	B1: N/A E2: N/A	Same as above
Completed training w / Diploma as Scheduled (CD)	B1: N/A E2: N/A	Same as above
Completed Training as Scheduled (CP)	B1: N/A E2: N/A	Same as above
Ordinary Leave (TL)	B1: Date leave begins E2: Date leave ends	Same as above
Holiday Leave (HL)	B1: Date leave begins E2: Date leave ends	Same as above
Travel Information (TV)	B1: N/A E2: N/A	IMSO Enter IMS travel information as soon as available (POV, flt arrival information, etc) CPM Follow established guidance
Free Text (FT)	B1: N/A E2: N/A	IMSO Use of this progress message should only be used when all other progress message choices have been exhausted CPM Follow established guidance

Page Intentionally Left Blank